

BETHEL COLLEGE

Bethel is an evangelical Christian college affiliated with the Missionary Church.

It Is a Place...

where you may find your way into a satisfying life of service. A world suddenly changed by the explosion and instantaneous communication of knowledge demands more than skills from its inhabitants. Technology enables us to contact more lives directly than ever before, but to touch those lives requires men and women of integrity and spiritual vision.

Bethel Believes...

- God is the Creator and Sustainer of all things, and the Author of salvation.
- The Bible is the divinely inspired, only infallible, authoritative Word of God, and the unchanging rule of faith and practice.
- Man's relationship to God, which was lost through sin, is restored through faith in the redeeming work of Christ, God's divine Son.
- The Church is composed of persons who are born of the Spirit and empowered by Him to live a holy life devoted to the fulfillment of the Church's Great Commission.
- The personal return of Christ will bring about the end of the present age, the Judgment and the beginning of the glorious age to come.

Within this Christian perspective, Bethel College offers educational opportunities for all students, traditional and adult, who are interested in a liberal arts program of studies with career and personal growth orientations. A coeducational college, it offers studies including master's, baccalaureate and associate degrees for the broad spectrum of students and in a variety of settings.

Furthermore, the college is located in an urban community with rich educational and cultural resources, and it participates in a consortium of colleges and universities where educational opportunity is enhanced through the sharing of these resources.

Recognizing that the future offers opportunities and challenges which must be met by a responsive academic community, the college affirms its commitment to provide liberating and relevant academic programs, while holding to its Christian responsibility to be a witness and participant in the contemporary world. As a Christian college, we accept the person of Jesus Christ and His gospel as normative for the values we seek to understand, live and communicate.

We propose to accomplish this mission by...

- creating quality teaching-learning experiences which consist of studies in common areas of learning, together with studies which develop knowledge and skill in a particular curriculum;
- encouraging all members within the college community to develop personal relationships that foster and sustain growth in spiritual, intellectual, physical and social dimensions, as well as in professional competence;
- offering experiences beyond the classroom which contribute to the development of the broadly educated individual and the competent professional;

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- fostering a spirit of scholarship, inquiry and independent study which provides stimulus and background for a life of learning;
- striving to prepare students to serve the Church, the community and the society at large; and,
- challenging total Christian commitment within the college environment.

To These Ends...

We've set, as our objectives, the goals that each Bethel graduate should possess:

- an awareness of the accumulating body of knowledge as an incentive for study and research;
- the ability to think analytically and critically, to appreciate the thinking and culture of others, and to communicate effectively and creatively;
- an understanding of the factors in the physical, mental and spiritual development of one's own personal growth;
- social and civic attitudes leading to responsible participation in human relationships ranging from individual contacts to world citizenship and including people from differing religious, racial, ethnic and economic contexts;
- an appreciation of God's creation and of humanity's cultural achievements in the arts and sciences as an outgrowth of increased understanding; and,
- competence through acquired understandings and skills considered fundamental to certain professions or areas of specialization.

Bethel Foundations...

Bethel College was founded in 1947 by the Missionary Church, a denomination with roots in both the Mennonite and Methodist traditions. The college has maintained a close relationship with the denomination throughout its history and considers itself to be a part of the evangelical movement in the United States. Today, over 20 different church denominations are represented within our student body.

Values-Based Education...

Bethel is a college of deep Christian commitment, a place where an open and joyful emphasis is placed on Christian values and principles in everyday life. At Bethel, every administrator, staff and faculty member associated with our institution believes in preserving the values and principles associated with an independent, private Christian college. We believe that Christian education is more than teaching a theology based on biblical truth. It is teaching students how to apply those truths and values in their day-to-day lives.

Bethel College is committed to assisting students with the pursuit of academic achievement, social development and personal relationships. Our commitment is to strengthen the hearts, as well as the minds of our students.

Bethel College is building men and women of integrity and spiritual vision. This is what sets Bethel apart. We believe building strong leadership in government, the business community and the home will give Bethel students the foundation on which they can build their futures.

Bethel Is Accredited By...

- The Higher Learning Commission and a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, (800) 621-7440
- Indiana Professional Standards Board, 251 East Ohio Street, Suite 201, Indianapolis, IN 46204-2133
- National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, NW, Suite 200, Washington, DC 20036-1023
- National League for Nursing Accrediting Commission, 61 Broadway, 33rd floor, New York, NY 10006
- Indiana State Board of Nursing, Health Professions Bureau, Indiana Government Center South, 402 W. Washington Street, Room 041, Indianapolis, IN 46204
- Public Laws 16, 346, 550 and 894, for training veterans and their survivors

Bethel Is a Member Of...

- American Association of Colleges of Nursing
- Association of Christian Schools International (ACSI)
- AuSable Institute of Environmental Studies
- Christian Center for Urban Studies (CCUS)
- Council for Christian Colleges and Universities
- Council of Associate Degree Programs of Nursing of the National League for Nursing
- Council of Baccalaureate and Higher Degree Programs of Nursing of the National League for Nursing
- Council of Independent Colleges (CIC)
- Independent Colleges of Indiana (ICI/ICIF)
- Indiana Conference of Higher Education (ICHE)
- Jerusalem University College
- Midwest Nursing Alliance
- Northern Indiana Consortium for Education (NICE)

Counseling Services...

Counseling services are available to all Bethel College students. It is the primary purpose of the center to assist the student to develop his or her fullest potential in physical, intellectual, emotional and spiritual areas of life while here at Bethel College. The center is under the direction of the Student Development Office, with specialists available in personal counseling, nutritional counseling, spiritual counseling, career planning and placement and other specific areas of counseling needs. The primary focus is to meet the needs of students at Bethel College; however, many of our services are available to persons from area churches and the community at large.

Career/Life Planning: Programs are designed to assist students in developing understanding and awareness of their skills, interests, personalities and values as they relate to career development. Students can explore these areas through various

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assessment programs available in the Career Services Office. Related college majors and career directions are considered in individual counseling sessions.

Resources are made available which allow students to research specific career paths and make vocational decisions. When students are ready to begin a job search, information and job marketing skills are provided. Assistance is provided in many areas: developing cover letters and résumés, networking, interviewing and other areas important to finding employment.

Academic Facilities...

The Bethel College campus has numerous buildings which house the various academic programs. In the heart of the campus is the Bowen Library. In addition to being home to all of the Bethel library resources, the Bowen building houses the Bowen Museum, conference rooms and classrooms. The Middleton Hall of Science houses a small theater/lecture hall; traditional classrooms; and chemistry, biology, physics, anatomy and physiology, and nursing laboratories. The Wiekamp Athletic Complex consists of the Goodman gymnasium, the Gates gymnasium, classrooms, locker rooms and a weight room. The campus auditorium is the focal point of the Everest-Rohrer Chapel/Fine Arts Center. It also houses the music and drama faculty and the Weaver Gallery, as well as provides space for music classes, areas for music group practice and rooms for private practice and lessons. The Art Center has classrooms and a studio, equipped for the various art classes. The Huffman Administration Building houses the administrative offices and classrooms.

The Academic Center houses a majority of the academic classrooms, the main computer center for student use, the Educational Resource Center (E.R.C.), the American Sign Language/Interpreting (A.S.L.) program; the Adult and Graduate programs and many faculty offices.

Bethel Living...

Our students share the experience of a college program aimed at development in the spiritual, intellectual, physical, social/psychological and professional competence areas. Whether it's sharpening up your professional skills in a club with like-minded students, participating in musical, dramatic or athletic activities, or simply enjoying the zest of being alive at a party, concert or outing, it's happening at Bethel. These activities are designed with you in mind so you may be assisted in developing a sense of purpose, a greater degree of autonomy and a satisfying network of relationships with other people.

A few of the groups that might appeal to your particular interests:

- **American Sign Language Club** is a unique organization for students studying to serve the d/Deaf and/or hard of hearing population by signing.
- **MU KAPPA International** (Greek letters for M & K) is a unique new ministry organized by missionary kids themselves specifically to address their own felt needs. "By MKs for MKs" aptly describes its overriding focus. The purpose of MU KAPPA International is to help MKs in their cultural transitions; to promote growth, unity and Christian fellowship among chapter members; and to help coordinate the efforts of missions and para-mission organizations to maximize the potential of over 30,000 MKs.
- **The Fellowship of Christian Athletes** has the purpose of confronting athletes and coaches with the challenge and adventure of following Christ and serving Him through the fellowship of the church and in their vocations. F.C.A. activities include huddle

meetings, social events and service projects.

- **The Christian Ministries Association** includes young men and women who intend to enter the Christian ministries. In addition to the annual ministerial conference, the association meets regularly to discuss issues related to Christian ministries.
- **Kingdom Mobilizers** is an organization which promotes worldwide missions involvement. Anyone interested in missions is encouraged to attend bimonthly meetings.
- **The Student Education Association** is a professional organization. During each meeting, pertinent issues and practices related to the teaching profession are discussed. All education students are urged to become members.
- **The Writer's Club** assists members in improving their freelance writing skills and in seeking publication of magazine and book manuscripts. The organization helps students by providing fellowship, tips, networking, and critiquing and editing of manuscripts.

Bowen Library...

The Otis R. and Elizabeth Bowen Library supports the educational mission of Bethel College with a rapidly growing collection of resources and a variety of services.

Special collections may be found in the Bowen Museum and Archives, the Missionary Church Archives and Historical Collections, and the Bethel College Archives.

The Bowen Library provides access to its resources through the on-line public access catalog and circulation system, operated under the umbrella of the University of Notre Dame's automated on-line database system. Six database systems are available with twenty-one electronic indexes. The library also has access to international bibliographic databases through OCLC and the Internet.

Traditional inter-library loan service is offered by the Bowen Library. Additionally, borrowing privileges are available to students and faculty at the libraries of seven local institutions: the University of Notre Dame, Saint Mary's College, Holy Cross College, Indiana University at South Bend, Goshen College, Associated Mennonite Biblical Seminary and Ivy Tech. The holdings of these libraries total well over three million volumes.

Education Resource Center...

The Education Resource Center houses curriculum and juvenile books for grades K-12. The center also provides a laboratory for making projects and classroom games. Instructional aids and kits are available for field experiences. The center is intended for Education majors, but all Bethel students and staff are encouraged to make use of the equipment and supplies. It is housed in the Academic Center.

Teaching Learning Center...

Everyone has a right to learn and to improve his/her skills for learning. The main focus of the center (TLC) is to assist students in their development of previously unlearned skills or the extension of their expertise in math, reading and written communication. In addition, opportunities are available for all Bethel students to improve their study skills, time management, test taking and speed of reading. Tutoring services are provided through this office.

Bethel College 21st Century Scholars Support Services...

Twenty-first Century Scholars are provided with a multifaceted support system while attending Bethel College. During the freshman year they participate in the Freshman Year Experience Program. Students are placed in a small group and assigned a professor and an upper-class student who serve as mentors. The group also remains together for a block of core coursework. This program is designed to assist students in making a smooth transition to college life.

Also available are the resources of the Teaching Learning Center (TLC). The TLC provides peer tutoring, individual help in writing essays and research papers, assistance in time management techniques and tips on study skills or test taking.

The TLC also helps students locate other needed services. Students who experience a high degree of test anxiety may be referred to the Bethel College Counseling Center for assistance with stress management. Students who exhibit signs of a learning disability may be referred to a local educational psychologist for testing or to another medical professional for vision or hearing testing. Those students with documented learning disabilities are provided with special assistance in taking exams (i.e., untimed tests, oral exams, computer assisted tests).

Students who are on academic probation arrange individual study plans with the TLC director.

Opportunities in Music...

- **The Concert Choir** is a truly outstanding musical organization. Composed of 80 to 100 selected voices, the choir performs a broad spectrum of musical literature. The Concert Choir is in demand for performances in the local area and tours each year throughout the United States, Canada and Mexico.
- **The Choral Society** is made up of the Concert Choir and singers from the community who join together to perform major choral works. The Choral Society has traditionally presented *Messiah* at Christmastime every other year.
- **Women's Chorale, Small Choral Ensembles, Gospel Teams, Opera Workshop and Handbell Choir** offer a wide variety of opportunities for participation in the music program. These groups provide music for churches, youth groups and service organizations.
- The **Brass Ensemble** is a specialized student ensemble made up of selected instrumentalists. This group performs throughout the year, both in individual concerts and with the Concert Choir.
- **The Concert Band** performs quality music from the band repertoire. The ensemble provides the opportunity to students for continued instrumental growth and development. The concert band performs two concerts each year on campus and is open to all interested students. **The Pep Band** performs for home basketball games.
- **The Jazz Ensemble** performs on and off campus each semester. It draws on the broad spectrum of jazz styles including: Swing, Bebop, Latin, Rock and Fusion styles. **The Jazz Combo**, comprised of musicians selected from the Jazz

Ensemble, focuses on the development and refinement of improvisational skills.

- Other instrumental performance opportunities at Bethel College include: **Percussion Ensemble, Chamber Orchestra, Flute Ensemble** and mixed ensembles.

Dramatic Productions...

- Each year the Theatre Arts Department produces three major dramatic offerings. The fall play is usually a comedy like *A Midsummer Night's Dream* or *Beau Jest* and the winter performance a more serious drama such as *To Kill a Mockingbird*.
- In the spring a major musical such as *Fiddler on the Roof* or *West Side Story* is performed one year, while in alternate years a major musical and dramatic revue is presented. *One Enchanted Evening* has featured the works of Rodgers and Hammerstein one year and Irving Berlin in another, with over 100 people involved in each production.
- **The Genesians**, a religious drama troupe, also provides opportunities for participation in drama. This troupe travels extensively throughout the Midwest giving performances that emphasize the message of Christ. Churches and civic groups have been very responsive to such presentations. The Genesians' repertoire has included such works as *The Light is Too Dark*, *Ten Miles to Jericho*, *The Uncondemned*, *The Long Road Home* and *Cell 66*.
- **Studio 200**. Each year there are usually several student one-act productions directed by theatre arts majors. Often 50 people are involved as actors and production staff.
- **Summer Dessert Theatre**. During the last three weekends in July the Theatre Arts Department presents a dessert theatre production that includes exotic desserts, music and original comedy such as *The Saga of Gold Hill Gulch*, *She Was Only a Garbage Man's Daughter* and *Uncle Harry...Is That You?*

Athletics...

Varsity Athletics at Bethel College include competition in baseball and golf for men; softball and volleyball for women; and basketball, cross-country, soccer, track and tennis for both. Bethel College is a member of the National Association of Intercollegiate Athletics (NAIA) and adheres to the academic and social standing prescribed by the association. The college also holds membership in the Mid-Central College Conference and the National Christian College Athletic Association (NCCAA).

The Intramural Program provides opportunities for both men and women to participate in organized competitive and recreational activities. Various methods are used to organize students and faculty members into teams for such activities as floor hockey, flag football, volleyball, basketball, softball, tennis and weight lifting. Exercise rooms are available in Goodman Auditorium for student and faculty members.

Publications...

The Bethel Beacon, the award-winning student newspaper, is published by the

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Bethel College Student Association. It provides a student view of activities at the college and is in general circulation on the campus.

Crossings is Bethel's literary magazine, produced by students and issued by the Language & Literature Division. *Crossings* not only publishes the winners of the annual Bethel Writing Contest but also highlights poetry, short fiction and nonfiction prose of other Bethel students, faculty and staff.

The Helm is Bethel's award-winning yearbook produced by the Division of Language and Literature and is a pictorial record of the year's activities. *The Helm* has received numerous awards for excellence in competition with other college yearbooks for the past several years.

Student Government...

All full-time students (12 hours or more) of Bethel College are voting members of the Bethel College Student Association. The governing body of the association is the Student Council.

The Student Council promotes student and college-community interests through self-government and student organizations. Membership in the council includes its officers—president, vice president, treasurer and recording secretary—as well as two elected representatives from each class and chairpersons of the major Student Association committees. Through its standing committees, the Student Council organizes much of the regular student activities, as well as plans for various conferences and musical concerts. The Student Council also joins the faculty in selecting students to serve on permanent faculty committees.

Just for Fun...

The Student Council's **Social Life Committee** plans various all-school activities, adding a light touch to the school year. These include Christmas and Valentine's Day banquets, picnics, recreation nights, parties and variety shows. Of course, spontaneous day-to-day fun is available in the Acorn recreation area where students can gather for snacks, games or TV viewing, as well as in the Nameless Café, a student-run coffee house.

Spiritual Life...

Bethel desires to foster Christian insight and commitment. Some of the regularly featured events are chapel services, vespers and Spiritual Emphasis Week.

Chapel Services are held three times a week, uniting the faculty, staff and students in a common experience of worship. These forty-minute services are chiefly religious in emphasis, although occasionally the chapel period is devoted to academic or social events.

Vespers are conducted each Wednesday evening on the campus under the direction of the Spiritual Life Committee of the Student Council. Both students and faculty share in the fellowship of the Vespers services.

Sunday Worship is conducted both morning and evening in numerous churches in the South Bend/Mishawaka area. Students are expected to attend and participate in the services and activities of a local church on a regular basis.

Spiritual Emphasis Week is held during each semester. During this period a guest speaker ministers at the chapel hour and in specially scheduled evening services.

World Christian Action Conference is held each spring on a day during which classes are dismissed. The primary emphasis of this conference is missions, both international and domestic.

On Standards...

As a Christian institution, Bethel College has as its purpose the education of the whole person. We recognize that our students represent a wide range of backgrounds, aptitudes, needs and goals. Each person is viewed as an individual with certain responsibilities to the college community.

Bethel is committed to the integration of faith, learning and living in an ongoing process. Bethel strives to assist students in developing into mature Christian men and women who are equipped to meet all of life head-on. While we seek to strengthen each member of the community, we realize that not all students will fit into the Bethel College community. If the conduct of any member of the college community is found to be detrimental, either to one's own personal development or to that of other members of the community, we seek to aid that member. However, if that member shows serious or continued violation of responsibility, the college will dismiss that member from the community.

All students should have a working knowledge of the college standards and expectations as outlined in the Student Handbook. Admission to Bethel College signifies an informal agreement with the institution to comply with its policies and regulations. As members of the college community, all students agree to uphold these policies and standards both on and off campus. The Student Handbook also describes the policy for appeals of disciplinary decisions.

The compelling motive for good order and discipline at Bethel College flows from Christian convictions held by faculty, staff and students. As a community, we recognize both the power and potential of life lived under the grace of Jesus Christ. Recognition of this fact is a challenge to students to be responsible and to strive for the highest standards of Christian conduct.

All members of the Bethel College community are expected to honestly conduct their own lives in terms of the following:

- ① Scripture commends certain qualities of right; and these, therefore, are to be encouraged. They include love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, honesty, forgiveness, humility, service to others, non-discrimination and fairness.

Scripture condemns such sins of attitude as greed, jealousy, pride, lust and hatred. Although these are more difficult to discern, they lie at the heart of the relationship between God and humankind and can lead to unacceptable behavior.

Similarly, there are certain actions that are expressly prohibited in Scripture and that cannot be tolerated for members of the Bethel College community. These include theft, dishonesty, gossip, profanity, vulgarity (including crude language), sexual promiscuity (including adultery, homosexuality, premarital sex), drunkenness, immodesty of dress and occult practices.

- ② The Bethel College community recognizes the danger to one's physical and/or psychological well-being in the use of certain products. Therefore, members of the Bethel College community are to refrain from the use of pornography, tobacco, alcoholic beverages, hallucinogenic drugs (including marijuana) or narcotics not authorized by a physician. Under no circumstances are the above to be used on or off campus, or at or in transit to or from any college-related activity.

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- ③ Because of the traditional evangelical Christian view that social dancing is not considered an acceptable activity, social dancing is not permitted on campus, nor will the college or affiliated organizations sponsor social dances. However, acceptable forms of experience and/or expression include ethnic games and the use of choreography in drama, musical productions, athletic events and other formal academics.
- ④ Consideration for others and standards of good taste are a prime concern within the Bethel College community; therefore, the display of affection in public and/or in lounges must be within these limits. Likewise, one's dress should reflect modesty, cleanliness and simplicity.
- ⑤ As part of the Bethel College community and its purpose to educate the whole person, attendance at chapel is required and recorded. Adjustments in attendance requirements must be approved through the Student Development Office. Attendance at Sunday services is expected for each individual at the church of his/her choice.
- ⑥ All activities and campus public programs sponsored by individuals or student groups must be approved in advance by the Student Development Office. Advisors are to be present for all club and organization activities.
- ⑦ Automobiles must be registered with the Student Development Office and must be insured. Freshmen living on campus are not allowed to have cars on campus. Exceptions for extenuating circumstances are only granted through an appeal process.

Resident Life...

All students under 21, except those who live in their own homes, are expected to live in the college residence halls and to board at the dining hall. Policies concerning campus life follow the standards stated above and are embodied in the Student Handbook, which is given to every resident student during the orientation program.

Life in each residence hall is overseen by the resident director and a staff of student resident assistants. This residence hall staff provides immediate counseling and leadership in the activities of the residence hall.

Programs of Study...

Bethel College offers programs of study leading to the Master of Arts in Counseling, Master of Business Administration (M.B.A.), Master of Ministries (M.Min.), Master of Arts in Theological Studies (M.A.T.S.), Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Science in Nursing (B.S.N.), Associate of Arts (A.A.) and Associate Degree in Nursing (A.D.N.) degrees. Minors are optional unless specifically required to support a given major. In such cases the description of the major includes this requirement.

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Admissions...

We're looking for those characteristics which indicate your desire and ability to work in accordance with the Christian liberal arts concept described in our objectives. Because our primary concern is for you as an individual, we consider not only your academic record and test data, but also your leadership and character evaluations from your minister, high school counselor and teachers. Bethel wants students with intellectual capacity and initiative, who are also strongly motivated toward responsible citizenship and Christian commitments.

Chances for success in liberal arts studies are greatly improved if you've followed the college prep courses outlined in most secondary schools. Skills in reading, thinking and communication, and a solid foundation in the natural and social sciences are highly desirable.

While some flexibility in the distribution of units may be allowed: **It is recommended that the following minimum pattern be followed: English, eight semesters; six semesters in each of the following—mathematics, science and social science; four semesters of a foreign language.** Graduation from high school is normally required. Those wishing to submit a G.E.D. diploma should correspond with the director of admissions.

How to Apply...

If you're still in high school we encourage you to apply early in your senior year. New students can begin here any time—any semester or session. We urge you to visit the campus. That way, we can exchange mutual goals and expectations and often we find that we can make the transition to college easier for our students. **When you're ready to make formal application to Bethel, you'll go through the following steps:**

- ① Request an application for admission from the Bethel College Admissions Office. Complete the application and return it with a \$25 nonrefundable application fee to the Admissions Office.
- ② To complete the application process, you will be instructed to submit an official high school transcript and to provide a personal reference for our evaluation. The Admissions Office will supply the reference form.
Transfer students will need to submit an official high school transcript and transcripts from all post-secondary institutions attended.
- ③ Either the American College Test (ACT) or the College Board Test (SAT) must be taken in the junior or senior year of high school. The applicant should arrange through the high school for as early a test as possible and request that the scores be sent to Bethel College. Our institutional code is 1178 for the ACT and 1079 for the SAT.
- ④ When all of the admission materials are on file, a decision regarding the applicant's admission is made and the student is notified by the Admissions Office—usually within two weeks. Some academic programs (i.e., teacher education, nursing) also require application and admission to the program. Accep-

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tance by Bethel College does not guarantee admission to a specific program. See the descriptions of specific programs for applicable details.

- ⑤ Students planning to live on campus will be required to make an advance room/damage deposit of \$200 which is not refundable after May 1. Room reservations cannot be made until this deposit is received. Half of the deposit is applied directly to the student's bill. The remainder of the deposit is returned when the student follows proper checkout procedures and leaves his/her room in good condition.
- ⑥ Application for financial aid should be made at this time. This completes the admission procedure.

Admission With Distinction is an honor awarded to those students who graduate within the top third of their high school graduating class and who have a total score of at least 1050 on the SAT or a composite score of at least 23 on the ACT. Students granted admission "With Distinction" are eligible for scholarships. *See pages 20-22 for details on financial aid.*

Regular Admission is granted to students who score at or above 450 Verbal and 450 Math on the SAT or at or above 17 English and 17 Math on the ACT. Students transferring from an accredited college receive regular admission with a 2.0 or higher grade point average and demonstrated proficiency in English and math.

Provisional Admission may be granted to students who do not meet the requirements for regular admission if it appears they could benefit from a program of study available at Bethel College.

GED testing requirement for admission is a composite score of 50. Students may be admitted to Bethel with GED scores below 50 under the following conditions:

1. student has completed at least 12 semester hours at a regionally accredited college or university with a cumulative G.P.A. of at least 2.0;
2. GED composite score is at least 46;
3. Admissions Committee must approve applicant for admission.

Home-Schooled Admission Policy: Students who have not pursued or completed a traditional high school education are considered for admission. Documentation must be provided to verify completion of a comparable high school curriculum. This may be established through one of the following: a certified high school transcript; a transcript through an agency or association recognized by Bethel College, that as a part of its function issues transcripts; a listing of high school level courses completed and curriculum used (in a situation where no transcript is issued), with the Bethel Admissions Committee determining if those courses and the condition through which they were completed adequately provide comparability to a high school academic experience; or successful passage of the GED test. In addition, acceptable SAT/ACT scores as described in the college catalog must be received. The prospective student should also be 17 years old by the date of enrollment. Because of external regulations, policies or requirements, additional entry criteria may be imposed in certain divisions or majors.

Early Admission is granted to selected high school seniors who have a 3.0 or higher average and the recommendation of their counselor. This allows a high school student an opportunity to earn college credits before graduation from high school. All

credits earned are entered on a permanent record and may be transferred at the student's request.

Program Admission...

Certain majors or programs require special admission to the program subsequent to admission to Bethel College. Consult the program areas of this catalog for further information. Among the programs which require special admission are engineering, music, nursing and teacher education.

Re-admission...

A student whose enrollment has been interrupted for one semester or more needs to file an application for re-admission. Transcripts will be needed from any other schools attended in the intervening period.

Transfer Students...

Students wishing to transfer from another institution should file an application and the required forms. An official transcript from every college attended is necessary. Transferred credit is granted for courses comparable to those offered at Bethel College when a grade of "C-" or better appears. (*Certain divisions require higher grade levels.*) Credit from a nonaccredited college may be granted if validated by at least 15 hours of successful work at Bethel College and/or by examinations.

At least 12 hours in the major field and a minimum of 30 hours total must be taken at Bethel College in order to earn its baccalaureate degree. For the associate degree, the student must complete at least 6 hours in the area of concentration and a total of 18 hours at Bethel College.

Special Students...

Special Students on a program not leading to a degree or certification may be admitted by presenting evidence of high school graduation, academic eligibility and good health and character. They may select any courses for which they qualify.

Guest Students working on a program at another institution need only to present a letter of permission from the registrar or dean of that institution.

Audit Students are admitted by submitting the basic application form and paying the audit fee for undergraduate courses or graduate courses. Admittance is contingent upon available space in the class and the consent of the instructor. A student must have completed an undergraduate degree in order to audit a graduate level course.

Computer Access...

Every student of Bethel College has the privilege of using computers for word processing, web and e-mail access in the main computer lab located in the lower level of the Academic Center. Students are expected to exercise reasonable care in the use of electronic equipment. Students abusing computer access may have these privileges removed. Those enrolled in computer courses have priority access to the computing equipment.

Nondiscrimination Policy...

Within the context of its religious principles, heritage and mission, Bethel College admits students of any race, national or ethnic origin, age or gender to its programs and activities. It does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs or other college-

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administered programs. The college makes every reasonable attempt to accommodate students with limiting physical impairments; however, each division reserves the right to examine applicants for suitability for participation in the educational activities of the division.

FINANCIAL INFORMATION

The cost of attending Bethel College is moderate in comparison to the average cost of other public and private colleges. However, student fees alone do not provide sufficient income to maintain adequate facilities and quality instruction. Friends and church constituencies of Bethel College contribute generously to enable the college to keep costs as low as possible. The charges may vary and are subject to change without notice. An estimate of costs follows:

Typical Fall Semester (August through December)	
\$6,650	Tuition (full-time)
1,150	Room
1,025	Board—14 meals per week
\$8,825	TOTAL

The charge for tuition includes fees for library, mail service and clinic service. The health insurance premium for the entire college year—August 15, 2001 to August 15, 2002—is payable along with student fees at the beginning of the fall term. All full-time students attending Bethel College are eligible for and required to participate in the Student Accident & Sickness Insurance Plan unless coverage has been specifically waived and filed with the **Business Office no later than September 1, 2001**. The plan is optional for part-time students taking 6–11.5 credit hours per semester. Part-time students needing insurance coverage must apply no later than September 15, 2001. Students taking less than six hours are not eligible for student insurance.

Charges for books, personal expenses and transportation are not included in the estimate printed above, but they should be included in the student's financial planning.

Fees...

Tuition Each Semester:

0.5–7.0 hours	\$250 per hour
7.5 hours	2,240 Total
8.0 hours	2,730 Total
8.5 hours	3,220 Total
9.0 hours	3,710 Total
9.5 hours	4,200 Total
10.0 hours	4,690 Total
10.5 hours	5,180 Total
11.0 hours	5,670 Total
11.5 hours	6,160 Total
12–17 hours	6,650 Total
Over 17 hours (\$6,650 + \$450 for each hour over 17)	

Other fees & charges:

Summer Session Classes, per semester hour	\$240
Graduate Classes	330
Room, per semester (double occupancy)	1,150
Room, per semester (apartments)	1,200
Board, per semester	
20-meal plan	1,100
14-meal plan	1,025
Health Insurance Fee, per year	per schedule

FINANCIAL INFORMATION

Entering Student Fee (full-time)	\$400
Graduation Fee, A.A., B.A., B.S., M.B.A., M.Min.	50
Graduation Fee, A.D.N., B.S.N. (both include pin)	90
Graduation Fee, A.A. and B.A. both at same commencement	90
Late Graduation Application Fee	100
Diploma Re-order	25
Change of Registration	25
Late Registration	40
Telephone Charge (per semester)	48
Audit Fee, for Undergraduate Courses, per semester hour	90
Audit Fee for Graduate Courses (M.Min.), per course	175
Credit for Examination Fee, per semester hour	45
Credit for Experience Based Knowledge, per hour	50
Transfer of Test Credit (CLEP, PEP, A.P., etc.), per semester hour	10
Private Tutoring (regular tuition, plus per course)	60
Independent Study (regular tuition, plus per course)	60
Student Teaching (regular tuition, plus per semester hour)	15
Fieldwork/Internship (regular tuition, plus per semester hour)	20
Applied Music Lesson Fee (regular tuition plus) One-half semester hour credit	40
One semester hour credit	80
Two semester hours credit	160
Physical Education Activity Class	Fee Variable
Art Class Fee	60
Laboratory Fee	40
Nursing Clinical Fee (including insurance) per course (completion students excluded)	80
Nursing Kit	75
Nursing Standardized Testing Fee	56
Practicum	30
Technology Fee Full Time, per semester	50
Part Time, per semester	20
Automobile Registration, per semester	45

Tuition & fees subject to change without notice.

Payment of Accounts...

Each student is responsible for seeing his/her account is paid in full prior to the first day of classes each semester.

The financial aid portion of a bill may be deferred if all paperwork has been properly completed and filed with the Financial Aid Office at least 30 days prior to the beginning of classes. Students who register late or do not comply with the requirement regarding financial aid must pay their accounts in full and may reimburse themselves from their accounts after financial aid has been received.

For those who wish to pay their balance due in installments, the college has contracted with Tuition Management System (TMS) to set up and collect these accounts. Accounts whose balance is covered by TMS contracts will be considered paid as long as the TMS contract is current.

Failure to have your account paid in full prior to the first day of classes each semester will invalidate your registration and cause you to be dropped from the college. Balances owing for prior semesters will be charged interest at the rate of 1.5% per month or 18% APR.

Refund Policy...

Refunds are made on the following basis:

- ① **Tuition:** During the first week (seven calendar days) of a regular semester, a 100% refund is granted. During the second and succeeding weeks, the refund is reduced by 25% each week. After the fourth week, no refund is granted.

In the summer session, a 100% refund is granted during the first three calendar days of the session. A refund of 70% is granted during the next four days and 40% during the following week. After the second week, no refund is granted.

- ② **Board:** Charges for board are computed at the full rate for each week while officially registered, and 90% of the unused portion will be refunded.
- ③ **Eight-Week Adult Classes:** If the class is dropped prior to the first meeting, the refund is 100%; if dropped after the first class, the refund is 75%; if dropped after the second class, the refund is 50%; if dropped after the third class, the refund is 25%; if dropped after the fourth class, there is no refund.
- ④ **Room, Health Insurance and Other Fees:** No refund is granted. A student leaving college during a semester may be required to refund money previously accepted from financial aid programs if it was awarded in advance.

Bethel College Title IV Refund Policy...

Students who receive Title IV funds for an enrollment period and then subsequently withdraw from school might possibly owe a refund to the Title IV Programs from which they have received funds.

After the dollar amount of a refund is determined, using the refund policy established by the college, a refund worksheet is completed by the Financial Aid Office to determine the amount of money that must be returned to Title IV, state and institutional aid programs.

The Title IV portion of a refund is repaid to the various programs from which the funds were awarded. The repayment is allocated, using the following fixed priority:

- ① Stafford Student Loan
- ② PLUS Loan
- ③ Perkins Loan
- ④ Pell Grant

FINANCIAL INFORMATION

- ⑤ Supplementary Education Opportunity Grant
- ⑥ Non-Title IV Aid

If the Title IV portion of the refund is large enough, the entire amount of an award received is first returned to the highest priority program from which an award was made. The full amounts are similarly returned to each awarding program in priority order until the refund amount is exhausted.

Financial Aid...

While the financial responsibility for a college education rests primarily with the student and parents, Bethel College is committed to helping students find the financial resources to assist in paying their college bill.

All students seeking assistance must complete the Free Application for Federal Student Aid (FAFSA) to determine qualification for federal or state assistance programs. These forms are available from the college Financial Aid Office and most high school guidance offices.

Each year, Bethel College awards to needy students over \$3,200,000 of institutional funds in the form of scholarships, grants and loans.

Financial Need...

Financial need is the term used by the Financial Aid Office to determine a student's eligibility for many state, federal and institutional financial aid programs. Financial need is calculated by subtracting the family contribution from educational costs.

The family contribution figure is determined by the information that is provided on the Financial Aid Form. The educational cost figure is determined by the Financial Aid Office. This figure includes the college costs for tuition, fees, and room and board charges. In addition, the Financial Aid Office estimates the miscellaneous expenses that a student might encounter during the academic year. These expenses are as follows:

Books and supplies	Up to \$ 800
Transportation	Up to \$ 1,200
Living expenses	Up to \$ 1,000
Housing (off-campus students)	Up to \$ 5,500

Satisfactory Academic Progress...

Students receiving financial aid must maintain good academic standing with the college in order to qualify for continued financial awards. To maintain eligibility for Federal Title IV and/or other college-administered financial aid assistance, the following conditions must be met:

- ① A student enrolled full time (12 hours per semester) must earn at least 24 credit hours per 12-month period. A student enrolled three-quarter time (9-11.5 hours per semester) must earn at least 18 hours per 12-month period. A student enrolled half time (6-8.5 hours per semester) must earn at least 12 credit hours per 12-month period. Credit hours completed during summer enrollment are counted toward fulfillment of the above requirements.

Example: *A full-time student completes 23 of 24 hours during the fall and spring terms. The student enrolls in and passes 3 hours during the summer term. These 3 hours are counted toward the preceding fall and spring term.*

- ② A student who changes status within the 12-month period will have his/her status averaged (e.g., in the fall semester the student is full time, then in the spring semester the student enrolls for half-time hours). The student would be considered a three-quarter time student for the year and would need to complete the appropriate number of hours for that status.
- ③ The normal time to complete a bachelor's degree is 8 to 10 semesters of full-time enrollment. A student is allowed a maximum of 12 semesters of full-time study and may receive financial aid up to this maximum. Students enrolled in fewer than 12 hours per semester, but at least 6 hours per semester, are expected to complete their degree requirements in proportion to the full-time requirements.
- ④ The student must be maintaining satisfactory academic grades. The following scale is used to determine satisfactory progress for all students:

SATISFACTORY	UNSATISFACTORY	DISMISSAL
2.0 or above	2.0 to 1.20	Below 1.20

Failure to meet the above criteria will place the student on academic probation for one semester. The student may receive financial aid while on probation, but not for more than two such semesters during the normal 8 to 10 semester college career. The admission probation status is not considered as part of the two-semester probation rule.

- ⑤ Students who enroll in a course and are given an incomplete grade must complete the course requirements no later than the time grades are due the following semester. If the course is not completed, it is counted as hours attempted but not passed, and the criteria in Item No. 1 is applied.
- ⑥ Classes that a student enrolls in and withdraws from, receiving an authorized grade of W, are not counted as hours attempted. However, a semester of financial aid eligibility will have been used.
- ⑦ When an "F" is received for a course, that course may be repeated. Courses that are repeated will count in the calculation of hours attempted and completed hours earned if the student receives a passing grade. Only repeated courses taken at Bethel will affect the grade point average (GPA) and will include the new grade on the transcript. Thus, if a course is repeated at another institution, only the actual credit(s) earned will transfer in—not the letter grade.
- ⑧ A maximum of five noncredit remedial courses will be considered as successful completions, unless enrollment in additional courses is approved by the vice president for academic services.
- ⑨ An appeal process is available to students who wish to have a review of their circumstances and/or request an exception to any of the above conditions.

- a. The request must be in writing, addressed to the Financial Aid Committee, stating the reasons that justify the request.
- b. The Financial Aid Committee will review the request and will respond through the director of financial aid.

Financial Aid Resources...

Bethel College Financial Aid Programs

Admission with Distinction is granted on the basis of academic achievement. Students entering Bethel for the first time may qualify for one of the following scholarships:

- ① **Collegiate Scholarship** is awarded for 1050 SAT or 23 ACT composite and top 40% of graduating class. \$1,500 award renewable through four academic years with 3.0 GPA and full-time enrollment.
- ② **Academic Scholarship** is awarded for 1100 SAT or 24 ACT composite and top 25% of graduating class. Up to \$2,000 award renewable through four academic years with 3.0 GPA and full-time enrollment.
- ③ **Faculty Scholarship** is awarded for 1150 SAT or 25 ACT composite and top 20% of graduating class. Up to \$2,500 award renewable through four academic years with 3.0 GPA and full-time enrollment.
- ④ **Presidential Scholarship** is awarded for 1200 SAT or 26 ACT composite and top 15% of graduating class. Up to \$3,000 award renewable through four academic years with 3.0 GPA and full-time enrollment.
- ⑤ **Trustee Scholarship** is awarded for 1300 SAT or 30 ACT composite and top 5% of graduating class. The Trustee Scholar candidate must also interview with the president of Bethel College for official recommendation. Award amounts range from \$4,000-\$10,000.
 1. Trustee Scholars must live on campus.
 2. Trustee Scholarships are renewable for eight semesters as long as the student maintains a cumulative GPA of 3.0.
 3. Federal Financial Aid Forms must be filed by March 1.
 4. Indiana State Grants are applied to tuition costs. All other grants may be used for room and board.
Trustee Scholarships in conjunction with Indiana State Grants will not be applied beyond the cost of tuition.
- ⑥ **Transfer Student Scholarship** is awarded to full-time students who completed 12 semester hours at their previous college with at least a 3.30 cumulative GPA; they may be eligible for an Academic Scholarship. **Contact Admissions Office for details.**

Bethel Grants are awarded to students who show accomplishment or potential in a variety of areas, including drama, art, music, leadership and academics. The dollar amount for such grants ranges from \$500 to \$2,000.

Divisional Assistantships are awarded to upperclassmen for continued accomplishment in the student's major field of study. Under the assistantship program, the

student provides service to the academic department from which he/she is receiving the award. Assistantships are renewable. Both the number and dollar amount vary from department to department. To apply for an assistantship the student must contact the appropriate divisional chairperson.

Athletic Grants are awarded in each of the college-approved sports for men and women. Number and dollar amount vary from sport to sport.

Missionary Church Pastor and Missionary Awards are given to single dependents (son/daughter) of ministers or missionaries currently employed full time by the Missionary Church. The student must select college room and board and be enrolled full time.

Christian Workers Grant is offered to single dependent sons or daughters of ministers or missionaries from any other denomination than the Missionary Church. The student must be enrolled full time. The dollar amount for this grant ranges from \$1,000 to \$2,000.

Church Matching Scholarship Program matches dollar for dollar a church scholarship awarded to a student. Maximum scholarship amounts vary with student's housing status. A separate application is required. Application deadline is June 1.

Family Grants are awarded to families who have two or more members enrolled as full-time undergraduate students at Bethel College. Only immediate family members and single dependent sons or daughters may qualify.

International Student Scholarships are awarded to students from countries other than the U.S. on the basis of academic ability, financial need and the mission of the college to prepare students for service in their own country. Award values vary.

Fine Arts Scholarships are awarded by the Division of Fine Arts and require an audition or viewing. Dollar amounts vary. **Contact the Division of Fine Arts for additional details.**

Vernon Sailor Foundation provides interest-free loans to students. Application is made through the FAF. Recipients are selected on the basis of need. The loan program is repaid over a defined period of time which begins when the student leaves Bethel College.

Endowed Scholarship Programs—Through the generosity of private individuals, several endowed scholarship programs have been established. These awards vary in their selection requirements and dollar value. The following is a listing of the endowed scholarship programs at Bethel College.

J.C. Bontrager Scholarship	Inglett Scholarship
Dwyer Scholarship	McKay Scholarship
Hatfield Scholarship	Miller Scholarship
Hillman Scholarship	Moran Scholarship
Huffman Scholarship	Moyer Scholarship
Lambert Scholarship	Reusser Scholarship
Little Scholarship	

Federal and State Programs

Federally Financed Programs of student aid administered by the college include the **Perkins Loan Program**, the **Supplemental Education Opportunity Grant Program** and the **College Work Study Program**. Eligibility for these programs is based on financial need.

Pell Grant Program is offered by the federal government to qualified students. Application is made through the FAFSA.

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Indiana State Scholarships are offered by the State Student Assistance Commission of Indiana (SSACI) to Indiana residents who are enrolling full-time. Application is made through the FAFSA. **March 1 is the deadline for application.**

Federal Family Educational Loan Programs (FFELP) are long-term educational loans made by most lending institutions. Inquiry as to terms or repayment and eligibility can be made to the Financial Aid Office.

Additional Information

Two Award Policy—Students who are eligible to receive more than two institutional grants or scholarships will only receive the two largest dollar awards. This applies to all Bethel College assistance, including Church Matching Scholarships.

Maximum Award Policy—In no case will a student be permitted to receive more in grant and scholarship assistance than actual school costs. For a student living on campus, school costs would include tuition and room and board. For a student living off campus, only tuition is counted as school costs. Grant and scholarship assistance used to pay school costs would include all institutional aid (including endowed scholarships), Indiana Grant aid, Federal Grant aid and private scholarships. For off-campus students, Federal Pell Grant funds will be permitted to be used for noninstitutional educational costs. Private scholarships which, when combined with institutional, state and federal grant aid, exceed school costs, will require an appropriate reduction in institutional aid.

Verification—Based on criteria established by the federal government, students who receive federal or state financial aid may be selected for verification. This process is designed to check the accuracy of the financial information the family provided when applying for financial aid. A copy of the student's and parent's income tax form, as well as a verification worksheet is required to complete the process. Additional information may also be required.

Outside/Private Scholarships—Federal Financial Aid forms must be filed by March 1. Any financial assistance that is received from sources other than federal, state or college must be reported to the Financial Aid Office. This includes private scholarships, veterans benefits, vocational rehabilitation benefits and fee reduction remission benefits. Adjustments may be made to your financial aid package if the additional assistance causes you to receive more financial aid than what you are eligible to receive.

Appeals—Any questions or appeals concerning financial aid policy must be made in writing to the college Financial Aid Committee and submitted to the Financial Aid Office.

ACADEMIC POLICIES & PROCEDURES

Graduation Requirements...

Graduation requirements are structured to assure that you become familiar with those areas of knowledge important for all individuals. You are also expected to develop knowledge and skills in a major area of your choice. To earn your degree, you must meet the requirements which are in effect at the time you enter Bethel College. **If your enrollment is interrupted for more than two academic years, you must meet the requirements in effect at the time of your re-admission.** Candidates for degrees in May must have their graduation applications filed with the registrar by the preceding May 1 (a \$100 late fee is assessed late graduation applications). It is expected that graduates attend commencement exercises.

Candidates for the bachelor's degree complete the following requirements:

- ① A minimum total of 124 semester hours of courses (not including the basic skills courses) with at least a "C" average (2.0 on the four-point scale).
- ② **The General Studies Program:** These courses are specifically designed to achieve the goals of the Bethel College education. Each student is expected to follow the program as outlined on pages 30-31. Only a minimum amount of deviation is specified in the requirements for certain majors listed in the program description section of this catalog.
- ③ A field of major emphasis as specified by the division. The major consists of a planned concentration in an area specified by each division. Transfer students must complete a minimum of 18 semester hours in their major at Bethel College. Courses for which a grade below "C-" is received may not be counted as hours earned in a major or minor. Cognate courses may be recommended or required with a given major. See the program description section.
- ④ A minor consists of a planned concentration of course work. Unless specified with a given major, a minor is not required. A minimum of one-half of the required course work must be completed at Bethel College.
- ⑤ Completion of the last 30 semester hours at Bethel College immediately prior to graduation. In special cases a maximum of 6 semester hours of the required 30 may be completed at another institution, provided the study program is approved in advance by the vice president for academic services. In cooperative programs (e.g., engineering) this requirement is fulfilled in the junior year.
- ⑥ Full financial settlement with the college. Financial settlement consists of paying in full the amount due the college. Academic

ACADEMIC POLICIES & PROCEDURES

credits, transcripts and diploma are withheld if the account is not paid in full.

Candidates for the associate's degree complete the following requirements:

- ① A minimum of 62 semester hours of courses (not including the basic skills courses), with at least a "C" average (2.0 on the four-point scale).
- ② **The General Studies Program:** These courses are specifically designed to achieve the goals of the Bethel College education. Each student is expected to follow the program as outlined on pages 30-31.
- ③ A major as specified by the division (minors are not available in an associate degree program). Courses for which a grade below "C-" is received may not be counted as hours earned in the major. Cognate courses are recommended but not required unless specified with a given major. Transfer students must complete at least 9 hours in the major at Bethel.
- ④ Completion of the last 18 semester hours at Bethel College immediately prior to graduation.
- ⑤ Full financial settlement with the college. Financial settlement consists of paying in full the amount due the college. Academic credit, transcripts and diploma are withheld if the account is not paid in full.

Consortium Programs...

Through its membership in the ***Northern Indiana Consortium for Education (NICE)***, Bethel College offers certain courses and, in some cases, majors in cooperation with other local colleges and universities. Cross-registration between Bethel College and the other colleges is permitted on a space-available basis. Using Bethel as the "home base," students taking 12 or more hours of Bethel College courses can select courses from the other colleges to enrich their academic program or to expand their opportunities for major study or teacher certification. Other members of the consortium are Goshen College, Holy Cross Junior College, Indiana University at South Bend, Indiana Vocational Technical College-Northcentral and St. Mary's College. Bethel College also has a combination engineering program through the formal agreement with the University of Notre Dame. All except one of these colleges and universities are within a 5-mile radius of Bethel College. Transportation to another college or university for courses offered there is the individual student's responsibility.

Bethel College has an enrollment agreement with the University of Notre Dame enabling Bethel students to participate in the Air Force and Army ROTC program.

Registration...

Every student admitted to the college is classified and assigned to an academic advisor. Official registration is completed in person during assigned registration days for each semester or session. Late registration is possible for a limited period but involves a \$40 fee. The last day of late registration is given in the college calendar.

A full-time college student is enrolled for at least 12 semester hours credit. The usual load is 15 to 16 hours per semester. No student may enroll in more than 18 hours without permission from the Academic Services Office, which will evaluate the student's

prior academic achievement before granting permission. Registration for more than 20 hours in a semester requires advance approval by the Academic Services Committee of the faculty.

Changes in Registration or Withdrawal...

In order to add or withdraw from a course, the proper procedure must be followed to assure correct records. Necessary forms are available in the Registrar's Office and enrollment is not considered officially changed until the forms are completed, signed by the advisor and filed in the Registrar's Office. The amount of refund, if any, is determined by the week in which the forms are completed and filed in the Registrar's Office. Unauthorized withdrawal from any class results in a grade of "F" on the permanent academic records.

When a student finds it necessary to withdraw from all the courses in which he/she is enrolled, he/she should immediately secure the withdrawal form from the director of student development and follow the necessary steps. Withdrawal is not possible after the last day given in the college calendar (except in special emergencies).

Classification of Students...

Credit Students:

Freshman - Satisfaction of the entrance requirements

Sophomore - Minimum of 24 semester hours

Junior - Minimum of 56 semester hours

Senior - Minimum of 88 semester hours

Graduate - Post-baccalaureate study at the graduate level

Unclassified - Studies not leading toward a degree

Noncredit Students:

Audit - Not earning academic credit

Full-Time Students - Undergraduate:

In a semester - Minimum of 12 semester hours

In a summer session - Minimum of 6 semester hours

Full-Time Students - Graduate:

In a semester - Minimum of 9 semester hours

In a summer session - Minimum of 6 semester hours

Part-Time Students:

Those enrolled in fewer than the minimum number of hours listed above for full-time students

Grading System...

The grades and their significance in computing the grade point averages is as follows:

4.0 grade points per semester hour	A
3.67 grade points per semester hour	A-
3.33 grade points per semester hour	B+
3.0 grade points per semester hour	B
2.67 grade points per semester hour	B-
2.33 grade points per semester hour	C+
2.0 grade points per semester hour	C
1.67 grade points per semester hour	C-
1.33 grade points per semester hour	D+
1.0 grade points per semester hour	D
0.67 grade points per semester hour	D-
Failure; 0 grade points per semester hour	F
Incomplete; not counted in grade average.....	I

ACADEMIC POLICIES & PROCEDURES

- Pass; not counted in grade averageP*
- Not passed; not counted in grade averageNP
- Authorized withdrawal; not countedW

* A pass grade (P), equates to a grade of "C-" or higher

Courses (other than basic skills) for which a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D- or P is received earn credit toward graduation. The grade point average is calculated by dividing the number of grade points earned by the number of semester hours attempted (excluding those courses receiving I, P, NP and W). **See pages 23-24 for graduation requirements and acceptable grades.**

When an "F" is received, the course must be repeated if credit is to be received. If a required final examination is not taken, the student shall receive an "F" for the course. The grade of "I" may be given when completion of work is delayed by agreement of the instructor and student and approved by the Academic Services Office. The deficiency of the incomplete must be removed no later than the time grades are due the following semester or an "F" is given for that particular grade and the final average determined accordingly.

Good Standing and Satisfactory Progress...

A student remains in academic good standing by maintaining a cumulative grade point average of 2.0 or above. Eligibility for certain extracurricular activities depends on good standing. Maintaining good standing and successfully completing at least 12 hours each semester constitute satisfactory progress.

Academic Probation and Dismissal...

A student whose cumulative grade point average is less than 1.20 is immediately dismissed for poor scholarship. A student whose cumulative grade point average is less than 2.0 is placed on academic probation for one semester. At the beginning of the semester the student must meet with the Academic Review Board, or its appointed representative, which is empowered to assign probation conditions to meet the needs of the student. The student placed on academic probation should register to repeat failed classes at the earliest possible time. The student will then be required to meet all conditions set by the Review Board.

A student on academic probation must earn at least a 2.0 average during the probationary semester. Anything less will result in dismissal for poor scholarship. If the semester average is 2.0 or better but the cumulative average is still less than 2.0, the student may be granted one (only) additional semester on academic probation. The student who does not reach good standing after two probationary semesters will be ineligible to return to Bethel College.

Bethel College expects all students to strive for excellence in their academic work. Students who do unsatisfactory work or fail to meet the requirements of probation will be barred from returning to Bethel College for at least one semester unless allowed to remain by permission of the vice president for academic services. In the event of dismissal, they may be readmitted only by permission of the vice president for academic services.

The student's permanent academic record and transcripts will contain academic status notations such as academic probation, elevation to good standing, honors, etc.

Honors...

Semester honors are granted to students who complete at least 12 semester hours of courses, with at least 8 hours graded, and earn a minimum grade point average of

ACADEMIC POLICIES & PROCEDURES

3.50 for the semester; there must be no more than 2 hours of NP and no Incompletes at the time of evaluation (which is three weeks after the close of the semester). This achievement is recognized through publication of the Dean's List.

Graduation honors are granted to baccalaureate students. Three levels of achievement based on the cumulative grade point average are recognized:

Cum Laude - At least a 3.50 grade point average

Magna Cum Laude - At least a 3.75 grade point average

Summa Cum Laude - At least a 3.90 grade point average

Candidates for the baccalaureate degree must have completed at least 45 hours at Bethel College in order to be eligible for graduation honors. Credit hours earned through prior learning papers, and credits awarded through merely completing a test or examination may not be included in these hour requirements.

Transcripts...

Official transcripts of a student's academic record are released by the Registrar's Office upon written authorization of the student. Telephone requests can be honored only when complete identification of the student is established. The first transcript is available free of charge. A fee of \$5, payable in advance, is charged for each additional transcript. Transcripts are issued only when all financial obligations with the college have been paid in full.

Privacy and Academic Records...

Reports of the student's academic standing include official transcripts, semester grade reports and letters from the Academic Services Office relating to the student's status. Such reports may be released only to the student and to those to whom the student directs them. (Of course, members of the college's professional staff and faculty have access to this information related to their college responsibilities.) Students who wish to have their parents notified of their academic standing and semester grades may complete a request form at the Registrar's Office, directing that all such reports for an academic year may be released to the student's parents.

CLEP

Bethel College generally follows the guidelines listed below in approving credit for CLEP:

General Examinations

CLEP Test	Minimum Score	Semester Hours Credit	Bethel College Courses Which Are Replaced
Fr. Col. Comp.	50	3	Written Communication II
Humanities	50	3	Perspectives in Fine Arts
Nat. Science	50	4	Natural Science Elective (not used for a lab science)
Soc. Science	50	4	Social Science Elective
Mathematics	50	3	Mathematics Elective

General Examinations: Credit will be entered on the permanent record in the same format that transfer credit from other institutions is entered. The record will indicate that the credit is for the College Level Examination Program and the specific examination for which credit is given will be listed with the hours of credit granted. See registrar for list of courses and credits.

Subject Examinations: The model policy for granting credit endorsed by the

ACADEMIC POLICIES & PROCEDURES

Council on College Level Examinations will be followed for Subject Examinations applicable on a program here. The amount of credit awarded is determined by the course credit that is being replaced.

A slight fee is charged for the transfer of credit from CLEP, PEP, and similar testing programs to cover the cost of evaluating and posting the credit. See *page 16*.

Advanced Placement (AP) Program Credit...

Credit will be awarded for scores of 3 or higher on each of the AP subject exams. Where possible, specific course credit will be awarded. AP credit not meeting course requirements will be awarded as elective credit. Scores of 4 or 5 may be eligible for additional semester hour credit.

The registrar, in consultation with the appropriate divisional chairperson, will evaluate credit on a case-by-case basis.

Credit for Experience-based Knowledge...

Students, especially adult students, may have acquired knowledge and/or skills through nontraditional studies or through life experiences. If these are applicable to the student's degree program, they may be recognized. Bethel College provides two means by which such knowledge may be demonstrated for credit: by examination or by prior learning assessment. The latter is used when validated examinations are not available; the prior learning assessment includes statements by responsible parties which describe the knowledge and skills gained through life experiences. Prior learning assessment credit cannot be applied to programs for teacher certification, in nursing courses or for graduate credit. A fee per semester hour credit is charged; see the section on tuition and fees pages 15-16. See the Assessment Counselor for details and guidance in prior learning assessment preparation.

Continuing Education...

Courses in continuing education are offered periodically to adults in the community. Examples of courses recently offered are Christian Writer's Workshop and Elderhostel. For information on courses currently available, contact the Adult Programs Office.

Correspondence Study...

Credit for correspondence study may be granted if the courses and offering institution are approved in advance by the registrar. A maximum of 6 semester hours of correspondence study credit may be accepted.

Class Attendance...

The class attendance policy is established by the professor for each class taught. This policy may vary among professors. Information on the attendance policy is printed in the course syllabus or communicated orally by the professor and students are expected to adhere to the announced policy.

Review of Academic Decisions...

A complete statement of policies and procedures for appeals and reviews of academic decisions is contained in the Student Handbook.

Placement File...

A copy of a student's placement file (credential) is released upon written request to the Career Services Office. All financial obligations must be settled with the college before the file will be released.

Freshman Year Experience Program...

All first-time, full-time, traditional-aged, baccalaureate (nonassociate) degree students participate in the Freshman Year Experience program. Upon registration, students will be placed in a small group and assigned two professors and two upperclass students who serve as mentors. This program is designed to assist students in making a smooth transition to college life. The group will also remain together for a block of core course work. Specifically excluded are part-time, adult and transfer students.

GENERAL STUDIES PROGRAM

The General Studies Program represents an important outgrowth of the concept of education developed at Bethel College. Belief that the liberal arts graduate should have opportunity to explore the areas of learning which are important to all individuals has led to the structuring of a sequence of courses specifically designed to achieve this objective. The courses are taught in such a way that three major skill areas may be developed. These are communicating, problem solving and valuing. The model for curriculum content and skill development is followed throughout the entire curriculum.

General studies requirements for the B.A. degree are listed below.

- ① Every student takes the Bethel College reading test at the time of entry to the college.
- ② Proficiency in basic skills must be demonstrated by test achievements or by passing the required courses within the first 24 semester hours at Bethel College. These skills and their requirements are:

Reading: A satisfactory score on the Bethel College reading test, or ENGL 095, Reading Dynamics, 2 hours, must be taken in the first semester.

Writing: A satisfactory score on the SAT-Verbal (450) or the ACT-English (17), or ENGL 090, Written Communication I, 3 hours, must be taken in the first semester.

Mathematics: A satisfactory score on the SAT-Quantitative (450) or the ACT-Mathematics (17), or MATH 090, Basic Mathematics, 3 hours, must be taken.

These basic skills courses may not be counted toward a degree or hour requirements.

- ③ Proficiency in basic computer skills must be demonstrated. Students may achieve proficiency through passing a computer exam or completing a computer workshop. This is to be accomplished as soon as possible upon entering Bethel College.
- ④ Completion of the following courses:

			HOURS
A. In Communication Skills:			
ENGL	101	Written Communication II (Must earn a "C-" or better grade)	3
ENGL	102	Written Communication III	3
COMM	171	Speech Communication	3
		Foreign Language (two semesters)	6
B. In Social Science and History:			
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
HIST		History Elective	3
C. In Fine Arts and Humanities:			
FA		Music/Art/Drama	3
LIT		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1

GENERAL STUDIES PROGRAM

			HOURS
D. In Natural Science and Mathematics:			
MATH		College Level Mathematics	3
		Science with Lab	4
E. In Bible and Religion:			
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature	3
BIBL	216	New Testament Literature	3
F. In Physical Education:			
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Certain major programs may require modification in the General Studies Program.

General Studies Requirements for the A.A. degree are listed below:

- ① Proficiency in basic reading, writing, mathematical and computer skills must be demonstrated according to the same requirements as the B.A. degree above. The basic skills courses may not be counted toward degree requirements.
- ② Completion of the following courses:

A. In Communication Skills:

ENGL	101	Written Communication II (must earn a "C-" or better grade)	3
COMM	171	Speech Communication	3

B. In Social Sciences and History:

PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3

C. In Fine Arts and Humanities:

		Music/Art/Literature/Drama	3
PHIL	150	Logic & Critical Thinking	2

D. In Natural Science and Mathematics:

		Mathematics/Science with Lab	3
--	--	------------------------------	---

E. In Bible and Religion:

THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature	(3)

F. In Physical Education:

PHED	100	Lifelong Physical Awareness	0.5
		Physical Education Activity	<u>0.5</u>
			28

PROGRAM DESCRIPTIONS

Majors and Minors

Following are the degrees offered at Bethel College. Unless otherwise noted, majors and minors are on the baccalaureate degree. Endorsements are for teacher certification.

Accounting	Major
.....	Minor
American Sign Language (ASL)	A.A. Major
.....	Minor
American Sign Language/Interpreter Training	Major
Art	Major
.....	Minor
Studio Art/Visual Communication	Major
Bible & Ministry	Major
Biblical Languages	Minor
Biblical Literature	A.A. Major
.....	Major
Biology	Major
.....	Minor
Education	Minor
Environmental Biology	Major
Business Administration	Master, Major
Business Administration/Interior Design	
Business	Minor
Business Education	Major
Business—International Studies	Major
Business Management	A.A. Major
Business Supervision (Adult)	A.A. Major
Chemistry	A.A. Major
.....	Major
.....	Minor
Education	Minor
Christian Ministries	Major
Coaching	Endorsement
Communication	Major
.....	Minor
Computational Physics	Major
Computer Applications	A.A.
.....	Minor
Computer Information Systems (B.S.)	Major
Computer Information Systems	Minor
Computer Science	A.A. Major
Counseling	Master
.....	Mental Health
.....	Marriage & Family
.....	Student Development
Criminal Justice	A.A. Major
.....	Major
.....	Minor
Drama	Major
.....	Minor

GENERAL STUDIES PROGRAM

Driver & Traffic Safety Education.....	Endorsement
Early Childhood Education	A.A. Major
Economics.....	Minor
Education	Minor
Elementary Education	Major
Engineering (Math/Physics)	Major
Environmental Biology	Major
.....	Minor
English	Major
.....	Minor
Education	Major
.....	Minor
Health Education.....	Minor
History	Major, Minor
Human Services*	Major
Interior Design/Business Administration.....	A.A. Major
.....	B.A. Major
International Studies	Minor
Business	Major
Ministry	Major
Social Studies	Major
Journalism	A.A. Major
.....	Minor
Junior High/Middle School.....	Elementary Endorsement
Senior High/Junior High/ Middle School	Standard Secondary License
Kindergarten	Elementary Endorsement
Liberal Studies.....	A.A. Major
.....	Major
Mass Media.....	Minor
Mathematics.....	Major
.....	Minor
Education	Major, Minor
Mathematics/Computer Science	Major
Ministry.....	Master
Ministry—International Studies	Major
Missions	Minor
Music	
Church.....	Major
Music.....	Minor
Piano Pedagogy	Major
Piano Pedagogy	A.A. Major
Performance.....	Major
Education (Choral/General)	Major
Education (Choral)	Minor
Education (Choral, General, Instrumental).....	Major
Education (Instrumental/General)	Major
Education (Elementary)	Endorsement
Nursing	A.D.N. Major
.....	B.S.N. Major
.....	B.S.N. Completion
Office Administration	A.A. Major

GENERAL STUDIES PROGRAM

Organizational Management	Major
Philosophy	Major
.....	Minor
Physical Education (also see Sport Studies)	
All grades	Major
Secondary (7-12 grades)	Major
.....	Minor
Elementary	Endorsement
Physics-Computational Physics	Major
Physics	Minor
Physics Education	Minor
Pre-Law (History)	Track
Pre-Medicine	Major
Psychology	Major
.....	Minor
Education	Minor
Radio Broadcast	Minor
Science Education	
Physical Sciences	Major
Life Sciences	Major
Social Science	A.A. Major
.....	Major
Social Studies Education	Major
Economics	Concentration
Geography	Concentration
Psychology	Concentration
Sociology	Concentration
Sociology	Major
.....	Minor
Education	Minor
Sport Studies	Major
Sport Studies	Track
Sport Management	Track
Exercise Science	Track
Teacher Education	Certification
Theatre Arts	Major
.....	Minor
Theological Studies	Master
U.S. History Education	Minor
Visual Communication/Studio Art	Major
Writing (Professional Writing)	A.A. Major
World Civilization Education	Minor
Youth Ministry and Adolescent Studies	Major
.....	Minor

***Adult College Program**

COURSE DESCRIPTIONS

Numbering of Courses: Courses numbered 100-199 are primarily for freshmen. Courses numbered 200-299 are primarily for sophomores. Courses numbered 300-399 are primarily for juniors. Courses numbered 400-499 are primarily for seniors. Courses numbered 500 and above are primarily for graduate students. Students may not enroll

in courses numbered more than one level above their academic classification.

Schedule of Classes: A SCHEDULE OF CLASSES to be offered in a given semester or session is printed and distributed in advance of each registration. The college reserves the right to withdraw or change any scheduled course.

Arrangement of Courses...

The arrangement and departmental abbreviations for the courses are as follows:

Division of Business

ACCT	Accounting
BADM	Business Administration
CAPP	Computer Applications
ECON	Economics
OADM	Office Administration

Division of Education

DRED	Driver & Traffic Safety Education
ECED	Early Childhood Education
EDUC	Education
ELED	Elementary Education
KGN	Kindergarten
PHED	Physical Education & Health
SCED	Secondary Education

Division of Fine Arts

ART	Art
ARTV	Commercial Art
FA	Divisional Courses
MUAP	Applied Music
MUED	Music Education and Methods
MUEN	Music Ensembles
MULH	Music Literature and History
MUTH	Music Theory

Division of Language and Literature

ASL	American Sign Language
COMM	Communication
ENGL	English
FREN	French
GER	German
INT	Interpreting
JRNL	Journalism
LIT	Literature
SPAN	Spanish
WRIT	Writing

Division of Mathematics and Computer Sciences

MATH	Mathematics
CPSC	Computer Science

Division of Natural Sciences

BIOL	Biology
CHEM	Chemistry
NS	Divisional Courses
PHYS	Physics

Division of Nursing

NUR	Nursing
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GENERAL STUDIES PROGRAM

Division of Religion and Philosophy

BIBL	Biblical Studies
GRK	Greek
HEB	Hebrew
MIN	Ministry
PHIL	Philosophy
THEO	Theology
YMN	Youth Ministries

Division of Social Sciences

CRMJ	Criminal Justice
HIST	History
PSYC	Psychology
SOC	Sociology
SS	Social Science Courses

Division of Graduate Studies

BBST	Biblical Studies
CHMN	Church & Ministry
COUN	Counseling
HSTH	History & Theology
MBAD	Business Administration

Division of Adult Programs

OM	Organizational Management
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Liberal Studies Major A.A. Degree

			HOURS
General Studies			
THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHIL	150	Logic & Critical Thinking	2
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Art/Drama/Literature/Music	3
PHED	112-136	Physical Education Activity	<u>0.5</u>
			28
Major			
		Primary Concentration in one subject area* (At least 9 hours must be taken at Bethel in the primary concentration area)	16
		Secondary Concentration in one subject area*	8
		Secondary Concentration in another subject area*	<u>8</u>
			32
		Electives needed to complete the degree	2

Liberal Studies Major

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3

GENERAL STUDIES PROGRAM

			HOURS
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Major

Primary Concentration in one subject area*	16
Secondary Concentration in one subject area*	12
Secondary Concentration in another subject area*	<u>9</u>
	37

*All courses in a concentration area must be of the same course prefix letters and may not be required within the General Studies. At least 18 semester hours within the concentration areas must be completed at Bethel College.

Electives needed to complete the degree 32

Off-Campus Semester Programs

Several programs are available for students to spend a semester of study away from campus.

Christian Center for Urban Studies

Through an affiliation with the Olive Branch Mission in Chicago, Bethel and a dozen other Wesleyan colleges offer a Chicago urban experience with the following course options:

The City in Christian Perspective	3
Urban Issues	2-4
Rebuilding the Church	3
Ministry/Service Immersion	4-8

Jerusalem University College

Through the college's membership in the Jerusalem University College, students have the opportunity for extended study in the Holy Land as part of the program in Biblical Studies. The division office can provide complete information.

Bethel College Programs

Currently Bethel operates programs in:

- Ecuador
- China
- Russia
- Jamaica
- Chicago-inner city (see description above)

For more information concerning these programs, contact the Academic Services Office.

The Council for Christian Colleges & Universities

As a member of the Council for Christian Colleges & Universities (CCCU), an association of over 90 Christian colleges and universities, Bethel offers the following programs. These off-campus, interdisciplinary, learning opportunities are available to upper class students and offer 16 hours of credit. For further information, contact the Academic Services Office.

American Studies Program (ASP)

Founded in 1976, the American Studies Program serves as the "Washington campus" of Coalition member colleges and is based on the principle of integrating faith, learning and living. Students spend a semester in Washington, D.C., earning academic credit by serving as interns and participating in a contemporary, issue-oriented seminar program. Internships are available in congressional offices, social service agencies, think tanks, cultural institutions and many other organizations. The American Studies Program is designed for juniors and seniors with a wide range of academic majors and vocational interests.

Los Angeles Film Studies Center (LAFSC)

The purpose of the Los Angeles Film Studies Center is to enable Coalition college students to serve in various aspects of the film industry with professional skill and Christian integrity. Located in Burbank near major production studios, the semester-long program combines seminar courses with internships in various segments of the film industry, providing the opportunity to explore the industry within a Christian context from a liberal arts perspective.

Summer Institute of Journalism

The Summer Institute of Journalism is a Christ-centered program that brings students to Washington, D.C. for seminars with over 25 top professional journalists from the media. It blends classroom experience with hands-on news gathering and news writing opportunities over an intensive four weeks from mid-May to mid-June, for which participants receive four semester hours of credit from their home campuses.



DIVISION *of* BUSINESS

MR. MOW, Chairperson
MRS. GREISING
MRS. JARUSEWIC
MR. LARSON
DR. LEMLER

MRS. RANDOLPH
DR. B. SMITH
MR. VAN HORN
DR. M. YOUNG

Accounting
Business Administration
Business Admin/Interior Design
Business Education
Business Management
Business Supervision

Computer Applications
Computer Information Systems
Economics
International Business
Office Administration

Accounting Major

			HOURS
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language, Two Semesters	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Accounting Core Requirements:			
ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
ACCT	303	Intermediate Accounting I	3
ACCT	304	Intermediate Accounting II	3
ACCT	310	Advanced Financial Accounting	3
ACCT	311	Managerial Accounting	3
ACCT	312	Federal Income Taxation	3
ACCT	412	Auditing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
ACCT	327	Computer-Based Accounting Applications	<u>3</u>
			30
Business Core Requirements:			
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	286	Finite Math for Business	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
BADM	341	International Business	3
BADM	450	Business Policy	3
CAPP	127	Word Processing	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	<u>3</u>
			36
Electives needed to complete the degree			3

Students majoring in Accounting may not also major in Business Administration.

For transfer students the 12 hours required at Bethel must be Accounting Core courses, or if these have been completed, in accounting electives. Up to 3 hours of independent study, life learning credit, field work or an accounting internship may be applied toward the 12-hour requirement.

Credits earned at other institutions in 100 or 200 level courses will not satisfy Bethel courses at the 300 or 400 level.

Accounting Minor

			HOURS
ACCT	203-204	Fundamentals of Accounting I & II	6
ACCT	303-304	Intermediate Accounting I & II	6
Electives from:			4
ACCT	310	Advanced Financial Accounting	(3)
ACCT	311	Managerial Accounting	(3)
ACCT	312	Federal Income Taxation	(3)
ACCT	413	Independent Study in Accounting	(1-3)
ACCT	327	Computer Based Accounting	<u>(3)</u>
			16

Business Administration Major

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language, (two semesters)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Major Core			
ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	286	Finite Math for Business	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
BADM	341	International Business	3
BADM	450	Business Policy	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	<u>3</u>
			45

Minors and Advanced Concentration Areas

Each student must select either one minor taken from any academic division in the catalog

BUSINESS

(minimum 18 hours, additional to the above courses) or two advanced concentration areas (minimum 9 hours each, additional to the above courses) for advanced study.

Eligible minors within the Division of Business include:

- Computer Information Systems Minor
- Economics Minor

All minors offered by other academic divisions are eligible subject to the 18-hour additional requirement.

Advanced Concentration Areas

			HOURS
①	Accounting		
	ACCT 303	Intermediate Accounting I	3
	ACCT 304	Intermediate Accounting II, or	3
	ACCT 311	Managerial Accounting, or	3
	ACCT 312	Federal Income Tax	(3)
②	Computer Applications		
	CAPP 228	Advanced Spreadsheet & Database Management	3
	CAPP 328	Survey of Computer Applications	3
	CAPP 432	Independent Study in Computer Applications, or	2-3
	CAPP 433	Internship in Computer Applications	(3-4)
③	Economics		
	ECON 329	Intermediate Macroeconomics, or	3
	ECON 330	Intermediate Microeconomics	(3)
	Choose two of the following:		6
	ECON 333	Seminar in Economics	(3)
	ECON 420	International Economics	(3)
	ECON 430	Industrial Organization	(3)
	ECON 431	Money & Banking	(3)
④	Human Resource Management		
	BADM 421	Human Resource Management	3
	BADM 423	Seminar in Labor Relations	3
	BADM 427	Internship in Human Resource Management, or	3
	BADM 429	Independent Study in Human Resource Mgt.	(3)
⑤	Marketing		
	BADM 424	Introduction to Advertising	3
	BADM 426	Sales and Selling	3
	COMM 251	Introduction to Public Relations, or	3
	BADM 427	Internship in Marketing, or	(3)
	BADM 429	Independent Study in Marketing	(3)
⑥	International Business		
	BADM 342	Seminar in Global Business	3
	ECON 420	International Economics	3
	BADM 430	Cross-Cultural Experience of Business, or	3
	SOC 356	Cultural Anthropology	(3)
	Electives needed to complete the degree		6

Business Administration/Interior Design

Students completing this program will receive both a B.A. degree in Business Administration from Bethel College and an Associate in Applied Science degree in Interior Design from Ivy Tech State College - South Bend.

Students will be required to complete all the requirements of the Bethel Business Administration major. Eleven of the Interior Design courses at IVY Tech will fulfill the Bethel business requirement for a minor (or two concentration

areas). Two of the Ivy Tech courses will be applied against Bethel general studies requirements.

A combined total of 133 credit hours are required for the program. Full-time students may need to take summer courses or a ninth semester to successfully complete the work.

			HOURS
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective (History of Interiors @ IVYT)	3
		Art/Drama/Music (Intro. to Interior Design @ IVYT)	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Major Core			
ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communications	3
BADM	286	Finite Math for Business	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
BADM	341	International Business	3
BADM	450	Business Policy	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Mgt.	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	<u>3</u>
			45
Interior Design Core (@IVY Tech)			
INT	101	Interior Design Theory	3
INT	103	Introduction to Interior Design (listed in General Studies)	(3)
INT	104	Textiles for Interior Design	3
INT	105	Design Presentations	3
INT	109	History of Interiors (listed in General Studies)	(3)
INT	102	Building Systems I	3
INT	108	Interior Design II	3
INT	201	Interior Finishes	3
INT	216	CAD for Interior Designers	3

BUSINESS

			HOURS
INT	106	Building Systems II	3
INT	204	Interior Design III	3
INT	209	Portfolio Preparation	3
INT	202	Contract Design	<u>3</u>
			33

IVY Tech reserves the right to change or modify their course requirements without notice.

Business Minor

ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
BADM	122	Business Ethics	3
BADM	321	Principles of Management	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)

Electives from:

Accounting, Business Administration, Computer Applications (excluding CAPP 127) or Economics

6
24

This minor may not accompany a major in Accounting or Business Administration.

Business Education Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
LIT		Literature	3
FA	170	Perspectives in Fine Arts	3
		Science with Lab	4
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Major Core

ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	321	Principles of Management	3
BADM	322	Principles of Marketing	3
ECON	233	Principles of Economics	3
ECON	239	Personal Finance	<u>3</u>
			24

Business Education Requirements

ACCT	303	Intermediate Accounting I, or	3
ACCT	312	Federal Income Tax	(3)
BADM	222	Business Communication	3

			HOURS
BADM	421	Human Resource Management	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
CAPP	327	Computer-Based Accounting	3
CAPP	328	Survey of Computer Applications	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
ECON	332	Management Finance	3
OADM	260	Advanced Keyboarding	3
OADM	265	Office Management	3
			<u>33</u>

Professional Education

EDUC	102	Foundations of Education	3
EDUC	204	Diverse Learners	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	285	Adolescent Growth & Development	2
SCED	447	Specific Methods in Business Education	2
SCED	448	Developmental Reading	3
SCED	449	Student Teaching	8
EDUC	441	Student Teaching Seminar	0-2
			<u>27-29</u>

See TEACHER EDUCATION (page 56) for program admission and other information.

Business Management Major A.A. Degree**General Studies**

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	2
			<u>28</u>

Major

ACCT	203-204	Fundamentals of Accounting I & II	6
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	321	Principles of Management	3
CAPP	127	Word Processing, or	3
CAPP	227	Introduction to Spreadsheet & Database Management	(3)
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
		Electives in Accounting, Computer Applications, Business Administration or Economics	9
			<u>36</u>

Business Supervision – A.A. Degree (Adult Major)

			HOURS
General Studies			
PSYC	181	Adult Student Orientation	1
ENGL	101	Written Communication II	3
		Speech	3
		Psychology	3
		Sociology	3
		College Level Math	3
		Natural Science (Lab Optional)	3
		Bible/Religion/Philosophy	6
		Music/Art/Literature/Drama	3
		Fitness/Wellness/Health/P.E.	1
			<u>29</u>
Supervision Core			
ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
BADM	122	Business Ethics	3
BADM	222	Business Communications	3
BADM	223	Human Relations in Business	3
BADM	224	Principles of Supervision	3
ECON	233	Principles of Economics	3
			<u>21</u>
Business Electives			
ACCT, BADM, CAPP, or ECON			6
General Electives			
			6
Note: Students without computer skills are urged to include at least one CAPP course in their business electives.			

Computer Applications Major A.A. Degree

General Studies			
THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communications	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	2
			<u>28</u>
Major			
BADM	122	Business Ethics	3
BADM	222	Business Communication	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet &	
		Database Management	3
CAPP	228	Advanced Spreadsheet &	
		Database Management	3
CAPP	328	Survey of Computer Applications	3
CAPP	432	Independent Study	3
		Electives from Accounting, Computer Science,	

			HOURS
		Economics, Office Administration or Computer Applications	<u>6</u>
			27
Required Cognate			
OADM	161	Basic Keyboarding, or proficiency	2
		Electives needed to complete the degree	5
Computer Applications Minor			
BADM	222	Business Communications	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
CAPP	228	Advanced Spreadsheet & Database Management	3
CAPP	328	Survey of Computer Applications	3
CAPP	432	Independent Study	<u>3</u>
			18

Computer Information Systems Major

(The make-up and requirements for this major are listed in the Division of Mathematics & Computer Science, page 122)

Economics Minor

ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics	3
ECON	330	Intermediate Microeconomics	3
		Select 9 hours from the following:	9
ECON	239	Personal Finance	(3)
ECON	332	Management Finance	(3)
ECON	333	Seminar in Economics	(3)
ECON	420	International Economics	(3)
ECON	430	Industrial Organization	(3)
ECON	431	Money & Banking	<u>(3)</u>
			18

Business administration majors selecting an economics minor may not use courses taken in their major to double count for the minor.

Economics Education Minor

ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics	3
ECON	330	Intermediate Microeconomics	3
SCED	447	Methods in Business	2
		Select 9 hours from the following:	9
ECON	239	Personal Finance	(3)
ECON	332	Management Finance	(3)
ECON	333	Seminar in Economics	(3)
ECON	420	International Economics	(3)
ECON	430	Industrial Organization	(3)
ECON	431	Money & Banking	<u>(3)</u>

		Electives from 2 other Social Science Areas	<u>6</u>
			26

Education majors selecting an economics minor may not use courses taken in their major to double count for the minor.

International Studies – Business Major

			HOURS
General Studies			
THEO	110	Exploring Christian Faith	3
BIBL	115	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PHIL	150	Logic & Critical Thinking	2
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education	1.5
SOC	151	Principles of Sociology	3
BIBL	215	New Testament Literature	3
		Foreign Language	6
LIT		Literature	3
		Fine Arts	3
		College Level Math	3
		Lab Science	4
PHIL	250	Introduction to Philosophy	3
HIST	246	Introduction to World Civilization	3
PHIL	452	Senior Experience	<u>1</u>
			55

International Studies Core

SOC	356	Cultural Anthropology	3
SS	277	World Regional Geography	3
MIN	333	World Religious Movements	3
BADM	341	International Business	3
SS		Area Study (choose two)	6
HIST	341	U.S. Foreign Relations	3
		Internship*	<u>3-6</u>
			24-27

*Students must spend one semester abroad as part of the internship.

Business Concentration

BADM	122	Business Ethics	3
BADM	221	Business Law	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics	3
ECON	330	Intermediate Microeconomics	3
ECON	420	International Economics	3
BADM	321	Principles of Management, or	3
BADM	322	Principles of Marketing	(3)
		Seminar in Global Business	3
		Cross-Cultural Business	<u>3</u>
			27

Electives or Minor**18-15****Office Administration Major A.A. Degree****General Studies**

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3

			HOURS
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	<u>2</u>
			28
Major			
ACCT	203	Fundamentals of Accounting I	3
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	321	Principles of Management	3
CAPP	127	Word Processing	3
CAPP	227	Introduction to Spreadsheet & Database Management	3
OADM	260	Advanced Keyboarding	3
OADM	265	Office Management	3
ECON	239	Personal Finance	3
Electives from:			
		Accounting, Business Administration, Computer Applications, Economics or Office Administration	<u>6</u>
			36

COURSE DESCRIPTIONS

Accounting (ACCT)

- 203. Fundamentals of Accounting I** **3 Hours**
A study of accounting principles and procedures, including original data collection, transaction analysis, journalizing, posting, summarizing and preparing financial statements.
- 204. Fundamentals of Accounting II** **3 Hours**
Continued study of accounting principles and procedures as related to financial statements, with emphasis placed on the analysis and interpretation of these statements. Included is an introduction to managerial accounting, including budgets, long-range capital planning and cost systems.
Prerequisite: ACCT 203 or permission of instructor.
- 303. Intermediate Accounting I** **3 Hours**
A review of financial statements followed by a detailed study of the theory and accounting principles. Included in the course is a study of cash, temporary investments, receivables, inventories, plant assets and current liabilities.
Prerequisite: ACCT 204.
- 304. Intermediate Accounting II** **3 Hours**
A continuation of intermediate accounting, including long-term investments, bonds, taxes, leases, capital formation, retained earnings and statements of change in financial position.
Prerequisite: ACCT 303.
- 310. Advanced Financial Accounting & Theory Review** **3 Hours**
A study of accounting principles as applied to organizational structures; mergers and consolidations, branch operations, partnerships and governmental units (fund accounting).
Prerequisite: ACCT 304.
- 311. Managerial Accounting** **3 Hours**
Study of the preparation, analysis and use of routine and special reports underlying management decisions. Includes financial statements analysis, measurements of risk and return, budgetary control and auditing techniques.
Prerequisite: ACCT 203.
- 312. Federal Income Taxation** **3 Hours**
A study of federal tax accounting for indi-

viduals. Includes study of effective decisions on timing of income, expenses and capital investment. The structure of the Internal Revenue Code, regulations and court decisions in the framework of the evaluation of the federal tax system are examined.

Prerequisite: ACCT 203.

- 327. Computer-Based Accounting Applications** **3 Hours**
A review of business cycles to provide an understanding of systems' interrelationships. Advanced application of spreadsheets to various accounting and business problems. Use of current computerized accounting packages to establish and maintain accounting information and prepare financial statements and reports. (Identical to CAPP 327.)
Prerequisites: ACCT 204, CAPP 227.
- 412. Auditing** **3 Hours**
A study of the principles and procedures underlying the verification of financial statements as made by independent public accountants. Emphasis is placed on professional ethics. AICPA pronouncements and preparation for the uniform CPA examination.
Prerequisite: ACCT 304.
- 413. Independent Study in Accounting** **1-3 Hours**
An opportunity for independent study or research or completion of a special project in accounting.
Prerequisite: Permission of the instructor.
- 427. Internship in Accounting** **1-4 Hours**
Field experience in a selected area of interest, including on-the-job exposure and completion of a significant project.
Prerequisite: Permission of the instructor.

Business Administration (BADM)

- 122. Business Ethics** **3 Hours**
Acquaints beginning students with the role of business in society and the concepts of a life ministry in business. Covers business ethics from a biblical perspective and a brief introduction to general business principles.
- 221. Business Law** **3 Hours**
A study of the principles of contract, agency, sales, employment, insurance,

- property, partnerships, corporations and bankruptcy. Attention is given to the rights and liabilities in commercial transactions.
- 222. Business Communication 3 Hours**
A practical application of the principles and psychological aspects of communication theory as related to the business setting. Emphasis is on written, oral and electronic modes of effective and efficient conveyance and processing of business data for decision making and implementation.
Prerequisite: ENGL 101 required, ENGL 102 recommended.
- 223. Human Relations in Business 3 Hours**
A study of how people interact and work together. Includes an examination of why values, attitudes and behaviors can cause relationship problems and how these problems can be prevented or overcome.
- 224. Principles of Supervision 3 Hours**
A study of the supervisor's job emphasizing the development of skills required for being an effective first-level leader.
Prerequisite: BADM 223.
- 286. Finite Math for Business 3 Hours**
A business modeling and problem solving course structured around traditional topics of finite mathematics. Topics may include linear programming, graphs, probability models and decision theory. Case studies and computer use may be used where appropriate.
Prerequisites: MATH 101 (or equivalent).
- 321. Principles of Management 3 Hours**
A study of principles and techniques of management for all fields of business. Attention is given to business objectives, policies, functions, leadership, organizational structure and morale, operative procedures and control procedures.
Prerequisite: BADM 122, recommended.
- 322. Principles of Marketing 3 Hours**
A study of methods of marketing and merchandising with the relationships and processes involved in the flow of goods from producer to consumer.
- 331. Operations Management 3 Hours**
The concepts, models, methods and techniques for managing operational aspects of manufacturing and service organizations. Topics may include: product design, forecasting, facility planning, production planning, distribution systems, inventory management, quality, project management and computer aided decision analysis.
Prerequisites: BADM 286 or MATH 241.
- 341. International Business 3 Hours**
A survey of issues, models, constructs and relationships in international commerce. Addresses the role of multinational enterprises, socio-economic forces, and technology on global, multi-local and domestic organizations. Aspects of personal and organizational services are also addressed.
- 342. Seminar in Global Business 3 Hours**
The seminar examines topics germane to participants' current and probable future interests. The historic context and present parameters and implications are examined. Current applications and directions for the future are investigated and advanced.
Corequisite: BADM 341.
- 421. Human Resource Management 3 Hours**
A study of the characteristics, purposes, objectives and techniques of personnel administration in organizations. This course also examines the administration of an office, including management of personnel, services and productivity.
Prerequisite: BADM 321.
- 423. Seminar in Personnel & Human Relations 3 Hours**
Analysis and evaluation of employee and labor relations within the business environment. Research papers and presentations by students.
Prerequisite: BADM 421.
- 424. Introduction to Advertising 3 Hours**
This course studies cost-effective strategies in advertising. Topics include demographics, manipulation, media-packaging and promotional ethics. Skills are developed in direct-mailing, telephone campaigns, mediathons, print and media copywriting and design. (Identical to COMM 276.)
- 426. Sales & Selling 3 Hours**
A study of the principles of sales and selling. Includes an emphasis on the role of this important activity in most marketing plans.
Prerequisite: BADM 322.
-

- 427. Internship in Business Administration** 1-4 Hours
Field experience in a selected area of interest, including on-the-job exposure and completion of a significant project.
Prerequisite: Permission of instructor.
- 429. Independent Study in Business Administration** 1-3 Hours
An opportunity for directed study or research in some area of interest or problem in business administration. May be repeated for credit.
Prerequisite: Permission of instructor.
- 430. Cross-Cultural Experience of Business** 3 Hours
A field-based (rather than classroom based) study and experience that addresses business behaviors and conditions. Participants will prepare for, participate in and critically evaluate a living/learning time in a culture and/or geography not previously experienced. While specific contexts will vary, all students will deliver and defend a comprehensive assessment of their cross-cultural business experience.
Prerequisite: Permission of instructor.
- 450. Business Policy** 3 Hours
A senior capstone course designed to integrate the major business functions into a management decision-making process. Includes an in-depth look at business ethics, strategic planning and policy formation.
Prerequisites: BADM 321, BADM 322, ECON 332.

Computer Applications (CAPP)

- 127. Word Processing** 3 Hours
A course designed to develop advanced word processing techniques and skills and make application to effective document creation including formatting, layout and graphics.
Prerequisite: Computer proficiency.
- 227. Introduction to Spreadsheet & Database Management** 3 Hours
Business applications on the microcomputer, including spreadsheet and database management. Students learn to use standard software in each of the areas.
Prerequisite: Computer proficiency.
- 228. Advanced Spreadsheet &**

Database Management 3 Hours
Continuation of CAPP 227 with emphasis on advanced business applications and analysis of spreadsheet and database on the microcomputer.
Prerequisite: CAPP 227.

- 327. Computer-Based Accounting Applications** 3 Hours
A review of business cycles to provide an understanding of systems' interrelationships. Advanced application of spreadsheets to various accounting and business problems. Use of current computerized accounting packages to establish and maintain accounting information and prepare financial statements and reports.
Prerequisites: ACCT 204, CAPP 227. (Identical to ACCT 327.)
- 328. Survey of Computer Applications** 3 Hours
This course provides students an overview of and practical experience with various kinds of microcomputer software relating to finance, graphics, productivity, presentations and desktop publishing, as well as integrated software packages.
Prerequisite: CAPP 127 and CAPP 227 or permission of instructor.
- 432. Independent Study in Computer Applications** 1-3 Hours
An opportunity for directed study, research or completion of a special project in computer applications.
Prerequisite: Permission of instructor.
- 433. Internship in Computer Applications** 1-4 Hours
Field experience in a selected area of interest, including on-the-job exposure and completion of a significant project.
Prerequisite: Permission of instructor.

Economics (ECON)

- 233. Principles of Economics** 3 Hours
A survey of the concepts, models and scope of the economics profession. This course gives attention to the study of micro and macro economic principles. Topics include supply and demand, consumer behavior, market structure, income determination, interest rates, inflation and unemployment.
- 239. Personal Finance** 3 Hours
A practical study of the nature of managing one's personal finances and resources, which includes budgeting,

- analyzing insurance needs, comparing investment opportunities, evaluating credit purchasing and reviewing basic tax considerations.
- 329. Intermediate Macroeconomics 3 Hours**
This course includes a theoretical treatment of income determination, unemployment, inflation and interest rates. Models of aggregate economic activity and policy are examined from several viewpoints.
Prerequisite: ECON 233.
- 330. Intermediate Microeconomics 3 Hours**
This course includes a theoretical analysis of consumer behavior, the determination of prices and the allocation of resources in a market economy. The economic behavior of individual consumer and the firm are examined.
Prerequisite: ECON 233.
- 332. Management Finance 3 Hours**
A study of principles and methods in acquiring and administering the funds (both debt and equity capital) of business enterprises. Financial analysis, return on investment and capital budgeting concepts are also covered.
Prerequisites: ACCT 204, BADM 286, ECON 233.
- 333. Seminar in Economics 3 Hours**
A variety of economic topics are analyzed and discussed in this course. The seminar may focus on one aspect of the economics discipline or several related topics may be examined.
Prerequisite: ECON 233.
- 420. International Economics 3 Hours**
This course includes a description and analysis of international trade patterns, balance of payments accounts, and the theory of comparative advantage. The history and purpose of mechanisms for international adjustment are considered.
Prerequisite: ECON 233.
- 430. Industrial Organization 3 Hours**
This course presents a description and analysis of the history and types of market structure. The factors determining the evolution of a given market structure and the economic performance of firms in their industry context are considered.
Prerequisites: ECON 233.
- 431. Money & Banking 3 Hours**
A study of monetary theory and banking. Attention is given to commercial banking, the federal reserve system, foreign exchange, investment banking and interest rates.
Prerequisite: ECON 233.
- 432. Independent Study 1-3 Hours**
An opportunity for directed study or research in some area of interest or problem in economics. May be repeated for credit.
Prerequisite: Permission of instructor.
- Office Administration (OADM)**
- 161. Basic Keyboarding 2 Hours**
A beginning course for students desiring to develop skill for personal use or for those wishing to develop proficiency for advanced courses. The course includes learning to keyboard the alphabetic and number keys by touch and learning proper formatting for document production of letters, reports and tables.
- 162. Intermediate Keyboarding 3 Hours**
Designed to increase competency in keyboarding skills and document production sufficient to meet the level required for enrollment in Advanced Keyboarding.
Prerequisite: OADM 161 or equivalency.
- 260. Advanced Keyboarding 3 Hours**
An advanced course designed to build proficiency to competitive professional standards.
Prerequisite: OADM 162 or equivalency.
- 265. Office Management 3 Hours**
The study of office systems, procedures and practices; office machines and equipment; and the managerial and supervisory skills needed for efficient and effective office operation.



DIVISION *of* EDUCATION

DR. JEFF PECK, Chairperson
DR. BAWA
MRS. DEBRA BRACKLEY
DR. BRIDGES

MS. CYNTHIA KING-HARRIS
DR. CLAIRE HENRY
DR. HOLTGREN
DR. KARRER

DR. R. KNOTT
MR. OKE
DR. R. WILSON

Early Childhood Education
Elementary Education

Physical Education
Sports Studies

Secondary Education:

Business
English
Math
Music

Physics
Science
Social Studies

Endorsements/Concentrations: Coaching, Driver Education,
Health, Middle School, Elementary Music, Elementary Physical
Education

TEACHER EDUCATION

The goal of the teacher preparation program is to develop teachers with the knowledge, skills and dispositions to be wise decision makers. The program is based on a conceptual framework that addresses

1. The Nature of Learning,
2. The Nature of Teaching,
3. Values and Attitudes,
4. Content and Subject Matter Knowledge, and
5. Professional Knowledge.

Admission to Teacher Education Program

To be admitted to the teacher education program, a student must meet the following requirements.

1. Have achieved sophomore status.
2. Have a minimum 2.50 grade point average on all college work.
3. Complete ENGL 101, 102 and EDUC 102 with a grade of "C-" or better.
4. Obtain at least the minimum scores currently required by the Indiana Professional Standards Board on the Praxis I, Pre-Professional Skills Test (PPST).
5. Complete Application for Teacher Education Program. Applications are due in October or February.
6. Be recommended by the faculty of the division in which the student plans to major.
7. Successfully complete the Teacher Education Interview, including an initial portfolio assessment.
8. Gain approval by the Teacher Education Committee.

The Professional Semester

The professional semester includes specific course work and a full-time student teaching experience in an appropriate school setting. Students may complete their student teaching during either the fall or spring semester. Before beginning the professional semester, the student must meet the following requirements.

1. Have achieved senior status.
2. Maintain at least a 2.50 grade point average.
3. Complete all prerequisite education courses with a grade of "C-" or higher.
4. Submit an Application for Student Teaching in the year prior to student teaching.
5. Be recommended by the faculty of the division in which the student has a major.
6. Successfully complete the Student Teaching Interview, including a mid-point portfolio assessment.

Grades of "C-" or above must be earned in all professional education courses and in all courses required for specific areas of licensure. This includes any General Studies courses included in a major. Students with a GPA of less than 2.0 are ineligible to enroll in any education course without the written approval of the director of Teacher Education.

Pass Rates on Required Licensure Tests

Of the 42 individuals who completed the teacher preparation program during the 1999-2000 year, 39 took licensing tests required by the state of Indiana. Of those taking tests through August 2000, 90% (92%) passed all basic skill tests, 94% (98%) passed their content area tests, including 100% of those taking the Elementary Education test, and 87% (92%) passed all the required tests that they took. The numbers in parentheses represent the statewide rate.

Teacher Education Programs

Bethel College offers state and NCATE accredited programs leading to standard (initial) licensure. The following list indicates the areas that licensure is available, the magnitude of the program (major, minor, endorsement) and the school levels of licensure. Students who seek licensure in Indiana are advised that, in addition to completion of one or more of these programs, they must achieve satisfactory scores on the Praxis I and Praxis II prior to licensing.

Licensure Area	School Level
Majors – BA	
Business (p. 43)	High School
Elementary (p. 58)	Elementary
English Language (p. 101)	High School
	Middle School
Mathematics (p. 123)	High School
	Middle School
Music (p. 77)	All Grades
Instrumental/General	All Grades
Choral/General	All Grades
Choral/General/Instrumental	All Grades
Physical Education (p. 61)	All Grades
	High School
Science (p.135)	High School
	Middle School
Social Studies (p. 180)	High School
	Middle School

Minors

English Language Arts	Middle/High School
Health Education	Middle/High School
Mathematics	Middle/High School
Music	Middle/High School
Physics	Middle/High School
Physical Education	Middle/High School
Science Education – Life or Physical	Middle/High School

Endorsements

- Coaching
- Driver & Traffic Safety
- Middle School Subject Areas
- Elementary Music

Associate Degree

Early Childhood	Preschool
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Note: Revisions of the teacher education programs are ongoing in order to comply with Indiana Professional Standards Board reforms. Curricular offerings or requirements may be changed from those stated in this catalog.

Coaching Endorsement

			HOURS
Core Requirements			
PHED	269	First Aid, CPR & Athletic Training	3
PHED	368	Sports Psychology	2
PHED	462	Physiology of Exercise, or	3
PHED	463	Kinesiology	(3)
Electives from:			7
(Minimum of 7 hours)			
PHED	358	Coaching of Gymnastics	(2)
PHED	359	Analysis of Coaching Individual Sports	(2)
PHED	360	Analysis of Coaching Baseball	(2)
PHED	361	Analysis of Coaching Basketball	(2)
PHED	362	Analysis of Coaching Soccer	(2)
PHED	363	Analysis of Coaching Softball	(2)
PHED	364	Analysis of Coaching Track	(2)
PHED	365	Analysis of Coaching Volleyball	(2)
PHED	464	Practicum in Physical Education	(1-4)
			<u>15</u>

EDUCATION

Driver & Traffic Safety Education Endorsement

			HOURS
DRED	201	General Safety	3
DRED	202	Traffic Safety	3
DRED	203	Simulation in Driver Education	3
DRED	204	Basic Driver Education	<u>3</u>
			12

Early Childhood Education Major A.A. Degree

General Studies

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	<u>2</u>
			28

Major

PSYC	283	Early Childhood Development	3
ECED	111	Introduction to Early Childhood Education	3
ECED	112	Nutrition for Early Childhood	2
ECED	113	Infant/Toddler Learning Environment	3
ECED	211	Young Child Learning Environment	3
ECED	213	Child Care Administration	3
ECED	212	Fieldwork in Early Childhood Education	<u>4</u>
			21

Cognates

SOC	252	Marriage & Family	3
SOC	202	Race & Ethnicity	<u>3</u>
			6

Electives needed to complete the degree 7

Elementary Education Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
FA	170	Perspectives in Fine Arts	3
SOC	151	Principles of Sociology	3
		Foreign Language, Two Semesters	6
BIBL	216	New Testament Literature	3
SOC	202	Race & Ethnicity	3
MATH	281	Math for Teachers: Content & Pedagogy	3
MATH	282	Math for Teachers II	3
NS	291	The Physical World, or	4
NS	251	Astronomy	(4)
BIOL	115	Human Biology	4

			HOURS
HIST	242	U.S. History I, or	3
HIST	243	U.S. History II	(3)
HIST	246	Introduction to World Civilization	3
LIT	327	World Literature, or	3
LIT	351	Multicultural Literature	(3)
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			68

Major

EDUC	102	Foundations of Education	3
EDUC	204	Diversity in the Classroom	3
EDUC	221	Children's Literature	2
EDUC	205	Educational Pedagogy I with Lab	3
EDUC	305	Educational Pedagogy II with Lab	3
EDUC	301	Junior Practicum	0
EDUC	411	Senior Seminar in Education	2-3
ELED	418	Social Studies Methods	3
ELED	419	Science & Health Methods	3
ELED	421	Reading & Language Arts I	3
ELED	431	Reading & Language Arts II	3
ELED	425	Mathematics Methods	3
PHED	253	Health, Nutrition & Physical Education	3
PSYC	284	Child Growth & Development	3
ELED	426	Student Teaching, 10 weeks	8
ELED	427	Student Teaching, second level, 5 weeks	4
EDUC	441	Professional Education Seminar	0-2
MUED	344	Music for Elementary Teachers	3
ART	312	Art in the Elementary School	3

Choose one of the following levels:

Early Childhood Concentration level

ELED	214	Early Childhood	3
ELED	301	Creativity & Play	3

Junior High/Middle School Concentration level

PSYC	285	Adolescent Psychology	2
SCED	331	Organization & Curriculum of Junior High/Middle School	<u>3</u>

62-64

See *TEACHER EDUCATION* (page 56) for program admission and other information.

Health Education Minor

Core Requirements

PHED	269	First Aid, CPR & Athletic Training	3
PHED	270	First Aid & CPR Instructor Certification	1
DRED	201	General Safety	3
PHED	268	Introduction to Health	4
BIOL	214	Human Anatomy & Physiology I	4
BIOL	215	Human Anatomy & Physiology II	4
PHED	466	Seminar in Health	3
BIOL	312	Microbiology	4
SCED	443	Methods in Science	2

EDUCATION

Select one of the following:

			HOURS
NUR	225	Nutrition	(3)
ELED	130	Nutrition & Health Needs of Children	(2)
			<u>30</u>

Junior High/Middle School Concentration

On Elementary License

SCED	331	Organization & Curriculum of Junior High/Middle School	2
PSYC	285	Adolescent Growth & Development	2

Plus one of the following concentrations:

① **Language Arts**

JRNL	211	Basic News Writing, or	3
ENGL	303	Creative Writing	(3)
COMM	273	Projects in Public Speaking	2
ENGL	301	Standard English Grammar	3
ENGL	401	History of English Language	3
LIT	327	World Literature	3
LIT	221	American Literature I, or	4
LIT	222	American Literature II	(4)
ELED	421*	Reading & Language Arts Methods	<u>4</u>
			22

***Taken as part of the Elementary Standard License**

② **Science**

BIOL	115	Human Biology	4
BIOL	212	Conservation	4
ERTH	251	Astronomy	4
ERTH	252	Geology	4
PHYS	271	General Physics I	<u>4</u>
			20

③ **Social Studies**

SS	277*	World Regional Geography	3
HIST	242*	U.S. History I	3
HIST	243*	U.S. History II	3
HIST		A World History course, or	3
HIST	341	U.S. Foreign Relations	(3)
SOC	151*	Principles of Sociology	3
ECON	233	Principles of Economics	3
SS	305*	U.S. Government	<u>3</u>
			21

***May be taken as part of general education requirements.**

④ **Mathematics**

MATH	111	Basic Probability & Statistics	3
MATH	131	Calculus I	3
MATH	132	Calculus II	4
MATH	231	Calculus III	3
MATH	331	Modern Geometry	3
MATH	341	Abstract Algebra I	<u>3</u>
			19

See *TEACHER EDUCATION* (page 56) for program admission and other information.

On Secondary License

SCED	331	Organization & Curriculum Junior High/Middle School	2
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The addition of this course to the following secondary education programs of study qualifies the student to extend the conventional High School Indiana Secondary Education Teaching License to include Junior High/Middle School (departmentalized) in the area(s) of:

- English Education
- Mathematics Education
- Science Education
- Social Studies

Kindergarten Endorsement – see *Early Childhood Concentration Level, page 59*

Physical Education Major

ALL GRADES

			HOURS
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
LIT		Literature	3
FA	170	Perspectives in Fine Arts	3
BIOL	214	Human Anatomy & Physiology I	4
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
		<u>53</u>	
Major			
BIOL	215	Human Anatomy & Physiology II	4
PHED	166	Foundations of Physical Education	3
PHED	168	Sport & Recreational Activities I	3
PHED	169	Sport & Recreational Activities II	3
PHED	252	Fitness/Wellness	1
PHED	269	First Aid, CPR & Training	3
PHED	350	Motor Development	3
PHED	462	Physiology of Exercise	3
PHED	463	Kinesiology	3
PHED	251	Introduction to Gymnastics	1
PHED	250	Rhythmic Activities	1
PHED	349	Motor Learning	2
PHED	351	Developmental Differences	2
PHED	253	Health, Nutrition & Physical Education	3
PHED	461	Evaluation in Physical Education	2
Choose 2 of the following:			
PHED	340	Sociology of Sport	3
PHED	341	History of Sport in American Life	3
PHED	342	Philosophy of Sport	(3)
		<u>43</u>	
Professional Education			
EDUC	102	Foundations of Education	3
EDUC	204	Diversity in the Classroom	3
EDUC	205	Educational Pedagogy I with Lab	3
EDUC	305	Educational Pedagogy II with Lab	3

EDUCATION

			HOURS
ELED	420	Elementary Curriculum	2
PSYC	288	Life Span Development	3
SCED	441	Specific Methods in Physical Education	2
SCED	448	Developmental Reading in Secondary School	3
SCED	449	Secondary Student Teaching	8
ELED	427	Elementary Student Teaching	4
EDUC	441	Student Teaching Seminar	0-2
			<u>34-36</u>

See *TEACHER EDUCATION* (page 56) for program admission and other information.

Students should normally plan five years of study to complete this program.

Physical Education Major

GRADES 7-12

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
LIT		Literature	3
FA	170	Perspectives in Fine Arts	3
BIOL	214	Human Anatomy & Physiology I	4
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
			<u>53</u>

Major

BIOL	215	Human Anatomy & Physiology II	4
PHED	166	Foundations of Physical Education	3
PHED	168	Sports & Recreation Activities I	3
PHED	169	Sports & Recreation Activities II	3
PHED	252	Fitness/Wellness	1
PHED	269	First Aid, CPR & Athletic Training	3
PHED	350	Motor Development	3
PHED	462	Physiology of Exercise	3
PHED	463	Kinesiology	3
PHED	349	Motor Learning	2
PHED	351	Developmental Differences	2
PHED	461	Evaluation in Physical Education	2
		PHED Electives	4

Choose two of the following:

PHED	340	Sociology of Sport	3
PHED	341	History of Sport in American Life	3
PHED	342	Philosophy of Sport	(3)
			<u>42</u>

Professional Education

EDUC	102	Foundations of Education	3
EDUC	204	Diversity in the Classroom	3
EDUC	205	Educational Pedagogy I with Lab	3

			HOURS
EDUC	305	Educational Pedagogy II with Lab	3
PSYC	285	Adolescent Growth & Development	2
SCED	441	Specific Methods in Physical Education	2
SCED	448	Developmental Reading in Secondary School	3
SCED	449	Secondary Student Teaching	8
EDUC	441	Student Teaching Seminar	0-2
			27-29

Physical Education Minor

PHED	166	Foundations of Physical Education	3
PHED	269	First Aid, CPR & Athletic Training	3
PHED	460	Administration & Organization of Physical Education & Recreation	3
PHED	461	Evaluation in Physical Education	2
BIOL	214	Human Anatomy & Physiology I	4
BIOL	215	Human Anatomy & Physiology II	4
PHED	351	Developmental Differences in Physical Education	2
SCED	441	Methods in Physical Education	3

Select one of the following:

PHED	168*	Sports & Recreation Activities I, or	3
PHED	169*	Sports & Recreation Activities II	(3)

Select at least one of the following:

PHED	350	Motor Development in Adolescents & Adults	1
PHED	462	Physiology of Exercise	3
PHED	463	Kinesiology	3

**May be counted to replace Physical Education activity courses in the student's General Studies Program.*

Electives from:

Choose from the courses listed above or from the list below to complete a minimum of 24 hours:

PHED	167	Introduction to Recreation & Camping	(4)
PHED	270	First Aid & CPR Instructor Certification	(1)
PHED	262	Lifesaving	(2)
PHED	263	Water Safety Instructor	(2)
PHED	268	Introduction to Health	(4)
PHED	358	Coaching of Gymnastics	(2)
PHED	359	Coaching of Individual Sports	(2)
PHED	360	Coaching of Baseball	(2)
PHED	361	Coaching of Basketball	(2)
PHED	362	Coaching of Soccer	(2)
PHED	363	Coaching of Softball	(2)
PHED	364	Coaching of Track	(2)
PHED	365	Coaching of Volleyball	(2)
PHED	368	Sports Psychology	(2)
PHED	369	Recreation Programming	(4)
PHED	464	Practicum in Physical Education	(1-4)
PHED	467	Seminar in Physical Education	(1-4)
PHED	468	Independent Study in Physical Education	(1-4)

Physical Education Elementary Endorsement

PHED	166	Foundations of Physical Education (Select one of the following two courses)	3
PHED	168	Sports & Recreation Activities I, or	3

EDUCATION

			HOURS
PHED	169	Sports & Recreation Activities II	(3)
PHED	250	Rhythmic Activities	1
PHED	251	Introduction to Gymnastics	1
PHED	252	Fitness/Wellness	1
PHED	269	First Aid, CPR & Athletic Training	3
PHED	350	Motor Development	3
PHED	253	Health, Nutrition & Physical Education	3
PHED		Elective	1
ELED	426	Elementary Student Teaching	<u>4</u>
			23

Sport Studies Major

Three tracks are available. A student majoring in Sports Study should choose at least one track.

General Education

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (2 Semesters)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
BIOL	214	Human Anatomy & Physiology I	4
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	<u>1</u>
			53

Track I: Sport Studies Track

BIOL	215	Human Anatomy & Physiology II	4
PHED	252	Fitness/Wellness	1
PHED	166	Foundations of Physical Education	3
PHED	168	Sports & Recreation Activities I	3
PHED	169	Sports & Recreation Activities II	3
PHED	269	First Aid, CPR & Athletic Training	3
PHED	350	Motor Development	3
PHED	462	Physiology of Exercise	3
PHED	463	Kinesiology	3
		PHED Electives	8

Choose two of the following:

PHED	340	Sociology of Sport	3
PHED	341	History of Sport in American Life	3
PHED	342	Philosophy of Sport	<u>(3)</u>
			40

Electives needed to complete the degree

31

Track II: Sport Management Track

ACCT	111	Fundamentals of Accounting I	3
ACCT	112	Fundamentals of Accounting II	3
BADM	122	Business Ethics	3
BADM	221	Business Law	3
BADM	222	Business Communication	3
BADM	321	Principles of Management	3

			HOURS
BADM	322	Principles of Marketing	3
BIOL	215	Human Anatomy & Physiology II	4
PHED	166	Foundations of Physical Education	3
PHED	168	Sports & Recreation Activities I	3
PHED	169	Sports & Recreation Activities II	3
PHED	252	Fitness/Wellness	1
PHED	269	First Aid, CPR & Athletic Training	3
PHED	350	Motor Development	3
PHED	462	Physiology of Exercise	3
PHED	463	Kinesiology	3
PHED	349	Motor Learning	2
PHED	459	Sport Management	3
PHED	464	Practicum in Physical Education	3

Choose two of the following:

PHED	340	Sociology of Sport	3
PHED	341	History of Sport in American Life	3
PHED	342	Philosophy of Sport	(3)
			61

Electives needed to complete the degree **10**

Track III: Exercise Science Track

NS	211	Nutrition	3
BIOL	115	Human Biology	4
BIOL	215	Human Anatomy & Physiology II	4
CHEM	163	General Chemistry I	4
CHEM	164	General Chemistry II	4
CHEM	261	Organic Chemistry I	4
CHEM	362	General Biochemistry	4
MATH	131	Calculus I	3
PHYS	121	Physics I	4
PHED	268	Introduction to Health	4
PHED	166	Foundations of Physical Education	3
PHED	168	Sports & Recreation Activities I	3
PHED	169	Sports & Recreation Activities II	3
PHED	252	Fitness/Wellness	1
PHED	269	First Aid, CPR & Athletic Training	3
PHED	350	Motor Development	3
PHED	368	Sport Psychology	2
PHED	461	Evaluation in Physical Education	2
PHED	462	Physiology of Exercise	3
PHED	463	Kinesiology	3

Choose two of the following:

PHED	224	Aerobics II	0.5
PHED	228	Physical Fitness II	(0.5)
PHED	235	Weight Training II	0.5
PHED	236	Weight Control II	(0.5)

Choose two of the following:

PHED	340	Sociology of Sport	3
PHED	341	History of Sport in American Life	3
PHED	342	Philosophy of Sport	(3)
			71

COURSE DESCRIPTIONS

Driver Education (DRED)

- 201. General Safety 3 Hours**
A study of safety principles related to public situations, the home, school, community and industry. Includes considerations of precautions and equipment for tasks to be performed. Includes Red Cross Standard First Aid. \$28 lab fee.
- 202. Traffic Safety 3 Hours**
A study of traffic safety dealing with engineering, education and enforcement of ordinances and laws. Statistics from the National Safety Council are studied. Practice teaching of the classroom phase of driver education and observation of the behind-the-wheel phase of driver education is required.
- 203. Simulation & Range 3 Hours**
A course designed to allow students to perform the driving task in a simulator vehicle. (Several of the classes are held in Fort Wayne or at another school that has simulators.) Students develop procedural techniques and practice judgment and decision making. In-car practice teaching is required in order to pull the 3-phase program together for the student. Range preparation and practice is also required. \$30 lab fee.
- 204. Basic Driver Education 3 Hours**
Training for teachers of high school driver education. Classroom instruction and laboratory behind-the-wheel techniques are included. Each student has the experience of teaching automobile driving instruction. Must be a junior or above. \$50 lab fee.
Prerequisite: DRED 202 and 203.

Early Childhood Education (ECED)

- 111. Introduction to Early Childhood Education 3 Hours**
This course provides the student with an overview of the field of early childhood education. Included are a historic perspective, theories and philosophies, program models, the role of the teacher, parents and teachers as partners, creating a learning environment, understanding and guiding child behavior, evaluat-

ing for effectiveness and current issues and trends.

- 112. Nutrition for Early Childhood 2 Hours**
This course explores the requirements for providing food service in a licensed daycare facility. Included are food-related behavior, dietary guidelines, meal planning and preparation, meal-time environment, sanitation and food safety guidelines and qualification and specification requirements for meeting state and Child and Adult Care Food Program (CACFP) requirements.
- 113. Infant/Toddler Learning Environment 3 Hours**
The focus of this course is on quality care for infants and toddlers from birth to three years of age. The student learns to prepare a developmentally appropriate environment including room arrangement, equipment, toys and healthful conditions. Licensing requirements and current research are studied. Developing caregiving skills, organizing the time and preparing developmentally appropriate learning activities are a part of the course.
Prerequisites: ECED 111, PSYC 283.
- 211. Young Child Learning Environment 3 Hours**
This course focuses on the pre-school/kindergarten environment of the young child from three years of age to school entrance. To stimulate children's development and their understanding of their world around them, the student studies the preparation of learning centers, schedules and selection of developmentally appropriate materials, activities and experiences.
Prerequisites: ECED 111, PSYC 283.
- 212. Fieldwork in Early Childhood Education 4 Hours**
This course offers an opportunity for practical hands-on experience in an early childhood classroom/center. The student plans appropriate activities and accepts major responsibility for guiding the children.
Prerequisites: ECED 113, 211, 213.
- 213. Child Care Administration 3 Hours**
This course focuses on the administration of early childhood programs. Program

planning, operational aspects and program services are main content areas.

Prerequisite: ECED 113 or ECED 211.

Education (EDUC)

102. Foundations of Education 3 Hours

The study of selected historical and philosophical foundations of American education. Engages students in evaluating their potential for teaching. Also includes: Bethel's teacher education program requirements, the supply and demand situation in teaching, the governance and financing of public education, the role of teacher unions and professional associations and selected issues in education. Field experiences at three levels are required: elementary, middle school/junior high and high school.

Prerequisite: At least a 2.0 G.P.A.

204. Diversity in the Classroom 3 Hours

Provides an overview of students from diverse cultural, racial, economic and language groups as well as students with physical, psycho-social and intellectual exceptionalities. Educational needs and teaching approaches appropriate for these learners are included. Understanding is broadened through school and community-based field experiences. Fifteen hours of field experience is required.

205. Educational Pedagogy I 3 Hours

This course introduces students to theories and research concerning teaching and learning. Discussion of the following are included: theories of learning; theories of classroom management; learning styles; motivation; research on effective teaching and effective schools; assessment and evaluation technique; how to interpret test scores; and how to explain them to parents. Fifteen hours of field experience are included.

Prerequisite: EDUC 102.

301. Methods Practicum 0 Hours

This course is designed to provide an opportunity to participate in a "real world" environment. A minimum of three full-day weeks in a classroom with students and a cooperating classroom teacher during which students will assist, prepare and present lessons.

Prerequisite: Admission to teacher education program and must be taken concurrently with ELED 418, ELED 419, ELED 425, ELED 431 and PHED 253.

305. Educational Pedagogy II 3 Hours

This course is designed to help students apply theory to the school classroom. Areas emphasized include planning for instruction, instructional strategies and evaluation and assessment of student learning. Classroom management strategies will also be addressed. Students will plan and implement lessons. The technology aspect of the course will include word processing, presentations, CAI, record keeping and use of the computer as an aid to instruction/learning. A variety of educational software and teacher utilities will be used. Fifteen hours of field experience are included.

Prerequisites: PSYC 284 or 285 and EDUC 205.

406. Workshop in Education 1-4 Hours

A workshop dealing with an educational problem or issue.

407. Independent Study 1-4 Hours

An opportunity for an elementary or secondary education student to study an area of educational concern through stimulation of his/her own initiative by independent research.

409. Practicum 1-2 Hours

This course is designed to give the student teaching experience usually in a laboratory setting. They will have the opportunity to apply techniques learned in the methods courses to practical situations. Permission of the divisional chairman is required.

411. Senior Seminar in Education 2-3 Hours

Prerequisite: Admission to teacher education program.

These seminars vary in content according to current trends and issues in education. Seminars are offered in the areas of:

a. **Research in Education:** This course includes exploration of descriptive, correlational, experimental and action research. Research reading, development of a research proposal and a brief study of statistical analysis will be covered.

b. **Reading and Language Arts Assessment and Strategies:** This course is for education students who are preparing to teach in elementary, middle or high schools. The focus of this course is on the assessment of communication skills with emphasis

on reading and study skills and strategies to improve these skills. Fifteen hours of fieldwork are required.

- c. **Trends and Issues in Education:** This course explores the current issues in education including school improvement, conflict management and assessment. Students will develop and present projects on current topics.
- d. **Trends and Issues in Christian Schools:** This course explores the unique history, concerns and contributions of private, Christian schools and their unique role in the current culture.
- e. **Intercultural/International Education:** This course explores cultural and international similarities and differences. It includes a travel component to another region of the United States or an international experience.
- f. **School Law:** This course provides for a more in depth exploration of laws that affect schools and educators. The legal responsibilities and the implications of the law are the focus.

- 441. Professional Education Seminar 0-2 Hours**
The professional seminar is taken during the student teaching semester. Strategies for success in student teaching and procedures for making the transition from student to professional are explored. The legal and ethical responsibilities of Christian educators in both public and private schools are addressed. In addition, philosophical and theoretical foundations of education are applied to the refinement of a personal philosophy of education encompassing a Christian worldview. Taken concurrently with student teaching.

Elementary Education (ELED)

- 214. Early Childhood 3 Hours**
This is a course that explores the role of families, communities and schools in supporting early learning. Design of appropriate learning in both the creation of physical environments and the psycho-social interaction between adults and children for their optimum development will be researched. Fifteen hours of classroom observation/participation are required.
Prerequisite: PSYC 283 or PSYC 284.

- 221. Children's Literature 2 Hours**
A study of children's literature for the elementary grades, considering the various types, with attention given to the reading and evaluation.

- 301. Creativity & Play 3 Hours**
This is a methods course that addresses creativity and play in pre-kindergarten through grade three children. Included in the course are the following: research on the stages and the levels of play; methods for supporting and fostering play and creativity for parents, educators and caregivers; and strategies for assessing creativity and play. Fifteen hours of classroom observation/participation are required.
Prerequisites: PSYC 283 or 284; ECED 214. Admission to Elementary Education or a declared major in the Early Childhood program.

- 418. Social Studies Methods 3 Hours**
Surveys the curriculum, materials and methods for teaching social studies in the elementary school classroom. Field experience is required.
Prerequisites: Admission to the Teacher Education program and EDUC 305. Must be taken concurrently with ELED 419, ELED 425, ELED 431 and PHED 253.

- 419. Science & Health Methods 3 Hours**
Surveys the curriculum, materials and methods for teaching science and health in the elementary school classroom. Field experience is required.
Prerequisites: Admission to the Teacher Education program and EDUC 305. Must be taken concurrently with ELED 418, ELED 425, ELED 431 and PHED 253.

- 420. Elementary Curriculum 2 Hours**
A study of curriculum development and organization in the elementary school. Included are techniques to promote individualized and interdisciplinary learning.

- 421. Reading & Language Arts I 3 Hours**
This course is for students preparing to teach Pre-K through grade six. Attention is given to emergent literacy, the how and why of teaching the communication skills and the organization of language arts including literature-based programs. Field experience is included.
Prerequisite: EDUC 205 and admission to the teacher education program.

- 422. Corrective Reading Methods 3 Hours**
Strategies useful in working with children who have reading problems are examined. Techniques of diagnosis and remediation are emphasized. Field experience is required.
Prerequisites: ELED 421 and admission to teacher education program.
- 425. Mathematics Methods 3 Hours**
Methods and materials for teaching mathematics in the elementary classroom are examined. Field experience is required.
Prerequisites: MATH 281 & 282, (or college math), EDUC 305 and admission to teacher education program. Must be taken concurrently with ELED 418, ELED 419, ELED 431 & PHED 253.
- 426. Student Teaching I 2-8 Hours**
A 10-week teaching experience in a public elementary school under the joint direction of a cooperating teacher and a college supervisor. May be repeated for credit to gain additional teaching experience when it is deemed necessary or desirable.
Prerequisites: Completion of all professional education courses and approval of the Teacher Education Committee.
- 427. Student Teaching II 4 Hours**
The second portion of the semester of student teaching in a different setting and/or level than ELED 426.
Prerequisites: Completion of all professional education courses, approval of the Teacher Education Committee and enrollment in ELED 426.
- 431. Reading & Language Arts II 3 Hours**
This is a continuation of the Reading & Language Arts I Course. Attention is given to reading theory, strategies for teaching word identification, comprehension, assessment and study skills, as well as issues in language arts instruction.
Prerequisites: ELED 421 taken concurrently with ELED 425, ELED 418, ELED 419 and PHED 253.

Kindergarten (KGN)

- 111. Introduction to Kindergarten Education 3 Hours**
Provides the student with an overview of the field of early childhood education. Included are a historic perspective, theories and philosophies, program models, the role of the teacher, parents and teach-

ers as partners, creating a learning environment, understanding and guiding child behavior, evaluating for effectiveness and current issues and trends. Includes 15 hours of classroom observation.

- 311. Kindergarten Learning Environment 3 Hours**
Focuses on the preschool/kindergarten environment of the young child, stimulation of children's development and understanding of their world around them. Study of the preparation of learning centers, schedules, and selection of developmentally appropriate materials, activities and experiences for kindergarten classrooms. Includes 15 hours of classroom observation.
Prerequisites: PSYC 284, KGN 111.
- 401. Kindergarten Practicum 4 Hours**
This course consists of a six-week student teaching experience in a kindergarten classroom under the joint supervision of a cooperating teacher and college supervisor.
Prerequisites: KGN 111, KGN 311, PSYC 284, ECED 112. Taken concurrently with ELED 426. Approval of the Teacher Education Committee required.

Physical Education & Health (PHED)

Physical Education Requirements: Students in the B.A. degree program are required to complete two semester hours of activity courses. Students in the A.A. degree program are required to complete one semester hour of activity courses. Not more than one course may be repeated for credit, unless an exception is made by request of a student's physician.

Activity Courses (Not applicable to Physical Education majors or minors):

- | | |
|---|-----------------|
| 100. Lifelong Physical Awareness | |
| <i>Required, all students.</i> | 1/2 Hour |
| 112. Volleyball | 1/2 Hour |
| 113. Bowling | 1/2 Hour |
| 114. Tennis | 1/2 Hour |
| 115. Golf | 1/2 Hour |
| 116. Basketball | 1/2 Hour |
| 118. Softball | 1/2 Hour |
| 119. Downhill Skiing | 1/2 Hour |
| 120. Cross-Country Skiing | 1/2 Hour |
| 122. Soccer | 1/2 Hour |

EDUCATION

123. **Baseball** 1/2 Hour
124. **Aerobics** 1/2 Hour
128. **Physical Fitness** 1/2 Hour
130. **Racquetball** 1/2 Hour
131. **Community First Aid & CPR** 1/2 Hour
132. **CPR** 1/2 Hour
133. **Cross-Country Track** 1/2 Hour
135. **Weight Training I** 1/2 Hour
136. **Weight Control I** 1/2 Hour
137. **Scuba** 1 Hour
Theory and practice of SCUBA. Course demands good swimming techniques and good physical condition. Leads to lifelong YMCA certification. Lab fee plus the cost of open water dives.
- The following courses (224, 228, 235 & 236) are designed to be a field experience in which the student is involved in the planning, organization and instruction of the 100 level course of that same title. They are to be taken concurrently with the 100 level course. The courses are open only to physical education or sport studies majors and may only be taken with the permission of the course instructor.
224. **Aerobics II** 1/2 Hour
228. **Physical Fitness II** 1/2 Hour
235. **Weight Training II** 1/2 Hour
236. **Weight Control II** 1/2 Hour
166. **Foundations of Physical Education** 3 Hours
An introduction to the historical development of physical education and its growth and continuing role in the modern school and society. Emphasis is placed on the aims and objectives, scientific basis, curriculum development and career opportunities.
168. **Sports & Recreation Activities I** 3 Hours
A study of sports and recreation activities with emphasis on mastery of performance skills, teaching methods and techniques, and designing of unit and lesson plans. Includes lab.
169. **Sports & Recreation Activities II** 3 Hours
A continuation of the study of sports and recreation activities with emphasis on mastery of performance skills, teaching methods and techniques and designing of unit and lesson plans. Includes lab.
Prerequisite: PHED 168, Recreation major or P.E. minor.
250. **Rhythmic Activities** 1 Hour
A study of basic rhythmic activities for children beginning with rhythmic games, basic steps, culminating with folk and square dance. Emphasis on performance mastery and techniques for teaching children.
251. **Introduction to Gymnastics** 1 Hour
A study of the basic skills of gymnastics with emphasis on mastery of performance and techniques for spotting and teaching.
252. **Fitness/Wellness** 1 Hour
Establishment of "lifespan" fitness behavior will be stressed. A variety of fitness and wellness topics will be discussed including nutrition and weight management, aerobic exercise, six dimensions of wellness, cardiovascular dynamics and stress reduction.
253. **Health, Nutrition & Physical Education** 3 Hours
Healthy lifestyle instruction of the elementary school child. Meets practical needs of the teacher of elementary school children. Emphasis on preceptual and motor development, exercise, appropriate diet, safety, teaching methods and integrative school curriculum. Field experience in included.
262. **Lifeguard** 2 Hours
Theory and practice of advanced swimming, and coping with emergencies in and around water activities. Course demands good swimmers in top physical condition. Must be certified in or enrolled in CPR and Standard First Aid. Lab fee includes books.
263. **Water Safety Instructor** 2 Hours
A course taught by the American Red Cross. Leads to WSI certification. Course demands good swimming techniques and being in good physical condition. Includes required Introduction or Instructor Candidate Training Certification. Must pass pre-test qualifications before start of course.
Prerequisite: PHED 262 or a valid Senior Lifesaving Certificate. Lab fee includes books.
268. **Introduction to Health** 4 Hours
The study of community and school health programs, services and environments. Discusses the need for coordination and cooperation between these various programs. Includes drug education, AIDS and other communicable diseases education, and wellness issues and programs.

- 269. First Aid, CPR & Athletic Training** **3 Hours**
This course involves three sections: (1) training in the immediate care procedures for first aid emergencies such as shock, wounds, poison, burns, rescue and transfer; (2) CPR training for respiratory and circulatory emergencies and includes Community CPR (adult, infant and child CPR methods); (3) a study of the causes, prevention and care of athletic injuries. The first aid and CPR training leads to Red Cross Standard First Aid and CPR Certification.
- 270. First Aid & CPR Instructor Certification** **1 Hour**
A study of the instruction techniques of teaching First Aid Certification and CPR courses and includes the Red Cross course, "Introduction to Teaching First Aid." Leads to Red Cross Standard CPR and First Aid Certification.
Prerequisite: PHED 269 or instructor's approval and Red Cross Standard First Aid Certification.
- 340. Sociology of Sport** **3 Hours**
Sport is examined in societal, institutional, organizational and interpersonal contexts. Pertinent issues, theories and research applications will be considered in the pursuit of a scholarly understanding of sport from a sociological perspective.
- 341. History of Sport in American Life** **3 Hours**
This course is a study of the rise of modern sport systems from the colonial period. Emphasis will be placed on the history of physical culture in the United States, the formative year of the sports, personalities involved in their development, sport heroes through the years and the influence of these sports on American life.
- 342. Philosophy of Sport** **3 Hours**
Critical examinations of theories of reality and value as applied to sport. This class makes extensive use of sport literature, both scholarly and popular. The central issues to be treated in class include gender equity, problems of violence, race, class, substance abuse, moral standards appropriate for sport and aesthetic properties of sport.
- 349. Motor Learning** **2 Hours**
Studies the physical and mental processes in motor skill acquisition. Examines the factors which enhance or detract from physical performance.
- 350. Motor Development** **3 Hours**
A study of the physical and motor growth and development of children, adolescents and adults. Focus will be placed on motor development and movement performance, and how these relate to cognitive and affective development.
- 351. Developmental Differences in Physical Education** **2 Hours**
A study of the developmental disabilities of school age children and the motor development patterns of the various handicapping conditions. Includes an introduction to Public Law 94-142 and mainstreaming as it affects the teaching of developmentally delayed students in physical education classes.
- 357. Analysis of Coaching Cheerleading** **2 Hours**
A study of the techniques of the basic and advanced skills and routines of the various events in cheerleading. Safety, spotting techniques, fundamentals, conditioning, equipment and techniques of coaching are included. (Offered on demand).
- 358. Coaching of Gymnastics** **2 Hours**
A study of the techniques of the basic and advanced skills and routines of the various events in both men's and women's gymnastics. Rules, safety, spotting technique, fundamentals, scheduling, conditioning, care and choice of equipment and techniques of coaching are included. (Offered on demand.)
- 359. Analysis of Coaching Individual Sports** **2 Hours**
Skills and strategies of the sports of badminton, bowling, golf and tennis. Rules, fundamentals, scheduling, conditioning, scouting, equipment and techniques of coaching are included. (Offered on demand.)
- 360. Analysis of Coaching Baseball** **2 Hours**
This course includes theory and fundamentals of playing each position. Offensive and defensive situations, along with building and maintaining a baseball field are also presented.
- 361. Analysis of Coaching Basketball** **2 Hours**
A study of individual fundamentals, along with offensive and defensive team play. Conditioning, scheduling, care of equipment, philosophy and public relations are also presented. (Offered 2001-02.)
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EDUCATION

- 362. Analysis of Coaching Soccer** **2 Hours**
A study of fundamentals, techniques, defensive and offensive play, formations, equipment, theory and modern trends.
- 363. Analysis of Coaching Softball** **2 Hours**
This course includes theory and fundamentals of playing each position. Offensive and defensive situations, along with building and maintaining a softball field are also presented.
- 364. Analysis of Coaching Track** **2 Hours**
Coaching methods of track and field activities are discussed with demonstrations of technique and proper form for each. Further study is made in the purchasing and care of equipment, scheduling, and management of track and field meets.
- 365. Analysis of Coaching Volleyball** **2 Hours**
A study of offensive and defensive play with emphasis on modern trends. Rules, fundamentals, scheduling, conditioning, scouting, care and choice of equipment and techniques of coaching are included.
- 368. Sports Psychology** **2 Hours**
Selected psychological and related theoretical factors that influence behavior of individuals participating in sport and physical exercise.
Prerequisite: PSYC 182.
- 459. Sport Management** **3 Hours**
Focuses on the theory and application of management to sport, exercise and play. Attention is given to business objectives, service, leadership, law and organizational structure.
- 460. Administration & Organization of Physical Education & Recreation** **3 Hours**
The basic principles of administration and organization of physical education, athletic relationships, care and purchase of equipment, finances, public relations, facility planning and management, and supervision.
- 461. Evaluation in Physical Education** **2 Hours**
An introduction to evaluation in physical education. Emphasis will be placed on sports skills tests and measurement of physical fitness and motor abilities.
- Some emphasis will be on written tests appropriate to physical education.
Prerequisite: MATH 111.
- 462. Physiology of Exercise** **3 Hours**
Physiological principles based on the adjustment of the human body during exercise are studied, with emphasis placed on neuro-muscular activity, circulation, respiration, metabolism, fatigue and physical fitness.
Prerequisite: NS 292, BIOL 214.
- 463. Kinesiology** **3 Hours**
An analysis of human movement based on anatomic and mechanical principles. Emphasis is given to the application of these principles to the understanding of athletic performance.
Prerequisite: NS 292, BIOL 214.
- 464. Practicum in Physical Education** **1-4 Hours**
An opportunity for the student to apply athletic or physical education principles in practical experience situations under the supervision of a college-approved organization. (Only open to P.E. majors or minors.)
Prerequisite: Junior standing.
- 466. Seminar in Health** **1-4 Hours**
A study of current trends in health, special problems and observation of actual programs in operation. Includes interviews and research.
Prerequisite: Junior standing.
- 467. Seminar in Physical Education** **1-4 Hours**
A study of current trends in physical education, special problems and observation of actual programs in operation. Includes interviews and research.
Prerequisite: Junior standing.
- 468. Independent Study in Physical Education** **1-4 Hours**
This course is designed to give physical education students an opportunity to study an area of physical education utilizing the research methods. (Only open to P.E. majors or minors.)
Prerequisite: Junior standing.

Secondary Education (SCED)

- 331. Organization & Curriculum of the Jr. High/Middle School** **2 Hours**
This is a study of the curriculum development and organization of the junior high/middle school in terms of the needs

and characteristics of the adolescent student. Emphasis will be placed on interdisciplinary curriculum.

- 431. Practicum/Methods 2-4 Hours**
A minimum of four weeks is spent in a junior high/middle school including observing, teaching, participating in curricular learning situations and cocurricular activities. Specific methods of instruction in subject matter fields are also studied in the instructional phase of this course.
Prerequisite: SCED 331. Must be taken concurrently with ELED 426 or SCED 449.
- 439. Teacher Practicum Instrumental Music 0 Hours**
Must be taken concurrently with SCED 440.
- 440. Materials & Methods for Teaching Instrumental Music 3 Hours**
Teaching methods and instructional materials for instrumental music in all grades, 5-12. Administration of the music program, recruitment and public relations are also studied. (Offered even-numbered fall terms.) Field experience is required.
Prerequisite: Approval of the Teacher Education Committee. Must be taken concurrently with 439.
- 441. Specific Methods in Physical Education 3 Hours**
Methods and materials for teaching physical education are examined and employed. Field experience is required.
Prerequisite: Approval of the Teacher Education Committee.
- 442. Materials & Methods for Teaching Choral Music 3 Hours**
Teaching methods and instructional materials for choral music in all grades, 6-12. Administration of the music program, recruitment and public relations are also studied. (Offered even-numbered fall terms.) Field experience is required.
Prerequisite: Approval of the Teacher Education Committee. Must be taken concurrently with 450.
- 443. Specific Methods in Science 2 Hours**
Methods and materials for teaching Science are examined and practiced. Field experience is required.
Prerequisite: Approval of the Teacher Education Committee.
- 444. Specific Methods in Social Science 2 Hours**
Methods and materials for teaching Social Science are examined and practiced. Field experience is required.
Prerequisite: Approval of the Teacher Education Committee.
- 445. Specific Methods in English 2 Hours**
Methods and materials for teaching English are examined and practiced. Field experience is required.
Prerequisite: Approval of the Teacher Education Committee.
- 446. Specific Methods in Math 2 Hours**
Methods and materials for teaching Math are examined and practiced. Field experience is required.
Prerequisite: Approval of the Teacher Education Committee.
- 447. Specific Methods in Business Education 2 Hours**
Methods and materials for teaching Business are examined and practiced. Field experience is required.
Prerequisite: Approval of the Teacher Education Committee.
- 448. Developmental Reading in Secondary School 3 Hours**
Reading theory, programs, methods and techniques for developing reading in the content areas are emphasized. Study skills and assessment are also covered. 15 hours of observation and participation in area schools are required.
Prerequisites: EDUC 305 and admission to the teacher education program.
- 449. Secondary Student Teaching 2-8 Hours**
A 10-week teaching experience in a public secondary school under the joint direction of a cooperating teacher and a college supervisor. This course may be repeated for credit to gain additional teaching experience when it is deemed necessary or desirable.
Prerequisites: Completion of all professional education courses and approval of the Teacher Education Committee. Must be taken concurrently with EDUC 441.
- 450. Teaching Practicum Choral Music Education 0 Hours**
Must be taken concurrently with SCED 442.



DIVISION of FINE ARTS

MR. HAM, Chairperson
MRS. CARPENTER
MRS. GARRETT
MRS. HAM
MR. HARMON
DR. KENDALL

DR. KLOPFENSTEIN
DR. MARTIN
DR. RHEIN
MR. WEEKS
DR. R. WILSON

Music
Studio Art
Visual Communication

The goals of this division are that students shall possess:

- ① A knowledge of representative achievements in selected areas of the fine arts.
- ② A developing skill in the technique of a major performance area.
- ③ An appreciation of the arts as a cultural influence.
- ④ Poise developed through participation in fine arts activities.
- ⑤ A knowledge of the art forms used for worship.

NOTE: CONCERNING MUSIC STUDENTS

- ① Entering students must apply for admission to the music program and audition in the proposed principal performance area and then apply for admission to the music program in their first year of study.
- ② Each major or minor must enroll in Class Piano (MUAP 141) for completion of the piano proficiency requirement or be able to display proficiency.
- ③ Each major or minor takes an applied examination (jury) at the end of each semester.
- ④ Each major or minor must perform in Performance Class at least once each semester of applied study.
- ⑤ Each major must apply for upper division study before the second semester sophomore jury. Status will be determined after that jury.
- ⑥ Major Ensemble credit is given for Concert Choir (MUEN 290), Orchestra, Concert Band (MUEN 295), Women's Chorale (MUEN 298), Handbells and Choral Society (MUEN 292).
- ⑦ Because of the course load required, Music Education students should plan on five years for completion.
- ⑧ All baccalaureate degrees are B.A.

Music - Church Music Major

		HOURS	
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
			55
Core Courses			
MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUTH	123	Sight Singing/Ear Training I	1
MUTH	221	Music Theory II	3
MUTH	222	Sight Singing/Ear Training II	1
MUTH	223	Music Theory III	3
MUTH	321	Form & Analysis	2
MUED	333	Basic Conducting	2
MULH	243	Music of the Middle Ages/Renaissance	3
MULH	244	Music of the Baroque/Classical Eras	3
MULH	343	Music of the Romantic Era	2
MULH	344	Music of the 20th Century	2
		Major Ensemble (eight semesters)	8
MUAP	180	Performance Class (seven semesters)	0
			36

			HOURS
Church Music Concentration			
MUTH	323	Choral Arranging	2
MUED	237	Church Music Ministry & Literature	3
MUED	334	Advanced Choral Conducting	2
MULH	341	Music & Worship	3
MUED	340	Diction I	1
MUED	341	Diction II (voice majors), or	1
MUAP	250	Accompanying (keyboard majors)	(1)
MUAP	151 & 351	Piano, or	8
MUAP	161 & 361	Organ, or	(8)
MUAP	171 & 371	Voice	(8)
FA	370	Fieldwork in Fine Arts	1-2
MUAP	480	Senior Recital	1
			<u>22-23</u>

Electives needed to complete the degree 10-11

See note on page 76.

Music - Music Minor

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUED	333	Basic Conducting	2
MUAP	180	Performance Class (four semesters)	0
MUAP	151	Piano, or	4
MUAP	161	Organ, or	(4)
MUAP	171	Voice, or	(4)
MUAP	181	Orchestral Instrument	(4)
			<u>4</u>
			16

See note on page 76.

Music Education - Choose one concentration

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
			6
MATH		Foreign Language	3
			4
MATH		College Level Mathematics	3
			4
HIST	246	Science with Lab	3
LIT		Introduction to World Civilization	3
FA	170	Literature	3
PHIL	150	Perspectives in Fine Arts	3
PHIL	250	Logic & Critical Thinking	2
THEO	110	Introduction to Philosophy	3
PHIL	452	Exploring the Christian Faith	3
PHED	112-136	Senior Experience	1
			<u>1.5</u>
			55

Core Courses

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUTH	123	Sight Singing/Ear Training I	1
MUTH	221	Music Theory II	3

			HOURS
MUTH	222	Sight Singing/Ear Training II	1
MUTH	223	Music Theory III	3
MUTH	321	Form & Analysis	2
MUED	333	Basic Conducting	2
MULH	243	Music of the Middle Ages/Renaissance	3
MULH	244	Music of the Baroque/Classical Eras	3
MULH	343	Music of the Romantic Era	2
MULH	344	Music of the 20th Century	2
		Major Ensemble (eight semesters)	8
MUAP	180	Performance Class (seven semesters)	0
			36

Choose one concentration area

Concentration I: Choral & General

Music Education Courses

MUED	210	Music Computer Technology in the Classroom	1
MUED	345	Methods & Materials for Teaching Early Childhood Music	2
MUED	346	Teaching Practicum for Teaching Early Childhood Music (p/np)	0
MUED	347	Methods & Materials for Teaching Middle Childhood Music	2
MUED	348	Teaching Practicum for Middle Childhood Music (p/np)	0
MUED	334	Advanced Choral Conducting	2
MUAP	480	Senior Recital	1
MUAP	171-371	Voice	8
			16

Professional Education

EDUC	102	Foundations of Education	3
EDUC	204	Diverse Learners	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	288	Life Span Development	3
SCED	442	Methods & Materials for Teaching Choral Music	3
MUED	450	Teaching Practicum in Choral Music Education	0
SCED	449	Student Teaching	12
EDUC	441	Senior Seminar in Education	0-2
			30-32

Concentration II: Instrumental & General

Music Education Courses

MUED	231	String Instruments	2
MUED	232	Woodwind Instruments	2
MUED	233	Brass Instruments	2
MUED	234	Percussion Methods	2
MUED	210	Music Computer Technology in the Classroom	1
MUED	240	Marching Band Techniques	1
MUED	345	Methods & Materials for Teaching Early Childhood Music	2
MUED	346	Teaching Practicum for Teaching Early Childhood Music (p/np)	0
MUED	347	Methods & Materials for Teaching Middle Childhood Music	2
MUED	348	Teaching Practicum for Middle Childhood Music (p/np)	0
		Applied Voice (MUAP140) p/np	1
MUED	335	Advanced Instrumental Conducting	2
MUAP	181-381	Applied Instrument	8

			HOURS
MUAP	480	Senior Recital	<u>1</u>
			26
Professional Education			
EDUC	102	Foundations of Education	3
EDUC	204	Diverse Learners	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	288	Life Span Development	3
SCED	440	Methods & Materials for Teaching Instrumental Music	3
MUED	439	Teaching Practicum in Instrumental Music Education	0
SCED	449	Student Teaching	12
EDUC	441	Senior Seminar in Education	<u>0-2</u>
			30-32

Concentration III: Choral, General & Instrumental

Music Education Courses			
MUED	210	Music Computer Technology in the Classroom	1
MUED	232	Woodwind Instruments	2
MUED	233	Brass Instruments	2
MUED	234	Percussion Methods	2
MUED	240	Marching Band Techniques	1
MUED	345	Methods & Materials for Teaching Early Childhood Music	2
MUED	346	Teaching Practicum in Early Childhood Music (p/np)	0
MUED	347	Methods & Materials for Teaching Middle Childhood Music	2
MUED	348	Teaching Practicum in Middle Childhood Music (p/np)	0
MUED	334	Advanced Choral Conducting, or	2
MUED	335	Advanced Instrumental Conducting	(2)
MUAP	181-381	Applied Instrument	8
MUAP	480	Senior Recital	<u>1</u>
			23

Professional Education			
EDUC	102	Foundations of Education	3
EDUC	204	Diverse Learners	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	288	Life Span Development	3
SCED	442	Methods & Materials for Teaching Choral Music	3
MUED	450	Teaching Practicum in Choral Music Education	0
SCED	440	Methods & Materials for Teaching Instrumental Music	3
MUED	439	Teaching Practicum in Instrumental Music Education	0
SCED	449	Student Teaching	12
EDUC	441	Senior Seminar in Education	<u>0-2</u>
			33-35

Music Education Elementary Endorsement

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUTH	123	Sight Singing/Ear Training I	1
MUED	345	Methods & Materials for Teaching Early Childhood Music	0
MUED	346	Teaching Practicum in Early Childhood Music	0

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			HOURS
		Childhood Music, or	2
MUED	347	Methods & Materials for Teaching	
		Middle Childhood Music	(2)
MUED	348	Teaching Practicum in Middle Childhood Music	0
MUED	333	Basic Conducting	2
		Ensemble	4
		Applied Lessons	4
MUAP	180	Performance Class (four semesters)	<u>0</u>
			19

See note on page 76.

Music Education - Choral Minor

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUTH	123	Sight Singing & Ear Training I	1
MUED	333	Basic Conducting	2
MULH	243,244, 343,344	Any 2 semesters of Music History	4-6
MUAP	180	Performance Class (four semesters)	0
		One Applied Area	4
MUEN	290	Concert Choir, or	4
MUEN	292	Choral Society	(4)
SCED	442	Methods & Materials for Teaching Choral Music	<u>3</u>
			24-26

See note on page 76.

Music Performance Major (Voice, Piano or Other Instrument)

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (French or German preferred)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Core Courses

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUTH	123	Sight Singing/Ear Training I	1
MUTH	221	Music Theory II	3
MUTH	222	Sight Singing/Ear Training II	1
MUTH	223	Music Theory III	3
MUTH	321	Form & Analysis	2

			HOURS
MUED	333	Basic Conducting	2
MULH	243	Music of the Middle Ages/Renaissance	3
MULH	244	Music of the Baroque/Classical Eras	3
MULH	343	Music of the Romantic Era	2
MULH	344	Music of the 20th Century	2
		Major Ensemble (eight semesters)	8
MUAP	180	Performance Class (seven semesters)	<u>0</u>
			36

Performance Concentration

MUTH	322	Orchestration, or	2
MUTH	323	Choral Arranging	(2)
MUED	334	Advanced Choral Conducting, or	2
MUED	335	Advanced Instrumental Conducting	(2)
MUED	340	Diction I (voice majors)	1
MUED	341	Diction II (voice majors)	1
MUAP	171	Voice Lessons (keyboard or instrumental majors)	(2)
MULH	345	Vocal Literature (voice majors), or	2
MULH	346	Piano Literature (keyboard majors), or	(2)
MULH	347	Music Literature in the Applied Field	(2)
MUAP	380	Junior Recital	1
MUAP	480	Senior Recital	1
MUAP	151 & 351	Piano, or	12
MUAP	161 & 361	Organ, or	(12)
MUAP	171 & 371	Voice, or	(12)
MUAP	181 & 381	Orchestral Instrument	(12)
			<u>22</u>

Electives needed to complete the degree 11

See note on page 76.

Music - Piano Pedagogy Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (French or German preferred)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Core Courses

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUTH	123	Sight Singing/Ear Training I	1

FINE ARTS

			HOURS
MUTH	221	Music Theory II	3
MUTH	222	Sight Singing/Ear Training II	1
MUTH	223	Music Theory III	3
MUTH	321	Form & Analysis	2
MUED	333	Basic Conducting	2
MULH	243	Music of the Middle Ages/ Renaissance	3
MULH	244	Music of the Baroque/Classical Eras	3
MULH	343	Music of the Romantic Era	2
MULH	344	Music of the 20th Century	2
		Major Ensemble (eight semesters)	8
MUAP	180	Performance Class (seven semesters)	0
			36
Piano Pedagogy Concentration			
MUED	336	Piano Pedagogy for Beginning Students	2
MUED	337	Piano Pedagogy for Intermediate Students	2
MULH	346	Piano Literature	2
MUAP	380	Junior Recital	1
MUAP	480	Senior Recital	1
MUAP	151 & 351	Piano	12
FA	370	Fieldwork in Fine Arts	2
MUAP	250	Accompanying	1
PSYC	385	Psychological Learning Theories	2
			25
Electives needed to complete the degree			8

See note on page 76.

Music: Piano Pedagogy A.A. Degree

General Studies

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHIL	150	Logic & Critical Thinking	2
PHED	112-136	Physical Education Activity	0.5
			28

Major

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUTH	123	Sight Singing/Ear Training I	1
MUTH	221	Music Theory II	3
MUTH	222	Sight Singing/Ear Training II	1
MUTH	223	Music Theory III	3
MUED	333	Basic Conducting	2
MUED	336	Piano Pedagogy for Beginning Students	2
MUED	337	Piano Pedagogy for Intermediate Students	2
MULH	244	Music of the Baroque/Classical Eras	3
MULH	343	Music of the Romantic Era	2

			HOURS
FA	370	Fieldwork in Fine Arts	2
MUAP	180	Performance Class (four semesters)	0
MUAP	280	Associate Degree Recital	1
MUAP	151-351	Piano	8
		Major Ensemble (four semesters)	<u>4</u>
			40

Studio Art Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Major

ART	111	Drawing I	3
ART	112	Two-Dimensional Design	3
ART	211	Three-Dimensional Design & Sculpture	3
ART	212	Printmaking	3
ART	213	Ceramics	3
ART	214	Figure Drawing	3
ART	411	Advanced Studio Studies	12
ART	412	Senior Comprehensive	3
ARTV	218	Photography	3
ART	113	Art History I	3
ART	114	Art History II	3
ART	210	Drawing II	3
ART	215	Painting I	3
ART	315	Painting II	3
ARTV	411	Film Videography	<u>3</u>
			54

Electives needed to complete the degree 15

Studio Art Minor

ART	111	Drawing I	3
ART	112	Two-Dimensional Design	3
ART	211	Three-Dimensional Design & Sculpture	3
ART	212	Printmaking	3
ART	213	Ceramics	3
ART	411	Advanced Studio Studies	1
ART	113	Art History I	3
ART	215	Painting I	<u>3</u>
			22

Visual Communication/Studio Art Major

This major is offered in cooperation with IVY Technical College. Upon completion of the program a student receives an associate's degree from IVY Tech in Visual Communications and a B.A. degree from Bethel in Studio Art. A number of the courses are taken on the campus of IVY Tech.

			HOURS
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
THEO	110	Exploring the Christian Faith	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
		History Elective	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
			52
Major Core - taken at Bethel College			
ART	112	Two-Dimensional Design	3
ART	118	Drawing I	3
ART	211	Three-Dimensional Design	3
ART	212	Printmaking	3
ART	213	Ceramics	3
ART	214	Figure Drawing	3
ART	412	Senior Comprehensive	3
ARTV	218	Photography	3
ART	113	Art History I	3
ART	114	Art History II	3
ART	210	Drawing II	3
ART	215	Painting I	3
			36
Major Core - taken at Ivy Tech State College			
VIS	102	Fundamentals of Imaging	3
VIS	115	Introduction to Computer Graphics	3
VIS	201	Electronic Imaging	3
VIS	205	Business Practices	3
VIS	207	Portfolio Preparation	3
ART	112	Electronic Layout	3
ART	114	Graphic Design I	3
ART	115	Typography	3
ART	116	Electronic Illustration	3
ART	217	Advanced Graphic Design	3
ART	218	Digital Production	3
			33
Major Core - taken at Bethel College or Ivy Tech			
		Advanced Special Projects to be approved by student's advisor	6

COURSE DESCRIPTIONS

Fine Arts (FA)

- 170. Perspectives in Fine Arts 3 Hours**
A study of music, graphic arts, sculpture and architecture. The recognition, appreciation and enjoyment of the fine arts is the aim of the course. The relation of forms of expression to sociological and political influences is shown.
- 171. Survey of Music 3 Hours**
A Survey of Western music, employing examples ranging from the Middle Ages up to the present day. A few technical matters will be presented but the primary work will be experiencing music, mostly in class, and reacting to it by means of written essays. Though designed for the musical novice, the course will also include material of interest to the experienced musician.
- 172. Survey of Art 3 Hours**
This course provides exposure through slides, video and physical examples or artworks chronicling several notable artworks and artists. Local professional artists will provide periodic guest lectures about their artwork. Though designed for the art novice, this course will also include material of interest to art majors, art minors and local area artists. This course is not meant to replace Art History I or II which are survey courses mandatory for art majors. It is, instead, an introduction to the world of visual art.
- 370. Fieldwork in Fine Arts 1-6 Hours**
Internship experience in a career specialization. An opportunity to develop and demonstrate skills and work behaviors appropriate to a professional career choice. Instructor's approval required. May be repeated.

Applied Music (MUAP)

Credit is based on the following formula:
1 credit hour12-14 half-hour lessons
2 credit hours12-14 one-hour lessons

Materials are chosen by the teacher to meet the needs of individual students. Repertoire guidelines are available in the Fine Arts Office. Student progress is determined through lessons and at juries at the end of each semester. Contact the Fine Arts Office to schedule lesson times.

- 141-144. Class Piano 1 Hour**
For music students who must pass a piano proficiency exam and lack the necessary skill. Basic piano skills are demonstrated, studied and practiced. (141-Beginning level; 142-Advanced beginning level; 143-Intermediate level; 144-Advanced intermediate level)
- 145. Elective Voice 1 Hour**
146. Elective Piano 1 Hour
147. Elective Instrument 1 Hour (Indicate Specific Instrument)
Music lessons for endorsement students and other students who are interested in developing their skills. Grading will be on a P/NP basis. Does not count towards a music major or minor. Please indicate piano, organ, voice or specific instrument. May be repeated for credit.
- 151. Piano Lessons 1-2 Hours**
For first- and second-year piano majors and minors and others who choose to receive a letter grade. May be repeated for credit.
- 351. Piano Lessons (Upper Division) 1-2 Hours**
For upper division piano majors and minors.
Prerequisite: Four semesters of MUAP 151 and permission of Fine Arts music faculty. May be repeated for credit.
- 161. Organ Lessons 1-2 Hours**
For first- and second-year organ majors and minors and others who choose to receive a letter grade. May be repeated for credit.
- 361. Organ Lessons (Upper Division) 1-2 Hours**
For upper division organ majors and minors.
Prerequisite: Four semesters of MUAP 161 and permission of Fine Arts music faculty. May be repeated for credit.
- 171. Voice Lessons 1-2 Hours**
For first- and second-year voice majors and minors and others who choose to receive a letter grade. May be repeated for credit.
- 371. Voice Lessons (Upper Division) 1-2 Hours**
For upper division voice majors and minors.
Prerequisite: Four semesters of MUAP

171 and permission of Fine Arts music faculty. May be repeated for credit.

- 181. Orchestral Instrument Lessons** **1-2 Hours**
For first- and second-year instrumental majors and minors and others who wish to receive a letter grade. Please specify the instrument for which you are registering. May be repeated for credit.

- 381. Orchestral Instrument Lessons (Upper Division)** **1-2 Hours**
For upper division instrumental majors and minors.
Prerequisite: Four semesters of MUAP 181 and permission of Fine Arts Music Faculty. Please specify the instrument for which you are registering. May be repeated for credit.

- 170. Opera Workshop** **0-1 Hour**
This activity consists of the preparation, rehearsal and performance of operatic works and excerpts from the standard repertory. Rudiments of set design and construction; introduction to basic techniques of makeup and costumes; observation of blocking, staging and rehearsal techniques is included.

- 180. Performance Class** **0 Hours**
Music majors and minors, and others at the discretion of the applied instructors, perform in class and are critiqued by instructors and peers. Attendance of concerts in the community may be required at the discretion of the instructor.

- 250. Accompanying** **1 Hour**
Practical and musical aspects of piano accompanying for intermediate and advanced piano students. Hymn playing, accompanying of instrumental and vocal soloists and choral accompanying will all be considered. (Offered odd-numbered fall terms.)

- 280. Associate Degree Recital** **1 Hour**
Required for Piano Pedagogy A.A. Degree students. This recital consists of a minimum of 30 minutes of music, reflecting 8 credit hours of private lessons normally taken over four semesters. The student will receive extra rehearsal, coaching, planning time, equivalent to 12-14 half-hour lessons.

- 284. Music Minor Recital** **1 Hour**
Optional for Music minors. This recital consists of a minimum of 20 minutes of music reflecting at least four required hours of pri-

vate lessons. The student will receive extra rehearsal, coaching, planning time, equivalent to 12-14 half-hour lessons.

- 380. Junior Recital** **1 Hour**
Required for Performance majors and Piano Pedagogy majors (one credit hour). This recital consists of a minimum of 30 minutes of music. The student will receive extra rehearsal, coaching, planning time, equivalent to 12-14 half-hour lessons.

- 480. Senior Recital** **1 Hour**
Required for all Music majors. For Performance and Piano Pedagogy majors this recital consists of a minimum of 45 minutes of music; for Church Music and Music Education majors it contains a minimum of 30 minutes of music. The student will receive extra rehearsal, coaching, planning time, equivalent to 12-14 half-hour lessons.

Music Education & Methods (MUED)

- 210. Music Computer Technology in the Classroom** **1 Hour**
A survey and evaluation of MIDI devices and music computer software for sequencing, composing, teaching, recording and notating music. Additionally, students will examine instructional software for music teaching, WEB publishing and productivity. (Offered odd-numbered fall terms.)

- 231. String Instruments** **2 Hours**
A comprehensive approach to the performance and pedagogy of string instruments for the music education major. Major topics include technique, acoustical principles, basic maintenance, teaching methods and instructional materials. Public school observation/teaching experiences required. (Offered even-numbered spring terms.)

- 232. Woodwind Instruments** **2 Hours**
A comprehensive approach to the performance and pedagogy of woodwind instruments for the music education major. Major topics include technique, acoustical principles, basic maintenance, teaching methods and instructional materials. Public school observation/teaching experiences required. (Offered even-numbered fall terms.)

- 233. Brass Instruments** **2 Hours**
A comprehensive approach to the per-

- formance and pedagogy of brass instruments for the music education major. Major topics include technique, acoustical principles, basic maintenance, teaching methods and instructional materials. Public school observation/teaching experiences required. (Offered odd-numbered fall terms.)
- 234. Percussion Instruments 2 Hours**
A comprehensive approach to the performance and pedagogy of percussion instruments for the music education major. Major topics include technique, basic maintenance, teaching methods and instructional materials. Public school observation/teaching experiences required. (Offered odd-numbered spring terms.)
- 237. Church Music Ministry & Literature 3 Hours**
Practical experiences, lectures, demonstrations and appropriate literature will be presented in music areas related to the church. A broad selection of topics will be presented to prepare students for basics in church music programs. (Offered even-numbered spring terms.)
- 240. Marching Band Techniques 1 Hour**
Principles and practices for the organization and administration of the high school marching band program. Topics include show construction, field maneuvers, rehearsal techniques, music selection, marching percussion and charting techniques. Students will be assigned to high marching program for observation and teaching experiences. **Must be taken with SCED 440.** (Offered even-numbered fall terms.)
- 333. Basic Conducting 2 Hours**
An introduction to conducting which deals with beat, patterns, cueing, releases and basic baton techniques. (Offered fall terms.)
Prerequisite: MUTH 122.
- 334. Advanced Choral Conducting 2 Hours**
A continuation of MUED 333, with an emphasis on choral literature and a consideration of choral rehearsal methods. (Offered odd-numbered spring terms.)
Prerequisite: MUED 333.
- 335. Advanced Instrumental Conducting 2 Hours**
A continuation of MUED 333, with an emphasis on instrumental literature and a consideration of instrumental rehearsal methods. (Offered even-numbered spring terms.)
Prerequisite: MUED 333.
- 336. Piano Pedagogy for Beginning Students 2 Hours**
Issues in teaching piano to beginning students and guiding them through 3-4 years of study. Philosophy of piano education, age variables, graded skills, private lesson and class methods, materials and business details are included. (Offered even-numbered fall terms.)
- 337. Piano Pedagogy for Intermediate Students 2 Hours**
Concepts and practices for teaching intermediate-level piano students, including goals, technique, music-reading fluency, aural skills and appropriately graded piano literature. (Offered odd-numbered spring terms.)
- 340. Vocal Diction I 1 Hour**
A study of pronunciation in Italian and English vocal literature employing the International Phonetic Alphabet. (Offered even-numbered fall terms.)
- 341. Vocal Diction II 1 Hour**
A study of pronunciation in French and German vocal literature employing the International Phonetic Alphabet. (Offered odd-numbered spring terms.)
- 344. Music for Elementary Teachers 3 Hours**
A study of music fundamentals and classroom methods designed for elementary teachers.
- 345. Methods & Materials for Teaching Early Childhood Music 2 Hours**
Principles, methods and materials for teaching music in the preschool and early elementary school (grades K-2). Includes the development of the child's musical growth through singing, listening, rhythmic and creative activities; a survey of available teaching/learning materials; and development of playing and skills. **Must be taken with MUED 346.** (Offered odd-numbered fall terms.)
- 346. Teaching Practicum in Early Childhood Music 0 Hours**
Public school observation/teaching experiences. Music education majors are assigned to an elementary music teacher as an aid. Students are required to complete weekly teaching assign-

ments in their assigned public school settings. **Must be taken with MUED 345.** (Grading will be on a p/np basis. In the event of a np grade, practicum may be retaken with permission of instructor.)

- 347. Methods & Materials for Teaching Middle Childhood Music 2 Hours**
Principles, methods and materials for teaching music in the upper elementary school (grades 3-5). Emphasis is on planning, implementing and evaluating an eclectic curriculum based on the influences of Dalcroze, Orff and Kodaly. Includes the development of the child's musical growth through singing, listening, playing instruments, reading, improvising and composing; a survey of available teaching/learning materials; and development of students' musical concepts. **Must be taken with MUED 348.** (Offered even-numbered spring terms.)
- 348. Teaching Practicum in Middle Childhood Music 0 Hours**
Public school observation/teaching experiences. Music education majors are assigned to an elementary music teacher as an aid. Students are required to complete weekly teaching assignments in their assigned public school settings. **Must be taken with MUED 347.** (Grading will be on a p/np basis. In the event of a np grade, practicum may be retaken with permission of instructor.)
- 439. Teaching Practicum in Instrumental Music Education 0 Hours**
Public school observation/teaching experiences. Music education majors are assigned to a middle school/high school instrumental music teacher as an aid. Students are required to complete weekly teaching assignments in their assigned public school settings. **Must be taken with SCED 440.** (Grading will be on a p/np basis. In the event of a np grade, practicum may be retaken with permission of instructor.)
- 450. Teaching Practicum in Choral Music Education 0 Hours**
Public school observation/teaching experiences. Music education majors are assigned to a middle school/high school choral music teacher as an aid. Students are required to complete weekly teaching assignments in their assigned public school settings. **Must be taken with SCED 442.** (Grading will be on a p/np basis. In the event of a np

grade, practicum may be retaken with permission of instructor.)

Music Ensembles (MUEN)

Students who enroll in an ensemble for one or more credits may register for additional ensembles for no credit.

- 191. Jazz Ensemble 0-1 Hour**
The Jazz Ensemble performs music from the broad spectrum of jazz composition, including: Swing, Bebop, Latin and Fusion styles. Rehearses once a week.
- 290. Concert Choir 0-2 Hours**
Musical skills and artistry are developed as the Concert Choir prepares choral literature from all periods for performance on campus, in the community and on tour. Membership is by audition during the registration period. The choir rehearses three times per week.
- 291. Brass Choir 0-1 Hour**
The Brass Ensemble performs music from all periods and emphasizes sound, musicality and individual skills. Performances include Bethel campus and community events.
- 292. Choral Society 0, 0.5, 1 Hour**
The Choral Society is open to students, faculty, staff and members of the community. It gives an opportunity to sing major choral works accompanied by orchestra, piano or organ. Periodically, performances are scheduled with a guest Symphony Orchestra. Soloists are regularly drawn from the ranks. Rehearsal is held once a week for two hours. (Fall semesters only.)
- 293. Handbell Choir 0, 0.5, 1 Hour**
The Handbell Choir is open to students who wish to learn the performance techniques and styles of handbell ringing.
- 294. Orchestra 1-2 Hours**
Orchestra membership is by audition. Credit is granted through the Northern Indiana Consortium of Education. Includes rehearsal and performance of standard symphonic literature.
- 295. Concert Band 0-2 Hours**
The Concert Band performs a broad base of literature with an emphasis on ensemble sound and individual technique. The ensemble rehearses one and one-half hours per week.
- 296. Vocal Ensemble 0-1 Hour**
- 297. Instrumental Ensemble 0-1 Hour**

Vocal and instrumental ensembles are formed as instrumentation is available, and perform on campus, in the community and on tour; brass, woodwind, string and vocal ensembles.

- 298. Women's Chorale 0-2 Hours**
Musical skill and artistry are developed as the Women's Chorale prepares literature especially written or arranged for ladies' voices. Membership is by audition during the registration period. The chorale rehearses three times per week.
- 299. Percussion Ensemble 0-1 Hours**
The Percussion Ensemble performs music that reflects the great diversity of percussion instruments. These include traditional concert percussion, mallet instruments and hand-drumming. Rehearses once a week.

Music Literature & History (MULH)

- 243. Music of the Middle Ages & Renaissance 3 Hours**
A study of the development of music in the Middle Ages and Renaissance. (Offered even-numbered fall terms.)
Prerequisite: MUTH 122.
- 244. Music of the Baroque & Classical Periods 3 Hours**
A study of the development of western music in the Baroque and Classical periods (1600-1825). (Offered odd-numbered spring terms.)
Prerequisite: MULH 243.
- 341. Music & Worship 3 Hours**
A study of the nature of worship and the function of music in corporate worship. A survey of church music from historical and pragmatic perspectives, including hymnology and liturgy. Identical with MIN 444. (Offered even-numbered spring terms.)
- 343. Music of the Romantic Era 2 Hours**
A study of the development of western music during the Romantic era (1825-1910). (Offered odd-numbered fall terms.)
Prerequisite: MUTH 122.
- 344. Music of the Twentieth Century 2 Hours**
A study of the development of western music during the twentieth century. (Offered even-numbered spring terms.)
Prerequisite: MULH 343

- 345. Vocal Literature 2 Hours**
A study of music literature for the voice. (Offered even-numbered fall terms.)
- 346. Piano Literature 2 Hours**
A study of advanced piano works of important composers from the Baroque to the present periods. Consideration is given to stylistic, musical and technical elements. (Offered odd-numbered fall terms.)
- 347. Music Literature in the Applied Field 2 Hours**
A study of the music literature in the student's principal performance area. Includes areas other than voice and piano. Offered as a private tutorial.
- 448. Independent Study in Church Music 1-2 Hours**
An opportunity for research and study in the field of church music.

Music Theory (MUTH)

- 121. Elements of Music 3 Hours**
Introductory study of music theory and the raw materials and terminology within music. Intended primarily as an orientation course for music majors and minors; open to others. (Fall semesters only.)
- 122. Music Theory I 3 Hours**
Elementary harmony. Review of notation of pitch, duration, intervals, scales and key signatures. Introduction of triads, seventh chords, part-writing, figured bass, cadences, non-harmonic tones and chord inversions. Basic keyboard harmony. To be taken concurrently with MUTH 123. (Spring semesters only.)
Prerequisite: MUTH 121.
- 123. Sight-Singing/Ear-Training I 1 Hour**
Development of aural skills through melodic, harmonic and rhythmic studies. Covers intervals, scales, triads, simple harmonics, progressions and melodies. To be taken concurrently with MUTH 122. (Spring semesters only.)
Prerequisite: MUTH 121.
- 221. Music Theory II 3 Hours**
Intermediate harmony. Study of diatonic seventh chords, part-writing, secondary chords and modulation. Introduction to simple formal structures. Includes keyboard harmony. To be taken concurrently with MUTH 222. (Fall semesters only.)
Prerequisite: MUTH 122.

- 222. Sight-Singing/Ear-Training II 1 Hour**
Continuation of Sight-Singing/Ear-Training I. Introduction of more complex melodies and rhythms. Two-voice, melodic and four-part dictation. To be taken concurrently with MUTH 221. (Fall semesters only.)
Prerequisite: MUTH 123.
- 223. Music Theory III 3 Hours**
Advanced theory. Study of extended tertian sonorities and chromatic harmony. Introduction to composition. Includes keyboard harmony, sight-singing and ear-training. (Spring semesters only.)
Prerequisite: MUTH 221.
- 321. Form & Analysis 2 Hours**
Introduction of analytical method and development of analytical skills through study of typical musical forms of the 18th and 19th centuries. (Offered odd-numbered fall terms.)
Prerequisite: MUTH 223.
- 322. Orchestration 2 Hours**
Introduction to the instruments of the orchestra and band, study of orchestration techniques and scoring for small instrumental ensembles and orchestra. (Offered odd-numbered spring terms.)
Prerequisite: MUTH 221.
- 323. Choral Arranging 2 Hours**
Study of styles and techniques used in arranging for various types of vocal ensembles. (Offered even-numbered fall terms.)
Prerequisite: MUTH 221.
- 324. Special Studies in Theory 2 Hours**
Advanced and detailed independent studies in music theory. To be arranged with instructor. For upper-class majors. Requires written permission of instructor and private tutorial fee.
- 325. Music Composition I 1-2 Hours**
Private study. Introduction to techniques of composition. Emphasis on composition of works for piano, voice and chamber ensembles. Requires private lesson fee.
Prerequisite: MUTH 221 and written permission of instructor.
- 425. Music Composition II 1-2 Hours**
Private study. Advanced studies in composition. Emphasis on composition of works for large instrumental ensembles. Requires private lesson fee.
Prerequisites: MUTH 223, 322 and written permission of instructor.

Secondary Music Education (SCED)

- 440. Materials & Methods for Teaching Instrumental Music 3 Hours**
Procedures for teaching instrumental music in the public schools (grades 6-12), as well as philosophy and principles of instrumental music curriculum design. Emphasis on instrumental goals and objectives, recruitment, administration, public relations and pedagogy for instrumental ensemble instruction. **Must be taken with MUED 439; Teaching Practicum in Instrumental Music.** (Offered even-numbered fall terms.)
- 442. Materials & Methods for Teaching Choral Music 2 Hours**
(See description on page 73.)

Studio Art (ART)

- 111. Drawing I 3 Hours**
A fundamental studio course designed to develop skill in using line, light and shade, proportions and perspective. Some emphasis is placed on composition. The media are pencil, charcoal and ink.
- 112. Two-Dimensional Design 3 Hours**
The elements and principles of art are applied to two-dimensional design problems. Color aid paper and collage are the media. (Offered spring semesters.)
- 113. Art History I 3 Hours**
A survey of stylistic development from prehistoric times to the medieval period. Examination of painting, sculpture, ceramics and architecture from Western and non-Western cultures. (Offered fall semesters only. May be taken out of sequence.)
- 114. Art History II 3 Hours**
A continuation of Art History I encompassing the historical development of Renaissance through modern art forms. The course will examine the shift from the medieval guild system (groups of artisans producing artwork) to the individual artist producing master works in the respective cultures beginning with the late Gothic period. (Offered spring semesters only. May be taken out of sequence.)
- 210. Drawing II 3 Hours**
A continuation of Drawing I (ART 111), with a special emphasis upon drawing skill enhancement, ideation, materials

and technique.

Prerequisite: ART 111 or permission of instructor.

- 211. Three-Dimensional Design & Sculpture** **3 Hours**
Study of form, space and value as elements of three-dimensional art problems. Methods employed are modeling, carving and construction. (Offered even-numbered spring terms.)
- 212. Printmaking: Screen Printing** **3 Hours**
This course introduces the traditional methods of screenprinting including printing on paper and t-shirts using a variety of stencil techniques. Studio.
- 213. Ceramics** **3 Hours**
This studio course introduces techniques of hand-built and wheel-thrown pottery stressing traditional and contemporary techniques.
- 214. Figure Drawing** **3 Hours**
This studio course develops the skills of drawing, with special attention to the human figure. Live models and plaster casts are used, and drawing skill is advanced.
Prerequisite: ART 111.
- 215. Painting I** **3 Hours**
Exploration of the materials and techniques of one of the following media: acrylic, water color or oil paint. Paintings of past and contemporary masters will be studied. The expressive aspects of the medium will be emphasized in a number of projects including landscape, cityscape, still life and the figure. Six hours practicum per week.
- 312. Art Education in the Elementary School** **3 Hours**
A study of the growth and developmental stages of children in relation to creative experience with visual-art materials. The course also includes experimentation with a wide variety of two- and three-dimensional materials. Lecture and laboratory.
Prerequisite: FA 170 or permission.
- 315. Painting II** **3 Hours**
A further exploration of the painting process. The student must select one particular medium such as oil on canvas in order to develop a personal palette and subject matter. Six hours practicum per week.

Prerequisite: ART 215.

- 411. Advanced Studio Studies** **1-4 Hours**
Advanced studio work tailored to meet student interest in drawing, painting, sculpture, printmaking and visual communication. Each area may be repeated for credit with the approval of the advisor.
- 412. Senior Comprehensive** **3 Hours**
The preparation of a group of related works by a senior art major in the student's special area of concentration. The works are publicly exhibited.
- 450. Independent Study: Art** **1-3 Hours**

Visual Communication (ARTV)

- 218. Photography** **3 Hours**
An introduction to the basic elements of photography, including camera operation, composition, developing and printing.
- 310. Calligraphy** **3 Hours**
Introduction to handwritten letterforms. Students will explore writing materials and media creating basic alphabets.
- 314. Illustration** **3 Hours**
Creating illustrations for reproduction using traditional commercial media. Students will explore pen and ink, scratchboard, gouache, watercolor and airbrush techniques. Projects include book, magazine, poster and advertising illustrations
Prerequisite: ART 111. (Offered spring even years.)
- 410. Typography** **3 Hours**
An advanced course in letterform development utilizing both hand and computer generated images in the production of a typeface.
Prerequisite: ARTV 311. (Offered fall terms.)
- 411. Film: Videography** **3 Hours**
In this course, a student will produce an original videotape from conception to completion for fine art commercial and instructional purposes. Assemble and insert editing will be stressed.
- 450. Independent Study:
Visual Communications** **1-3 Hours**



DIVISION *of* LANGUAGE & LITERATURE

DR. DAVIS, Chairperson
MRS. BELDON
DR. BRENNER
MR. CASAS
MS. CRANDON

MRS. HRUSKA
MRS. KALLING
MRS. KUTCKA
DR. KUZMA
MISS MYERS

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MR. PRENKERT
DR. REIMER
MR. SABO
DR. STAPLES

American Sign Language
ASL/Interpreter Training Program
Communication
Drama
English

English Education
Journalism
Mass Media
Writing

American Sign Language/English Interpreting Program

The program began in August 1995 and was the first four-year interpreting program established in Indiana. Our faculty includes both Deaf and hearing instructors who maintain their professional status, possess national certifications and continue to support their communities in various activities. The program offers two courses of study: an Associate Degree in American Sign Language and a Baccalaureate Degree in American Sign Language/English Interpreting. The program also offers a minor in American Sign Language. For other majors, American Sign Language courses satisfy the language requirement and/or electives. The major in interpreting prepares students to work as professional interpreters. The curriculum includes prerequisite courses accomplished during the freshmen and sophomore years followed by two years of major course work. During the junior year, interpreting students apply for permission to do a ten week practicum during the last semester. Students must achieve satisfactory scores on the National Registry of Interpreters for the Deaf's written examination prior to taking the Interpreting Practicum course. Students must complete all course work, except the last semester's conjunction courses, prior to the beginning of their practicum experience. The practicum course may be scheduled out of the state. Each student is required full-time availability and is responsible for his/her own housing and transportation.

Students must pass each skill building American Sign Language and Interpreting course with a grade of "C-" or better to advance to the next level. (For transfer students, the credits of equivalent courses from another college/university can be transferred if s/he takes a proficiency assessment to determine if the courses need to be repeated or if s/he may proceed to the next level.) Students must maintain a cumulative GPA of at least 2.5 in order to be eligible to take the interpreting courses in their third year in the program. (This includes major courses, cognates and electives.)

The Michiana Deaf Community is a growing source of Deaf pride. The Michiana Deaf Club, the Senior Citizen's Center and Deaf Christian Fellowship are three prominent organizations that work together to provide their communities with education and social activities. Students have ample opportunities to interact with Michiana's Deaf Community as well as Deaf communities in surrounding cities. ASL and interpreting students of Bethel College share the experience of sharpening their professional skills in an ASL club which meets monthly and provides like-minded students with a learning environment.

American Sign Language Major A.A. Degree

			HOURS
General Studies			
THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PHIL	151	Logic & Critical Thinking	2
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
HIST	210	History of the Christian Church & the Deaf Community	3
BIBL	216	New Testament Literature	3
BIBL	215	Old Testament Literature	3
		Math/Science with Lab	3-4
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
			34-35
Major			
ASL	101	ASL I with Lab	4
ASL	111	ASL II with Lab	4
ASL	201	ASL III with Lab	4
ASL	204	Idioms & ASL Expressions	4
ASL	208	American Deaf Culture	3
ASL	211	ASL IV with Lab	4

			HOURS
ASL	214	Advanced Fingerspelling/Numbers	2
SOC	202	Race & Ethnicity	<u>3</u>
			28

ASL/Interpreter Training Program

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
ASL	101	ASL I with Lab	4
ASL	111	ASL II with Lab	4
HIST	210	History of the Christian Church & the Deaf Community	3
SOC	202	Race & Ethnicity	3
		Art/Drama/Music	3
		College Level Math	3
		Science with Lab	4
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			60

Major

ASL	201	ASL III with Lab	4
ASL	204	Idioms & ASL Expressions	4
ASL	208	American Deaf Culture	3
ASL	211	ASL IV with Lab	4
ASL	214	Advanced Fingerspelling/Numbers	2
INT	301	ASL/English Interpreting I with Lab	4
INT	302	ASL/English Interpreting II with Lab	4
INT	311	Linguistics of ASL	3
INT	420	Interpreting: Code of Ethics	2
INT	401	ASL/English Interpreting III with Lab	4
INT	402	ASL/English Interpreting IV with Lab	4
INT	406	Specialized Vocabulary for Interpreters	3
INT	309	Survey of ASL Literature	2
INT	412	Interpreter Certification/Evaluation	1
INT	418	Job Market Analysis in Interpreting	2
INT	450	Interpreting Practicum	<u>8</u>
			54

Required Cognates

ENGL	304	Introductory Linguistics	3
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Electives needed to complete the degree 7

LANGUAGE & LITERATURE

American Sign Language Minor

			HOURS
ASL	101	ASL I with Lab	4
ASL	111	ASL II with Lab	4
ASL	201	ASL III with Lab	4
ASL	204	Idioms & ASL Expressions	4
ASL	208	American Deaf Culture	3
ASL	211	ASL IV with Lab	4
			<u>23</u>

Communication Major

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Modern Language	6
		History Elective	3
		Art/Drama/Music	3
		College Level Mathematics	3
		Science with Lab	4
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
			<u>55</u>

Major (Core)

WRIT	221	Writing Modes & Models	3
COMM	250	Portfolio Preparation	1
COMM	251	Introduction to Public Relations	3
COMM	272	Introduction of Interpersonal Communication	3
COMM	371	Mass Media & Society: Secular & Christian Perspectives	3
COMM	450	Portfolio Completion	1
COMM	460	Communication Theory	3
			3
WRIT	234	Persuasive Writing Strategies	(3)
COMM	375	Persuasion	(3)
			2-3
COMM	273	Projects in Public Speaking	(2)
COMM	279	Advanced Acting	(3)
COMM	370	Oral Interpretation	(2)
			<u>22-23</u>

The above courses are to be supported by 23 hours of course work in one of three tracks: Broadcast Media, Print Media or Drama.

Communication Major: Broadcast Media Track

The Broadcast Media Track requires the general studies and the major core courses of the Communication major. Course work must be completed in the following areas:

			HOURS
Broadcast Media			
COMM	275	Broadcast Media Writing	3
COMM	278	Radio & TV Announcing	2
COMM	280	Radio & TV History & Theory	3
COMM	281	Radio & TV Production	3
COMM	282	Radio Laboratory	1
COMM	461	Broadcast Operations & Management	3-4

Electives needed to complete major from COMM, ENGL, JRNL or WRIT 7-8
23

Communication Major: Print Media Track

The Print Media Track requires the general studies and the major core courses of the Communication major. Course work must be completed in the following areas:

Print Media			
JRNL	211	Basic News Writing	3
JRNL	213	Layout & Design	3
JRNL	216	Newspaper Laboratory	1
JRNL	301	Editing	3
JRNL	421	Features & Nonfiction Writing	3
Choice of One			3
ENGL	243	Grammatically Correct Writing	(3)
WRIT	210	Marketing a Manuscript	(3)

Electives needed to complete major from COMM, ENGL, JRNL or WRIT 7
23

Communication Major: Drama Track

The Drama Track requires the general studies and the major core courses of the Communication major. Course work must be completed in the following areas:

Drama			
COMM	173	Basic Acting	2
COMM	271	Religious Drama	2
COMM	274	Stagecraft	3
COMM	373	Directing	3
COMM	374	Drama Production	1
COMM	378	Theater History I	2
COMM	379	Scene & Lighting Design	3
COMM	478	Theater History II	2
Electives needed to complete the major from:			3-5
COMM	275	Broadcast Media Writing	(3)
COMM	279	Advanced Acting	(3)
COMM	283	Drama Ensemble	(1-2)
COMM	374	Drama Production	(1-3)
COMM	480	Advanced Directing	(3)
LIT	325	Shakespeare & His Contemporaries	<u>(3)</u>
			23

Students who desire to pursue a Communication major must be admitted to the program by the faculty of the Division of Language & Literature. To be eligible for admission to the program, the student must have completed at least 12 semester hours at the college, including COMM 171 and ENGL 101, with an average of at least 2.67 in those two courses and an overall grade point average of at least 2.0.

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Communication Minor

			HOURS
WRIT	221	Writing Modes & Models	3
COMM	272	Introduction to Interpersonal Communication	3
COMM	371	Mass Media & Society: Secular & Christian Perspectives	3
Choice of One			3
COMM	375	Persuasion	(3)
COMM	460	Communication Theory	(3)
Electives needed to complete minor from COMM or JRNL			<u>6</u>
			18

Drama Major & Minor—Requirements listed under Theatre Arts

English Major

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Modern Language	6
		History	3
		Art/Drama/Music	3
		College Level Mathematics	3
		Science with Lab	4
LIT	327	World Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Major			
ENGL	250	Portfolio Preparation	1
Survey Courses (choose three)			9
LIT	221	American Literature I	(3)
LIT	222	American Literature II	(3)
LIT	231	British Literature I	(3)
LIT	232	British Literature II	(3)
Writing Courses (choose two)			6
JRNL	211	Basic News Writing	(3)
WRIT	234	Persuasive Writing Strategies	(3)
ENGL	243	Grammatically Correct Writing	(3)
Literature (choose one)			3
LIT	325	Shakespeare & His Contemporaries	(3)
LIT	328	Survey of Christian Literature	(3)
LIT	351	Multicultural Literature	(3)
Linguistics			3
ENGL	301	Standard English Grammar (*required)	(3)
<i>*If competency established through examination, then choice of:</i>			
ASL	311	Linguistics of ASL	(3)
ENGL	304	Introductory Linguistics	<u>(3)</u>
			22

The above courses are to be supported by one of two tracks: Literature or Writing.

English Major: Literature Track

The Literature Track requires the general studies and the major core courses of the English major. Course work must be completed in the following areas:

			HOURS
LIT	372	Literary Criticism & Theory	3
ENGL	401	History of the English Language	3-4
ENGL	450	Portfolio Completion	1
Choice of Two			6
LIT	361	Short Story	(3)
LIT	362	Novel	(3)
LIT	363	Drama	(3)
LIT	364	Poetry	(3)
LIT	365	Nonfiction	(3)
Choice of Two			6
LIT	420	Medieval Literature	(3)
LIT	422	Renaissance Literature	(3)
LIT	423	Neoclassical Literature	(3)
LIT	425	Romanticism	(3)
LIT	426	Realism	(3)
LIT	427	Contemporary Literature	(3)
LIT	421	Seminar in Literature	(3)
			19
Electives needed to complete the degree			28

English Major: Writing Track

The Writing Track requires the general studies and the major core courses of the English major. Course work must be completed in the following areas:

COMM	375	Persuasion	3
ENGL	303	Creative Writing	3
LIT	371	Advanced Composition: Theory & Practice	3
JRNL	421	Features & Nonfiction Writing	3
WRIT	221	Writing Modes & Models	2-3
ENGL	450	Portfolio Completion	1
Choice of One			3
WRIT	131	Business & Technical Writing	(3)
JRNL	301	Editing	(3)
Choice of One			3
LIT	361	Short Story	(3)
LIT	362	Novel	(3)
LIT	363	Drama	(3)
LIT	364	Poetry	(3)
LIT	365	Nonfiction	(3)
Choice of One			3
ENGL	401	History of the English Language	(3-4)
ENGL	465	Writing Practicum	(3)
LIT	420	Medieval Literature	(3)
LIT	421	Seminar in Literature	(3)
LIT	422	Renaissance Literature	(3)
LIT	423	Neo Classical Literature	(3)
LIT	425	Romanticism	(3)
LIT	426	Realism	(3)
LIT	427	Contemporary Literature	(3)
			24

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Electives needed to complete the degree	HOURS
	23

English Minor

Survey Courses (choose one)			
LIT	221	American Literature I	3
LIT	222	American Literature II	(3)
LIT	231	British Literature I	(3)
LIT	232	British Literature II	(3)
LIT	327	World Literature	(3)
Writing Courses (choose one)			3
ENGL	243	Grammatically-Correct Writing	(3)
WRIT	234	Persuasive Writing Strategies	(3)
Literary Genres (choose one)			3
LIT	361	Short Story	(3)
LIT	362	Novel	(3)
LIT	363	Drama	(3)
LIT	364	Poetry	(3)
LIT	365	Nonfiction	(3)
Literature Course (choose one)			3
LIT	325	Shakespeare & His Contemporaries	(3)
LIT	326	Literature in the British Isles	(3)
LIT	328	Survey of Christian Literature	(3)
LIT	351	Multicultural Literature	(3)
LIT	372	Literary Criticism & Theory	(3)
Communication Course (choose one)			2-3
COMM	370	Oral Interpretation	(2)
COMM	371	Mass Media & Society: Secular & Christian Perspectives	(3)
Required 400 Level Course			
ENGL	401	History of the English Language	<u>3-4</u>
			18

English Education Major

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
FA	170	Perspectives in the Fine Arts	3
BIBL	216	New Testament Literature	3
		Modern Language (two semesters)	6
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
HIST	246	Introduction to World Civilization	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			52
Major			
LIT	222	American Literature II	3
ENGL	250	Portfolio Preparation	1

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			HOURS
COMM	371	Mass Media & Society: Secular & Christian Perspectives	3
LIT	327	World Literature, or	3
LIT	351	Multicultural Literature	(3)
LIT	325	Shakespeare & His Contemporaries	3
LIT	371	Advanced Composition: Theory & Practice	3
ENGL	401	History of the English Language	3-4
ENGL	450	Portfolio Completion	1
Literature Survey Courses (choose two)			6
LIT	221	American Literature I	(3)
LIT	231	British Literature I	(3)
LIT	232	British Literature II	(3)
LIT	327	World Literature	(3)
LIT	351	Multicultural Literature	(3)
Media Laboratories (choose two)			2
COMM	282	Radio Laboratory	(1)
COMM	374	Drama Production	(1)
JRNL	216	Newspaper Laboratory	(1)
JRNL	219	Yearbook Laboratory	(1)
Writing (choose one)			3
ENGL	243	Grammatically Correct Writing	(3)
JRNL	211	Basic News Writing	(3)
Linguistics (choose one)			3
ENGL	301	Standard English Grammar (*required)	(3)
<i>*If competency established through examination, then:</i>			
ENGL	304	Introductory Linguistics	(3)
Choice of One			2
COMM	273	Projects in Public Speaking	(2)
COMM	370	Oral Interpretation	(2)
Literary Genres (choose one)			3
LIT	361	Short Story	(3)
LIT	362	Novel	(3)
LIT	363	Drama	(3)
LIT	364	Poetry	(3)
LIT	365	Nonfiction	(3)
Literature (choose one)			3
LIT	425	Romanticism	(3)
LIT	426	Realism	(3)
LIT	427	Contemporary Literature	(3)
LIT	420	Medieval Literature	(3)
LIT	421	Seminar in Literature	(3)
LIT	422	Renaissance Literature	(3)
LIT	423	Neoclassical Literature	(3)
			42
Professional Education			
EDUC	102	Foundations of Education	3
EDUC	204	Diversity in the Classroom	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	285	Adolescent Growth & Development	2
SCED	445	Specific Methods in English	2
SCED	448	Developmental Reading in Secondary School	3
SCED	449	Secondary Student Teaching	8
EDUC	441	Professional Educational Seminar	0-2
			27-29

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See *TEACHER EDUCATION* (page 56) for program admission and other information.

English Education Minor

			HOURS
SCED	445	Specific Methods in English	2
Writing (choose one 200 level course)			3
JRNL	211	Basic News Writing	(3)
JRNL	221	Features & Nonfiction Writing	(3)
WRIT	221	Writing Modes & Models	(3)
WRIT	234	Persuasive Writing	(3)
English (choice of one)			3
ENGL	301	Standard English Grammar (*required)	(3)
<i>*If competency established through examination then choice of:</i>			
ENGL	243	Grammatically Correct Writing	(3)
ENGL	304	Introductory Linguistics	(3)
Survey Courses (choice of two)			6
LIT	221	American Literature I	(3)
LIT	222	American Literature II	(3)
LIT	231	British Literature I	(3)
LIT	232	British Literature II	(3)
LIT	327	World Literature	(3)
Literary Genres (choice of one)			3
LIT	361	Short Story	(3)
LIT	362	Novel	(3)
LIT	363	Drama	(3)
LIT	364	Poetry	(3)
LIT	365	Nonfiction	(3)
Communication (choice of one)			2-3
COMM	273	Projects in Public Speaking	(2)
COMM	370	Oral Interpretation	(2)
COMM	371	Mass Media & Society: Secular & Christian Perspectives	(3)
Literature (choice of one)			3
ENGL	401	History of the English Language	(3-4)
LIT	420	Medieval Literature	(3)
LIT	422	Renaissance Literature	(3)
LIT	423	Neoclassical Literature	(3)
LIT	425	Romanticism	(3)
LIT	426	Realism	(3)
LIT	427	Contemporary Literature	(3)
			<u>25</u>

Journalism Major A.A. Degree

General Studies

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3

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			HOURS
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Art/Drama/Literature/Music	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	2
			28
Major			
WRIT	221	Writing Modes & Models	3
SS	172	United States Government	3
JRNL	211	Basic News Writing	3
JRNL	213	Layout & Design	3
JRNL	221	Features & Nonfiction Writing	3
ENGL	243	Grammatically Correct Writing	3
COMM	250	Portfolio Preparation	1
COMM	371	Mass Media & Society: Secular & Christian Perspectives	3
Choice of Laboratory			
JRNL	216	Newspaper Laboratory	(1-2)
JRNL	219	Yearbook Laboratory	(1-2)
Choice of One			
WRIT	234	Persuasive Writing Strategies	(3)
COMM	375	Persuasion	(3)
Electives needed to complete the major from			
			5
WRIT	110	The Writing Profession	(3)
WRIT	210	Marketing a Manuscript	(3)
JRNL	216	Newspaper Laboratory	(1-4)
JRNL	218 & 228	Photography & Photojournalism	(4)
JRNL	219	Yearbook Laboratory	(1-4)
COMM	251	Introduction to Public Relations	(3)
COMM	276	Introduction to Advertising	(3)
JRNL	301	Editing	(3)
JRNL	414	Fieldwork in Journalism	(3-4)
JRNL	415	Independent Study in Journalism	(1-2)
COMM	460	Communication Theory	(3)
			32
Electives needed to complete the degree			4

Journalism Minor

JRNL	121	Writing Modes & Models	3
JRNL	211	Basic News Writing	3
JRNL	213	Layout & Design	3
COMM	371	Mass Media & Society: Secular & Christian Perspectives	3
Choice of Laboratory			
JRNL	216	Newspaper Laboratory	(1-2)
JRNL	219	Yearbook Laboratory	(1-2)
Electives needed to complete the minor from			
			6
WRIT	210	Marketing a Manuscript	(3)
JRNL	216	Newspaper Laboratory	(1-3)
JRNL	218	Photography	(3)
JRNL	219	Yearbook Laboratory	(1-3)
ENGL	243	Grammatically Correct Writing	(3)
ENGL	301	Standard English Grammar	(3)
COMM	250	Portfolio Preparation	(1)
COMM	450	Portfolio Completion	(1)
JRNL	421	Features & Nonfiction Writing	(3)
			20

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Mass Media Minor

			HOURS
COMM	371	Mass Media & Society: Secular & Christian Perspective	3
Choice of Lab			2
COMM	282	Radio Laboratory	(1-2)
JRNL	216	Newspaper Laboratory	(1-2)
Choice of One			3
COMM	251	Introduction to Public Relations	(3)
COMM	276	Introduction to Advertising	(3)
Choice of One			3
COMM	375	Persuasion	(3)
COMM	460	Communication Theory	(3)
Electives needed to complete the minor from			9
COMM	275	Broadcast Media Writing	(3)
COMM	278	Radio & TV Announcing	(2)
COMM	280	Radio & TV History & Theory	(3)
COMM	281	Radio & TV Production	(3)
COMM	282	Radio Laboratory	(1-3)
JRNL	211	Basic News Writing	(3)
JRNL	213	Layout & Design	(3)
JRNL	216	Newspaper Laboratory	(1-3)
COMM	461	Broadcast Operations & Management	(3-4)
COMM	474	Independent Study in Communication	(1-2)
			<u>20</u>

Professional Writing A.A. Degree

This major is available within both the Adult College and the traditional setting. As the two programs are formatted differently, only adult students may take the courses offered through the Adult College.

Adult Format

General Studies

ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
COMM	171	Speech Communication	3
PSYC	181	Adult Orientation	0-1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
		Art/Literature/Music	3
		Science/Mathematics	3
		Religion/Philosophy	6
			<u>27</u>

Major Core

JRNL	211	Basic News Writing	3
JRNL	301	Editing	3
WRIT	110	The Writing Profession	3
WRIT	210	Marketing a Manuscript	3
			<u>12</u>

Select 18 hours from the following:

COMM	251	Introduction to Public Relations	(3)
COMM	276	Introduction to Advertising	(3)
COMM	371	Mass Media & Society	(3)
ENGL	303	Creative Writing	(3)
JRNL	213	Layout & Design	(3)

			HOURS
JRNL	221/421	Features & Nonfiction Writing	(3)
WRIT	221	Writing Modes & Models	(3)
WRIT	131	Business & Technical Writing	(3)
WRIT	223	Media Writing	(3)
WRIT	234	Persuasive Writing Strategies	(3)
WRIT	241	Writing for the Religious Market	(3)
WRIT	243	Grammatically Correct Writing	(3)
WRIT	251	Independent Study	(1-3)
			<u>18</u>

Electives needed to complete the degree 5

Traditional Student Format

General Studies

ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
COMM	171	Speech Communication	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
		Music/Art/Literature/Drama	3
		Mathematics/Science with Lab	3-4
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature	(3)
PHIL	150	Logic & Critical Thinking	2
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activity Course	0.5
			<u>31-32</u>

Major Core

JRNL	211	Basic News Writing	3
JRNL	301	Editing	3
WRIT	110	The Writing Profession	3
WRIT	210	Marketing a Manuscript	3
			<u>12</u>

Select 18 hours from the following:

COMM	251	Introduction to Public Relations	(3)
COMM	276	Introduction to Advertising	(3)
COMM	371	Mass Media & Society	(3)
ENGL	303	Creative Writing	(3)
JRNL	213	Layout & Design	(3)
JRNL	221/421	Features & Nonfiction Writing	(3)
WRIT	221	Writing Modes & Models	(3)
WRIT	131	Business & Technical Writing	(3)
WRIT	223	Media Writing	(3)
WRIT	234	Persuasive Writing Strategies	(3)
WRIT	241	Writing for the Religious Market	(3)
WRIT	243	Grammatically Correct Writing	(3)
WRIT	251	Independent Study	(1-3)
			<u>18</u>

Radio Broadcast Minor

COMM	275	Broadcast Media Writing	3
COMM	278	Radio & TV Announcing	2
COMM	281	Radio & TV Production	3
COMM	282	Radio Laboratory	1
COMM	371	Mass Media & Society: Secular & Christian Perspectives	3
Electives to complete the minor from			5
COMM	250	Portfolio Preparation	(1)
COMM	251	Introduction to Public Relations	(3)

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			HOURS
COMM	276	Introduction to Advertising	(3)
COMM	280	Radio & TV History & Theory	(3)
COMM	282	Radio Laboratory	(1)
COMM	461	Broadcast Operations & Management	(3-4)
COMM	476	Fieldwork in Communication	(3-4)
			<u>17</u>

Theatre Arts Major (Drama)

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Modern Language	6
		History Elective	3
		Art/Drama/Music	3
		College Level Mathematics	3
		Science with Lab	4
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Major

COMM	173	Basic Acting	2
COMM	250	Portfolio Preparation (or Drama elective— see course description)	1
COMM	271	Religious Drama	2
COMM	274	Stagecraft	3
COMM	279	Advanced Acting	3
COMM	373	Directing	3
COMM	378	Theater History I	2
COMM	379	Scene & Lighting Design	3
COMM	450	Portfolio Completion (or Drama elective— see course description)	1
COMM	478	Theater History II	2
COMM	479	Costume History & Design	3
COMM	480	Advanced Directing	3

Choice of One

COMM	272	Introduction to Interpersonal Communication	(3)
COMM	371	Mass Media & Society: Secular & Christian Perspectives	(3)

Choice of One

COMM	273	Projects in Public Speaking	2
COMM	370	Oral Interpretation	(2)

Electives needed to complete major from 9

LANGUAGE & LITERATURE

			HOURS
COMM	251	Introduction to Public Relations	(3)
COMM	275	Broadcast Media Writing	(3)
COMM	283	Drama Ensemble	(1-2)
COMM	374	Drama Production	(1-3)
		Literature (Elizabethan or 18th Century)	(3)
LIT	325	Shakespeare & His Contemporaries	<u>(3)</u>
			42
		Electives needed to complete the degree	27

Theatre Minor

COMM	173	Basic Acting	2
COMM	271	Religious Drama	2
COMM	274	Stagecraft	3
COMM	373	Directing	3
COMM	374	Drama Production	1
COMM	378	Theater History I	2
		Electives to complete minor	5
LIT	325	Shakespeare & His Contemporaries	(3)
COMM	370	Oral Interpretation	(2)
COMM	374	Drama Production	(1-3)
		Drama electives (select from COMM 275, 279, 283, 379, 478, 479, 480)	<u>(1-3)</u>
			18

COURSE DESCRIPTIONS

American Sign Language (ASL)

- 101. ASL I 4 Hours**
Introduces ASL and the Deaf Community; focuses on frequently used signs through a functional-notional approach and discusses cultural features of the Deaf Community. Six hours, out-of-class visits to d/Deaf community events. Two-hour lab required weekly.
- 111. ASL II 4 Hours**
Emphasizes further development of receptive and expressive skills. Advanced beginning ASL interpersonal communication skills will be continued through a functional-notional approach. Ten hours, out-of-class visits to d/Deaf community events. Two-hour lab required weekly.
Prerequisite: ASL 101.
- 201. ASL III 4 Hours**
Increases vocabulary building; videotapes students' presentations; designates readings pertinent to Deaf people and their culture. Fifteen hours out-of-class visits to d/Deaf community events. Two-hour lab required weekly. ASL 204 must be taken concurrently.
Prerequisite: ASL 111.
- 204. Idioms & ASL Expressions 4 Hours**
Studies and applies ASL idiomatic expressions and colloquialisms; compares and applies frequently used English idioms to ASL. ASL 201 must be taken concurrently.
Prerequisite: ASL 111.
- 208. American Deaf Culture 3 Hours**
Covers the status of Deaf people as both a linguistic and cultural minority group. Topics include: cultural models, linguistic descriptions of ASL, educational and bilingual issues, literature and the arts, political and social issues. Deaf culture retreat required.
Prerequisite: ASL 111 or with permission.
- 211. ASL IV 4 Hours**
Furthers intermediate-level study of ASL with an emphasis on conversation. Twenty hours, out-of-class visits to d/Deaf community events. Two-hour lab required weekly.
Prerequisites: ASL 201 and 204.

- 214. Advanced Fingerspelling & Numbers 2 Hours**
Provides concentrated instruction and practice in fingerspelling and numbers used in ASL. Assists the student in acquiring fluent fingerspelling ability through the use of receptive and expressive drills. Examines cardinal and ordinal numbers as well as number incorporation and unique systems.
Prerequisite: ASL 201.
- 260. Independent Study 1-2 Hours**
For American Sign Language major only. A study of a new topic or approach to American Sign Language relative to the student's interest. Taken by permission of faculty only.
- 360. Seminar Topics 1-2 Hours**
Each seminar focuses on a different topic selected to gain knowledge and expansion in ASL and/or Interpreting skills.

Interpreting (INT)

- 301. ASL/English Interpreting I 4 Hours**
Introduces theory and skills of the interpreting process. Examines the role and necessary skills of the interpreter in various settings. Begins ASL/English interpreting drills. Lab required.
Prerequisites: Testing competency or completion of course work for A.A. degree in ASL with cumulative G.P.A. of 2.5 and program chair's approval.
- 302. ASL/English Interpreting II 4 Hours**
Provides extensive practice utilizing videotapes and audiotapes for ASL/English interpreting. Lab required.
Prerequisite: Tested competency or completion of course work for A.A. degree in ASL, INT 301.
- 309. Survey of ASL Literature 2 Hours**
Views and discusses various genres of ASL literature. Videotape and reading selections are representative of fiction, nonfiction, poetry and drama related to everyday lives of Deaf people.
Prerequisite: ASL 211.
- 311. Linguistics of ASL 3 Hours**
Investigates and justifies through linguistics the major grammar rules of American Sign Language. Studies specific aspects of phonology, morphology, syntax and semantics.

- Prerequisites:** ASL 211, ENGL 304.
- 401. ASL/English Interpreting III 4 Hours**
Introduces deaf/blind interpreting, oral interpreting and interpreting in specialized settings. Requires out-of-class observation assignments of working interpreters. Lab required.
Prerequisite: INT 302.
- 402. ASL/English Interpreting IV 4 Hours**
Continues work toward increased speed and accuracy in ASL/English interpreting. Out-of-class observation assignments of working interpreters will be required. Class offered first five weeks of semester.
Prerequisites: INT 401 and INT 402, taken the written test for national certification from the Registry of Interpreters for the Deaf.
- 406. Specialized Vocabularies for Interpreters 3 Hours**
Examines and develops the vocabulary necessary for interpreting in various settings: educational, medical, occupational, legal, religion, social services, etc.
Prerequisite: INT 302 or with permission of director.
- 412. Interpreter Certification/Evaluation 1 Hour**
Studies various Quality Assurance/State Licensure assessments established across the United States. Preparation for national certification from the Registry of Interpreters for the Deaf.
Prerequisite: INT 302 or with permission of director.
- 418. Job Market Analysis in Interpreting 2 Hours**
Involves developing a portfolio as well as researching and preparing the essential skills for the business of interpreting: business cards, résumé, interview process, marketing, etc. Course is predominately an independent study through video correspondence.
Prerequisite: INT 302.
- 420. Interpreting: Code of Ethics 2 Hours**
Provides extensive training through the use of role playing by incorporating knowledge of the interpreter's Code of Ethics within a variety of situations.
Prerequisites: INT 302 or permission of director.
- 450. Interpreting Practicum 8 Hours**
Provides supervised interpreting experiences through placement in various settings. Class offered last ten weeks of semester.
Prerequisites: INT 402; completion of general and major course work; and program chair's approval.
- 460. Independent Study 1-4 Hours**
For Interpreting major only. A research project under the supervision of the faculty that does not duplicate study in any other course. May be repeated for credit. Taken by permission of faculty only.

Communication (COMM)

- 171. Speech Communication 3 Hours**
Theory and practice of speech communication, particularly the process of speech preparation and delivery. The course also gives attention to small-group and interpersonal communication techniques. It includes some emphasis on logical thinking, conflict resolution and media impact.
- 173. Basic Acting 2 Hours**
A study of basic acting techniques. The course deals with role analysis, character development and the role training of the body and voice for dramatic purposes. It also includes both monologue and ensemble performance work.
- 174. Drama Production I 1-3 Hours**
See description for COMM 374. May be repeated. See course description for COMM 374. May be repeated.
- 250. Portfolio Preparation 1 Hour**
Introduction to the need for professional portfolios. Various types of samples are presented, and students set goals related to their individual course plans for the creation of an acceptable portfolio by the time of graduation. Students pursuing the Drama track, the Drama major, or the Drama minor and emphasizing technical professions will prepare a portfolio; for an acting emphasis, substitute an elective in consultation with the advisor. Cross listed with ENG 250.
- 251. Introduction to Public Relations 3 Hours**
The history of public relations, its development into an industry, and theoretical basis supporting the field. The student examines the process, including research, planning and evaluation; the various publics; and aspects of the practice of public relations in various settings.

LANGUAGE & LITERATURE

- 269. Introduction to Theater 3 Hours**
- 270. Introduction to Musical Theater 3 Hours**
- 271. Religious Drama 2 Hours**
A study of the relationship of drama to the program of the church and the techniques necessary for producing such drama. The course includes an examination and analysis of dramatic literature available and suitable for chancel performance. (Offered spring 2002.)
- 272. Introduction to Interpersonal Communication 3 Hours**
Principles of effective communication in dyads (two persons) and small groups. The course focuses on developing skills of effective communication, valuing others in a Christlike way by establishing and maintaining a positive communication climate and managing conflict in a positive manner.
- 273. Projects in Public Speaking 2 Hours**
The study of the development and presentation of an effective speech, argument or sermon, with an emphasis on specific verbal skills. The student also participates in planning and presenting speeches in group settings, such as symposiums and problem-solving groups.
Prerequisite: COMM 171.
- 274. Stagecraft 3 Hours**
Deals with the main aspects of dramatic production. Includes work in scene design, lighting, set construction, scene painting, prop organization, makeup techniques, costume organization and stage managing.
- 275. Broadcast Media Writing 3 Hours**
Development and enhancement of the skills and creativity necessary for writing in the broadcast field, including radio, television, video and film. Students learn the basic requirements and conventions of each medium by writing a variety of scripts. The course goals may also accommodate students interested in playwriting.
- 276. Introduction to Advertising 3 Hours**
Cost-effective strategies in advertising, including studies in demographics, manipulation, media-packaging and promotional ethics. Skills are developed in direct-mailing, telephone campaigns, mediathons, print and media copywriting and design. Identical to BADM 424. (Offered spring term.)
- 278. Radio & TV Announcing 2 Hours**
Development of an acceptable but individual style of announcing. Skills include announcing news, commercials, weather, continuity and music.
- 279. Advanced Acting 3 Hours**
Advanced acting techniques in both comedy and drama. Heavy emphasis is placed on scene work and dramatic interaction.
Prerequisite: COMM 173 or permission of the instructor.
- 280. Radio & TV History & Theory 3 Hours**
Introduction to the electronic broadcast media. This study examines the use and management of radio energy, broadcasting's origin and growth, economics, social control and influence.
- 281. Radio & TV Production 3 Hours**
Broadcast production, its problems and possibilities. In-depth study of expanding broadcast potentialities, such as UHTV and cable television in the private and public sectors. Students produce, individually or in groups, samples suitable for their professional portfolio.
- 282. Radio Laboratory 1 Hour**
Radio experience by fulfilling a board shift on the campus radio station. Students are introduced to radio formats and programming and are required to follow station policy. Other broadcast responsibilities may include copywriting, radio production and creation of special programming. May be repeated for credit. See specific program for maximum number of hours. COMM 278 recommended, but not required.
- 283. Drama Ensemble 1-2 Hours**
Credit for participation in a Bethel-based dramatic ensemble such as the Genesisians. Approval from the drama department is necessary. May be repeated for credit. See specific major or minor for maximum hours.
- 284. Special Topics in Theatre .5 Hours Each**
Eight-week classes provide detailed study of specific skill areas and techniques commonly used and vital to further practice and study in theatre. Some topics require two sections to provide sufficient exposure to and experience with a specific technique.

Stage Management

The course provides the guidelines, procedures and ethics established and practiced by professional stage managers.

Makeup 1

The first part of the course offers the presentation of basic stage makeup techniques.

Makeup 2

The second part of the course provides greater detail in the creation of stage makeup special effects for aging, prosthetics, injuries and hair.

Scene Painting 1

The course introduces the basic techniques used in the creation of painted scenery. Upon mastery of these techniques the students will have the skill to create stone, brick and wood textures.

Scene Painting 2

The course focuses on creating more textures and finishes with paint—these being paneled wood, foliage, marble and drapery.

Scene Design: Perspective and Color Rendering Techniques

Students learn and practice drop-point perspective and various drawing and painting techniques used in communicating design ideas with directors and members of a production design team.

Scene Design: Model-making Techniques

Students will create a three-dimensional scale model of a scenic design. The different presentation techniques and materials presented provide varied means of communicating the intentions of the designer.

Playwriting 1**Playwriting 2****Props Construction**

Students discover and put into practice the various techniques and skills used in property design and construction: including mold making, casting and sculpting. The importance of problem-solving, historical accuracy, durability and functionality will be stressed.

Props: Furniture Upholstery

Different upholstery techniques will be studied and put into practice. These vary from creating simple throws to a complete reupholstering of a piece of furniture.

Computer Assisted Drafting for the Theatre 1

This course presents the basics of computer assisted drafting. The first section instructs and presents the processes involved in two-dimensional drafting techniques.

Computer Assisted Drafting for the Theatre 2

The course expands on the material presented in the first section and moves into three dimensional design and practice.

Mask-making

Students discover and put into practice the various techniques and skills used in the design and creation of masks. The course focuses on the importance of capturing the essence of a character and choosing the appropriate medium for creation of a mask.

Sound Design 1

Students become familiar with the basic equipment used in the creation of a sound design. This equipment includes, but is not limited to, microphones, mixing boards, amplifiers, effect units, speakers, mini disc and CD recorders and players.

Sound Design 2

Students practice using the equipment presented in Sound Design 1 to create a design for a production, either realized or theoretical. The design includes effects recording and creation, playback, and vocal manipulation and reinforcement.

370. Oral Interpretation 2 Hours

A study designed to develop the art of interpreting through oral presentation, various forms of literature. The student learns to interpret and analyze prose, poetry and drama for the author's intent and to convey that to the audience through oral expression. (Offered spring 2002.)

Prerequisite: COMM 171.

371. Mass Media & Society: Secular & Christian Perspectives 3 Hours

History and development of the major mass media into today's communication industries and media support systems. Consideration also is given to the impact and consequence of mass communication on society from Christian and secular viewpoints, and the responsibilities

and influences of Christians in media professions. (Offered spring 2002.)

- 373. Directing 3 Hours**
A study of the basic principles and techniques of directing plays. It covers play analysis, blocking, methods of achieving character development, the rehearsal process and the supervision of producing a play.
- 374. Drama Production II 1-3 Hours**
Experience in the technical work of stagecraft. The course includes planning and participation in the production of a major play. The focus may be on lights, props, makeup, costumes, set construction or stage managing.
Prerequisite: COMM 174.
- 375. Persuasion 3 Hours**
The study of the processes of attitude change and the characteristics of persuasive messages and sources. Topics include ethics, theories of persuasion, and techniques of persuasion, including print, speech and persuasive campaigns.
- 378. Theater History I 2 Hours**
A study of theater history beginning with the Greeks and continuing with Roman drama, medieval and Renaissance theater. It discusses main dramatic developments and major plays and playwrights.
- 379. Scene & Lighting Design 3 Hours**
The basic principles of scene and lighting design for both realistic and nonrealistic plays. Students examine not only the conventional box set, but also fragmentary scenery and the use of nonconventional materials in set construction. Appropriate lighting designs for different types of plays are examined. (Offered fall 2001.)
- 450. Portfolio Completion 1 Hour**
Completion of a portfolio of samples of professional quality. The completed samples must represent both depth and breadth of experience and skill. Portfolios by communications majors must be approved by department faculty to complete graduation requirements of the communications major. Students pursuing the Drama track, the Drama major, or the Drama minor and emphasizing technical professions will complete a portfolio; for an acting emphasis, substitute an elective in consultation with the advisor.
- 460. Communication Theory 3 Hours**
An exploration of the process of theory building in the field of communication. The student will examine the ways in which theory is generated and a number of examples of theory building at work. Theory-building exercises will be employed in the class, including consideration of theories of communication from a Christian perspective. (Offered fall 2001.)
- 461. Broadcast Operations & Management 3-4 Hours**
Principles and procedures underlying the four main areas of running a broadcast facility: programming, operations, business and management. Additional credit, if desired, can be earned with the optional fourth hour of credit for in-depth study in a specialized area, such as programming, sales, advertising and promotion, engineering and automation or regulation and control.
Prerequisite: COMM 280.
- 474. Independent Study in Communication 1-2 Hours**
Private study in areas of communication not specifically addressed in existing courses. Majors or minors in communication may select areas of interest for private study. Signed permission of the instructor, before registration, is required. May be repeated for credit.
- 476. Fieldwork in Communication 3-4 Hours**
Work experience at a local business in the communications industry. Under faculty supervision, the student may work at a broadcast station or public relation/advertising firm. The student maintains a log of tasks performed and works approximately 35-40 hours per hour of credit.
Prerequisites: Senior standing and permission of the instructor.
- 478. Theater History II 2 Hours**
Examines the development of the theater from the Renaissance to the present. Students may explore major dramatists and plays and major developments in theatrical conventions.
- 479. Costume History & Design 3 Hours**
The history of costume for the stage and the basic elements of costume design and construction.

- 480. Advanced Directing 3 Hours**
Advanced directing techniques for the experienced student. For the major project the student will select, cast, direct and produce either a one-act or a full length play.
Prerequisite: Permission of the instructor.

English (ENGL)

- 090. Written Communication I 3 Hours**
This course is designed to strengthen basic writing skills, including those of grammar, mechanics, punctuation and spelling. The writing of effective sentences, paragraphs, short themes and journals is also stressed. (Required for students whose SAT scores are below 450 or ACT scores below 17.) Credit hours do not count towards graduation.

- 095. Reading Dynamics 2 Hours**
This course stresses various reading strategies which will prepare the student to read and comprehend college-level texts successfully. Attention is given to vocabulary building, study techniques, reading speed and comprehension. (Required for students whose scores on the Nelson-Denny Reading Test fall below the satisfactory level.) Students must pass both the course work and the Nelson-Denny Reading Test to pass.

- 101. Written Communication II 3 Hours**
This course is designed to develop critical skills in reading, writing and research, including expressive, informative and persuasive writing. A short research paper is required. A grade of "C-" or higher is required to pass the course.
Prerequisite: ENGL 090 and 095, or proficiency.

- 102. Written Communication III 3 Hours**
This course provides further practice in the process of writing, with emphasis on analysis and evaluation of written texts. A major research paper on a topic in the humanities is required. A minimum grade of "C" (not "C-") on the major research paper is mandatory to pass the course.
Prerequisite: ENGL 101.

- 243. Grammatically Correct Writing 3 Hours**
Writing to gain mastery over the "grammatical Goliaths" that threaten self-confi-

dent expression, students enjoy an intensive review of the fundamentals.

- 250. Portfolio Preparation 1 Hour**
The process and product requirements for a successful portfolio form the basis of this instruction. Cross listed with COMM 250.

- 301. Standard English Grammar 3 Hours**
The practice and theory of standard English grammar, as well as methods to learn and teach grammar, form the instructional content of this course.

- 303. Creative Writing 3 Hours**
Advanced writing at the 300 and 400 levels to accommodate students who want to develop their creative abilities in writing. Research paper and other essays required.
Prerequisites: ENGL 102 and 200 level survey of literature course.

- 304. Introductory Linguistics 3 Hours**
This course emphasizes language structure, including phonetics (the sounds of language), phonology (the sound systems of language), morphology and lexicon (structured meanings in words) morphemes (units of meaning), syntax and semantics.

- 401. History of the English Language 3-4 Hours**
An outline history of the English language, tracing the origin of our language back to its earliest beginnings with its relation to the Indo-European family. Includes a technical study of etymology.
Prerequisite: ENGL 102.

- 450. Portfolio Completion 1 Hour**
Completion of a portfolio of samples of professional quality. The completed samples must represent both depth and breadth of experience and skill. Portfolios by English or English education majors must be approved by department faculty to complete graduation requirements of the English or English education major.

- 465. Writing Practicum 3 Hours**
Students experience work internships in writing to expand their horizons, strengthen their experience and enhance their skills.

French (FREN)

- 131. Elementary French I 3 Hours**

132. Elementary French II **3 Hours**
A beginning course consisting of pronunciation, grammar, composition, conversation and readings from graded texts. For beginning French students and those with less than two units of high school French.

231. Intermediate French I **3 Hours**

232. Intermediate French II **3 Hours**
This course aids in the understanding of more advanced French grammar, vocabulary and composition. It includes extensive reading in selected French texts.

331. French Composition & Conversation **3 Hours**

The goal of this course is to develop in the student a command of the language's resources so that he/she may express himself/herself, whether orally or in writing, with a degree of accuracy, spontaneity and sophistication that marks a notable advance beyond the level attained in FREN 231 and 232. The time is to be equally divided between written composition and conversation.

Prerequisite: FREN 231 and 232, or its equivalent.

332. Survey of French Literature I **3 Hours**

A study of selected works by selected French authors of the 19th and 20th centuries. The writers to be studied through their works are, in the 19th century, Chateaubriand, Musset, Hugo, Balzac, Stendhal, Flaubert, Baudelaire and Zola; in the 20th century, Claudel, Gide, Proust, Camus, Sartre and Beckett. Background material will give some attention also to additional writers. To be conducted primarily in French.

Prerequisite: FREN 331 or its equivalent.

333. Survey of French Literature II **3 Hours**

A study of selected works by selected French authors of the Middle Ages, the Renaissance, the 17th and 18th centuries. The main emphasis will be on writers of the 17th century. Authors to be studied through their works are Villon, Rabelais, Montaigne, Corneille, Racine, Moliere, Pascal, LaFontaine, Voltaire and Rousseau. To be conducted primarily in French.

Prerequisite: FREN 331 or its equivalent. It is recommended that FREN 332 be taken before FREN 333.

431. Seminar in French Literature **3 Hours**

The study in depth of a genre, period or author falling within the history of French literature from 1600 to 1970.

Prerequisites: FREN 331, 332, 333 or their equivalents.

German (GER)

141. Elementary German I **3 Hours**

142. Elementary German II **3 Hours**

A beginning course consisting of pronunciation, essentials of grammar, composition, conversation and readings from graded texts. For beginning German students and those with less than two units of high school German. (Offered 2002-2003.)

Greek (GRK)

Offered through the Division of Religion and Philosophy. Greek courses and descriptions are presented in that section.

Hebrew (HEB)

Offered through the Division of Religion and Philosophy. Hebrew courses and descriptions are presented in that section.

Journalism (JRNL)

211. Basic News Writing **3 Hours**

An introduction to the principles and techniques of print news writing, including newsworthiness, interviewing skills, copy editing, writing to editorial assignment and editorials. The student is trained in journalistic, objective writing and is required to write and self-edit in limited time situations.

Prerequisites: ENGL 101 and WRIT 121.

213. Layout & Design **3 Hours**

An analysis of newspaper and magazine layout, and an in-depth study of the psychology and design of journalistic advertising. The student also is introduced to the tools of layout, including creating layouts to meet a variety of requirements for both newspapers and magazines.

216. Newspaper Laboratory **1-2 Hours**

Production of the school newspaper,

The Bethel Beacon. Students participate in planning and writing, editing, layout and design, typography, photography and printing. May be repeated for credit. See specific program for maximum number of credit hours.

Prerequisite: JRNL 211 or permission of the instructor.

218. Photography 3 Hours

An introduction to the basic elements of journalistic photography, including camera operation, composition, developing and printing.

219. Yearbook Laboratory 1-2 Hours

Production of the school yearbook, *The Helm*. Experiences may include theme development, creating and following a production schedule, writing, editing photography, layout and design and typography. May be repeated for credit. See specific program for maximum number of credit hours.

228. Photojournalism 1 Hour

Students will learn and practice basic principles of photojournalism and will be given specific assignments from the student media, for which they must meet publication deadlines. Students will be responsible for planning, arranging, shooting and developing or downloading their photos. They will further learn how to choose, crop and place photos into a publication. The course must be taken concurrently with JRNL 218: Photography.

301. Editing 3 Hours

Revising or rewriting manuscripts to satisfy editorial needs according to the manuscript's purposes and intended audience. Specific attention is given to polishing and shaping, accuracy and readability. Some journalistic needs are also considered, such as copy fitting, type selection, writing heads and cutlines.

Prerequisites: WRIT 121 and JRNL 211 or JRNL 2/421.

414. Fieldwork in Journalism 3-4 Hours

Observation and practical experience at a local newspaper, advertising or public relations firm, or other media outlet. The student spends a minimum of eight weeks; work assignment and supervision are directed by the journalism instructor.

Prerequisite: Permission of the instructor.

415. Independent Study in Journalism 1-2 Hours

For journalism majors and minors. A research project under the supervision of the journalism instructor that does not duplicate study in any other course.

Prerequisite: Permission of the instructor.

221/421. Features & Nonfiction Writing 3 Hours

Emphasis on nonfiction writing for magazines and other types of publication. The student develops various types of features to suit specific audiences and needs. The student also examines various critical methods and applies these through writing, such as critiques of literature, plays, movies. (May be taken at the 200 level for A.A. degree only.)

Prerequisites: ENGL 101 and WRIT 121.

Literature (LIT)

221. American Literature I 3 Hours

This course traces the development of American literature from seventeenth-century British literary traditions, through the rise of a national literature and the American Renaissance, to the end of the War Between the States. Attention is given to literature of Native Americans, women and writers of various cultural backgrounds, and to religious journals and genres. Research paper and other essays required.

Prerequisite: ENGL 102.

222. American Literature II 3 Hours

This course continues the development of American literature from the post-Civil War era through Realism, Modernism, into Post-Modernism. Special attention is given to southern and western writers, and to writers of various cultural backgrounds and women writers. Research paper and other essays required.

Prerequisite: ENGL 102.

231. British Literature I 3 Hours

This course covers a broad survey of selected works of English literature, from Old English (c. 550 A.D.) to the rise of Neoclassicism (c. 1700 A.D.). Research paper and other essays required.

Prerequisite: ENGL 102.

232. British Literature II 3 Hours

This course covers a broad survey of

selected works of English literature from 1700 through the present and includes Neoclassicism, Romanticism, Modernism and touches upon Post-Modernism. Research paper and other essays required.

Prerequisite: ENGL 102.

325. Shakespeare & His

Contemporaries **3 Hours**
This course considers the dramatic works of Shakespeare in the context of the Elizabethan-Jacobean theater, and studies works of his competitors (especially Marlowe and Jonson). Emphasis is given to teaching these works through student performance as promoted by the Folger Summer Workshops. Students will read selected plays, act out scenes, learn dramatic conventions, complete a research project, view videos and attend a stage production.

Prerequisite: ENGL 102.

326. Literature in the British Isles **3 Hours**

Study on location in England, Scotland, Ireland and/or Wales. Permission of the instructor required prior to travel.

327. World Literature **3 Hours**

This course, a broad survey of Asian, African, Latin American and Western literature, considers works from the "Hymn of Aten" to the present. Research paper and other essays required.

Prerequisite: ENGL 102.

328. Survey of Christian Literature **3 Hours**

This course includes readings from the great religious works from the second century A.D. to the present, such as Augustine's *Confessions*, Luther's commentaries, Bunyan's allegory, Wesley's sermons and journals, the works of Bonhoeffer, Merton, King, Buechner and others. Research paper and other essays required.

Prerequisites: ENGL 102.

351. Multicultural Literature **3 Hours**

In-depth study and criticism of various literature of cultures and ethnic groups throughout the world and in America. Research paper and other essays required.

Prerequisite: ENGL 102.

361-

365. Literary Genres **3 Hours**

Course descriptions will vary from professor to professor, but research writing

and creative writing serve as learning experiences in each course.

361. Short Story **3 Hours**

A historical and critical study of fictional narrative through analysis of representative works from classical fable to modern short stories. Authors and texts will be chosen by the professor. Research paper and other essays required.

Prerequisite: ENGL 102.

362. Novel **3 Hours**

A study of the rise of the genre in 18th-century England, through its flowering in the 19th century and its entry into the 20th century. Various types will be included as well as a look at the novelists' aesthetic. Authors and texts will be chosen by the professor. Research paper and other essays required.

Prerequisite: ENGL 102 and 200 level survey of literature course.

363. Drama **3 Hours**

A historical and critical study of the development of drama and dramatic conventions from Greek drama through modern drama. Authors and texts will be chosen by the professor. Research paper and other essays required.

Prerequisites: ENGL 102.

364. Poetry **3 Hours**

A study of poetic composition from both historical and critical perspectives, covering the three major types of poetry: epic, lyric and dramatic. Authors and texts will be chosen by the professor. Research paper and other essays required.

Prerequisites: ENGL 102.

365. Nonfiction **3 Hours**

A study of the genres of essay, biography and autobiography, from both historical and critical perspectives, emphasizing those works recognized as having literary features. Research paper and other essays required.

Prerequisites: ENGL 102.

371. Advanced Composition: Theory & Practice **3 Hours**

This course emphasizes recent research and theories about writing and researching writing, including research writing in the classroom. Research paper and other essays required. (Offered fall 2001.)

Prerequisites: ENGL 102.

- 372. Literary Criticism & Theory 3 Hours**
This course introduces students to major terms and theories of criticism, especially contemporary methodologies, such as structuralism, post-structuralism, New Historicism, feminism, deconstructionism and other critical approaches. Research paper and other essays required. (Offered spring 2002.)
Prerequisites: ENGL 102 and 200 level survey of literature course.
- 420-427. Periods & Movements 3 Hours**
Course descriptions will vary from professor to professor, but writing will serve as a major part of each course.
- 420. Medieval Literature 3 Hours**
An intensive examination of major authors and works of English literature before 1500, including Beowulf, the Pearl poet and Chaucer. Research paper and other essays required. (Offered spring 2002.)
Prerequisites: ENGL 102 and 200 level survey of literature course.
- 421. Seminar in Literature 3 Hours**
Course content will vary, but the seminar approach remains the mode of instruction. Research paper and other essays required.
Prerequisites: ENGL 102 and 200 level survey of literature course.
- 422. Renaissance Literature 3 Hours**
An intensive study of major authors and works of English literature from 1500 to 1660, including Spenser, Donne and Milton. Interpretation of individual works of prose, poetry and drama is accompanied by study of historical, philosophical and religious contexts. Research paper and other essays required.
Prerequisites: ENGL 102 and 200 level survey of literature course.
- 423. Neoclassical Literature 3 Hours**
An intensive examination of major authors and works of English and American literature from 1660 to 1800. Works emphasized will be from such authors as Bunyan, Defoe, Swift, Johnson, Pope, Dryden, Edwards and Franklin. Research paper and other essays required. (Offered spring 2002.)
Prerequisites: ENGL 102 and 200 level survey of literature course.
- 424. Independent Study 1-2 Hours**
- 425. Romanticism 3 Hours**
An intensive examination of the common orientation, as well as the unique contributions of those 18th- and 19th-century writers labeled Romantic, such as Blake, Burns, Scott, Wordsworth, Shelly, Byron, Keats, Poe, Cooper, Emerson and Hawthorne. Research paper and other essays required.
Prerequisites: ENGL 102 and 200 level survey of literature course.
- 426. Realism 3 Hours**
An intensive examination of the works of those 19th- and 20th-century writers in England and America labeled realistic and naturalistic, such as George Eliot, Mark Twain, Henry James, Stephen Crane and Ernest Hemingway. Research paper and other essays required.
Prerequisites: ENGL 102 and 200 level survey of literature course.
- 427. Contemporary Literature 3 Hours**
An intensive examination of recent works and authors which have received acclaim, influenced the literary world, or shown great promise as works of art. Will pay particular attention to works which have recently won a Pulitzer prize in literature. Research paper and other essays required.
Prerequisites: ENGL 102 and 200 level survey of literature course.

Spanish (SPAN)

- 161. Elementary Spanish I 3 Hours**
- 162. Elementary Spanish II 3 Hours**
A beginning course consisting of pronunciation, essentials of grammar, composition, conversation and readings from graded texts. For beginning Spanish students and those with less than two units of high school Spanish.
- 163. Spanish in Mexico 3 Hours**
This course combines intensive study of the Spanish language, with total immersion in Spanish culture. Students with no previous knowledge of Spanish emphasize conversation and the acquisition of a working vocabulary in Spanish. Those with some knowledge of Spanish emphasize grammar, conversation and composition in Spanish. Advanced students emphasize sentence structure and patterns, in addition to grammar, conver-

sation and composition in Spanish. May be repeated for credit.

261. **Intermediate Spanish I** 3 Hours
262. **Intermediate Spanish II** 3 Hours
This course aids in the understanding of more advanced Spanish grammar, vocabulary and composition. It includes extensive reading in selected Spanish texts.
361. **Spanish Conversation & Composition** 3 Hours
Intensive practice in the spoken and written language. Correct, idiomatic and effective writing in Spanish, and systematic and intensive Spanish oral practice. Topics are assigned for individual presentation and group discussion.
362. **Survey of Latin American Literature** 3 Hours
Spanish American literature from the colonial period to contemporary works and writers. Selected readings from representative authors such as Sor Juana de la Cruz, Borges and Quiroga.
363. **Survey of Spanish Literature** 3 Hours
Introduction to the principal authors and works of Spanish literature from *El Cid* to modern times. Selected readings from important authors such as Cervantes, Unamuno and Azorin. A survey course which includes the reading of selected works representative of the various periods.
461. **Seminar in Hispanic American Literature** 3 Hours
A detailed study in depth of a genre, period or author of Spanish American literature.

Writing (WRIT)

110. **The Writing Profession** 3 Hours
Writers in this course learn how to develop ideas, identify target audiences and their needs, rewrite and edit drafts, meet publication standards, submit manuscripts and work with editors. This course introduces writers to various careers of the profession, in freelancing, ghosting and publishing. Since the competition to enter this field remains competitive, writers learn how to use their current work situations to “break into” the writing profession.
131. **Business & Technical**

Writing 3 Hours
Business and technical writing is important to different fields and professions: managers, statisticians, engineers, scientists, medical and other professionals write reports, letters and manuals. This course teaches writers how to state problems, analyze audiences, appropriate formats, organize materials, select styles, design and edit business and technical writings.

Prerequisite: ENGL 101.

210. **Marketing a Manuscript** 3 Hours
Getting your manuscript published means demographically targeting your audience, meeting publishing standards, making copyrights and legal contacts, and promoting your work. This course teaches you how to get your work into print, and then how to promote it.
Prerequisite: WRIT 110 or permission of the instructor.
221. **Writing Modes & Models** 2-3 Hours
Writers work with various types of writings: short stories, novels, documentaries, interviews, essays, sermons and reviews represent some of these modes (types, or genre). Each type has its standards and conventions, as well as exemplary works. Writers in this course explore a variety of written modes and models, and develop several different works of their own.
223. **Media Writing** 3 Hours
Writing for radio, television or film requires knowledge of these different media, as well as different skills and talents. Writers in this course learn the basic requirements and conventions of each medium by writing a variety of scripts.
234. **Persuasive Writing Strategies** 3 Hours
Writers learn how to research, construct and present persuasive pieces, such as speeches, public statements, marketing plans and promotional copy.
241. **Writing for the Religious Market** 3 Hours
Religious publications want short stories and instructional materials, and they want them full of adventure—not advice. Discover what religious publications are avoiding, what they’re looking for, and what they’re buying! Learn how to target your slice of the religious market, and then how to meet its general and special writing needs. This course teaches you

how to get your writing published in this specialty market.

- 251. Independent Study:**
Writing **1-3 Hours**



DIVISION *of* MATHEMATICS & COMPUTER SCIENCE

DR. WELLER, Chairperson
DR. ARANA
MR. SCHWING

DR. TALBERT
DR. VLACH

Computer Information Systems
Computer Science, A.A.
Engineering

Mathematics
Mathematics/Computer Science
Mathematics Education

MATHEMATICS & COMPUTER SCIENCE

MATHEMATICS & COMPUTER SCIENCE

Computational Physics

(Details & requirements for this major are in the Division of Natural Sciences, page 136.)

Computer Information Systems Major

			HOURS
General Studies			
ENGL	101	Written Communication II	3
ENGL	102	Written Communication	2
COMM	171	Speech Communication	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
MATH	111	Basic Probability & Statistics	3
MATH	124	Applied Calculus or Math 131	3
		Literature Elective	3
		History Elective	3
		Art/Drama/Music Elective	3
BIBL	215	Old Testament Literature	3
BIBL	216	New Testament Literature	3
THEO	110	Exploring the Christian Faith	3
PHYS	211	Electronics	4
		Research Methods, or Second Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55
Computer Core			
CPSC	121	Computer Programming I	3
CPSC	122	Computer Programming II	3
CPSC	221	Computer Programming III	3
CPSC	222	Computer Programming IV	3
CPSC	321	Systems Analysis	3
CPSC	322	Computer Systems	3
CPSC	323	Database	3
CPSC	331	Network Design & Implementation	3
CPSC	355	Information Systems I	3
CPSC	455	Information Systems II	3
CPSC	421	Senior Project/ Internship	3
MATH	321	Numerical Analysis, or	3
CPSC	411	Special Topics, or	(3)
CPSC	429	Independent Study	<u>(3)</u>
			36
Business Core			
ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics, or	3
ECON	330	Intermediate Microeconomics	(3)
BADM	286	Finite Math for Business	3
BADM	331	Operations Management	3
BADM	321	Principles of Management	<u>3</u>
			21
Electives needed to complete the degree			12

Computer Information Systems Minor

			HOURS
CPSC	121-122	Computer Programming I & II	6
CPSC	321	Systems Analysis	3
CPSC	355	Information Systems I	3
CPSC	455	Information Systems II	3
CPSC		Elective in Computer Science	<u>3</u>
			18

Computer Science Major A.A. Degree

General Studies

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
MATH	111	Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
PHIL	150	Logic & Critical Thinking	<u>2</u>
			25

Major

CPSC	121-122	Computer Programming I & II	6
CPSC	224-225	Computer Programming III & IV	6
CPSC	321	Systems Analysis	3
CPSC		Elective in Computer Science	6

Required Cognate

OADM	161	Basic Keyboarding, or Proficiency	2 (0)
Electives needed to complete the degree			14

**Engineering Major
Combination Program—B.S. in Math/Physics**

This program is offered through an agreement between Bethel College and the University of Notre Dame. The student completes three years of study at the college and two additional years in engineering at the university. At the end of one year of satisfactory study at the university, Bethel College awards a B.S. degree in mathematics/physics, and at the end of the second year, Notre Dame awards a B.S. degree in engineering. As part of Bethel College's requirements, each engineering student must maintain a 3.0 cumulative grade point average; earn a grade of at least "C" in all courses; and receive a favorable recommendation by the faculty of the Division of Mathematics and Computer Science and the Division of Natural Science. As with any cooperative agreement, the student must officially apply for admission to the University of Notre Dame as part of the transfer process. Students interested in majoring in engineering should contact the Office of Admissions and the divisional chairperson for further information regarding performance standards and available programs.

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology, or	3

MATHEMATICS & COMPUTER SCIENCE

			HOURS
SOC	151	Principles of Sociology	(3)
BIBL	216	New Testament Literature	3
		Economics/History Elective	3
FA	170	Perspectives in Fine Arts, or	3
LIT		Literature Elective	(3)
THEO	110	Exploring the Christian Faith	3
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	2
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	<u>1.5</u>
			35

Major

CHEM	163	General Chemistry I	4
CHEM	164	General Chemistry II	4
CPSC	121	Computer Programming I	3
MATH	131	Calculus I	3
MATH	132	Calculus II	4
MATH	231	Calculus III	3
MATH	232	Differential Equations	3
MATH	241	Linear Algebra	3
MATH	252	Mathematical Statistics	3
PHYS	121	General Physics I	4
PHYS	122	General Physics II	4
PHYS	211	Electronics	4
PHYS	301	Quantum Physics	<u>4</u>
			46

Plus **one** of the following two-course sequences:

PHYS	225	Statics	3
PHYS	226	Dynamics	3
CHEM	261	Organic Chemistry I	4
CHEM	262	Organic Chemistry II	4
CPSC	122	Computer Programming II	3
MATH	210	Discrete Mathematics	<u>3</u>
			6-8

Plus **two** of the following courses:

MATH	321	Numerical Analysis	3
MATH	341	Abstract Algebra I	3
MATH	342	Abstract Algebra II	(3)
MATH	361	Real Analysis I	(3)
MATH	362	Real Analysis II	(3)
PHYS	332	Waves & Optics	(4)
PHYS	344	Electricity & Magnetism	<u>(4)</u>
			6-8

Mathematics Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6

MATHEMATICS & COMPUTER SCIENCE

			HOURS
		History Elective	3
		Art/Drama/Music	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			48
Major			
MATH	131	Calculus I	3
MATH	132	Calculus II	4
MATH	231	Calculus III	3
MATH	232	Differential Equations	3
MATH	241	Linear Algebra	3
MATH	252	Mathematical Statistics	3
MATH	331	Modern Geometry	3
MATH	341	Abstract Algebra I	3
MATH	342	Abstract Algebra II	3
MATH	361	Real Analysis I	3
MATH	362	Real Analysis II	3
MATH	412	Topology	3
CPSC	121	Computer Programming I	3
CPSC	122	Computer Programming II	<u>3</u>
			43
Required Cognates:			
PHYS	121	General Physics I	4
PHYS	122	General Physics II	<u>4</u>
			8
Electives needed to complete the degree			25

Mathematics Minor

MATH	131	Calculus I	3
MATH	132	Calculus II	4
MATH	231	Calculus III	3
MATH	241	Linear Algebra	3
MATH	232	Differential Equations, or	3
MATH	252	Mathematical Statistics	(3)
MATH	331	Modern Geometry	3
MATH	341	Abstract Algebra I	3
MATH	361	Real Analysis I	<u>3</u>
			25

Mathematics/Computer Science Major

General Studies

ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
COMM	171	Speech Communication	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
		Literature	3
		History	3
		Art/Drama/Music	3
PHYS	121	General Physics I, or	4
NS	110	Environmental Science, or	(4)
BIOL	333	Biodiversity, or	(3)
CHEM	163	General Chemistry I	(4)
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature	3

MATHEMATICS & COMPUTER SCIENCE

			HOURS
BIBL	216	New Testament Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	<u>1.5</u>
			46
Computer Core			
CPSC	121	Computer Programming I	3
CPSC	122	Computer Programming II	3
CPSC	224	Computer Programming III	3
CPSC	225	Computer Programming IV	3
CPSC	321	Systems Analysis	3
CPSC	322	Computer Systems	3
CPSC	421	Senior Project/Internship	<u>3</u>
			21
Plus six hours from the following:			6
CPSC	323	Database	(3)
CPSC	331	Networks	(3)
CPSC	411	Special Topics	(3)
CPSC	429	Independent Study	(1-4)
BADM	331	Operations Management	(3)
Mathematics Core			
MATH	131	Calculus I	3
MATH	132	Calculus II	4
MATH	231	Calculus III	3
MATH	232	Differential Equations	3
MATH	241	Linear Algebra	3
MATH	252	Mathematical Statistics	3
MATH	321	Numerical Analysis	3
MATH	341/342	Abstract Algebra, or	6
MATH	361/362	Real Analysis	<u>(6)</u>
			28
Required Cognate:			
PHYS	211	Electronics	4
Electives needed to complete the degree			19

Mathematics Education Major

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
THEO	110	Exploring the Christian Faith	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST		History Elective	3
LIT		Literature	3
FA	170	Perspectives in Fine Arts	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1

MATHEMATICS & COMPUTER SCIENCE

			HOURS
PHED	112-136	Physical Education Activities	<u>1.5</u>
			48
Major			
MATH	131	Calculus I	3
MATH	132	Calculus II	4
MATH	231	Calculus III	3
MATH	232	Differential Equations	3
MATH	241	Linear Algebra	3
MATH	252	Mathematical Statistics	3
MATH	331	Modern Geometry	3
MATH	341	Abstract Algebra I	3
MATH	342	Abstract Algebra II	3
MATH	361	Real Analysis I	3
MATH	362	Real Analysis II	3
CPSC	121	Computer Programming I	3
PHYS	121	General Physics I	<u>4</u>
			41
Professional Education			
EDUC	102	Foundations of Education	3
EDUC	204	Diversity in the Classroom	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	285	Adolescent Growth & Development	2
SCED	446	Specific Methods in Math	2
SCED	448	Developmental Reading	3
SCED	449	Student Teaching	8
EDUC	441	Student Teaching Seminar	<u>0-2</u>
			27-29

See TEACHER EDUCATION (page 56) for program admission and other information.

Mathematics Education Minor

MATH	131	Calculus I	3
MATH	132	Calculus II	4
MATH	231	Calculus III	3
MATH	241	Linear Algebra	3
MATH	232	Differential Equations, or	3
MATH	252	Mathematical Statistics	(3)
MATH	331	Modern Geometry	3
MATH	341	Abstract Algebra I	3
SCED	446	Specific Methods in Mathematics	<u>2</u>
			24

Computer Science (CPSC)

- 120. Introduction to Computers & Data Processing** **3 Hours**
An introduction to computers and data processing history, computer architecture, impact of the computer on society and Visual Basic programming. Emphasis is on the terminology associated with computing and a computer language.
- 121. Computer Programming I** **3 Hours**
An introduction to Computer Science and programming using a high level, object oriented, GUI based language. Emphasis is on the use of problem solving methods, algorithm development, code design, documentation, debugging, and elementary data and control structures.
Prerequisite: MATH 102 or permission of instructor.
- 122. Computer Programming II** **3 Hours**
Continuation of CPSC 121, with emphasis on data structures, pointers, objects, arithmetic and logical expressions, iterations, arrays, sorting and searching techniques and group programming.
Prerequisite: CPSC 121.
- 224. Computer Programming II** **3 Hours**
Continuation of CPSC 122 with emphasis on economy and efficiency of code and data structure design.
Prerequisite: CPSC 122.
- 225. Computer Programming IV** **3 Hours**
Continuation of CPSC 224.
Prerequisite: CPSC 224.
- 321. Systems Analysis** **3 Hours**
Structured systems analysis and the development cycle, data flow diagrams, data dictionaries, decision trees and tables, query handling, structured design, with an emphasis on case studies.
Prerequisite: CPSC 122.
- 322. Computer Systems** **3 Hours**
Survey of hardware and systems software, with a brief introduction to logic circuits and Boolean algebra, basic computer structure, addressing methods, machine program sequencing, process and memory management.
Prerequisites: CPSC 224, PHYS 211.
- 323. Database** **3 Hours**
An introduction to the design, implementation and management of database systems. Database structures: a review of file properties, data structures, representation relationships through trees, networks and record pointers. Database modeling: logical and physical design, schemas and subschemas, analysis of hierarchical, network and relational database systems.
Prerequisite: CPSC 121 or permission of instructor.
- 331. Networks** **3 Hours**
The study of computer network operating systems theory, administration and implementation. Emphasis is on developing and implementing a LAN.
- 355. Information Systems I** **3 Hours**
An introduction to the management, use and development of information technology systems in business. The role of computer hardware, software, personnel and administration in computer-based information systems in central.
- 411. Special Topics** **3 Hours**
An opportunity to study trends and areas of research in computer science that may not be covered in other courses. Emphasis is on career preparation. (Offered on demand.)
Prerequisite: CPSC 225.
- 422. Senior Project/Internship** **3 Hours**
Research on a selected topic culminating in a written thesis and oral presentation, OR faculty supervised practical experience in an actual computing environment. (Offered on demand.)
Prerequisite: Permission of instructor and application from prior semester.
- 429. Independent Study in Computer Science** **1-4 Hours**
An opportunity for directed study, research, or completion of a special project in computer science. (Offered on demand.)
Prerequisite: Permission of instructor.
- 455. Information Systems II** **3 Hours**
A continuation of Information Systems I with an emphasis on communication skills, ethics, critical thinking and team-working.

Mathematics (MATH)

- 090. Basic Mathematics** **3 Hours**
A review of the basic functions of arithmetic, numeration systems, fractions, problem solving, elementary statistics and introduction to algebra. Required for those whose math scores are below 450 (SAT) or 17 (ACT).

- 101. College Algebra I** **3 Hours**
Review of real numbers; arithmetic of whole numbers, fractions, decimals and signed numbers; simple algebraic expressions; linear equations and inequalities in one variable; integral exponents; radicals; fractional exponents; multiplication of algebraic expressions; factoring; fractional expressions; and quadratics.
Prerequisite: SAT math score of 450 or equivalent.
- 102. College Algebra II** **3 Hours**
Algebraic expressions; equations and inequalities; relations and their graphs; introduction to the study of functions including exponential, logarithmic, polynomial and rational functions; and systems of equations.
Prerequisite: MATH 101 or equivalent.
- 111. Basic Probability & Statistics** **3 Hours**
A general studies course in statistics covering such subjects as averages, variability, standard scores, normal curves, correlation, linear regression, probability, sampling, hypothesis testing and chi-square.
Prerequisite: MATH 090 or proficiency.
- 122. Precalculus & Trigonometry** **3 Hours**
Trigonometric functions and identities; laws of sine and cosine; analytical geometry; in-depth study of functions; and introduction to the concept of a limit.
Prerequisite: MATH 102 or equivalent.
- 124. Applied Calculus** **3 Hours**
One semester of differential and integral calculus with emphasis on graphical, numerical and descriptive techniques. Topics from multivariable calculus and differential equations. Applications to economics, life sciences, physical sciences and other areas of student interest are emphasized throughout via student projects and presentations.
Prerequisite: MATH 102 or equivalent.
- 131. Calculus I** **3 Hours**
Functions; limits; continuity; concept of the derivative; differentiation of algebraic, rational, exponential, logarithmic and trigonometric functions; Rolle's Theorem; the Mean Value Theorem; applications of the derivative, including maxima and minima, graphing and optimization. Three hours of lecture and two hours of lab each week.
Prerequisite: MATH 122 or equivalent.
- 132. Calculus II** **4 Hours**
Anti-differentiation; Riemann integration; Fundamental Theorem of Calculus; techniques of integration; applications of integrals, including finding areas and volumes; improper integrals; indeterminate forms and L'Hopital's Rule; infinite sequences; infinite series; and parametric forms.
Prerequisite: MATH 131.
- 210. Discrete Mathematics** **3 Hours**
An introduction to mathematical techniques appropriate for computer engineering majors. Topics include mathematical logic, induction, set theory, relations, functions, recursion, recurrence relations, introduction to asymptotic analysis, introduction to algebraic structures, graphs and machine computation.
Prerequisite: MATH 131, CPSC 121.
- 231. Calculus III** **3 Hours**
Fundamentals of vectors; vector-valued functions; limits, derivatives and integrals of vector-valued functions; fundamentals of multivariable functions; partial differentiation; chain rule for multivariable functions; extrema of multivariable functions; multiple integrals; cylindrical coordinates, spherical coordinates, vector fields; line integrals; surface integrals; Green's Theorem; Stoke's Theorem; and the Divergence Theorem.
Prerequisite: MATH 132.
- 232. Differential Equations** **3 Hours**
Introduction to mathematical modeling with differential equations. First-order differential equations and initial-value problems; graphical solutions via slope fields; numerical solutions via Euler's method; analytic solutions for separable and linear equations. First-order systems with graphical, analytic and numerical solution techniques. Modeling with first-order systems. Linear systems with graphical and analytic solutions; second-order equations via linear systems. Other topics selected from nonlinear systems, Laplace transforms and advanced numerical methods.
Prerequisite: MATH 231.
- 241. Linear Algebra** **3 Hours**
Systems of equations; matrices; properties of matrices; determinants; vectors

and vector spaces; linear independence; basis; dimension; linear transformations; matrix representation of a linear transformation; eigenvalues; eigenvectors.

Prerequisite: MATH 132.

252. Mathematical Statistics 3 Hours

Probability; Descriptive statistics; sampling distributions; theory of estimation; confidence intervals; hypothesis testing; linear correlation; chi-square.

Prerequisite: MATH 231.

281. Math for Teachers: Content & Pedagogy 3 Hours

This course is designed to review elementary math content and promote a shift in the focus of the student from learner to instructor. It will act as bridge from previously learned content to current forms of pedagogical approaches which will be necessary for success in the elementary instructional environment. Various modeling techniques, modes of explanation and facets of description will be discussed. Emphasis will be placed on the understanding and creation of a learning community which will promote critical thinking and collaborative problem solving skills.

282. Mathematics for Teachers II 3 Hours

This course is designed to acquaint the student with modern geometry as applied to the elementary school classroom, a study of the metric system and an introduction to probability and statistics.

321. Numerical Analysis 3 Hours

This course investigates algorithms for numerical solutions to mathematical problems. Topics drawn from power series, roots of equations, linear and nonlinear systems, numerical differentiation and integration, differential equations, interpolation and difference equations and curve fitting. Most algorithms will be tested on a computer.

Prerequisites: CPSC 121, MATH 231.

331. Modern Geometry 3 Hours

Historical and formal development of Euclidean and non-Euclidean geometry; role of axiomatic systems; incidence geometry; Hilbert's axioms; neutral

geometry; history of the parallel postulate; philosophical implications.

Prerequisite: MATH 131.

341. Abstract Algebra I 3 Hours

Introduction to the theory of groups and rings. Symmetries; multiplication of symmetries; symmetries using matrices; isometries. Groups; permutation groups; subgroups; cyclic groups; the dihedral groups. Homomorphisms and isomorphisms; cosets and Lagrange's Theorem; equivalence relations and partitions; the homomorphism theorems; quotient groups; direct and semidirect products. Group actions on sets and finite abelian groups. Rings; polynomial divisibility; integral domains; Euclidean domains; irreducibility.

Prerequisite: MATH 241.

342. Abstract Algebra II 3 Hours

Further study in the theory of rings and fields. Rings of polynomials. Fields and field extensions; splitting fields of cubic and other polynomials; finite and algebraic field extensions; splitting fields and automorphisms. Topics from isometry groups, symmetries of polyhedra, cryptology and other applications.

Prerequisite: MATH 341.

361. Real Analysis I 3 Hours

Rigorous treatment of fundamentals of single variable calculus: limits; continuity; differentiation; convergence of series and sequences; and integration.

Prerequisites: MATH 231, MATH 241.

362. Real Analysis II 3 Hours

Vector calculus in Euclidean space; Jacobians; implicit function theorem; inverse function theorem; integration.

Prerequisite: MATH 361.

412. Topology 3 Hours

Set theory; metric spaces; topological spaces; continuous mappings; product spaces; quotient spaces; compactness; connectedness; and separation.

Prerequisites: MATH 341, MATH 361.

481. Independent Study in Mathematics 1-4 Hours

An opportunity for a mathematics major to engage in independent study or research. May be repeated for credit.



DIVISION *of* NATURAL SCIENCES

DR. ISAAC, Chairperson
DR. BALL
DR. KROON, Emeritus
DR. SMITH

DR. WHITE-STEVENS
DR. WORDEN
DR. WOZENCRAFT

Biology
Chemistry
Computational Physics
Engineering

Environmental Biology
Physics
Pre-Medicine
Science Education

The goals of this division are that students shall possess:

- ① Knowledge of basic scientific concepts.
 - ② Skill in the use of problem-solving techniques in natural science.
 - ③ Skill in the use of resource materials and equipment in natural science.
 - ④ A broadened appreciation of life, based on an increased awareness of God's creation and man's scientific achievements.
-

NATURAL SCIENCES

Biology Major

This major is designed to prepare students for further studies in medicine, cellular and molecular biology, biological laboratory sciences, physical therapy, veterinary medicine and occupational therapy. Students interested in these programs typically complete a baccalaureate degree prior to admittance into a professional school or graduate school.

			HOURS
General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language, Two Semesters	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
MATH	131	Calculus I, or	3
MATH	124	Applied Calculus	(3)
CHEM	163	General Chemistry I	4
			<u>55</u>
Major			
NS	110	Environmental Science	4
BIOL	210	Zoology	4
BIOL	211	Botany	4
BIOL	214	Anatomy & Physiology I	4
BIOL	215	Anatomy & Physiology II	4
BIOL	308	Cell Biology	4
BIOL	309	Genetics	4
BIOL	312	Microbiology	4
BIOL	410	Molecular Biology	4
			<u>36</u>
Required Cognates			
CHEM	164	General Chemistry II	4
CHEM	261	Organic Chemistry I	4
CHEM	262	Organic Chemistry II	4
PHYS	121	General Physics I	4
MATH	111	Basic Probability & Statistics	3
NS	333	Scientific Research Methods	3
			<u>22</u>
Electives needed to complete the degree			11

Biology Minor

NS	110	Environmental Science	4
BIOL	210	Zoology	4
BIOL	211	Botany	4
BIOL	308	Cell Biology	4
BIOL	309	Genetics	4
CHEM	163	General Chemistry I	4
			<u>24</u>

Biology Education Minor

			HOURS
NS	110	Environmental Science	4
BIOL	210	Zoology	4
BIOL	211	Botany	4
BIOL	308	Cell Biology	4
BIOL	309	Genetics	4
CHEM	163	General Chemistry I	4
SCED	443	Methods in Science	<u>2</u>
			26

Environmental Biology Major

This program is designed to educate biologists in the area of the environmental sciences especially as related to organismal or field biology. This should prepare them for careers in wildlife ecology, environmental consulting, land use planning, government agencies, missionary fieldwork as related to sustainable development and general environmental stewardship. The program emphasizes hands-on fieldwork, biodiversity approaches to environmental concerns and integration of a biblical basis for creation with sound scientific principles. The Environmental Biology major operates in partnership with Au Sable Institute in Michigan. It requires that the student take at least 2 courses during the summer semester at one of the Au Sable campuses.

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
MATH	131	Calculus I, or	3
MATH	124	Applied Calculus	(3)
CHEM	163	General Chemistry I	<u>4</u>
			55

Major

NS	110	Environmental Science	4
BIOL	210	Zoology	4
BIOL	211	Botany	4
BIOL	411	Comparative Vertebrate Anatomy	4
BIOL	330	Biodiversity	3
BIOL	313	Ecology	4
BIOL	309	Genetics	4
BIOL	420	Mammalogy	4
Au Sable		Ornithology	4
Au Sable		Field Botany	<u>4</u>
			39

Required Cognates

CHEM	164	General Chemistry II	4
CHEM	261	Organic Chemistry I	4

NATURAL SCIENCES

			HOURS
NS	291	Physical World, or	4
PHYS	121	General Physics I	(4)
MATH	111	Basic Probability & Statistics	3
NS	333	Scientific Research Methods	<u>3</u>
			18
		Electives needed to complete the degree	12

Environmental Biology Minor

BIOL	313	Ecology	4
BIOL	330	Biodiversity	3
NS	110	Environmental Science	4
BIOL	210	Zoology	4
BIOL	211	Botany	<u>4</u>
			19

Environmental Biology Education Minor

Completion of the 19 hours required for the Environmental Biology minor, plus:
 SCED 443 Methods in Science 2

Chemistry Major A.A. Degree

General Studies

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activities	0.5
PHIL	150	Logic & Critical Thinking	<u>2</u>
			28

Major

CHEM	163-164	General Chemistry I & II	8
CHEM	261-262	Organic Chemistry I & II	8
CHEM	280	Analytical Chemistry	4
CHEM	362	General Biochemistry	4
PHYS	121-122	General Physics I & II	8
MATH	131	Calculus I	<u>3</u>
			35

Chemistry Major

This major is designed to prepare students for further studies or for careers in the field. The B.A. in chemistry is the common "working degree," and graduates are ready for employment in the chemical industry, both locally and nationally. Students going on for additional study would be able to pursue medicine, dentistry or research or academic work in chemistry or biochemistry.

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3

NATURAL SCIENCES

			HOURS
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			48

Major

CHEM	163	General Chemistry I	4
CHEM	164	General Chemistry II	4
CHEM	261	Organic Chemistry I	4
CHEM	262	Organic Chemistry II	4
CHEM	280	Analytical Chemistry	4
CHEM	461	Physical Chemistry I	4
NS	333	Scientific Research Methods	3
PHYS	121	General Physics I	4
PHYS	122	General Physics II	4
MATH	131	Calculus I	3
MATH	132	Calculus II	4

Choose two from the following: 8

CHEM	360	Intermediate Inorganic Chemistry	(4)
CHEM	362	General Biochemistry	(4)
PHYS	301	Quantum Physics	(4)

Choose six hours from the following: 6

BADM	122	Business Ethics	(3)
BADM	321	Principles of Management	(3)
BADM	322	Principles of Marketing	(4)
CAPP	227	Introduction to Spreadsheet & Database	(3)
MATH	231 or 252	Calculus III or Statistics	(3)
CHEM	360 or 362 or PHYS 301—whichever was not taken to fulfill major requirements above		(4)

56

Electives needed to complete the degree 20

Chemistry Minor

CHEM	163-164	General Chemistry I & II	8
CHEM	261	Organic Chemistry I	4

Choose two from the following:

CHEM	280	Analytical Chemistry	4
CHEM	262	Organic Chemistry II	4
CHEM	362	General Biochemistry	(4)
CHEM	461	Physical Chemistry I	(4)

20

Chemistry Education Minor

CHEM	163-164	General Chemistry I & II	8
CHEM	261-262	Organic Chemistry	4

Choose two from the following:

CHEM	280	Analytical Chemistry	4
CHEM	262	Organic Chemistry II	4

NATURAL SCIENCES

			HOURS
CHEM	362	General Biochemistry	(4)
CHEM	461	Physical Chemistry I	(4)
			<u>20</u>
SCED	443	Methods in Science	<u>2</u>
			<u>22</u>

Computational Physics

This major is run cooperatively with the Division of Mathematics and Computer Sciences and is cross-listed under both divisions.

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
		History	3
		Art/Drama/Music	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Activity Courses (3)	<u>1.5</u>
			48

Major

PHYS	121	General Physics I	4
PHYS	122	General Physics II	4
PHYS	211	Electronics	4
PHYS	225	Statics	3
PHYS	226	Dynamics	3
PHYS	301	Quantum Physics	4
PHYS	332	Waves & Optics	4
PHYS	344	Electricity & Magnetism	4
CPSC	121	Computer Programming I	3
CPSC	122	Computer Programming II	3
MATH	131	Calculus I	4
MATH	132	Calculus II	4
MATH	231	Calculus III	4
MATH	232	Differential Equations	3

* MATH/CS/PHYSICS Electives:
(at the level of 200 or above): 6
57

Electives needed to complete the degree 19
124

* Upper level physics courses in digital electronics, statistical mechanics, analytical mechanics, quantum mechanics and astrophysics are available through the NICE consortium at nearby colleges.

Engineering Major Combination Program—B.S. in Math/Physics

This program is run cooperatively with the Division of Mathematics and Computer Sciences and is cross-listed under both divisions. Please see page 123 for the complete curriculum requirements.

Physics Minor

			HOURS
PHYS	121	General Physics I	4
PHYS	122	General Physics II	4
PHYS	211	Electronics	4
PHYS	301	Quantum Physics	4
PHYS		Elective in Physics	<u>4</u>
			20

Physics Education Minor

PHYS	121	General Physics I	4
PHYS	122	General Physics II	4
PHYS	211	Electronics	4
PHYS	301	Quantum Physics	4
PHYS		Elective in Physics	4
SCED	443	Methods in Science	<u>2</u>
			22

Pre-Medicine Major

This program is designed to meet the entrance requirements for professional schools such as medical, dental, physical therapy and veterinary schools. The courses in this major are specifically chosen to prepare students for the MCAT (Medical Colleges Admissions Test), to allow flexibility in additional training in the sciences, and to allow students to take helpful courses in non-science disciplines. Students are advised to include anatomy—either Comparative Vertebrate Anatomy or Human Anatomy & Physiology I & II.

It should be noted that only a small percentage of students going to medical schools take a “pre-med” major. With this in mind, students are encouraged to also consider majors such as Biology or Chemistry (or a number of other fields), as there are more common ways to train for entrance into these types of professional programs. [Minimal requirements for most medical schools are 1 year of Biology, 1 year of General Chemistry, 1 year of Organic Chemistry and 1 year of Physics (some also require a year of calculus)].

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective	3
		Art/Drama/Music	3
MATH	111	Basic Probability & Statistics	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1

NATURAL SCIENCES

			HOURS
PHED	112-136	Physical Education Activities	<u>1.5</u>
			51
Major			
BIOL	210	Zoology	4
BIOL	308	Cell Biology	4
CHEM	163, 164	General Chemistry I & II	8
CHEM	261, 262	Organic Chemistry I & II	8
MATH	131	Calculus I	3
PHYS	121, 122	General Physics I & II	8
Electives chosen from:			24
BIOL courses – 200 level or above,			
CHEM courses – 200 level or above,			
PHYS courses – 200 level or above,			
NS 333, MATH 132			
			<u>59</u>
Electives needed to complete the degree			14

Science Education (with Life Sciences and Physical Sciences Options)

General Studies			
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
LIT		Literature	3
FA	170	Perspectives in Fine Arts	3
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			51
Science Core			
NS	251	Astronomy	4
CHEM	163	General Chemistry I	4
PHYS	121	General Physics I	4
MATH	131/124	Calculus I or Applied Calculus	3
NS	110	Environmental Science	4
BIOL	214	Human Anatomy & Physiology I, or	4
BIOL	308	Cell Biology	<u>(4)</u>
			23
Select either Physical or Life Sciences Option			
Physical Sciences Option			
CHEM	164	General Chemistry II	4
MATH	132	Calculus II	4
PHYS	122	General Physics II	4
CHEM	261	Organic Chemistry I	4
CHEM	280	Analytical Chemistry	4
PHYS	301	Quantum Physics	4
Elective		CHEM/PHYS 200+	<u>4</u>
			28

			HOURS
Life Sciences Option			
CHEM	164	General Chemistry II	4
CHEM	261	Organic Chemistry I	4
BIOL	210	Zoology	4
BIOL	211	Botany	4
BIOL	309	Genetics	4
BIOL	214 or 308	A&P I or Cell Biology (beyond Core)	4
Elective		BIOL 200+	<u>4</u>
			28
Professional Education			
EDUC	102	Foundations of Education	3
EDUC	204	Diversity in the Classroom	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
PSYC	285	Adolescent Growth & Development	2
SCED	443	Specific Methods in Science	2
SCED	448	Developmental Reading	3
SCED	449	Secondary Student Teaching	<u>8</u>
			27
Total hours in major			129

Note: See Teacher Education (page 56) for program admission and other information.

Note: All prerequisites listed for Natural Science courses must be completed at a level of C- or better.

Biology (BIOL)

Unless noted, all four-credit science classes consist of three hours of lecture and a three-hour lab each week.

115. Human Biology 4 Hours

This is a one-semester course in human anatomy and physiology prepared especially for sociology, psychology, education and general studies majors. The major functioning organ systems of the body are reviewed with full integration of physiological aspects with anatomy. Those wishing to major in Biology or the medical fields should not take this class.

210. Zoology 4 Hours

An introductory survey of all animal forms from the most primitive single-celled organisms through the most complex mammals. Laboratory exercises focus on the comparative anatomy of organisms and organ systems surveyed throughout the animal phyla. Emphasis placed on taxonomy, structure, physiology and the natural history and ecology of the animals. Animals that have important economic or health impact on humans are highlighted.

Prerequisite: A college level course in science.

211. Botany 4 Hours

An introductory survey of all plant and fungi, from the most primitive single-celled organisms, through the most complex seed plants. Laboratory exercises focus on the comparative anatomy of organisms and plant physiology as surveyed through the plant and fungi divisions. Emphasis is placed on taxonomy, structure, physiology and the natural history and ecology of plants and fungus. Plants and fungus that have important economic or health impact on humans are highlighted.

Prerequisite: A college level course in science.

214. Human Anatomy & Physiology I 4 Hours

This is the first semester of a two-semester course. This first part provides a general introduction to the human body. The chemical, cellular, tissue and organ structure and function of the

human body is followed by a more detailed exploration of the integumentary, osseous, muscular and nervous systems.

Recommended: A course in Chemistry before this class.

215. Human Anatomy & Physiology II 4 Hours

This course is the second of a two-part series which provides an introduction to the anatomy and physiology of the human body. A detailed introduction to the endocrine, cardiovascular, respiratory, digestive, nervous, urinary and reproductive systems are given.

Prerequisite: BIOL 214, or consent of the instructor.

308. Cell Biology 4 Hours

An examination of elementary chemistry and organic chemistry as it applies to cell function, structure and morphology. Laboratory emphasis will center on cell structure and function by the use of microscope slides, audiovisual aids and physiological exercises.

Prerequisites: CHEM 163, 164.

309. Genetics 4 Hours

A study of basic genetic principles including Mendelian genetics, population genetics, DNA replication and principles of inheritance.

Prerequisite: A college level course in biology or chemistry.

312. Microbiology 4 Hours

The fundamental principles of the morphology and physiology of microorganisms are studied. Laboratory studies stress sterile techniques, identification and staining methods.

Prerequisite: A college course in biology and chemistry.

313. Ecology 4 Hours

A general study of the relationship of living organisms to environment, and the structural and functional properties of nature. Topics covered include population and community ecology, ecosystem management, biodiversity, competition and predation.

Prerequisites: BIOL 210 and 211, or consent of instructor.

Recommended: MATH 111.

330. Biodiversity 3 Hours

This course focuses on the preservation and restoration of our natural environments through modern conservation

theories of biological diversity. Major topics covered are: conservation biology, species preservation and conservation, habitat fragmentation, conservation reserves, global biodiversity, the role of genetics in conservation biology, ecological restoration, ecology, politics and environment and sustainable development.

410. Molecular Biology 4 Hours

The structure and function of nucleic acids including their role in replication and protein synthesis. Laboratory work will involve techniques associated with recombinant DNA technology. Includes a lab experience.

Prerequisite: BIOL 308 and a college level course in chemistry.

411. Comparative Vertebrate Anatomy 4 Hours

A comparative study of vertebrate systems and organs, using representatives of the classes for laboratory study. The course will cover the basic organ systems as represented throughout the vertebrates and compare differences within and among major classification schemes. Laboratory work will combine comparative morphology with physiology to promote an understanding of biological aspects of development.

Prerequisite: BIOL 210.

412. Developmental Biology 4 Hours

A study of the vertebrate embryo and its morphogenesis from fertilization to the development of organ systems. Lab work will focus on identification of developmental pathways for organ systems, histological slide preparation and understanding the growth of the vertebrate from the single cell stage to the adult organism.

Prerequisite: BIOL 210.

413. Independent Study in Biology 1-2 Hours

An opportunity to engage in independent study and research. A paper is required as evidence of accomplishment. May be repeated for credit.

Prerequisite: BIOL 210 or 211.

414T. Seminar 0 Hours

420. Mammalogy 4 Hours

This course will cover the ecology, natural history, systematics and classification of the orders of mammals found throughout the world. Mammals will be studied from the aspect of comparative

biology with emphasis on morphology, ecology and behavior. Special emphasis will be given to those mammals found in the Indiana-Great Lakes region.

Prerequisite: BIOL 210.

430. Histology 4 Hours

Students will be required to produce a set of plant and animal tissue slides, along with appropriate lectures concerning techniques, stains and reagents. This course will reinforce all the concepts learned in other biology courses concerning cells and cell structures and is a hands-on laboratory experience in cell preparation.

Prerequisite: BIOL 308, 309.

Chemistry (CHEM)

110. Introduction to Chemistry 3 Hours

The basic principles of chemistry, including atomic structure, the periodic table, the gas laws, bonding, solutions, equilibrium, etc., in a nonlaboratory course.

Prerequisite: MATH 100 or math proficiency.

150. Introduction to General, Organic & Biochemistry 5 Hours

A survey of general, organic and biological chemistry designed for students in the nursing and related health professions. Four lectures and one three-hour laboratory each week.

Prerequisite: High school chemistry or adequate algebra skill or permission of instructor.

163. General Chemistry I 4 Hours

An introduction to fundamental concepts and tools of chemistry, to include atomic structure, stoichiometry, mechanical behavior of bulk matter thermodynamics and chemical bonding. This course is designed for science and engineering majors. Lecture and laboratory.

164. General Chemistry II 4 Hours

A continuation of the introduction to fundamental concepts and tools of chemistry, to include equilibrium, kinetics, thermodynamics and electrochemistry. This course is designed for science and engineering majors. Lecture and laboratory.

261. Organic Chemistry I 4 Hours

A systematic study of the chemistry of carbon and compounds and their derivatives. Three lectures and one three-hour laboratory period each week.

- Prerequisite:** CHEM 163, 164.
- 262. Organic Chemistry II** **4 Hours**
A continuation of Organic Chemistry I, with some emphasis given to the place of organic compounds in living organisms. Three lectures and one three-hour laboratory period each week.
Prerequisite: CHEM 261.
- 280. Analytical Chemistry** **4 Hours**
A blend of the traditional quantitative analysis and instrumental analysis. Subjects covered include the treatment of analytical data, gravimetry, spectrophotometry, titrimetry, oxidation-reduction procedures of analysis, chromatography and others. Three lectures and one three-hour laboratory per week.
Prerequisite: CHEM 164.
- 360. Intermediate Inorganic Chemistry** **4 Hours**
A study of the structure, properties, reactions and identification of inorganic ions and molecules. Lecture and laboratory.
Prerequisite: CHEM 164. (Offered on demand)
- 362. General Biochemistry** **4 Hours**
An introduction to the major groups of biochemical molecules, the catabolic processes which derive energy from them and the anabolic processes which produce them. Special attention is given to basic metabolic cycles and pathways (glycolysis, the TCA cycle, electron transport and oxidation phosphorylation) and to carbohydrate, lipid, protein and nucleic acid biosynthesis. These processes are related to cells and cellular substructure. Three lectures and one three-hour laboratory period each week.
Prerequisite: CHEM 262.
- 461. Physical Chemistry I** **4 Hours**
A study of the fundamental laws of chemistry, emphasizing a more mathematical and thorough approach than prior courses. Topics of study include gas laws, thermodynamics, phase equilibria and kinetic theory. Three lectures and one three-hour laboratory each week.
Prerequisites: CHEM 163, 164, PHYS 122, MATH 132.
- 463. Physical Chemistry II** **4 Hours**
Same course as PHYS 301. Course description on page 143.
- 465. Independent Study in Chemistry** **1-2 Hours**
An opportunity for a chemistry major to engage in independent study and research. A research paper is required as evidence of accomplishment. May be repeated for credit.

Natural Science (NS)

- 101. Natural Science Lab** **1 Hour**
A laboratory survey of various disciplines of the natural sciences, examining topics in the areas of biology, chemistry, physics and/or astronomy.
- 110. Environmental Science** **4 Hours**
This class is a basic introduction to the biological world through the interdisciplinary focus of Environmental Science. Topics to be addressed are: ecosystem and community ecology and management, biodiversity, pollution, energy conservation, species conservation, nature reserves and population dynamics.
- 200. Science & Faith Seminar** **1 Hour**
This seminar series is a special seminar for students and faculty to interact on a regular basis on issues of faith and science. Topics may vary from semester to semester; may be organized around particular themes, or be based on short-term assessment of the professional literature. May be repeated.
- 211. Nutrition ADN & BSN** **3 Hours**
A comprehensive study of the nutrients in food and how the body utilizes these to promote growth and wellness. Normal nutrition, nutrition throughout the life cycle and diet-oriented clinical nutrition units promote the student's knowledge and understanding of appropriate food-related behaviors. This course is oriented to the nursing and health-related major.
Prerequisite: BIOL 215.
- 250. Survey of Astronomy** **3 Hours**
A survey of the characteristics, composition and structure of the extraterrestrial universe, with emphasis on the physical laws which govern its behavior. Current space projects are discussed. No lab (this course does not meet lab-based general studies requirements).
- 251. Astronomy** **4 Hours**
A study of the characteristics, composition and structure of the extraterrestrial universe, with emphasis on the physical

laws which govern its behavior. Current space projects are discussed. Three lectures and several hours of laboratory and observations each week.

291. Physical World 4 Hours

This course serves to acquaint primarily nonscientists with basic scientific principles governing our world, how new understanding is gained through the process of the scientific method, and several key contributions of outstanding scientists in the areas of motion, heat, sound, electricity, light, atoms, nuclei, chemistry, geology and of the entire universe. Basic algebra is assumed and some quantitative problem solving is included. Emphasis is placed on responsible use of physical resources and how our worldview is influenced by discoveries in physical science.

333. Scientific Research Methods 3 Hours

This course will be a combination of four main themes: (1) technical and scientific writing; (2) introduction to research methods, journals and procedures; (3) review of the recent scientific research in their major area of interest; and (4) covering strategies to be successful during college and after leaving (preparing resumes, GRE, looking for graduate schools, job hunting, etc.) The student will be expected to produce both written and oral research reports.

Prerequisite: Permission of the department faculty.

Physics (PHYS)

121. General Physics I 4 Hours

A calculus-based introductory physics course, covering Newtonian mechanics of particles, conservation laws, rigid bodies and rotation, oscillations, waves, sound, heat and thermodynamics. Three lectures and one three-hour laboratory each week.

Prerequisites: MATH 131.

122. General Physics II 4 Hours

Electrostatics, electric circuits, magnetism, induction, physical and geometrical optics. Three lectures and one three-hour laboratory each week.

Prerequisites: MATH 131, PHYS 121.

211. Electronics 4 Hours

An introduction to electricity and electronics, both from a basic theoretical viewpoint and from a practical, hands-on perspective, to include the analysis of DC and AC circuits using resistors, capacitors, inductors and semiconductor devices such as diodes, transistors and operational amplifiers. Lab exercises involve circuit modeling and electrical measurements. Three lectures and one two-hour laboratory each week.

Prerequisite: A background in algebra.

225. Statics 3 Hours

Equilibrium of coplanar and noncoplanar force systems, analysis of forces in rigid systems, friction, centroids and moments of inertia.

Prerequisites: MATH 132, PHYS 121.

226. Dynamics 3 Hours

Motion of particles; relative motion; kinetics of rotation, translation and motion in a plane; impulse-momentum; work and energy.

Prerequisites: MATH 132, PHYS 121.

301. Quantum Physics 4 Hours

Topics include special theory of relativity, introduction to quantum theory, the equation, atoms, nuclei and solid state. Three lectures and one three-hour laboratory per week.

Prerequisites: MATH 132, PHYS 122.

332. Waves & Optics 4 Hours

Geometrical optics, propagation of electromagnetic waves, physical optics, diffraction, interference, polarization, lasers and holography. Three lectures and one three-hour laboratory per week.

Prerequisites: MATH 231, PHYS 122.

344. Electricity & Magnetism 4 Hours

Electro and magnetostatics, Laplace's and Poisson's equations, boundary value problems, Maxwell's equations, radiation and multiple fields, electric and magnetic properties of matter.

Prerequisites: MATH 231, PHYS 122.

421. Independent Study in Physics 1-4 Hours



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Nursing Major - BSN Degree Completion

BETHEL COLLEGE

NURSING PROGRAMS

Bethel College has three nursing programs which are accredited by the National League for Nursing Accrediting Commission (NLNAC). Materials about the program, tuition, fees and length can be obtained from the NLNAC at 800-669-1656, Ext. 153. The NLNAC is located at 61 Broadway, 33rd Floor, New York, NY 10006. Programs leading to RN licensure are accredited by the Indiana State Board of Nursing.

The purpose of the nursing programs at Bethel College is to prepare graduates in a Christian liberal arts setting to provide therapeutic nursing care. The Associate Degree in Nursing Program (ADN) graduate is prepared to function in the roles of provider of care, manager of care, and member within the nursing profession while caring for individuals and families within a community context in various structured health care settings. The ADN program may be completed in four semesters and one summer of academic course work. The nursing sequence must be completed in five years. The Baccalaureate Degree in Nursing (BSN) graduate is provided with a broad foundation in the sciences and humanities to provide therapeutic nursing interventions to individuals, families, groups and communities in diverse health care settings. The BSN graduate has a foundation for graduate education in nursing. Two programs are offered leading to the BSN. The Baccalaureate Program (Track I) is planned for students who are beginning the study of nursing. It consists of a four-year curriculum, including general education and nursing courses with both didactic and clinical components. The nursing courses must be completed in seven years. The Baccalaureate Completion Program (Track II) is planned to meet the needs of the Registered Nurse who desires to continue preparation in nursing at the Baccalaureate level. The time involvement is approximately four semesters and one summer of academic course work. The nursing courses must be completed in five years.

Students must be admitted to the college before applying to the nursing program. The applicant must rank in the upper two-thirds of his/her high school graduating class and have earned at least a 2.5 GPA (on 4.0 scale) in high school or previous college work (or a composite score of 50 on the GED). Satisfactory completion of college courses relevant to nursing may nullify unsatisfactory high school or GED requirements. SAT scores of 530 verbal and 510 math, ACT scores of 21 English and 19 math for traditional age applicants, or CPT of 104 sentence skills, 75 arithmetic and 57 algebra for adult applicants are required for ADN and BSN Track I admission. SAT/ACT scores are valid within five years while CPT scores are valid within two years of date of application to the nursing program. SAT and ACT scores will be accepted for adult students if taken within five years of date of application to the nursing program. Required reading scores are from the Nelson Denny 32 for traditional age applicants or CPT of 83 for adult age applicants. BSN Track II applicants must have an active RN license in Indiana and an employer's verification of full- or part-time current practice and competency. Nurses who have not been actively practicing must pass a standardized test to validate current nursing knowledge. New graduates will be given conditional acceptance and must present an Indiana RN license by the end of 1st semester nursing courses. An essay on "Why I Want to Be a Nurse" is required for the ADN and BSN Track I programs while "Why I Want to Obtain a BSN Degree" is required for BSN Track II. Admission to the nursing program is based on nursing admission criteria at the time of application to the program. Admitted students must submit a completed nursing health form signed by their health care provider, verify specific immunizations and complete a CPR course prior to beginning the clinical courses.

Only persons who have not been convicted of any act that would constitute grounds for disciplinary action under the State Board rules and regulations or of any felony that has direct bearing on their ability to practice competently may take the NCLEX-RN exam. Students taking the exam will be asked to disclose any kind of crime to which they pled guilty, including traffic violations. While a traffic violation does not prohibit licensure, other crimes require individual review by the Board and may prevent the graduate from taking the NCLEX-RN exam.

Students must pass all courses within their program with a grade of "C" or better to continue in the nursing program. This includes major courses, general studies, cognates and electives. Students must also maintain a cumulative GPA of at least 2.5 to continue and complete a nursing program. ADN and BSN Track I students must successfully complete all courses at one level before advancing to the next level. BSN Track II students must adhere to the specified sequence of pro-

gression. ADN and BSN Track I students must meet standardized test scores to continue in and complete the program.

Clinical experiences are scheduled in area health care facilities, and each student is responsible for personal transportation to and from the assigned facility. Specific uniforms and equipment are required. Malpractice insurance is provided through the college policy to ADN and BSN Track I students with the cost included in the clinical fees. BSN Track II RN students must provide documentation of malpractice insurance, required immunizations, CPR course completion and RN licensure before any clinicals hours may be logged or before registering for a clinical course.

Nursing Major Associate Degree in Nursing (ADN)

			HOURS
General Studies			
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature, or	(3)
THEO	110	Exploring the Christian Faith	(3)
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
BIOL	214	Human Anatomy & Physiology I	<u>4</u>
			19
Required Cognates			
BIOL	215	Human Anatomy & Physiology II	4
CHEM	150	Introduction to General, Organic & Biochemistry	5
BIOL	312	Microbiology	4
NS	211	Nutrition	3
PSYC	288	Life Span Development	<u>3</u>
			19
Major			
NUR	111	Nursing Fundamentals	5
NUR	112	Nursing I	7
NUR	211	Nursing II	8
NUR	212	Nursing III	8
NUR	224	Pharmacology	3
NUR	228	Nursing Roles & Perspectives	<u>3</u>
			34
Total Hours			72

One credit hour of class is equivalent to sixteen 50-minute class hours. A one-and-one-half hour seminar in NUR 228 is equivalent to one class hour. Three 60-minute hours of clinical equal one hour of credit except for NUR 111 where four 60-minute hours of clinical equal one hour of credit. Each science course must have a laboratory component.

Nursing Major Baccalaureate Degree in Nursing (BSN)

Track I - Four-Year Program

General Studies			
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature	(3)
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activity	0.5

			HOURS
PHIL	150	Logic & Critical Thinking	2
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
CHEM	150	Introduction to General, Organic & Biochemistry	5
MATH	111	Basic Probability & Statistics	3
		Economics/History/Social Science Elective	3
		Art/Drama/Lit/Music Elective	3
PHIL	452	Senior Experience	1
			37
Required Cognates			
BIOL	214	Human Anatomy & Physiology I	4
BIOL	215	Human Anatomy & Physiology II	4
PSYC	288	Life Span Development	3
BIOL	312	Microbiology	4
NS	211	Nutrition	3
		College Level Computer Elective	3
			21
Major			
NUR	124	Nursing Perspectives	1
NUR	220	Health Assessment	3
NUR	224	Pharmacology	3
NUR	227	Introduction to Community Concepts	1
NUR	231	Nursing Fundamentals	5
NUR	232	Nursing of Individuals	8
NUR	312	Nursing of Families I	7
NUR	314	Nursing of Families II	7
NUR	322	Nursing Theory	3
NUR	323	Nursing Issues	3
NUR	411	Nursing in the Community	7
NUR	413	Nursing Management	7
NUR	422a	Nursing Research I	3
NUR	423a	Nursing Research II	2
NUR	426	Clinical Problem Solving	2
Nursing or General Elective (one must be Nursing other than NUR 122 or 121)			6
			68

One credit hour of class is equivalent to 16 50-minute class hours. Four 60-minute hours of clinical equal one credit hour. Each science course must have a laboratory component.

Nursing Major Baccalaureate Degree in Nursing (BSN)

Track II-Completion Program

The student who desires admission to this program must present a valid Indiana Registered Nurse license and an associate degree in nursing or a hospital school diploma in nursing. New graduates are granted conditional acceptance and must present an Indiana RN license by the end of the first semester of nursing courses in order to continue in the program.

The following courses in General Studies and Required Cognates must be presented in transfer equivalents or completed at Bethel College.

General Studies

THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature	(3)
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	182	General Psychology	3

			HOURS
SOC	151	Principles of Sociology	3
MATH	111	Basic Probability & Statistics	3
		Economics/History/Social Science	3
		Art/Drama/Lit/Music Elective	3
BIOL	214	Human Anatomy & Physiology I	4
		General Electives	<u>8</u>
			39

Required Cognates

BIOL	215	Human Anatomy & Physiology II	4
PSYC	288	Life Span Development	3
BIOL	312	Microbiology	4
NS	211	Nutrition	3
NUR	224	Pharmacology	3
		Computer Elective	<u>3</u>
			20

Major

NUR	380	Health Assessment	3
NUR	381	Transition to Professional Nursing	2-3*
NUR	382	Nursing Theory	4
NUR	383	Nursing Issues	3
NUR	422b	Nursing Research I	3
NUR	423b	Nursing Research II	2
NUR	471	Nursing Management	5
NUR	473	Nursing in the Community	5
NUR	483	Community Health Seminar	3
Nursing Elective or Nursing Independent Study other than NUR 122 or 121			<u>6</u>
			36-37

Credit for lower level nursing courses up to

***30-31**

Total Hours

126

* Bethel ADN graduates take NUR 381 for two hours and receive up to 31 credits for lower level nursing courses. This program utilizes the adult program format in which eight weeks of four 60-minute class hours equal three credit hours. Four 60-minute hours of documented clinical time equal a 60-minute class hour for calculating credit. Track II students are not required to take Chemistry by virtue of licensure as a nurse, but must have at least two semesters of science with lab.

Credit for Lower Level Nursing Courses in BSN Degree Completion (Track II) Program

Students completing an ADN or Diploma Program may apply for admission to the BSN Track II Program. Credit for lower level nursing courses may be achieved in the following ways:

New Graduates of ADN or Diploma Programs—Graduates may receive up to 30 credit hours for lower level nursing courses upon RN licensure in Indiana and satisfactory completion of 1st semester nursing courses.

Actively Practicing Nurses—Nurses who are actively practicing and present validation of full- or part-time current practice and competency may receive up to 30 credit hours of lower level nursing credit.

Validation Exams—Applicants who wish to enter Track II who are not actively practicing nursing must take a standardized test to validate current nursing competency and to receive 30 hours of validated credit. Using the American College Testing Proficiency Examination Program (ACT-PEP), credit is awarded as follows with a score of 45 or better.

Differences in Nursing Care, Area A	9 Hours
Differences in Nursing Care, Area B	9 Hours
Differences in Nursing Care, Area C	9 Hours
Professional Strategies	<u>3 Hours</u>
30 Hours	

Transfer of Credit into ADN, BSN Track I and BSN Track II Programs

Transfer of credit for Nursing Courses taken elsewhere may be obtained through the following exams:

NUR	124	ACT-PEP Professional Strategies
NUR	111/231	National League for Nursing (NLN) Basic Nursing Care I and II or ACT-PEP Fundamentals of Nursing
NUR	112	Teacher-Made Test & NLN Psychiatric Nursing
NS	211	NLN Diet Therapy & Applied Nutrition
BIOL	214/215	NLN Anatomy & Physiology
NUR	232	ACT-PEP Health Restoration Area I & II or Teacher-made Test
NUR	224	NLN Pharmacology in Clinical Nursing
NUR	220/380	NLN Physical Assessment
BIOL	312	NLN Microbiology

A score of 45 or higher must be earned on each ACT-PEP examination, and a score of 50 percentile or better is necessary on NLN achievement tests. The test may be repeated no more than one time. Satisfactory scores on these examinations are accepted only within three years from the date of examination. In addition to a satisfactory score on the examination, if the course has a clinical component, a skills validation process is required (ADN and BSN Track I). Students may petition the Nursing Admission/Progression Committee to transfer credit for additional courses. Courses will be evaluated on an individual basis. Students may also petition to take teacher-made examinations which must be passed at a score of 76% or higher.

Credit for Nonnursing Course Work:

Students who apply to a nursing program may receive credit for nonnursing course work (including Nutrition and Pharmacology) under the college's general transfer policies, except that courses in anatomy and physiology, chemistry, nutrition, pharmacology and microbiology must have been completed in the past seven years. Students may petition to receive credit for sciences more than seven years old through validation exams. An exception will be made for registered nurses that are actively practicing full- or part-time in nursing who present verification of current practice and competency.

Applicants who are not actively practicing nursing or who are from programs where pharmacology and nutrition were integrated throughout nursing content may receive validation credit by taking the NLN achievement tests.

Returning Students

Students who were in a Bethel nursing program previously and wish to return must apply for readmission, meet the admission criteria at the time of reapplication and have an interview at the time of return. Policies for returning students specified in the Nursing Student Handbook must be met including requirements for demonstrating retention of clinical skills and knowledge for each of the subject areas covered in nursing courses taken previously.

COURSE DESCRIPTIONS

Nursing (NUR)

- 111. Nursing Fundamentals (ADN) 5 Hours**
 This course emphasizes basic nursing concepts and incorporates the development of conceptual skills needed for therapeutic nursing interventions for culturally diverse individuals. Focus is placed on providing a solid foundation of technical and interpersonal skills. The nursing process is introduced including application to nursing care using clinical and laboratory settings. This course has three hours of class and eight hours of clinical each week.
Prerequisite: Acceptance in Nursing program.
Concurrent or Prerequisite: BIOL 214.
- 112. Nursing I (ADN) 7 Hours**
 This course focuses on the care of culturally diverse individuals with emphasis on stressors that may interrupt the physiological and psychosocial integrity of individuals. Concentration is placed on use of the nursing process in the care of individuals in acute medical-surgical and psychiatric/mental health settings. This course has three hours of class and 12 hours of clinical each week.
Prerequisites: NUR 111, BIOL 214, PSYC 182.
Concurrent or Prerequisite: BIOL 215.
- 121. Medical Terminology 1 Hour**
 This course introduces the student to basic medical terminology and provides a format for building a working knowledge of medical terms. This course has scheduled class and independent study assignments. The course is available to any Bethel student.
- 122. Math for Meds (ADN or BSN) 1 Hour**
 This course introduces the mathematical principles of dosage and drug calculations needed for medication administration in nursing. This course has two hours of class for eight weeks. The course is available to any Bethel student.
- 124. Perspectives in Nursing I (BSN) 1 Hour**
 This course introduces the student to the profession of nursing. It encourages the student to evaluate personal life goals with reference to the responsibility of the professional nurse before committing themselves to the career of nursing. This course has one hour of class each week and is open to any Bethel student.
- 211. Nursing II (ADN) 8 Hours**
 This course places emphasis on nursing care of culturally diverse individuals and families throughout the life cycle. Emphasis is placed on caring for the child-bearing family, adults with medical surgical illnesses and aging individuals. Students use knowledge of the nursing process, growth and development and the aging process as a conceptual basis for nursing care. Clinical experiences are provided in acute and community-based settings. This course has four hours of class and 12 hours of clinical each week.
Prerequisites: NUR 112, BIOL 215, PSYC 288, CHEM 150, ENGL 101.
- 212. Nursing III (ADN) 8 Hours**
 This course applies the nursing process in the care of culturally diverse, critically ill individuals, children and their families. Leadership and management concepts are incorporated in the care of multiple individuals. Clinical experiences are provided in acute and community-based settings. This course has three hours of class and an average of 15 hours of clinical each week.
Prerequisites: NUR 211, NS 211, BIOL 312, SOC 151.
Concurrent or Prerequisite: NUR 224.
Concurrent: NUR 228.
- 220. Health Assessment (BSN) 3 Hours**
 This course develops the skills necessary to perform an adult health assessment. The interpretation of data and integration of biological, psychological and social concepts are included. This course has three hours of class each week. Practice sessions are incorporated into class sessions.
Prerequisite: NUR 231.
- 221b/421b. Nursing Informatics 3 Hours**
 This course is designed to prepare students to use technological innovations to enhance clinical practice, research and information management. This is an entirely virtual class with no "formal attendance." The instructor will have office hours on the Internet.

- 224. Pharmacology (ADN or BSN) 3 Hours**
This course provides a systematic classification of drugs as the basis for the use of current and new pharmacotherapeutic agents. Content is organized according to systems and therapeutic use with focus on nursing implications and use of the nursing process. This course has three hours of class each week.
Prerequisites: BIOL 214, BIOL 215, BIOL 312, CHEM 150.
- 227. Introduction to Community Concepts (BSN) 1 Hour**
This course introduces the student to the concepts pertinent to community-based health care and a Christian view of community health nursing practice. It provides the basis for student practice when caring for individuals and families across the life span outside the acute care setting. This course has one and one-fourth hours of class a week for ten weeks.
Prerequisite: NUR 231.
- 228. Nursing Roles and Perspectives (ADN) 3 Hours**
This course focuses on the transition to the role of a provider of care and manager of care within the profession of nursing. The historical development of nursing as a profession is examined. Legal, ethical and moral issues affecting the nurse are explored within a Christian context. This course includes application of critical thinking to clinical problem solving. This course has two hours of class and one and one-half hours of seminar each week.
Prerequisite: NUR 211.
Concurrent: NUR212.
- 231. Nursing Fundamentals (BSN) 5 Hours**
This course emphasizes basic nursing concepts and incorporates the development of conceptual skills needed for therapeutic nursing interventions for culturally diverse individuals. Focus is placed on providing a solid foundation of technical and interpersonal skills. The nursing process is introduced including application to nursing care using clinical and laboratory settings. This course has three hours of class and eight hours of clinical each week.
Prerequisites: Acceptance in Nursing program. PSYC 180, PHED 100, PHED 111-136, PSYC 182, PSYC 288, CHEM 150, BIOL 214, BIOL 215, NUR 124, COMM 171, ENGL 101, PHIL 150, THEO 110.
- 232. Nursing of Individuals (BSN) 8 Hours**
This course places emphasis on medical/surgical nursing concepts and their application to clinical practice with culturally diverse individuals. Emphasis is placed on implementing the nursing process in the care of adults in acute care settings and nursing care of the elderly. This course has four hours of class and 16 hours of clinical each week.
Prerequisite: NUR 231, NS 211, BIOL 312, SOC 151.
Concurrent or Prerequisite: NUR 220, NUR 224, NUR 227.
- 294/494. Independent Study 1-3 Hours**
This course provides an opportunity for independent exploration of literature and resources to further advance nursing knowledge in a specialized area. The student develops an independent study plan under the direction of a faculty member (TBA). NUR 294 may be taken by ADN's. NUR 494 may be taken by BSN's. Both may be repeated for up to six hours credit.
- 301. Writing for Nursing Publication 2 Hours**
This course provides an opportunity to increase knowledge and skills in professional writing in nursing. Students are assisted to develop a manuscript, to prepare it for publication and to submit the manuscript to an appropriate nursing journal. This course has one and one-fourth hours of class scheduled for six weeks with individual sessions to be announced.
- 312. Nursing of Families I (BSN) 7 Hours**
This course focuses on the care of culturally diverse individuals and families throughout the life cycle. The nursing process is used to provide nursing care in child-health and psychiatric/mental health settings. This course has three hours of class and 16 hours of clinical each week.
Prerequisites: NUR 220, NUR 224, NUR 227, NUR 232.
- 314. Nursing of Families II (BSN) 7 Hours**
This course focuses on the care of culturally diverse individuals and families experiencing major life-changing events. The nursing process is used to

- provide care for childbearing families and individuals in critical care settings. This course has three hours of class and 16 hours of clinical each week.
Prerequisite: NUR 312, NUR 322.
- 322. Introduction to Nursing Theory (BSN) 3 Hours**
This course explores nursing conceptual models, nursing theories and nonnursing theories that may be applied to nursing practice. Nursing theories are compared to a Christian worldview. This course has three hours of class each week.
Prerequisites: NUR 220, NUR 224, NUR 227, NUR 232.
- 323. Nursing Issues (BSN) 3 Hours**
This course explores historical, legal, ethical, moral, spiritual and current issues in nursing and the role of the professional nurse. This course has three hours of class each week.
Prerequisites: NUR 312, NUR 322.
- 352. International Nursing Experience 3 Hours**
This course provides students opportunities to study and practice nursing in an international setting. The length of time in the international setting will be approximately ten days to three weeks. The experiences include some nursing activities usually in a public health setting, and will also provide additional cultural activities and field trips.
Prerequisites: NUR 112 or NUR 220, NUR 227, NUR 224 and NUR 232.
- 361. International Health Seminar 1-2 Hours**
This course provides students with a worldview of nursing as a profession/vocation. Content focuses on health care, nursing and nursing education in selected countries around the world. This course has four class sessions of four hours each (one credit). Students may contract for a second hour of credit (TBA).
- 362. Women's Health 3 Hours**
This course provides a comprehensive overview of contemporary women's health topics and a structure for informed personal decision making. This course has three hours of class each week. This course is available to any Bethel student.
- 363. Spiritual Care and Health Care 3 Hours**
This course explores the facets of spiritual care in today's health care system. This course has three hours of class each week.
- 380. Health Assessment (BSN Completion) 3 Hours**
This course refines and enhances skills necessary to perform total health assessment of the individual in a variety of settings. It places emphasis on the intellectual abilities and skills necessary to collect and interpret objective data, utilizing knowledge synthesized from the biological, psychological and social sciences. This course has four hours of class for eight weeks. Practice sessions are incorporated into class sessions.
Prerequisite: NUR 381.
- 381. Transition to Professional Nursing (BSN Completion) 3 Hours**
This course provides a bridge for the associate degree or diploma nurse to baccalaureate nursing education and practice. This course has four hours of class for eight weeks.
Prerequisite: Admission to BSN Track II. Bethel ADN graduate can take the course for two credits.
- 382. Nursing Theory (BSN Completion) 4 Hours**
This course explores nursing conceptual models and nursing theories and non-nursing theories that may be applied to nursing practice. Nursing theories are compared to a Christian worldview. This course has four hours of class for eight weeks plus a one-credit-hour application project.
Prerequisites: NUR 381.
- 383. Nursing Issues (BSN Completion) 3 Hours**
This course explores historical, legal, ethical, moral spiritual and current issues in nursing and the role of the professional nurse. This course has four hours of class for eight weeks.
Prerequisite: NUR381.
- 411. Nursing in the Community (BSN) 7 Hours**
This course emphasizes community-based and population-focused approaches to health promotion. Concepts and theories of contemporary community health nursing are applied in a variety of community settings. This

course has three hours of class and 16 hours of clinical each week.

Prerequisites: NUR 314, NUR 323.

413. Nursing Management (BSN) 7 Hours

This course focuses on the acquisition and application of management skills and leadership qualities. It emphasizes assessment, decision making, collaboration and coordination in the management of care. Synthesis of previous learning is expected. This course has three hours of class and 16 hours of clinical each week.

Prerequisite: NUR 411.

Concurrent: NUR 426

422a. Nursing Research I (BSN) 3 Hours

This course examines essential concepts, principles, theories and techniques used in the research process. The evaluation of current nursing research and its potential for use in clinical practice is a central focus. Students are assisted in the development of a realistic nursing research proposal. This course has three hours of class each week.

Prerequisites: NUR 314, NUR 323, MATH 111, Computer Elective.

422b. Nursing Research I (BSN Completion) 3 Hours

This course examines essential concepts, principles, theories and techniques used in the research process. The evaluation of current nursing research and its potential for use in clinical practice is a central focus. Students are assisted in the development of a realistic nursing research proposal. This course has four hours of class for eight weeks.

Prerequisite: NUR 382, MATH 111, Computer Elective

423a. Nursing Research II (BSN) 2 Hours

This course enables the student to coordinate research activities and implement the research proposal that was developed in Research I. Data collection, statistical analysis and presentation of findings are the major components of this course. (TBA)

Prerequisites: NUR 422a.

423b. Nursing Research II (BSN Completion) 2 Hours

This course enables the student to coordinate research activities and implement the research proposal that was developed in Research I. Data collection, statistical analysis and presentation of findings are the major components of this course. (TBA)

Prerequisites: NUR 422b.

426. Clinical Problem Solving (BSN) 2 Hours

This course involves application of critical thinking to clinical problem solving. Computer exercises enhance classroom presentation. This course has two hours of class each week.

Prerequisite: NUR 413.

471. Nursing Management (BSN Completion) 5 Hours

This course focuses on the acquisition and application of management skills and leadership qualities. It emphasizes assessment, decision making, collaboration and coordination in the management of care. Synthesis of previous learning is expected. This course has four hours of class for eight weeks and documentation of 86 hours of clinical.

Prerequisite: NUR 380, NUR 381.

473. Nursing in the Community (BSN Completion) 5 Hours

The course emphasizes community-based and population-focused approaches to health promotion. Concepts and theories of contemporary community health nursing are applied in a variety of community settings. This course has four hours of class for eight weeks and documentation of 86 hours of clinical.

Prerequisite: NUR 423b, NUR 380

483. Community Health Seminar (BSN Completion) 3 Hours

This course involves application of theories of community health assessment as well as completion of an assessment of a selected community. (TBA)

Prerequisite: NUR 473.



DIVISION *of* **RELIGION & PHILOSOPHY**

DR. CARPENTER, Chairperson
DR. BEALS
DR. BAWA
DR. BLOWERS
MR. DENDIU
DR. ENGBRECHT
DR. ERDEL
DR. GERBER

DR. LAURENT
MR. LINHART
DR. LONG
MR. MEISTER
DR. MORRIS
DR. STUMP
MR. URY

Majors

Bible & Ministry (Adult Programs)
Biblical Literature
Christian Ministries
International Studies
Philosophy
Youth Ministry

Minors/Associate

Biblical Languages
Biblical Studies
Missions
Philosophy
Youth Ministry

RELIGION & PHILOSOPHY

The goals of this division are that students shall:

- ① Develop a style of service and ministry which cares for the full range of human needs.
- ② Be equipped for immediate ministry vocations in churches, para-church organizations, etc., by balancing biblical and theological education with the practical skills necessary for ministry.
- ③ Have the necessary foundation on which to pursue theological education at the graduate level.
- ④ Develop skills in interpersonal relationships which reflect biblical values.
- ⑤ Learn how to study the Bible and to relate its message to today's world.
- ⑥ Be acquainted with the major philosophies and religious systems of the world.
- ⑦ Be especially prepared for ministry within the Missionary Church or the student's own denomination, with an awareness of the whole Body of Christ.

Biblical Literature Minor

HOURS

BIBL		Electives in Bible (Other than the General Studies requirements)	14
MIN	310	Evangelism & Discipleship	<u>3</u>
			17

Bible & Ministry Major (Adult Major)

General Studies

Adult Orientation	6
Written Communication	3
Speech Communication	6
Literature/Art/Music	7
Foreign Language (Biblical Languages expected)	4
Philosophy	3
Psychology	9
Sociology/Social Science	6
History/Area Studies	4
Science/Math	<u>48</u>

Major

BIBL	201	Biblical Interpretation	3
BIBL	211	Old Testament I	3
BIBL	212, 213	Old Testament II or III	3
BIBL	221	New Testament I	3
BIBL	222, 223	New Testament II or III	3
MIN	210	The Christian World Mission	3
		Electives in Ministry	6
		Theology	6
		Electives in Bible (two)	<u>(6)</u>
			30

Concentration Tracks

15

(Choose at least one)

Pastoral Ministry Track

MIN	340	Theory & Practice of Pastoral Care	(3)
MIN	310	Evangelism & Discipleship	(3)
MIN	441	Homiletics	(3)
		Internship	(2)

			HOURS
Missionary Service Track			
MIN	333	World Religious Movements	(3)
SOC	356	Cultural Anthropology	(3)
MIN	310	Evangelism & Discipleship	(3)
		Area Study	(4)
		Internship	(2)
Christian Counseling Track			
PSYC	288	Life Span Development	(3)
PSYC	481	Abnormal Psychology	(4)
PSYC	386	Personality Theories	(3)
SS	376, 378	Research Methods I & II	(4)
Pre-Seminary Track			
		Appropriate electives for seminary admission	(15)
Associate Ministry			
PSYC	288	Life Span Development	(3)
YMN	181	Foundations of Youth Ministry	(3)
MIN	332	Materials & Methods in Youth Ministry	(3)
MIN	310	Evangelism & Discipleship	(3)
		Electives needed to complete the degree	31

Biblical Languages Minor

HEB	151	Elementary Hebrew I	4
HEB	152	Elementary Hebrew II	3
GRK	151	Elementary Greek I	4
GRK	152	Elementary Greek II	3
HEB	251	Hebrew Exegesis	2
GRK	251	Greek Exegesis	2
HEB	351	Hebrew Readings	3
GRK	351	Greek Readings	3
			<u>24</u>

Biblical Literature Major

A.A. Degree

General Studies			
THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Math/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
			<u>26</u>
Major			
BIBL	201	Biblical Interpretation	3
BIBL	211	Old Testament I	3
BIBL	212	Old Testament II	3
BIBL	221	New Testament I	3
BIBL	222	New Testament II	3
MIN	210	The Christian World Mission	3
MIN	310	Evangelism & Discipleship	3
BIBL	213	Old Testament III, or	3

RELIGION & PHILOSOPHY

			HOURS
BIBL	223	New Testament III, or	(3)
BIBL	320	Biblical Theology	(3)
			<u>24</u>
Electives needed to complete the degree			12

Biblical Literature Major B.A. Degree

General Studies

COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
		Art/Drama/Music (recommend MULH 341)	3
SOC	151	Principles of Sociology	3
HEB	151	Elementary Hebrew I	4
GRK	151	Elementary Greek I	4
		College Level Math	3
		Science with Lab	4
HIST	246	Introduction to World Civilization	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			51

Major

BIBL	201	Biblical Interpretation	3
BIBL	211	Old Testament I	3
BIBL	212	Old Testament II, or	3
BIBL	213	Old Testament III	(3)
BIBL	214	Old Testament Book Study	2
BIBL	221	New Testament I	3
BIBL	222	New Testament II, or	3
BIBL	223	New Testament III	(3)
BIBL	224	New Testament Book Study	2
BIBL	320	Biblical Theology	3
BIBL	470	Contemporary Critical Issues, Biblical Studies	2
HEB	152	Elementary Hebrew II	3
GRK	152	Elementary Greek II	3
HEB	251	Hebrew Exegesis	2
GRK	251	Greek Exegesis	2
HEB	351	Hebrew Readings	3
GRK	351	Greek Readings	<u>3</u>
			40

Required Cognates

MIN	441	Homiletics	3
Electives needed to complete the degree			30

Christian Ministries Major

General Studies

COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1

RELIGION & PHILOSOPHY

			HOURS
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
		Art/Drama/Music (recommend MULH 341)	3
SOC	151	Principles of Sociology	3
HEB	151	Elementary Hebrew I	4
GRK	151	Elementary Greek I	4
MATH		College Level Math	3
		Science with Lab	4
HIST	246	Introduction to World Civilization	3
		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			51
Major			
BIBL	201	Biblical Interpretation	3
BIBL	211	Old Testament I	3
BIBL	212	Old Testament II, or	3
BIBL	213	Old Testament III	(3)
BIBL	214	Old Testament Book Study	2
BIBL	224	New Testament Book Study	2
BIBL	221	New Testament I	3
BIBL	222	New Testament II, or	3
BIBL	223	New Testament III	(3)
BIBL	320	Biblical Theology	3
HEB	152	Elementary Hebrew II	3
GRK	152	Elementary Greek II	3
HEB	251	Hebrew Exegesis	2
GRK	251	Greek Exegesis	2
MIN	101	Introduction to Ministry	1
MIN	310	Evangelism & Discipleship	3
MIN	320	Fundamentals of Christian Leadership	4
MIN	340	Theory & Practice of Pastoral Care	3
MIN	441	Homiletics	3
MIN	446	Internship in Ministry (2 semesters), or	1
MIN	447	Internship in Missionary Service	(1)
THEO	310	Systematic Theology I	3
THEO	411	Systematic Theology II	3
HIST	445	Church History	<u>3</u>
			56
Required Cognates			
*HIST	341	History/Theology Missionary Church	1
Electives needed to complete the degree			16

Students who desire to pursue ministry must be admitted to the program by the faculty of the Division of Religion & Philosophy. Application must be made during the sophomore year. Admission is based on satisfactory performance in introductory Bible courses, a satisfactory statement of Christian experience and suitability for Christian ministry. See the chairperson for information.

*Required of Missionary Church students

International Studies – Ministry Major

General Studies

THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3

RELIGION & PHILOSOPHY

			HOURS
PHIL	150	Logic & Critical Thinking	2
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	1.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6 (*8)
LIT		Literature	3
		Fine Arts	3
		College Level Math	3
		Lab Science	4
PHIL	250	Introduction to Philosophy	3
HIST	246	Introduction to World Civilization	3
PHIL	452	Senior Experience	1
			<u>55 (57)</u>

International Studies Core

SOC	356	Cultural Anthropology	3
SS	277	World Regional Geography	3
MIN	333	World Religious Movements	3
BADM	341	International Business	3
		Area Study (choose two)	6
HIST	341	U.S. Foreign Relations	3
		Internship**	3-6
			<u>24-27</u>

*Greek or Hebrew recommended.

**Students must spend one semester abroad as part of the internship.

Ministry Concentration

MIN	310	Evangelism & Discipleship	3
MIN	360	Principles of Church Planting	3
MIN	361	Hist/Theo Issues International Ministries	3
MIN	210	The Christian World Mission	3
MIN	340	Theory & Practice of Pastoral Care	3
MIN	441	Homiletics	3
BIBL	201	Biblical Interpretation	3
MIN	101	Introduction to Ministry	1
SOC	301	Sociology of Religion	3
			<u>25</u>

Electives or Minor

20-15

Missions Minor

MIN	210	The Christian World Mission	3
MIN	310	Evangelism & Discipleship	3
MIN	333	World Religious Movements	3
MIN	446	Internship in Ministry (two semesters), or	1
MIN	447	Internship in Missionary Service	(1)
SOC	356	Cultural Anthropology	3
SS		Elective Culture Study	4
			<u>17</u>

Philosophy Major

General Studies

COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3

RELIGION & PHILOSOPHY

			HOURS
		Foreign Language (two semesters)	6
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles in Sociology	3
HIST		History Elective	3
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	1.5
		Art/Drama/Music	3
LIT		Literature	3
PHIL	150	Logic & Critical Thinking	2
PHIL	452	Senior Experience	1
MATH		College Level Mathematics	3
		Science with Lab	4
BIBL	215	Old Testament Literature	3
BIBL	216	New Testament Literature	3
THEO	110	Exploring the Christian Faith	3
			52
Major			
PHIL	301	Symbolic Logic	3
PHIL	302	Ancient & Medieval Philosophy	3
PHIL	303	Modern Philosophy	3
PHIL	304	19th & 20th Century Philosophy	3
PHIL	305	Ethics & Value Theory	3
PHIL	401	Epistemology	3
PHIL	402	Metaphysics	3
PHIL	403	Seminar in Philosophy	3
			24

To complete the Philosophy major, one of two options must be selected

Option A: Second Major Option

In addition to completion of the above general studies and major courses, a complete second academic major is selected. Any of the baccalaureate majors may be chosen; however, several appropriate examples are listed below.

Biblical Literature	Liberal Studies
Chemistry	Mathematics
Christian Ministries	Math/Computer Science
Communication	Psychology
Drama	Social Science
English	Sociology
History	Sport Studies
Human Services	Studio Art

Option B: Cognate Option

If a student is interested solely in Philosophy, then 18 cognate hours are required from the courses listed below.

THEO	310	Systematic Theology	(3)
THEO	411	Systematic Theology	(3)
MIN	333	World Religious Movements	(3)
HIST	348	Greco-Roman World	(3)
HIST	349	Medieval Europe	(3)
HIST	350	Renaissance & Reformation	(3)
HIST	445	Church History	(3)
PSYC	385	Learning & Memory	(3)
PSYC	391	Biological Psychology	(4)
SOC	301	Sociology of Religion	(3)
SOC	356	Cultural Anthropology	(3)
SOC	439	Western Social Thought	(3)
SOC	440	Social Theory	(3)
LIT	372	Literary Criticism & Theory	(3)
NS	200	Faith & Science Seminar	(1)

RELIGION & PHILOSOPHY

			HOURS
BADM	122	Business Ethics	(3)
PHED	342	Philosophy of Sport	(3)
PHIL	403	Seminar in Philosophy	(3)
PHIL	460	Independent Study	<u>(1-4)</u>
			18
Electives needed to complete the degree			32

Philosophy Minor

PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1
PHIL		Electives in Philosophy	6
Choice of two:			
PHIL	302	Ancient & Medieval Philosophy	3
PHIL	303	Modern Philosophy	3
PHIL	304	19th & 20th Century Philosophy	<u>(3)</u>
			18

Youth Ministry and Adolescent Studies Major

Students who desire to pursue this major must be admitted to the program by the faculty of the Division of Religion & Philosophy. Application must be made upon satisfactory completion of the freshman year. At this time, students must make application and schedule an entrance interview into the YMAS major. A YMAS Application Packet can be obtained from the Religion & Philosophy Office. Transfer students must complete application and interviews before their first semester at Bethel College ends.

General Studies

COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
		Art/Drama/Music	3
SOC	151	Principles in Sociology	3
HEB OR		Introduction to Bible Study Tools I	4
GRK	151/152	(Elementary Hebrew or Greek I)	
		Introduction to Bible Study Tools II	3
		(Elementary Hebrew or Greek II)	
		College Level Math	3
		Science with Lab	4
HIST	246	Introduction to World Civilization	3
		Literature	3
PHIL	250	Introduction to Philosophy	2
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
PHIL	150	Logic & Critical Thinking	<u>2</u>
			49

Biblical Studies Core

BIBL	211-213	Old Testament I, II or III (or Old Testament Literature)	3
BIBL	221-223	New Testament I, II or III (or New Testament Literature)	3
BIBL	201	Biblical Interpretation	3

			HOURS
BIBL	214	Old Testament Book Study	2
BIBL	224	New Testament Book Study	2
MIN	310	Evangelism & Discipleship	3
THEO	310	Systematic Theology I, or	3
THEO	411	Systematic Theology II, or	(3)
BIBL	320	Biblical Theology	(3)
MIN	101	Introduction to Ministry	<u>1</u>
			20

Youth Ministries Core

YMN	181	Foundations in Youth Ministry/Adolescent Studies	3
YMN	221	The Gospel & Adolescent Culture	3
COMM	272	Introduction to Interpersonal Communication	3
PSYC	285	Adolescent Growth & Development	2
YMN	295	Practicum in a Youth Ministry/Adolescent-specific Field I	2
YMN	311	Administration & Management in Youth Ministry	3
YMN	351	Youth Ministry & Multicultural Settings	3
YMN	395	Practicum in a Youth Ministry/Adolescent-specific Field II	2
YMN	411	Counseling Teenagers in Crisis	3
YMN	455	Senior Seminar in Youth Ministry/Adolescent Studies	3
YMN	485	P.R.I.M.E.* Experience-Internship in Youth Ministry, Adolescent-specific Field	4
YMN	285	Youth Ministry/Adolescent Studies Saturday Seminars I-VIII (select seven)	7

Each seminar is one credit.

- I. Evangelism & Worship in Youth Ministry
- II. Youth Ministry Speaking Skills I
- III. Youth Ministry Speaking Skills II
- IV. Contemporary Issues in Youth Ministry
- V. Fundamentals of Christian Leadership
- VI. Youth Ministry & the Person of Jesus Christ
- VII. Youth Ministry & Intimacy with God
- VIII. Keeping Teenagers in Touch with God

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Electives needed to complete the degree 17

Youth Ministry Minor

PSYC	285	Adolescent Growth & Development	2
MIN	310	Evangelism & Discipleship	3
BIBL	201	Biblical Interpretation	3
YMN	181	Foundations of Youth Ministry	3
YMN	221	The Gospel & Adolescent Culture	3
YMN	311	Administration & Management in Youth Ministry	3
YMN	411	Counseling Teenagers in Crisis	3
YMN	285	Youth Ministry – Saturday Seminars (select three)	<u>3</u>
			23

Christian Center for Urban Studies

Through an affiliation with the Olive Branch Mission in Chicago, Bethel and a dozen other colleges offer a Chicago urban experience with the following course options:

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The City in Christian Perspective	3
Urban Issues	2-4
Rebuilding the Church	3
Ministry/Service Immersion	4-8

Jerusalem University College

Through the college's membership in the **Jerusalem University College**, students have the opportunity for extended study in the Holy Land as part of the program in Biblical Studies. Both short-term and complete semester programs are available. The division office can provide complete information.

COURSE DESCRIPTIONS

Biblical Studies (BIBL)

- 110. Exploring the Christian Faith 3 Hours**
(Description listed in Theology THEO 110.)
- 201. Biblical Interpretation 3 Hours**
An introduction to methods of Bible study and to the principles of biblical interpretation. The inductive method is emphasized.
- 211. Old Testament I *Genesis - 2 Kings: Creation to Chaos* 3 Hours**
The course emphasizes Genesis, Exodus, Joshua and 1-2 Kings. The important themes of creation, election, the exodus, conquest of Canaan and exile are studied. These themes are also traced to the New Testament.
Prerequisite: BIBL 215 & 201 or major standing. HEB 151 & 152 recommended.
- 212. Old Testament II *Psalms & Wisdom Literature: Knowing God* 3 Hours**
A close examination of the major themes and important Psalms (e.g., messianic Psalms), along with a study of the practical wisdom found in Proverbs, Ecclesiastes, Job and Song of Songs.
Prerequisite: BIBL 211 & 201 or consent of instructor. HEB 151 & 152 recommended.
- 213. Old Testament III *Isaiah & The Prophets: God's New People* 3 Hours**
A study of the major themes in Isaiah: The Suffering Servant, New Heaven and New Earth, Restoration of Israel, The People of God, etc. Other prophets are surveyed, some are highlighted: Daniel, Ezekiel, Jeremiah, Amos, Hosea, Haggai and Malachi.
Prerequisite: BIBL 211 & 201 or consent of instructor. HEB 151 & 152 recommended.
- 214. Old Testament Book Study 2 Hours**
The textual examination and application of inductive principles of Bible study are applied to the Old Testament book(s) under consideration. Various books will be studied by the determination of the division and the course instructor.
Prerequisite: BIBL 211 or consent of instructor. HEB 151 & 152 recommended.
- 215. Old Testament Literature 3 Hours**
An introduction to the literature, theological themes, historical background, geography and significance of the Old Testament.
- 216. New Testament Literature 3 Hours**
A study of the literature, historical background, geography and significance of the books of the New Testament.
- 221. New Testament I 3 Hours**
This course is an introduction to the four Gospels and the person of Jesus Christ. It includes a historical survey of Gospels' interpretation (source, form, redaction criticism) as well as more recent approaches such as narrative criticism. Moreover, this course aims at providing a framework for how to interpret the Gospels properly and consequently how to apply insights from Jesus (his personal example, teaching and theology) in one's life and ministry.
Prerequisite: BIBL 216 or major standing. GRK 151/152 and BIBL 201 recommended.
- 222. New Testament II 3 Hours**
This course investigates the Book of Acts and the Pauline Epistles in chronological sequence in an effort to understand the missionary efforts of the Early Church. Critical matters of authorship, dating and interpretive methodology are covered. Attention is given to understanding the issues confronting the early church (e.g., Jew/gentile relationship, Law/Grace, Society/Evangelization) and the theology of Paul with a view to fruitful application today.
Prerequisites: BIBL 221 or the consent of the instructor. GRK 151/152 and BIBL 201 are recommended.
- 223. New Testament III 3 Hours**
This course is a detailed investigation of the General Epistles (Hebrews through Jude) and the Book of Revelation. Critical matters of authorship, dating and interpretive methodology are treated. Careful consideration is given to understanding the theology of these books and their appropriate application for today's church.
Prerequisites: BIBL 221 or the consent of the instructor. GRK 151/152 and BIBL 201 are recommended.

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224. New Testament Book Study 2 Hours

The textual examination and application of inductive principles of Bible study are applied to the New Testament book(s) under consideration. Various books will be studied by the determination of the division and the course instructor.

Prerequisites: BIBL 201, GRK 151 & 152, or consent of instructor.

310. Exploring the Christian Faith 3 Hours

(Description listed in Theology THEO 320.)

320. Biblical Theology 3 Hours

This course ties the great theological themes of the Bible together and demonstrates proper methodology for doing Biblical theology. The unity, authority and inspiration of scripture is studied and the foundation for Christian ethics and a Christian worldview is established. (Offered beginning in 2004.)

450. Studies in Biblical Lands 4 Hours

A comprehensive study course including the history, geography, archeology and cultures of some portions of the biblical lands. The program of study includes classroom lectures, on-site field exploration and first hand exposure to the geography and culture.

460. Independent Study in Biblical Studies 1-4 Hours

A course designed to study a particular period, author, topic or other area of particular interest to the student. For major and minor. May be repeated for credit.

470. Contemporary Critical Issues in Biblical Studies 2 Hours

A capstone course that draws contemporary critical issues in Bible, Biblical Theology and hermeneutics together. Each year a current significant critical issues(s) will be examined in a seminar format.

Greek (GRK)

151. Elementary Greek I 4 Hours

152. Elementary Greek II 3 Hours

A beginning course consisting of pronunciation, essentials of grammar, composition and reading in the KOINE Greek.

251. Greek Exegesis 2 Hours

This course concentrates on vocabu-

lary, grammar and translation in the Greek New Testament. Principles of exegesis are studied, with practice in selected passages.

Prerequisites: GRK 151, 152.

255. Independent Study in Greek 1-2 Hours

An opportunity to engage in independent study in KOINE or classical Greek.

351. Seminar in Biblical Greek 3 Hours

These seminars enable the student to continue to develop his/her biblical languages to encompass large sections or books or the Hebrew and Greek testaments. The emphasis continues to enable the student to acquire the languages as theological tools for exegesis of God's word. (Offered beginning in 2003.)

Hebrew (HEB)

151. Elementary Hebrew I 4 Hours

152. Elementary Hebrew II 3 Hours

A beginning course consisting of pronunciation, essentials of grammar, Semitic language structure and reading in biblical Hebrew. In the second semester, attention is given to grammar and extensive reading of selected biblical passages.

251. Hebrew Exegesis 2 Hours

This course concentrates on vocabulary, grammar and translation in the Hebrew Old Testament. Principles of exegesis are studied with practice in selected passages.

Prerequisites: HEB 151, 152.

255. Independent Study in Hebrew 1-2 Hours

Opportunity to engage in independent study in biblical Hebrew. Enrollment by permission of instructor.

351. Seminar in Biblical Hebrew 3 Hours

These seminars enable the student to continue to develop his/her biblical languages to encompass large sections or books or the Hebrew and Greek testaments. The emphasis continues to enable the student to acquire the languages as theological tools for exegesis of God's Word. (Offered beginning in 2003.)

Ministry (MIN)

- 101. Introduction to Ministry 1 Hour**
A study of the concept of ministry as a calling and a profession. Gifts for and offices of ministry will be studied. The student will begin developing a theology of ministry.
- 210. The Christian World Mission 3 Hours**
The biblical basis and history of missionary motivation, and the study of missionary strategies and methods.
Prerequisites: BIBL 215, 216 or major status.
- 310. Evangelism & Discipleship 3 Hours**
A study of the methods of evangelism and follow-up, including discipleship training and supervision.
- 320. Fundamentals of Christian Leadership 4 Hours**
An introduction to the administrative/pastoral functions of ministerial leadership. This includes an investigation into basic biblical models of leadership. The course seeks to examine and relate current theory to a biblical model of pastoral ministry. Provides the theoretical background for any of the divisional internships.
- 332. Materials & Methods in Youth Ministry 3 Hours**
A study of the teaching process as relates to learners of all ages, with special emphasis on youth. This course draws heavily on the materials of communication theory, with special emphasis on group dynamics. Attention is given to preparation and use of materials, including audiovisuals and other creative arts.
- 333. World Religious Movements 3 Hours**
An analysis of the major religions of the world, including the most significant new religious movements. Definition and evaluation of cultism is included.
- 340. Theory & Practice of Pastoral Care 3 Hours**
A course which considers pastoral care to be the all-inclusive work of the pastor. A biblical model is developed with special emphasis upon pastoral counseling.
- 341. History & Polity of the Missionary Church 1 Hour**
A study of the origins, development and growth of the various traditions which have come to be called the Missionary Church.
- 360. Principles of Church Multiplication & Planting 3 Hours**
This course will examine the theory of church multiplication and the various strategies and techniques in the planting of churches. See CHMN 517 for specific topics.
- 361. Issues in International Ministries 3 Hours**
A study of the historical issues faced during each phase in the development of international ministries, including an analysis of the strategies and methodologies in vogue during that period.
- 441. Homiletics 3 Hours**
A study of the types and structure of sermons, exegesis as a basis for exposition, the proper use of argument and illustration and methods of delivery. Includes a laboratory experience in preparation and delivery of sermons.
Prerequisites: COMM 171, BIBL 201.
- 444. Music & Worship 3 Hours**
A study of the theology and practice of worship, with special emphasis upon enrichment of worship in a local church. Different traditions of worship are explored and changing worship patterns are studied. Contemporary worship modes, worship music, the use of sacraments and principles of lay leadership for worship are discussed. Denominational traditions form the background for the development of worship programs geared to the local church. Identical with MULH 341. Fulfills Fine Arts General Studies requirement.
- 446. Internship in Ministry 1-4 Hours**
An on-the-job approach to the work of the ministry. The application of selected materials to the development of the church is made with the help of the mentor pastor and the college supervisor. Critical analyses are made by the pastor, district superintendent, college supervisor and fellow students involved in the same program. (Two semesters or one entire summer.)
Prerequisite: Junior or senior standing.
- 447. Internship in Missionary Service 1-4 Hours**
A study on a foreign mission field, observing the work of foreign missionary personnel and national workers. The course includes a brief study of the

history, culture and missionary activity of the country prior to the field experience and a report of the student's daily activities during the field experience.

Prerequisites: MIN 210, 310, SOC 356.

- 448. Internship in Evangelism 2 Hours**
Experience in the formulation and administration of broad programs of evangelism in a local church or parachurch organization. The student surveys needs, develops trained personnel and supervises a program of evangelism.
Prerequisite: MIN 310.
- 460. Independent Study 1-4 Hours**
A study of a topic or approach to ministry relative to the student's interest.

Philosophy (PHIL)

- 150. Logic & Critical Thinking 2 Hours**
The course is a study of the laws of thought. Introductory concepts of formal logic will be presented such as truth tables, sentential logic, validity, soundness, and necessary and sufficient conditions. Work will be done both with the manipulation of logical symbols and with plain English arguments. Also, informal logical fallacies will be identified and evaluated.
- 250. Introduction to Philosophy 3 Hours**
A general introduction to the traditional problems of philosophy. Care will be taken to assess the various solutions which have been offered to the problems and to understand the import of such solutions for the Christian worldview. Students will be exposed to some of the classic texts in the history of philosophy.
- 301. Symbolic Logic 3 Hours**
An introduction to modern formal logics, including propositional and first order predicate logic. Attention will also be given to assumptions underlying different kinds of logical analysis.
- 302. Ancient & Medieval Philosophy 3 Hours**
A survey of philosophy from early Greece through the Renaissance, emphasizing the primary sources of Plato, Aristotle, Augustine and Aquinas.
- 303. Modern Philosophy 3 Hours**
A survey of philosophy of the seventeenth and eighteenth centuries, concentrated on primary sources of Descartes, Spinoza, Leibniz, Locke, Berkeley, Hume and Kant.
- 304. Nineteenth & Twentieth Century Philosophy 3 Hours**
A survey of the philosophy of the nineteenth and twentieth centuries, concentrated on the primary sources of Hegel, Marx, Kierkegaard, Nietzsche and the two strands of twentieth century philosophy: continental and analytic philosophy.
- 305. Ethics & Value Theory 3 Hours**
An examination of the primary ethical theories. Emphasis is placed on Christian ethics in a social context. Aesthetics and other value theory topics may also be included.
- 401. Epistemology 3 Hours**
An examination of theories of knowledge. Questions addressed may include: What are the conditions for knowledge? What does it mean to be rational? How does the character of the knower influence knowledge claims? What are the limits of human reason? Are there different ways of knowing?
- 402. Metaphysics 3 Hours**
An examination of traditional topics of metaphysics such as the mind-body problem, freedom and determinism, immortality, God, identity, universals, causation.
- 403. Seminar in Philosophy 3 Hours**
Topics will vary from year to year, including: philosophy of science, philosophy of religion, major philosophers, major schools and time periods. May be repeated.
- 450. Senior Colloquium 1 Hour**
A seminar approach in which ethical insights are applied to a current problem or issue. Basic Christian perspectives are brought into play.
Prerequisite: Senior standing and PHIL 250.
- 451. Senior Experience 3 Hours**
Taken by students admitted prior to fall 2000. A capstone course designed to facilitate integration of the various disciplines. The student will write a "personal life position" paper expressing a Christian worldview.
Prerequisites: THEO 110, PHIL 250, Senior standing.

452. **Senior Experience** 1 Hour
Taken by students admitted fall 2000 and thereafter.
460. **Independent Study** 1-4 Hours
A study of some period, topic or philosophical problem of the student's choice. May be repeated for credit.

Theology (THEO)

110. **Exploring the Christian Faith** 3 Hours
Taken by students admitted fall 2000 and thereafter. (See course description for THEO 320.)
310. **Systematic Theology I** 4 Hours
An historico-systematic theological study of the doctrines of God, christology, pneumatology, creation and man.
320. **Exploring the Christian Faith** 3 Hours
Taken by students admitted prior to fall 2000. This course is designed to acquaint the student with the Christian worldview as it is set forth by the Scriptures, interpreted by evangelical Christianity and shown in its relationship to current world ideologies. The contribution of this Christian perspective to the student's learning experiences is brought into focus.
411. **Systematic Theology II** 4 Hours
An historico-systematic theological study of the doctrines of soteriology, including hamartiology, sanctification and eschatology.
Prerequisite: THEO 310.
460. **Independent Study** 1-4 Hours
A study of some theological period, topic or problem of the student's choice. May be repeated for credit.

Youth Ministry & Adolescent Studies (YMN)

181. **Foundations in Youth Ministry/ Adolescent Studies** 3 Hours
An examination of the purposes, challenges, modes, varied agencies and methodologies as they interrelate with adolescence. The student will also explore the Biblical, educational and philosophical foundations of youth ministry, with assessment of personal gifts and personality in light of these foundations.

221. **The Gospel & Adolescent Culture** 3 Hours
With a knowledge of the physical and emotional development of adolescents, this course will enable the student to develop a philosophy of ministry with adolescents—using guidelines and discussion related to the implementation of a program of ministry within the framework of the local church as well as in other contexts.
Prerequisite: PSYC 285, or consent of instructor.
285. **Saturday Seminars in Youth Ministry** 1 Hour
per semester
One-day seminars are taught by youth ministry experts in their adolescent-specific fields. Various topics will be covered with an emphasis on actual practice and the personal application of professional theory. See schedule of classes for topics being offered.
- 295/
395. **Practicum in a Youth Ministry/ Adolescent-specific Field I, II** 2 Hours
Guided theory/practice in youth ministry or an adolescent-specific field experience; requires four to six hours per week of involvement in a supervised, disciplining youth ministry, plus regular class meetings.
Prerequisites for 295: Consent of instructor and YMN 181.
Prerequisites for 395: Consent of instructor and YMN 295, 311.
311. **Administration & Management in Youth Ministry** 3 Hours
Examination of philosophy and principles for programming: communication of vision, strategy, goals and objectives, leadership development and effective management of resources (finances and budgeting, staff relationships and promotional skills).
Prerequisite: YMN 181.
351. **Youth Ministry & Multicultural Settings** 3 Hours
Presents challenges of opportunities for experiencing various approaches to youth ministry in multicultural settings. Explores attitudes toward adolescence from various cultural perspectives. Emphasizes historical, theological and cultural development of Christian mis-

sion as it relates to adolescents.

Prerequisite: YMN 181.

- 411. Counseling Teenagers in Crisis** **3 Hours**
A review and application of various approaches to Christian counseling to issues that are adolescent-specific: identity formation, spiritual formation, family issues, human sexuality, pregnancy, abortion, abuse, delinquency, eating disorders, suicide and substance abuse.
Prerequisites: YMN 181 and PSYC 285 or consent of instructor and YMAS program director.
- 455. Senior Seminar in Youth Ministry/ Adolescent Studies** **3 Hours**
Final preparation for graduating students entering a position in youth ministry or an adolescent-specific career, including examination of contemporary

problems and issues in adolescence as well as the students' career readiness. Case studies will be used to address questions like, "At what point does parental responsibility override a confidential youth/youth minister relationship?" or "How does the youth minister handle various discipline problems?"

- 485. The P.R.I.M.E. Experience – Internship in Youth Ministry/ Adolescent-specific Field** **4 Hours**
PRIME is an acronym for "Program Research and Immersion in Ministry Effectiveness." This course will provide guided theory and practice in youth ministry or an adolescent-specific field experience, with supervised responsibility for hands-on work (totaling 20+ hours/week) with adolescents.
Prerequisite: Consent of instructor and YMAS program director.



DIVISION *of* SOCIAL SCIENCES

DR. HOSSLER, Chairperson
DR. BRIDGES
DR. CARLSON
MR. CHAPMAN
DR. GERIG
DR. HAAS
DR. JOHNSON

DR. T. NELSON
DR. ROOT
DR. SCHMIDT
DR. SEROCZYNSKI
DR. SPIVEY
DR. A. YOUNG

Criminal Justice
History
Human Services
International Studies
Pre-Law Track–History

Pre-Seminary Track–History
Psychology
Social Science
Social Studies Education
Sociology

SOCIAL SCIENCES

The Social Science Division has developed five broad goals.

1. Students will be prepared for graduate study. This preparation will include a knowledge base in the social sciences, analytical and critical thinking skill, and study/research skills.
2. Students will develop interpersonal skills necessary for professional careers, including oral and written communication and an understanding of human behavior.
3. Students will grow in self-understanding by understanding the historical and social contexts of their lives and of the institutions in which they live.
4. Students will learn how to integrate their knowledge of Social Science with Evangelical Christian faith.
5. Students will develop a "World Christian" perspective, which means they develop the ability to work in cross-cultural settings, as well as understanding how their lives and ministries fit into world missions.

Criminal Justice Major - A.A. Degree

			HOURS
General Studies			
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature, or	3
BIBL	216	New Testament Literature	(3)
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logical & Critical Thinking	2
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activity	0.5
		Art/Drama/Literature/Music	<u>3</u>
			28
Major			
CRMJ	101	Introduction to the American Criminal Justice System	3
CRMJ	201	Juvenile Justice System	3
CRMJ	202	Introduction to Law Enforcement	3
CRMJ	203	Introduction to Corrections	3
CRMJ	304	Criminal Investigations	3
CRMJ	301	Criminal Law	3
CRMJ	303	Criminal Justice Seminar	3
SS	374	Fieldwork in Social Science	3
SOC	251	Social Psychology	3
SOC	202	Race & Ethnicity	<u>3</u>
			30
Nine Hours of Cognates-Choose Three Courses			
PSYC	288	Life Span Development	3
SS	305	United States Government	3
SOC	201	Problems & Issues	3
SOC	203	Sociology/Psychology of Aging	(3)
SOC	252	Marriage & Family	(3)
SS	371	Interviewing & People-Helping Skills	(3)*
SOC	375	Crisis Intervention	(3)*
		Any other CRMJ course not taken in core	<u> </u>
			9
*adult college			
Total hours to complete the degree			67

Criminal Justice Major - B.A. Degree

The Criminal Justice Major offers two separate degree options. **Option A** provides the complete criminal justice program, and allows for a minor or electives in other areas to be taken. **Option B** provides the basic criminal justice major requirements, yet must also include a second major. Examples of supporting majors which are available and appropriate to complement the degree are: Biblical Literature, Biology, Chemistry, History, Human Services, Liberal Studies, Psychology, Sociology and Philosophy.

			HOURS
General Studies (same for Option A and B)			
THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature	3
BIBL	216	New Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
PHIL	150	Logical & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education Activities	1.5
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
		Science with Lab	4
		Literature	3
MATH		Basic Probability & Statistics	3
		Art/Drama/Music	3
			55
Option A			
Major			
CRMJ	101	Introduction to the Criminal Justice System	3
CRMJ	201	Juvenile Justice System	3
CRMJ	202	Introduction to Law Enforcement	3
CRMJ	203	Introduction to Corrections	3
CRMJ	304	Criminal Investigations	3
SS	374	Fieldwork in Social Science	3
CRMJ	301	Criminal Law	3
SS	376 & 378	Research Methods I & II	4
CRMJ	302	Criminalistics	3
CRMJ	303	Criminal Justice Seminar	3
CRMJ	401	Law, Ethics & the American Legal System	3
CRMJ	402	Criminal Court Process	3
			37
Cognates - choose nine hours			
SS	305	United States Government	3
SOC	201	Problems & Issues	3
SOC	251	Social Psychology	3
SOC	202	Race & Ethnicity	(3)
PSYC	288	Life Span Development	(3)
SOC	203	Sociology/Psychology of Aging	(3)
SOC	252	Marriage & Family	(3)
SS	371	Interviewing & People-Helping Skills	(3)*

SOCIAL SCIENCES

			HOURS
SOC	375	Crisis Intervention	(3)*
SS	374	Fieldwork in Social Science	<u>(1-3)</u>
			9

*adult college

Electives needed to complete the degree 23

Option B

To be accompanied by a second major

Major

CRMJ	101	Introduction to the Criminal Justice System	3
CRMJ	201	Juvenile Justice System	3
CRMJ	202	Introduction to Law Enforcement	3
CRMJ	203	Introduction to Corrections	3
CRMJ	304	Criminal Investigations	3
SS	374	Fieldwork in Social Science	3
CRMJ	301	Criminal Law	<u>3</u>
			21

Cognates - Choose six Hours

CRMJ	302	Criminalistics	3
CRMJ	303	Criminal Justice Seminar	3
CRMJ	401	Law, Ethics & the American Legal System	(3)
CRMJ	402	Criminal Court Process	<u>(3)</u>
			6

Total Hours, Option B 82

Required second major 42

or greater depending on second major chosen

Criminal Justice Minor

CRMJ	101	Introduction to Criminal Justice	3
CRMJ	201	Juvenile Delinquency	3
CRMJ	202	Introduction to Law Enforcement	3
CRMJ	203	Introduction to Corrections	3
CRMJ		Two elective courses	<u>6</u>
			18

History Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
FA	170	Perspectives in Fine Arts	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3

			HOURS
			3
College Level Math			4
Science with Lab			
Choose One:			
LIT	327	World Literature, or	3
LIT	222	American Literature, II or	(3)
LIT	232	British Literature II	<u>(3)</u>
			55
Major			
HIST	242	U.S. History I	3
HIST	243	U.S. History II	3
HIST	439	Historical Methods	3
SS	277	World Regional Geography	3
Select 5:			
HIST	331	Ancient World	(3)
HIST	332	Medieval World	(3)
HIST	333	Early Modern World	(3)
HIST	334	Modern World	(3)
HIST	330	Themes in World History (repeatable)	(3)
Select 3:			
HIST	341	U.S. Foreign Relations	(3)
HIST	345	American Religious History	(3)
HIST	440	Seminar in American History	(3)
HIST	347	Themes in American History	(3)
Select 2:			
HIST	353	History of Russia	(3)
HIST	445	Church History	(3)
HIST	441	Internship in History	(1-3)
HIST	444	Independent Study in Non-Western History	(3)
HIST	444	Independent Study in European History	(3)
HIST	444	Independent Study in American History	(3)
SS	172	U.S. Government	<u>(3)</u>
			42
Electives needed to complete the degree			27

History Major: Pre-Law Track

Pre-Law: Those interested in law school should consult with the law school advisor. The Pre-Law Track requires the General Studies and recommends major core courses of the History major. 97

Plus 27 hours from the following: **27**

SOC	152	Problems & Issues	(3)
SOC	251	Social Psychology	(3)
SOC	252	Marriage & Family	(3)
CRMJ	201	Juvenile Justice System	(3)
CRMJ	101	Introduction to the Criminal Justice System	(3)
SOC	356	Cultural Anthropology	(3)
PSYC	385	Learning & Memory	(3)
PSYC	386	Personality Theory	(3)
PSYC	481	Abnormal Psychology	(4)
BADM	122	Business Ethics	(2)
BADM	221	Business Law	(3)
ECON	233	Principles of Economics	(3)
ECON	329	Intermediate Macroeconomics	(3)
ECON	330	Intermediate Microeconomics	(3)

SOCIAL SCIENCES

			HOURS
ECON	239	Personal Finance	(3)
COMM	272	Introduction to Interpersonal Communications	(3)
COMM	273	Public Speaking	(2)
COMM	375	Persuasion	(4)
ENGL	401	History of the English Language	(3)
WRIT	234	Persuasive Writing Strategies	(3)

History Major: Pre-Seminary Track

The Pre-Seminary Track requires the General Studies and the major core courses of the History major. 97

In consultation with the chairperson of the Division of Religion & Philosophy, course work must be completed in the following areas:

One upper level New Testament course	3
One upper level Old Testament course	3
One upper level Theology course	3
Either Greek or Hebrew and Exegesis	9
Upper level directed electives in religion	9

History Minor

Select two to four:

HIST	331	Ancient World	(3)
HIST	332	Medieval World	(3)
HIST	333	Early Modern World	(3)
HIST	334	Modern World	(3)
HIST	330	Themes in World History (Repeatable)	(3)
HIST	353	History of Russia	(3)
HIST	445	Church History	(3)

Select two to four:

HIST	242	U.S. History I	(3)
HIST	243	U.S. History II	(3)
HIST	341	U.S. Foreign Relations	(3)
HIST	345	American Religious History	(3)
HIST	347	Themes in American History	(3)
SS	305	U.S. Government	(3)

18

Human Services Major (Adult Major)

General Studies

Adult Orientation	0-1
Written Communication II & III	6
Speech Communication	3
Foreign Language/Area Study (Travel)	3
General Psychology	3
Principles of Sociology	3
History	3
Social Science/Economics/History	3
Literature/Art/Music	6
Philosophy	3
Human Biology	4
Basic Probability & Statistics	3
Bible	9
	49-50

Major

SS	278	Introduction to the Human Service Professions	3
SS	371	Interviewing & People-Helping Skills	3
SS	373	Group & Casework Methods	4

			HOURS
SS	375	Crisis Intervention	3
SOC	251	Social Psychology	3
SOC	252	Marriage & Family	3
PSYC	288	Life Span Development	3
PSYC	386	Personality Theories	3
PSYC	481	Abnormal Psychology	4
SS	376 & 378	Research Methods I & II	4
SS	374	Fieldwork in Social Science	3
			<u>36</u>
Electives (or second major or minor)			39

International Studies - Social Science Major

General Studies

THEO	110	Exploring the Christian Faith	3
BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PHIL	150	Logic & Critical Thinking	2
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHED	112-136	Physical Education	1.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
LIT	Literature		3
		Fine Arts	3
		College Level Math	3
		Lab Science	4
PHIL	250	Introduction to Philosophy	3
HIST	246	Introduction to World Civilization	3
PHIL	452	Senior Experience	1
			<u>55</u>

International Studies Core

SOC	356	Cultural Anthropology	3
SS	277	World Regional Geography	3
MIN	333	World Religious Movements	3
BADM	341	International Business	3
		Area Study (choose two)	6
HIST	341	U.S. Foreign Relations	3
		Internship*	3-6
			<u>24-27</u>

*Students must spend one semester abroad as part of the internship.

Major

HIST	History Electives - four (non U.S.)		12
ECON	233	Principles of Economics	3
ECON	329	Intermediate Macroeconomics	3
ECON	420	International Economics	3
SOC	251	Social Psychology	3
			<u>24</u>

Electives or Minor 21-18

NOTE: In addition to the Social Sciences Track of International Studies, two other tracks are available. These are listed in the Division of Business and the Division of Religion & Philosophy.

SOCIAL SCIENCES

International Studies Minor

			HOURS
MIN	210	Christian World Mission	3
SOC	356	Cultural Anthropology	3
BADM	341	International Business	2
MIN	333	World Religious Movements	3
MIN	447	Internship in International, or	
BADM	427	Ministries or Business	1-2
SS	227	Regional Geography	3
HIST	341	U.S. Foreign Relations	3
			18-19

Psychology Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
		Art/Drama/Music	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
BIOL	115	Human Biology	4
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	150	Logic & Critical Thinking	2
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	1.5
			55

Major

PSYC	280	History & Systems of Psychology	3
SOC	251	Social Psychology	3
PSYC	288	Life Span Development	3
PSYC	385	Learning & Memory	3
PSYC	386	Personality Theories	3
PSYC	387	Psychological Measurement	3
PSYC	391	Biological Psychology	4
SS	374	Fieldwork in Social Science	3
SS	376	Research Methods I	3
SS	378	Research Methods II	1
PSYC	481	Abnormal Psychology	4
PSYC	482	Senior Seminar in Psychology	1
			34

Select nine hours from the following cognates: 9

SOC	203	Sociology/Psychology of Aging	(3)
SOC	252	Marriage & Family	(3)
SOC	257	Human Sexuality	(2)
PHED	368	Sports Psychology	(2)
SS	374	Fieldwork in Social Science	(1-3)
PSYC	384	Reading Seminar in Psychology	(1-3)
SOC	401	Sociology of Mental Illness	(3)
PSYC	461	Developmental Theories	(3)
PSYC	462	Special Topics in Psychology	(1-3)
PSYC	471	Independent Study in Psychology	(1-3)

Electives needed to complete the degree 26

- (a) Other courses may be used as cognates with the approval of the student's academic advisor and the division chair.
- (b) A limit of two graduate courses offered through the Master of Arts in Counseling program may be used as undergraduate cognates. Permission must be obtained from the academic advisor, division chair and course instructor.
- If such courses are applied to an undergraduate program, they may not be applied to a future graduate program. A student must also have completed 88 undergraduate hours to take graduate courses.

Psychology Minor

			HOURS
Select six credit hours from the following courses:			
PSYC	280	History & Systems of Psychology	(3)
SOC	251	Social Psychology	(3)
PSYC	288	Life Span Development	(3)
			<u>6</u>
Select six to eight credit hours from the following courses:			
PSYC	385	Learning & Memory	(3)
PSYC	386	Personality Theories	(3)
PSYC	391	Biological Psychology	(4)
PSYC	481	Abnormal Psychology	(4)
			<u>6-8</u>
Select three to four credit hours from the following courses:			
PSYC	387	Psychological Measurement	3
SS	376	Research Methods I	3
SS	378	Research Methods II	1
			<u>22-24</u>

Psychology Education Minor

PSYC	182	General Psychology	3
PSYC	284	Child Growth & Development	3
PSYC	285	Adolescent Growth & Development	2
PSYC	481	Abnormal Psychology	4
PSYC	384	Reading Seminar in Psychology, or	3
PSYC	386	Personality Theories, or	(3)
SOC	251	Social Psychology	(3)
SCED	444	Electives from three other Social Studies Methods in Social Science	9 <u>2</u>
			26

Social Science Major A.A. Degree

General Studies

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
HIST	246	Introduction to World Civilization	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Music/Art/Literature/Drama	3
PHED	112-136	Physical Education Activity	0.5
SOC	151	Principles of Sociology	3
PHIL	150	Logic & Critical Thinking	<u>2</u>
			34

Major

ECON	233	Principles of Economics	3
HIST		History Elective	3

SOCIAL SCIENCES

			HOURS
PSYC	288	Life Span Development	3
SOC	201	Problems & Issues	3
SS	305	U.S. Government	3
SS		Social Science Electives	<u>15</u>
			30

Social Science Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
		Art/Drama/Music	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Major

SS	305	U.S. Government	3
SOC	439	Western Social Thought	3
HIST		History Elective	3
PSYC	288	Life Span Development	3
SS	376/378	Research Methods I & II	4
ECON	233	Principles of Economics	3
SOC	201	Problems & Issues	3
		Electives from Social Science Division courses (12 Hours 300 level & above)	18
			<u>40</u>

Electives needed to complete the degree 29

If the student in this major also has another major or minor, then not more than nine hours from the other major or minor may be counted to meet the requirements of this major.

Social Studies Education

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
LIT	327	World Literature, or	3
LIT	222	American Literature II, or	(3)

			HOURS
LIT	232	British Literature II	(3)
FA	170	Perspectives in Fine Arts	3
		Science with Lab	4
MATH	111	Basic Probability & Statistics	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Social Studies Core Concentrations:

• **Government and Citizenship**

• **Historical Perspectives**

SS	305	U.S. Government	3
SS	277	World Regional Geography	3
HIST	242	U.S. History I	3
HIST	243	U.S. History II	3

Select five:

HIST	331	Ancient World	(3)
HIST	332	Medieval World	(3)
HIST	333	Early Modern World	(3)
HIST	334	Modern World	(3)
HIST	330	Themes in World History (repeatable)	(3)

Select three:

HIST	341	U.S. Foreign Relations	(3)
HIST	345	American Religious History	(3)
HIST	347	Themes in American History	<u>(3)</u>
			36

Elective Area of Concentration

Select a third Area of Concentration from Sociology, Psychology, Geography or Economics. 12

Geography

SS	270	Area Study: Travel	(4)
SS	301	Area Study: Sub-Saharan Africa	(3)
SS	302	Area Study: Latin America	(3)
SS	303	Area Study: Mid-East & North Africa	(3)
SS	304	Area Study: Far East	(3)
SS	471	Independent Study: Social Science	(1-4)

Psychology

SOC	251	Social Psychology	(3)
PSYC	386	Personality Theories	(3)
PSYC	471	Independent Study in Psychology	(1-4)
PSYC	481	Abnormal Psychology	(4)

Sociology

SOC	201	Problems & Issues	(3)
SOC	202	Race & Ethnicity	(3)
SOC	251	Social Psychology	(3)
SOC	252	Marriage & Family	(3)
CRMJ	101	Introduction to the Criminal Justice System	(3)
CRMJ	201	Juvenile Justice System	(3)
SOC	356	Cultural Anthropology	(3)
SOC	439	Western Social Thought	(3)

Economics

ECON	233	Principles of Economics (required)	(3)
ECON	329	Intermediate Macroeconomics	(3)

SOCIAL SCIENCES

			HOURS
ECON	330	Intermediate Microeconomics	(3)
ECON	420	International Economics	(3)
ECON	430	Industrial Organization	(3)
ECON	431	Money & Banking	(3)
Professional Education			
EDUC	102	Foundations of Education	3
PSYC	285	Adolescent Growth & Development	2
EDUC	204	Diversity in the Classroom	3
EDUC	205	Educational Pedagogy I	3
EDUC	305	Educational Pedagogy II	3
SS	201	Fieldwork: Secondary Social Studies Education	1
SCED	444	Specific Methods in Social Science	2
SCED	448	Developmental Reading	3
SCED	449	Secondary Student Teaching	8
EDUC	441	Student Teaching Seminar	<u>0-2</u>
			28-30

See TEACHER EDUCATION (page 56) for program admission and other information.

Sociology Major

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language (two semesters)	6
HIST	246	Introduction to World Civilization	3
		Art/Drama/Music	3
		Literature	3
MATH	111	Basic Probability & Statistics	3
		Science with Lab	4
THEO	110	Exploring the Christian Faith	3
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
PHIL	452	Senior Experience	1
PHED	112-136	Physical Education Activities	<u>1.5</u>
			55

Major

SOC	201	Problems & Issues	3
SOC	251	Social Psychology	3
SOC	356	Cultural Anthropology	3
SOC	401	Western Social Thought	3
SOC	440	Social Theory	3
SS	376	Research Methods I	3
SS	378	Research Methods II	<u>1</u>
			19

Electives from (21 hours-at least 11 hours at the 300-400 level):

ASL	211	American Deaf Culture	(3)
HIST	445	Church History	(4)
ENGL	304	Introduction to Linguistics	(3)
MIN	333	World Religious Movements	(3)
COMM	272	Introduction to Interpersonal Communication	(3)
PSYC	288	Life Span Development	(3)
SOC	252	Marriage & Family	(3)

			HOURS
SOC	257	Human Sexuality	(2)
SOC	203	Sociology/Psychology of Aging	(3)
SOC	202	Race & Ethnicity	(3)
CRMJ	101	Introduction to the Criminal Justice System	(3)
CRMJ	201	Juvenile Justice System	(3)
SOC	301	Sociology of Religion	(3)
SOC	401	Sociology of Mental Illness	(3)
SOC	451	Independent Study in Sociology	(1-3)
SS	277	World Regional Geography	(3)
SS	372	Introduction to Social Work	(3)
SS	373	Group & Casework Methods	(4)
SS	374	Fieldwork in Social Science	(1-6)
SS	377	Seminar Topics	(3)
			<u>21</u>

Electives needed to complete the degree 29

Sociology Minor

SOC	151	Principles of Sociology (included in General Studies)	3
			<u>13</u>
			16

Sociology Education Minor

SOC	151	Principles of Sociology (included in General Studies)	3
SOC	201	Problems & Issues	3
SOC	252	Marriage & Family	3
SOC	202	Race & Ethnicity	3
Electives from:			5
SOC	251	Social Psychology	(3)
CRMJ	201	Juvenile Justice System	(3)
SOC	356	Cultural Anthropology	(3)
SOC	451	Independent Study in Sociology	(1-3)
Electives from three other Social Studies areas			5
SCED	444	Methods in Social Science	2
			<u>24</u>

United States History Education Minor

HIST	242	U.S. History I	3
HIST	243	U.S. History II	3
SCED	444	Methods in Social Science	2
Plus nine hours in HIST (U.S.)			9
Electives from three other Social Science areas			<u>9</u>
			26

World Civilization Education Minor

HIST	246	Introduction to World Civilization	3
SS	277	World Regional Geography	3
SCED	444	Methods in Social Science	2
Select nine hours from:			
HIST	331	Ancient World	9
HIST	332	Medieval World	(3)
HIST	333	Early Modern World	(3)

SOCIAL SCIENCES

			HOURS
HIST	334	Modern World	(3)
HIST	330	Themes in World History	(3)
Select six hours from:			
SS 270, SS 301, SS 302, SS 303, SS 304			6
Select three hours from other Social Science Division courses			<u>3</u>
			26

COURSE DESCRIPTIONS

Criminal Justice (CRMJ)

- 101. Introduction to the American Criminal Justice System 3 Hours**
This class replaces the current Crime and Correction class. Study of the agencies and processes involved in the United States Criminal Justice System: the police, the courts and corrections.
- 201. Juvenile Justice System 3 Hours**
This class replaces the current Juvenile Delinquency class. Study of the juvenile system including the theories of causation and prevention, functions and institutions and community agencies.
- 202. Introduction to Law Enforcement 3 Hours**
Study of the operations and history of law enforcement in the United States, including municipal, county, state and federal agencies.
- 203. Introduction to Corrections 3 Hours**
An introduction to the field of corrections and a survey of the philosophies and practices relevant to processing the convicted offender through the several methods developed to change the offender from a law violating person to a law conforming person.
- 301. Criminal Law 3 Hours**
Introduction to criminal law, including the history and development of the law. Specific crimes against person, property and public order are discussed along with judicial issues and decision by the courts.
Prerequisite: CRMJ 101.
- 302. Criminalistics 3 Hours**
Study of physical, biological, medical and behavioral sciences to crime investigations and detection. Hair, fibers, blood stains, paints, weapons, polygraphs, prints and other evidence will be discussed. Evidence collection at crime scenes will be considered.
Prerequisites: CRMJ 101, 202.
- 303. Criminal Justice Seminar 3 Hours**
In-depth analysis of selected topics in criminal justice.
- 304. Criminal Investigations 3 Hours**
Theoretical and practical study of investigations of crime, including crime scene procedures, interviews, interrogations,

surveillance techniques and testifying in court.

Prerequisite: CRMJ 101.

- 401. Law, Ethics & the American Legal System 3 Hours**
Introduction to criminal law, including the history and development of the law. Specific crimes against person, property and public order are discussed along with judicial issues and decision by the courts.
Prerequisite: CRMJ 101.
- 402. Criminal Court Process 3 Hours**
A comprehensive study of the criminal court process, including topics of choosing a jury, rules of evidence, admissible statements and different roles of the characters in a courtroom.
Prerequisite: CRMJ 101.

History (HIST)

- 210. History of the Christian Church & the Deaf Community 3 Hours**
A study of the dynamics of religion and its impact on the Deaf community in the United States. Models of ministry/mision in the Deaf community will be presented and critiqued. Out-of-class visits to local deaf ministries will be required. (Note: Except for ASL majors, course does not fulfill general education History requirement.)
Prerequisite: ASL 201.
- 242. United States History I 3 Hours**
A study of the history of the United States from the period of discovery through Reconstruction. Emphasis is placed on political, social and economic developments.
- 243. United States History II 3 Hours**
A study of the history of the United States from Reconstruction to the present. Emphasis is placed on the political, social and economic developments.
- 246. Introduction to World Civilizations 3 Hours**
A general introduction to the individuals, ideas and institutions that have helped shape the course of human history. Primarily designed for freshman and sophomore students.
Prerequisite: ENGL 101 or permission of the instructor.

- 330. Themes in World History 3 Hours**
The exploration of a specific theme in world history. Included among the possible themes are the history of science, the history of warfare, the history of medicine, the history of heresy and religious dissent and the history of modern revolutionary movements. May be repeated for credit.
Prerequisite: HIST 246.
- 331. Ancient World 3 Hours**
A survey of world history from the emergence of the earliest civilizations to the disintegration of the western half of the Roman Empire. Attention will be given to the major political, social, cultural and religious developments in Mesopotamian, Indian, Chinese and Mediterranean history.
Prerequisite: HIST 246.
- 332. Medieval World 3 Hours**
An inquiry into world history from the establishment of Islam to the early European voyage of discovery. Historical developments in East Asia, India, the Middle East and Europe will be examined in detail. A brief introduction to indigenous American and Sub-Saharan societies will also be included.
Prerequisite: HIST 246.
- 333. Early Modern World 3 Hours**
An examinations of the religious, political, economic and cultural transformations that led to the Western European dominations of the world by the mid-19th century. Attention will also be given to the continuities and changes in other regions of the world.
Prerequisite: HIST 246.
- 334. Modern World 3 Hours**
A study of the religious, political, economic and cultural changes that characterize the shift from the era of European domination to the increasingly cosmopolitan contemporary world.
Prerequisite: HIST 246.
- 341. United States Foreign Relations 3 Hours**
A study of the diplomatic relations of the United States, designed to acquaint the student with our present foreign policy.
Prerequisites: HIST 242, 243.
- 345. American Religious History 3 Hours**
A study of major movements, persons and themes in American religion: for example, Puritanism, the Great Awakening, church and state, voluntary associations and reform, religion and culture, Fundamentalism, etc.
Prerequisite: HIST 242, or 243 or permission of the instructor.
- 347. Themes in American History 3 Hours**
Course focuses on a specific theme in American history, such as African American history; women in American history; westward movement; Puritanism; immigration; urbanization; Alternative Healing Traditions, etc. Students are encouraged to help shape the topic.
- 353. History of Russia 3 Hours**
A survey of the history of Russia from the Kiev period to the present, and an intensive study of the social, political and religious developments of the last decade.
Prerequisite: HIST 245.
- 439. Historical Methods 3 Hours**
An introduction to the techniques, procedures, and skills of the working historian. After tracing developments in historiography, the philosophy of history, and recent methodological concerns, each student will pursue an individually designed research topic, culminating in a major paper.
Prerequisite: 30 hours of history course work or the permission of the instructor.
- 440. Seminar in American History 3 Hours**
Designed for senior history majors. The seminar will be devoted to a particular period or topic of American history. Students will read and discuss texts that offer an introduction to the themes and concerns relevant to the period or topic, and conduct original research on a question chosen in consultation with the professor.
Prerequisite: 30 hours of course work in history or the permission of the instructor.
- 441. Professional Internship in History 1-3 Hours**
Reserved for senior history majors. Students will work with a professional scholar in either an intramural or an extramural internship. In light of individual abilities and interests, the internship will offer experience in teaching, research, and/or working with historical collections. Internship proposals must be made to, and approved by, the Social Science Division.

Prerequisite: 30 hours of course work in history, the permission of the instructor, and the approval of the Social Science Division.

444. **Independent Study** **1-3 Hours**
A study of some period, topic or problem in history. For majors and minors. May be repeated for credit.
Prerequisite: HIST 246.
445. **Church History** **4 Hours**
A study of the development of Christianity from the post-apostolic period to the present. Major themes in areas such as ecclesiology, christology and theology are highlighted. Some attention is given to the student's own church heritage.
Prerequisite: HIST 246.

Psychology (PSYC)

120. **Methods of Learning** **1 Hour**
The skills of self-motivation, test taking, time management and general study organization are presented and practiced. Emphasis is placed on motivational techniques and critical thinking. Required of probationary students.
180. **College Orientation** **1 Hour**
This course is designed to assist the students in knowing themselves, their strengths and weaknesses, so they may be able to make proper adjustments for their greatest possible self-realization. Some attention is given to standardized testing and its interpretation to assist the student in his/her life choices. May not be counted in the major or minor in Psychology.
181. **Adult Orientation** **0-1 Hours**
An orientation designed to acquaint adult students with college policies and procedures. Students will learn to access information by developing skills in computer proficiency and library research. Emphasis will be given to learning strategies and study techniques.
182. **General Psychology** **3 Hours**
An introduction to psychological principles and concepts.
280. **History & Systems of Psychology** **3 Hours**
An introduction to the history and systems of psychology. Emphasis is placed on the historical, philosophical and empirical foundations, as well as the present and future directions of the discipline. Career opportunities are also discussed.
283. **Early Child Development** **4 Hours**
The physical, intellectual, personality-social-emotional development of the child from conception to adolescence is examined. Statements from prominent researchers and theorists in child development, practical ways to apply research findings, child development in societies other than our own and up-to-date studies of contemporary concerns are a part of this course.
Prerequisite: PSYC 182.
284. **Child Growth & Development** **3 Hours**
The physical, social, emotional and cognitive development of the child from conception to adolescence is examined. Special attention is given to techniques of managing behavior and to the role of the educator in the development process.
Prerequisite: PSYC 182.
285. **Adolescent Growth & Development** **2 Hours**
A study of the development of the adolescent and the young adult. Special attention will be given to physiological changes, intellectual development, the search for identity, relationships with parents, relationships with peers, problems of adolescence, career development and choosing a personal lifestyle.
Prerequisite: PSYC 182.
288. **Life Span Development** **3 Hours**
A study of the basic principles and theories of human development with special emphasis given to the determinants of the human life span from the beginning of life through infancy, childhood, adolescence and adulthood to death and dying. Emphasis is placed on the transitional life processes as they occur at each stage, and attention is given to physical, intellectual, social and personality development in each stage of the life span.
Prerequisite: PSYC 182.
384. **Reading Seminar in Psychology** **1-3 Hours**
A reading course in psychology tailored to meet individual student interests.
Prerequisite: PSYC 182.
385. **Learning & Memory** **3 Hours**
An introduction to the processes and theories of learning. Behavioral theories and cognitive theories are described

and evaluated. Memory and motivation are also examined. Emphasis is given to behaviorism, operant conditioning, social learning theory, the transition from behaviorism to cognitivism and an information processing framework of human cognition.

Prerequisite: PSYC 288.

386. Personality Theories 3 Hours

A study of basic theoretical approaches to human personality. Major personality theorists are reviewed and their positions are compared, contrasted and synthesized. An attempt is made to evaluate theories and their relationship with the Christian faith.

Prerequisite: PSYC 288.

387. Psychological Measurement 3 Hours

An examination of the development and use of measurement in psychology. Emphasis is placed on measurement issues such as theoretical frameworks, conceptual and operational definitions, standardization, validity, reliability, measurement error and instrument evaluation. Special attention is focused on the ethical and professional use of psychological measurement.

389. Prior Learning Assessment 1 Hour

This course is designed to teach the student how to prepare and present noncollegiate prior-learning experiences for academic credit at Bethel College. It includes the actual preparation, evaluation and revision of materials supporting a petition for credit in a particular discipline area. Assignments and classroom presentations and activities sharpen critical thinking and written communication skills.

Prerequisite: ENGL 101.

391. Biological Psychology 4 Hours

An introduction to the biological bases of behavior. Research methodology and findings will be emphasized that focus on genetic inheritance, the nervous system, endocrine system, underlying brain function and their relationship to specific forms of behavior.

Prerequisites: BIOL 115 or permission of instructor.

461. Developmental Theories 3 Hours

A study of contemporary theories of human development. Attention will be given to a variety of major themes, including nature/nurture, stability/instability, continuity/discontinuity, plasticity,

and critical periods. Research and theory will be evaluated in three broad areas of development: cognitive, social, and emotional. Specific topics in each area will be considered, including but not limited to: perceptual development, language development, conceptual development, moral development, temperament, attachment, family and peer relationships, and children at risk.

Prerequisite: PSYC 288.

462. Special Topics in Psychology 1-3 Hours

An opportunity to study issues, trends, topics, or content in psychology that may not be covered in other courses. Developed and offered on demand.

Prerequisite: PSYC 182.

471. Independent Study in Psychology 1-3 Hours

481. Abnormal Psychology 4 Hours

A study of various forms of abnormal human behavior in relation to their causative factors. Emphasis is placed upon the concern for methods of prevention and cure.

Prerequisite: PSYC 386.

482. Senior Seminar in Psychology 1 Hour

A senior capstone course that requires the student to apply, analyze, synthesize and evaluate his/her knowledge of and skill in psychology in an experiential situation.

Sociology (SOC)

151. Principles of Sociology 3 Hours

An introduction to the scope, basic concepts, perspectives and trends of the discipline. A study of the primary elements in sociological analysis, emphasizing social organization, group processes and interpersonal relationships.

201. Problems & Issues 3 Hours

This course explores the major issues confronting contemporary American society. It seeks to achieve understanding of the complex nature of social tensions and to assist the student in clarifying his/her own positions. In the process, students gain critical thinking and analytical skills by examining the arguments presented in scientific circles, political debate and the popular media.

Prerequisite: SOC 151.

202. Race & Ethnicity 3 Hours

The social dynamics of race and ethnicity, including prejudice, discrimination and public policy issues. The history of racial and ethnic groups in America will be reviewed in order to illustrate mechanisms for reducing prejudice.

Prerequisite: SOC 151 or permission of instructor.

203. Sociology/Psychology of

Aging 3 Hours

A study of changing individual needs and major events that affect adults in their later years. Learning, attitudes and emotional implications are considered. Attention is also given to the social resources available to help meet these needs. A useful course for students who intend to work with the elderly as either professionals or volunteers.

Prerequisite: SOC 151, PSYC 182.

251. Social Psychology 3 Hours

A general introduction to the sub-discipline of social psychology. Emphasis is on the impact of early and later socialization in the forming and modifying of beliefs, values, attitudes and on the various contexts for interpersonal behavior.

252. Marriage & Family 3 Hours

A study of the family as a basic social institution with cultural variations. Emphasis is upon premarital and marital factors that contribute to successful marriage or to family disorganization. Christian ideals for wholesome courtship and family living are stressed.

257. Human Sexuality 2 Hours

An integrative approach which treats psychosocial, biomedical, spiritual, ethical and legal dimensions of human sexuality within the context of scientific research and a Christian worldview. The course utilizes various instructional and learning techniques toward assisting students to understand and clarify their own values, attitudes and behaviors as healthy sexual persons and developing wholesome sexual relationships within a Judeo-Christian ethic.

301. Sociology of Religion 3 Hours

An overview of the social dimensions of human religious experience, including both classical theories and contemporary research. Topics covered include the social functions of religion, conversion, factors influencing spiritual growth, causes of liberalism, social dimensions of prayer and worship, persecution and

church growth. This course has many practical implications for students interested in ministry, church planting or missions.

Prerequisite: SOC 151.

356. Cultural Anthropology 3 Hours

A study of the beliefs, practices and major institutions of selected groups around the world, with attention to how the physical and social environment has helped shape the history and culture. The impact of cross-cultural contact, planned change and missionary effort is considered.

401. Sociology of Mental Illness 3 Hours

A review of the social dimensions of psychological distress and mental illness. Special attention is paid to the social factors that contribute to psychological distress, including age, sex, income, education and marital status. Help-seeking behavior, mental institutions, recovery and political and legal issues are also discussed. Students will be able to understand the sources of stress on the lives of individuals, as well as the resources necessary to cope with that stress.

Prerequisite: SOC 251.

439. Western Social Thought 3 Hours

An overview of social thought from Antiquity to the present, including such thinkers as Plato, St. Paul, Augustine, Luther, Machiavelli, Hegel, Marx, Freud and Mead. The student will become familiar with a large number of thinkers, their historical context, and their relationships both to one another and to basic questions of human society. Students interested in sociology, history, theology and philosophy will find this course a useful integration of these disciplines.

Prerequisite: HIST 246.

440. Social Theory 3 Hours

An overview and critical review of sociological theorists who serve as the basis for modern sociological research. Focusing on the last 150 years, the course includes the works of Marx, Weber, Durkheim and Simmel, as well as many schools of thought, including Functionalism, neo-Marxism, Symbolic Interactionism, Phenomenology, Ethnomethodology, Exchange Theory, Feminist Theory, Structuralism and Post-Structuralism. Besides becoming

acquainted with each of these approaches, the student will also become aware of the strengths and weaknesses of each.

Prerequisite: SOC 439.

- 451. Independent Study in Sociology 1-3 Hours**
Selection of an applied problem or theoretical inquiry in the discipline. Individual effort is stressed. Extensive reading culminates in a paper or personal research report.
Prerequisite: Upper division students in sociology.

Social Science (SS)

- 201. Fieldwork: Secondary Social Studies Education 1 Hour**
This course is designed to enrich the Social Studies Education major's pre-professional experience. The class will combine weekly meetings with a member of the Social Science Division faculty with two hours of fieldwork per week in middle school or high school social science classrooms. The weekly meetings will be devoted to a survey of secondary social studies methods and to an analysis of student fieldwork. Each student will prepare a series of formal reports documenting his or her observations and learning experiences. At the conclusion of the course each student will prepare a brief reflection paper describing how his or her understanding of the teaching profession has changed. SS 201 will be normally taken during the sophomore year.
- 270. Area Study: Travel 4 Hours**
A comprehensive travel course, including the history, geography, culture, literature, politics and economics of a country outside the United States. Daily lectures, field trips to historical sites, use of university and museum resources, and firsthand exposure to the people, geography and culture of the land.
- 277. World Regional Geography 3 Hours**
A study of the factors of the natural environment of each area of the world, including the United States. The relationship of these factors to the methods in which man meets his basic needs, and the problems arising from this interaction become the focal emphasis of the course. A wide background of information about contemporary world geography is developed.
- 278. Introduction to the Human Service Professions 3 Hours**
A study of the human service professions with emphasis on the philosophy, knowledge and skills of the practitioner in various settings. Course materials and field trips link theory and practice.
- 301. Area Study: Sub-Saharan Africa 3 Hours**
A study of the history, geography and cultures of Africa, south of the Sahara. Special attention is paid to present problems in the continent.
- 302. Area Study: Latin America 3 Hours**
A study of the history, geography and culture of the countries in North America, South America, Central America and West Indies where Spanish, Portuguese and French are spoken. Attention is given to their social, economic and political institutions, religious and philosophical concepts, literature and the arts.
- 303. Area Study: Mid-East & North Africa 3 Hours**
A study of the history, geography and cultures of North Africa and the Middle East. Special attention is paid to present problems in the area.
- 304. Area Study: Far East 3 Hours**
A study of the history, geography and culture of the Far East, with major attention given to China and Japan. Special focus is on present problems in the area.
- 305. United States Government 3 Hours**
A study of the government of the United States from the colonial period to the present. Emphasis is placed on present day political problems.
Prerequisite: HIST 242, 243.
- 371. Interviewing & People-Helping Skills 3 Hours**
A skills acquisition course where the student achieves a minimal competency level in listening, problem identification, goal setting, and use of problem-solving strategies. Supervised practice includes extensive use of role playing, audio and videotaping and modeling.
- 372. Introduction to Social Work 4 Hours**
A study of the field of social work, with emphasis on the philosophy, knowledge and skills of the social worker in various settings. Course materials are supplemented with field trips.

- 373. Group & Casework Methods 4 Hours**
A study of techniques and practices used by social workers in the group and casework settings. Includes transactional analysis, group dynamics and other treatment modalities used in behavioral modification.
- 374. Fieldwork in Social Science 1-6 Hours**
An internship or cooperative education experience within selected business, social service and law enforcement agencies. Other off-campus learning experiences may also be arranged in a metropolitan or cross-cultural setting. Requires advanced application and approval of instructor. May be repeated up to a total of six hours.
- 375. Crisis Intervention 3 Hours**
An overview of crisis theory and the development of knowledge and skills to assist persons experiencing crises. Attention is given to topics such as death, divorce, suicide, physical or sexual abuse and other situational crises.
- 376. Research Methods I 3 Hours**
A study of the methods used by the social and behavioral sciences to obtain reliable data and build theory. Includes research design, survey and observational techniques, content analysis, case studies, data analysis and presentation, use of statistics and computers. Work includes submitting a satisfactory research design, which is to be carried out in SS 378.
Prerequisite: MATH 111.
- 377. Seminar Topics 3 Hours**
Each seminar focuses on a different topic selected for its contemporary relevance, such as aging, drug abuse, death and dying, bio-ethics, ecology, sex roles and delinquency treatment. Participants share in common reading, then develop a paper to be presented to other seminar members. Open to nonmajors.
- 378. Research Methods II 1 Hour**
Continuation and completion of the research project begun in SS 376.
Prerequisite: SS 376.
- 380. Honors Seminar 1 Hour**
Discussion- and activities-based seminar on the interaction between faith and intellect. The precise topic may change from year to year, but in each offering, students will discuss readings on the integration of faith and learning and examine practical applications of this integration. Also examined are graduate education and preparing for graduate school, the role of the Honors Society at Bethel College and other issues of student interest. Honors Society members are strongly encouraged to participate, but neither Honors Society membership nor upperclassman status is required.
- 471. Independent Study 1-4 Hours**
An opportunity for independent research and writing by advanced social science majors.



DIVISION of GRADUATE STUDIES

DR. BOB LAURENT, Dean

Master of Business
Administration
DR. B. SMITH, Director
MRS. JARUSEWIC
DR. LEMLER
MR. MOW
DR. M. YOUNG
D. READY, J.D.

Master of Arts in
Theological Studies
Master of Ministries
DR. CARPENTER, Director
DR. R. MORRIS, Advisor
DR. BEALS
DR. BLOWERS
DR. ENGBRECHT
DR. GERIG
DR. LONG
DR. STUMP
DR. A. YOUNG

Master of Arts in Counseling
DR. GERIG, Director
DR. ARTHUR
DR. CARLSON
DR. FISCHER
DR. HOSSLER
DR. J. NELSON
DR. T. NELSON
DR. SPIVEY
DR. A. YOUNG

Master of Business Administration (M.B.A.)...

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for persons involved in business management. Although most persons enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

Description of Program...

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study. Most M.B.A. courses are offered each academic year. The academic year includes two semesters and two summer sessions.

Format of Program...

Courses are offered in an accelerated eight-week format, with a four-hour class session once per week in the evening from 6 to 10 P.M. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree.

The format of the program enables students to continue to work full time while enrolled in the program. Persons employed full time are expected to take a minimum of two years of part-time study to complete the program.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and to suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

The format of the program is altered in the second summer session from an eight-week to a six-week format. This requires a different course meeting schedule than the eight-week courses follow. Two courses fit well into the altered format—Contemporary Business Issues and Integrated Learning Application.

Admission Requirements...

1. A baccalaureate degree from an accredited college or university with a 2.75 or higher GPA. Applicants with a degree from a nonaccredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required. Applicants with a GPA below 2.75 may be considered for conditional admission at the discretion of the graduate admissions committee.

2. A minimum of two years of appropriate work experience as determined by the program director.

3. Applicants must take the Graduate Management Aptitude Test (GMAT) and have scores sent to Bethel College.

4. Completion within the past five years of at least three credit hours with a grade of "B" or better, or completion of required reading and examination of each of the following: Accounting, Economics and Probability & Statistics.

5. Satisfactory personal interview with the program director.

6. Acceptable oral and written skills must be demonstrated.

7. Students whose native language is not English must score 220 or higher on the TOEFL.

8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

Application Procedures...

1. Request a Graduate Admission Application from Bethel College, Graduate Studies Office.

2. When you receive the form, complete it and return it to Bethel College, Graduate Studies Office with a \$25 nonrefundable application fee. This fee is not required of Bethel College alumni.

3. Write the registrar of the college or university from which you received your baccalaureate degree, requesting that a transcript be sent directly to Bethel College, Graduate Studies Office. If you have taken any graduate study, we will need a transcript from the graduate school also.

4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reasons you selected Bethel College. Mail this to Bethel College, Graduate Studies Office.

5. Take the GMAT test and indicate that the score is to be sent to Bethel College, Graduate Studies Office.

6. Arrange through the Graduate Studies Office for an interview with the the M.B.A. program director.

7. When all of the admission materials are on file, they are reviewed by the M.B.A. program director and the applicant is notified of the action taken.

8. Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies.

Regular Admission is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

Conditional Admission may be granted at the discretion of the graduate admissions committee when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.B.A. program will be terminated.

Special Admission may be granted by agreement of the M.B.A. director and the professor for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview. A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

Permission to Audit is granted by the M.B.A. program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$125 is paid for each course.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the M.B.A. program director. Courses with a "B" or higher grade may be transferred, provided that they have been taken within the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the M.B.A. program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

Graduation Requirements...

From our Master of Business Administration candidates, we expect completion of the following requirements:

1. A total of 36 semester hours with at least a 2.75 grade point average. At least 30 hours must be M.B.A. courses.
2. The last 15 hours must be completed at Bethel College immediately prior to graduation. In special cases a maximum of six hours may be completed at another institution, provided the courses are approved in advance and in writing by the graduate dean.
3. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

Academic Information...

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time enrollment may be necessary for certain kinds of financial aid. However, students with full-time employment are not permitted to enroll at the same time as full-time graduate students. The

GRADUATE STUDIES

M.B.A. program can be completed in two years of part-time enrollment if a student maintains a six-hour enrollment each semester including summer. Students with heavy work loads would be well advised to limit their enrollment to three hours each semester.

A student whose semester GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below "C" is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

Financial Information...

The tuition charge for 2001-2002 for the M.B.A. program is \$330 per semester hour. The cost of books and materials is approximately \$100 per eight-week session.

After completing their M.B.A. degree at Bethel College, graduates may take any M.B.A. course or portion thereof on a space-available basis. This feature meets the college's objective of encouraging lifelong learning and graduates' need for ongoing skill and knowledge enhancement.

Financial aid to graduate students is mostly in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and the applicant should contact the human resources department to determine eligibility for aid. The Bethel College Financial Aid Office can provide details concerning the most recent financial aid information.

Curriculum...

The M.B.A. curriculum consists of 36 hours in the following distribution:

MBAD	503	Management in Action	3 hours
MBAD	506	Global Business Environment	3 hours
MBAD	509	Statistical Methods for Business Decisions	3 hours
MBAD	513	Marketing Strategy & Policy	3 hours
MBAD	516	Managerial Accounting	3 hours
MBAD	519	Economic Analysis & Policy	3 hours
MBAD	520	Managerial Economics	3 hours
MBAD	523	Values, Ethics, & Leadership	3 hours
MBAD	526	Managerial Finance	3 hours
MBAD	527	Legal Environment of Business	3 hours
MBAD	533	Integrated Learning Application	3 hours
Plus one from the following:			
MBAD	529	Contemporary Issues in Business Administration	3 hours
MBAD	531	Entrepreneurship	(3) hours
MBAD	560	Independent Study: Business	(3) hours
		Graduate Elective	(3) hours

COURSE DESCRIPTIONS

Business Administration (MBAD)

- 503. Management in Action 3 Hours**
Development of skills in inter- and intra-personal management. Study of group processes, team building, problem solving and relations among persons of different cultures. Application of management concepts for personal and organizational goal setting and planning.
- 506. Global Business Environment 3 Hours**
Examination of problems and advantages of conducting business on a multi-national and global scale. Study of geographic, sociopolitical and cultural factors that shape organizational success when doing business abroad. Awareness of agencies in, structures for and consequences of, doing business internationally.
- 509. Statistical Methods for Business Decisions 3 Hours**
Procedures for data collection and interpretation. Survey of statistical techniques useful in making business decisions. Analytical tools for studying problems in production, forecasting, finance, marketing and organizational decision making.
- 513. Marketing Strategy & Policy 3 Hours**
Study and application of how needs-heterogeneity in persons and organizations can be identified and served profitably. The roles of total quality management and integrated customer service are developed in conjunction with consumer behavior, market research and management of marketing activities. Working in teams, participants develop a market assessment and marketing plan.
- 516. Managerial Accounting 3 Hours**
Concepts and procedures in accounting for organizational activities and assets are investigated. Control tools such as budgets, information management systems, profit planning and audits are described. Emerging accounting issues for organizational leaders in for-profit and not-for-profit companies are discussed.
- 519. Economic Analysis & Policy 3 Hours**
The impact of the business cycle on firms and industries is assessed. The determinants of the unemployment rates, the inflation rate, the trade balance and economic growth are reviewed. The influence of government policy on the macroeconomy is examined from a variety of viewpoints and discussed.
- 520. Managerial Economics 3 Hours**
The behavior of individual economic agents including the individual consumer and the firm are studied. Formal models of consumer behavior and firm behavior are presented and applied to explain specific economic phenomena. The determinants of the market structure of industry are examined.
- 523. Values, Ethics & Leadership 3 Hours**
Presentation of paradigms for ethical reasoning, moral development and principled leadership. Personal and organizational applications of ethical principles. Treatment of concepts such as vocational calling, personal success, duty and justice. Application of biblical principles to issues managers routinely face or may encounter in the short or long term.
- 526. Managerial Finance 3 Hours**
Introduces participants to institutions and markets that shape business at the local, national and global level. Emphasis is placed on the acquisition and use of funds. Understanding of use presentation and limits of financial information is developed.
- 527. Legal Environment of Business 3 Hours**
The legal and social environment in which businesses operate is examined. The implications of contract and property laws are studied and discussed. An understanding of employment law and regulation is developed.
- 529. Contemporary Issues in Business Administration 3 Hours**
Seminar based study of significant challenges facing managers. Topics might include managing rapid change, evolving legal realities, starting your own business, management of information technology, environmental concerns,

financial portfolio management, mergers and acquisitions. Other topics as agreed upon by participants. This course may be repeated for credit. A maximum of nine credit hours may be earned.

531. Entrepreneurship 3 Hours

Course covers theoretical and practical aspects of owning and managing a business. General principles, case studies, as well as legal, financial, marketing and strategic planning will be studied. Students will have the opportunity to develop a working business plan.

533. Integrated Learning Application 1-3 Hours

Experiential-based learning in two of three areas:

- a cross-cultural experience in a foreign country or ethnic-intensive area of the U.S.;
- a senior-management-level consultive experience with the executives of a for-profit or not-for-profit organization;
- a community service experience addressing the needs of a specific dis-

advantaged (physically, emotionally or economically) group.

For each experience, participants will write:

1. a proposal describing the expected nature and benefits of the learning experience;

2. a thorough (descriptive and normative) critique of the learning event clearly identifying the business concepts relevant to the experience and organization.

Participants could register for one, two or three credit hours of this course in various semesters after at least six modules have been successfully completed.

Graduate Elective 3 Hours

A course taken from one of Bethel College's other graduate program offerings. A graduate class from another accredited institution taken within three years of admission to the M.B.A. program would be an acceptable substitute.

Master of Arts in Counseling Degree...

The Department of Counseling at Bethel College provides quality academic and training experiences that prepare students for careers in counseling-related professions. Graduates are prepared to understand and treat the human condition through the thoughtful integration and application of valid psychological/counseling theory and Christian theology. A personal commitment to the Christian worldview is foundational to the academic and professional experiences offered by the Counseling Program.

Students are prepared to be effective counselors through completion of a common core of courses and experiences. In addition to this core, specializations are offered in Mental Health Counseling, Marriage and Family Counseling/Therapy and Student Development in Higher Education. Persons are prepared to provide professional service in a variety of public and private settings to individuals, couples and families. The outcome for graduates of this program is the possession of entry-level skills for the application of therapeutic, preventive and developmental techniques in human service agencies, church and parachurch organizations, colleges and universities and mental health facilities.

Description of Program

The Department of Counseling offers specializations in three areas: Mental Health Counseling, Marriage and Family Counseling/Therapy and Student Development. The programs in Marriage and Family Counseling/Therapy and Mental Health Counseling consist of 60 semester hours. The program in Student Development consists of 48 semester hours. A common core of nine courses central to the training of competent counselors are required of all students. In addition, there are eight courses (24 credit hours) in the Marriage and Family Counseling/Therapy and Mental Health Counseling specializations and four courses (12 credit hours) in the Student Development specialization. Finally, each student gains practical experience through participation in a three credit hour practicum and a six credit hour internship. The required course work in the Marriage and Family Counseling/Therapy and Mental Health Counseling specializations are designed to meet national certification requirements and Indiana state licensure requirements for Mental Health Counselors and Marriage and Family Therapists.

Format of Program

The academic year is composed of three semesters: fall, spring and summer. The fall and spring semesters are 14 weeks in length followed by a three-week break. The summer semester consists of two, seven-week sessions. There is a one-week break (the week of July 4th) between these sessions. Since many of our students are employed either in full- or part-time positions, classes are offered in the late afternoon and evening. Students employed full time typically take a maximum of six hours of study a semester.

Admission Requirements

1. A baccalaureate degree from an accredited college or university with a G.P.A. of 3.0. Applicants with a GPA below 3.0 may be considered for conditional admission at the discretion of the graduate school admissions committee.
2. Undergraduate course work in psychology totaling at least 15 semester hours. Completed course work should include Human Growth & Development, Personality, Abnormal Psychology, Research Methods and Statistics. Applicants with deficiencies in specific requirements may be granted conditional admission by the admissions committee when the applicant demonstrates strengths in other areas.
3. Undergraduate course work in Bible or Theology totaling at least nine semester hours. Completed course work should include Old and New Testament Literature and a theology course. Applicants with deficiencies in specific requirements may be granted conditional admission by the admissions committee when the applicant demonstrates strengths in other areas.
4. Submit GRE scores, taken within the previous five years. Required scores from the

verbal and quantitative must total 900.

5. Relevant work experience (strongly preferred).
6. Personal interview.
7. Three letters of recommendation.
8. A 350-500-word autobiographical essay.
9. Score of 560 or higher on the TOEFL for students whose native language is not English.

Application Procedures

1. Return completed Graduate Application including a nonrefundable \$25 application fee (the fee is waived for graduates of Bethel College).
2. Have transcripts sent directly to the Bethel College Graduate Studies Office from the college or university that awarded your bachelor's degree and from any school where graduate work was completed.
3. Submit an autobiographical essay of 350-500 words.
4. Return completed Department of Counseling Application form.
5. Provide GRE Scores. Test must have been taken within the past five years.
6. Invitations for interviews will be extended by the admissions committee to applicants whose supporting documents demonstrate their potential to succeed in the M.A. in Counseling Program.

Regular admission is granted when it has been determined that the applicant has fully met the admission requirements for the M.A. in Counseling program.

Conditional Admission may be granted at the discretion of the graduate admissions committee when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.A. in Counseling program will be terminated.

Special Admission may be granted by agreement of the Dean of the Graduate School, Director of the M.A. in Counseling Program, and professors for a student to enroll for credit in courses on the basis of a transcript and application to Graduate School.

Permission to Audit is granted by the director of the M.A. in Counseling program upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$125 is paid for each course.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the director of the M.A. in Counseling program. Courses with a "B" or higher grade may be transferred, provided that they have been taken within the last five years from an institution that is regionally accredited. Normally a maximum of nine semester hours will be accepted toward the M.A. in Counseling degree.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the director of the M.A. in Counseling program. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated to be applied to the M.A. in Counseling degree upon completion of the baccalaureate degree.

Graduation Requirements

From our Master of Arts in Counseling candidates, we expect completion of the following requirements:

1. Completion of 48 semester hours for students in the Student Development specialization; 60 semester hours for students in the Mental Health or Marriage and Family Counseling/Therapy specialization.
2. Cumulative GPA of at least 3.0.
3. Courses for which a grade below "C" is received may not count as hours earned toward the degree.
4. The last 15 semester hours must be completed at Bethel College immediately prior to graduation.
5. All financial accounts must be fully paid to the college; academic credit, transcript and diploma are withheld if the account is not paid in full.
6. A maximum of four private tutorial courses may be completed.

Academic Information

Nine semester hours of academic work in a semester is considered for full-time enrollment. Full-time graduate enrollment may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds a maximum of 6 semester hours of study advisable.

A student whose cumulative GPA is below 3.0 is placed on academic probation. Failure to achieve a semester average of 3.0 or higher the following semester will lead to dismissal from the program. In addition, specific behaviors that are in violation of the professional standards and ethics of the profession will lead to dismissal from the program (e.g., harassment of or sexual contact with counselees).

Financial Information

Financial aid for M.A. in Counseling includes the Stafford Loan program. Two low interest rate loans (7.43%* per year with an 8.25% cap) are offered to students enrolled at least half time (4.5 semester hours). These loans have an origination fee of 3% and a guarantee (lender) fee of 1% for each loan processed.

*(Note: interest rate subject to change.)

1. Subsidized Stafford - Interest and principal payments begin six months after you cease to carry at least 4.5 semester hours of credit. Loan amounts are up to \$8,500 per year.
2. Unsubsidized Stafford - Unlike the subsidized loan, interest is charged while you are enrolled. You have the option of paying the interest or capitalization. Check with your lender for details. Loan amounts are up to \$10,000 per year.

Both loan programs are made available by completing the FAFSA (Free Application for Federal Student Aid). The Bethel College Financial Aid Office is available to answer any question regarding the Stafford Loan program.

In addition, graduate assistantships are available. These are awarded on the basis of academic record and professional potential. Please contact the Department of Counseling for additional information & applications forms.

Payment Plan

The college has a monthly installment plan available through Tuition Management Systems. There is no finance charge associated with this plan; however, an annual application fee is required. The payment plan is available through the college Business Office.

Curriculum

Core Curriculum			27 Hours
COUN	501	Human Development Across the Life Span	3
COUN	505	Theological Foundations for the Counseling Professions	3
COUN	511	Theories & Techniques of Counseling	3

GRADUATE STUDIES

COUN	521	Group Counseling	3
COUN	552	Social & Cultural Diversity	3
COUN	562	Professional, Legal & Ethical Issues	3
COUN	572	Psychometric Theory & Techniques	3
COUN	613	Research Methods	3
COUN	614	Career Development & Counseling	3
Required Clinical Experience			9 Hours
MHC, MFCT, SD	587	Practicum	3
MHC, MFCT	687	Internship	3
SD	687	Internship	6
MHC, MFCT	688	Advanced Internship	3
Courses in the Specialization of Marriage and Family Counseling/Therapy			24 Hours
COUN	531	Personality	3
COUN	542	Psychopathology	3
MFCT	541	Family Systems Theory	3
MFCT	552	Marriage & Family Therapy	3
MFCT	601	Family Development	3
MFCT	623	Family Assessment	3
MFCT	654	Family Stress & Transitions	3
		Free Elective	3
Courses in the Specialization of Mental Health Counseling			24 Hours
COUN	531	Personality	3
COUN	542	Psychopathology	3
MHC	541	Foundations in Mental Health Counseling	3
MHC	552	Techniques in Mental Health Counseling	3
MHC	623	Mental Health in its Social Context	3
MHC	654	Community Psychology & Mental Health	3
MHC	683	Psychopharmacology	3
		Free Elective	3
* Courses in the Specialization of Student Development			12 Hours
SD	531	Foundational Studies in Student Development I: History & Philosophy	3
SD	562	Foundational Studies in Student Development II: Theories & Programs	3
SD	623	Contemporary College Students & Environments	3
SD	633	Professional Practice in Student Development	3
Electives			
COUN	656	Supervision in Counseling	3
COUN	690	Independent Study in Counseling	3
COUN	699	Thesis	3

* The specialization of Student Development will not be enrolling new students during the 2001-02 academic year.

COURSE DESCRIPTIONS

Counseling (COUN)

- 501. Human Development Across the Life Span 3 Hours**
An advanced study of theories and factors relevant to understanding human development across the life span. Special consideration is given to systemic influences. Strategies for facilitating healthy personal development are explored.
- 505. Theological Foundations for the Counseling Professions 3 Hours**
An in-depth study of theological concepts relevant to the practice of counseling. Theoretical and practical issues related to the integration of theology and counseling psychology are explored.
- 511. Theories & Techniques of Counseling 3 Hours**
An introduction to the basic theories and processes of counseling. Both classical and Christian approaches are explored and critiqued in light of Scripture, psychological sophistication and practical utility. Students gain a knowledge of underlying processes, including counselor/client characteristics and their relevance to therapy.
- 521. Group Counseling 3 Hours**
The study of the theory and techniques of group counseling. Students participate in an experiential small group to promote personal and professional growth.
- 531. Personality 3 Hours**
An advanced study of personality, its development and the major psychological theories. Special consideration is given to biblical anthropology and the way it informs and critiques our current understanding of personality.
- 542. Psychopathology 3 Hours**
An advanced examination of the categorization, diagnosis, etiology, maintenance and treatment of abnormal behavior. Both individual and systemic perspectives are considered. Based on current nosology and criteria (i.e., DSM), students develop skills in clinical interviewing and differential diagnostics.
- 552. Social & Cultural Diversity 3 Hours**
An advanced study of cultural diversity and its implications for understanding human behavior and the helping professions. Individual factors, religious diversity and systemic influences are explored.
- 562. Professional, Legal & Ethical Issues 3 Hours**
A discussion of the ethical standards of relevant professional organizations, legal and ethical issues of the profession, professional standards and credentialing.
- 572. Psychometric Theory & Techniques 3 Hours**
A study of the underlying theory and methods of assessment. Concepts covered include classical test theory, standardization, validity, reliability and test evaluation. Students gain skills in the ethical and professional selection, administration, scoring and interpretation of commonly used intelligence, educational, vocational and clinical assessment tools.
Prerequisite: Undergraduate course work in Probability & Statistics.
- 613. Research Methods 3 Hours**
A rigorous examination of the vast array of research and statistical methods used in the behavioral sciences and helping professions. A scientist-practitioner perspective is taken. The underlying philosophy of science is explored and critiqued in light of biblically informed critical Christian analysis.
- 614. Career Development & Counseling 3 Hours**
An examination of the major career development theories and their application in the helping professions. Career concerns of diverse populations are considered. Skills in career assessment and counseling (including computer applications), placement, program planning and evaluation are developed.
- 656. Supervision in Counseling 3 Hours**
An exploration of the principles and techniques of counselor supervision. Students gain guided experience in the supervision of counselor trainees. Taken by permission of faculty only.

690. Independent Study in Counseling 1-3 Hours
Students with advanced standing engage in private study on a counseling-related topic of interest. Taken by permission of faculty only.

699. Thesis 3 Hours
An independent empirical investigation of a counseling-related topic conducted by the student under supervision of a thesis committee.

Marriage and Family Counseling/Therapy (MFCT)

541. Family Systems Theory 3 Hours
A theoretical examination of the major models of systems theory that underlie the practice of marriage and family therapy, as well as the historical development of its practice. Philosophical and etiological assumptions are presented and critiqued according to scientific and critical Christian analysis.

552. Marriage & Family Therapy 3 Hours
An introduction to the profession of marriage and family counseling/therapy. Professional roles and functions are explored. Primary emphasis is on skill building in the application of the theoretical models in working with families.

587. Practicum in Marriage & Family Counseling/Therapy 3 Hours
The development and application of professional skills under supervision. This experience consists of at least 100 clock hours with a minimum of 40 hours of direct service rendered.

601. Family Development 3 Hours
A study of the family in developmental perspective. Explores the complex interactions and reciprocal processes that influence development of family and its subsystems. Includes human sexuality, its expression and strategies of intervention.

623. Family Assessment 3 Hours
An exploration of the methods for assessing functioning and change of family systems. Applications for research and practice are made. Integrating data into meaningful reports and treatment plans is emphasized.

654. Family Stress & Transitions 3 Hours
An advanced study of the situational

and developmental crises that influence family structure and processes. Transitions of traditional and nontraditional families are considered.

687. Internship in Marriage & Family Counseling/Therapy 3 Hours
An advanced practicum experience consisting of a minimum of 600 clock hours. Students work in clinical settings and provide a minimum of 300 hours of direct service under the supervision of a qualified marriage and family counseling/therapy professional. A significant portion of direct service is with couples and family units.
Prerequisite: MFCT 587.

688. Advanced Internship in Marriage & Family Counseling/Therapy 3 Hours
An advanced internship experience consisting of a minimum of 300 clock hours. Students work in clinical settings and provide a minimum of 200 hours of direct service under the supervision of a qualified marriage and family counseling/therapy professional. A significant portion of direct service is with couples and families.

Mental Health Counseling (MHC)

541. Foundations in Mental Health Counseling 3 Hours
An introduction to the profession of mental health counseling. Includes discussions of historical and philosophical foundations, roles and functions of the mental health counselor, and the relationship of Christian faith within professional practice.

552. Techniques in Mental Health Counseling 3 Hours
A theory and skill-based course examining processes and techniques involved in mental health counseling. Skills in intake assessment, treatment planning, brief and long-term models, crisis intervention and prevention strategies are developed.

587. Practicum in Mental Health Counseling 3 Hours
The development and application of professional skills under supervision. This experience consists of at least 100 clock hours with a minimum of 40 hours of direct service rendered.

- 623. Mental Health in Its Social Context** **3 Hours**
A detailed investigation of significant contextual factors and their implications for mental health counseling. Includes the implications of sociocultural, demographic, religious and lifestyle diversity.
- 654. Community Psychology & Mental Health** **3 Hours**
An advanced study of the community mental health movement, its assumptions and delivery systems. Service and management of delivery systems are discussed. Included are the concepts and skills of community assessment, program development and evaluation and community intervention.
- 683. Psychopharmacology** **3 Hours**
An examination of the basic classifications of commonly prescribed psychopharmacological medications, their indications and contraindications. Professional and ethical issues related to the practice of mental health counseling are explored.
- 687. Internship in Mental Health Counseling** **3 Hours**
An advanced practicum experience consisting of a minimum of 600 clock hours. Students work in clinical settings and provide a minimum of 240 hours of direct service under the supervision of a qualified mental health professional.
Prerequisite: MHC 587.
- 688. Advanced Internship in Mental Health Counseling** **3 Hours**
An advanced internship experience consisting of a minimum of 300 clock hours. Students work in clinical settings and provide a minimum of 120 hours of direct service under the supervision of a qualified mental health professional.
- * Student Development in Higher Education (SD)**
- 531. Foundational Studies in Student Development I: History & Philosophy** **3 Hours**
This course introduces students to the history and philosophy of the student development. Discusses professional roles, contemporary issues and problems in higher education, and the history, philosophy, purpose and function of student development.
- 562. Foundational Studies in Student Development II: Theories & Programs** **3 Hours**
An examination of student development theories. Emphasis is on the organization and administration of the programs and services associated with student development.
- 587. Practicum in Student Development** **3 Hours**
The development and application of professional skills under supervision. This experience consists of at least 100 clock hours with a minimum of 40 hours of direct service rendered.
- 623. Contemporary College Students & Environments** **3 Hours**
A study of the characteristics of traditional and nontraditional students, the college environment and its impact. Includes a consideration of special populations, multiculturalism and the Christian college environment. Methods of needs assessment, environmental assessment and intervention (individual, group and organizational) are explored.
- 633. Professional Practice in Student Development** **3 Hours**
An in-depth examination of the practice of student development. Includes policy making, leadership, program development/evaluation and organizational management, budgeting and finance, personnel selection and supervision. Legal and ethical issues are discussed.
- 687. Internship in Student Development** **6 Hours**
An advanced practicum experience consisting of a minimum of 600 clock hours. Students work in student development settings and provide a minimum of 240 hours of direct service which may include counseling, student advisement, leadership training or work with student organizations.
Prerequisite: SD 587.

* The student development in higher education (SD) program will not be enrolling new students during the 2001-02 academic year.

Graduate Studies In Ministry and Theology

Graduate study at Bethel College can lead to a Master of Ministries degree (30 hours) or a Master of Arts in Theological Studies degree—professional academic degrees for persons involved in various kinds of Christian ministry. The courses can also be taken on a “special student” basis for those who wish to keep up on current theory/practice in Christian ministry, biblical studies, theology, history, ethics and society.

Description of Master of Ministries (M.Min.) Program...

The Bethel Master of Ministries program consists of 30 hours of study beyond the baccalaureate degree and can be completed in three semesters or less of full-time study. The program can also be pursued on a part-time basis. The student has two ways to complete the 30 hours:

- ① Ten, three-hour courses, in any format (eight week or three day), or
- ② Nine, three-hour courses, plus supervised position paper/project worth three hours of credit.

Courses are taken in three major areas of study. A suggested distribution is as follows:

- ① Church & Ministry (CHMN), 15 hours
- ② Theology, History, Ethics and Society (THES), six hours
- ③ Biblical Studies (BBST), nine hours. The actual hours taken in an area may be adjusted to fit individual needs.

Description of Master of Arts in Theological Studies (MATS) Program...

The Bethel Master of Arts in Theological Studies is a 60-hour master of arts program that can be completed in two years or over a longer period of time. Ten three-hour courses are offered each year:

- ① Two consecutive, four-hour evening courses per semester (each course running eight weeks/one night a week), and
- ② Three, three-day courses per semester.

(In addition, a summer course in May-June is usually available).

Thus, the required twenty courses (three credit hours each) are scheduled in two convenient formats: three-day courses (the traditional M.Min. format) and eight-week courses. Eight, eight-week courses and twelve, three-day courses are required to complete the MATS.

The sixty-hour program consists of 27-33 hours of Church & Ministry (CHMN) courses, 15-18 hours of Biblical Studies (BBST) courses, and 12-15 hours of Theology, History, Ethics and Society (THES) courses. Over a two-year sequence the student's distribution of hours may vary in each category by three-six hours. Certain courses for the Bethel College Master of Ministries program can apply to the MATS.

Format of Programs...

Ten courses are offered each school year, five in the fall semester, five in the spring semester and one in the summer session. In addition, the Supervised Field Experience (CHMN 518) and Independent Study/Directed Readings can be taken any time during the year. Study in Israel is available at least every other year. The 60-hour MATS program can be completed in two years by taking all courses available. A slower pace is acceptable, but an enrollee must take at least one course per semester to stay current in the program. The 30-hour M.Min. can be completed in one year using any mix of courses, but courses should be picked carefully to meet the future educa-

tional and/or ministerial needs of the student.

The format of the program enables students to enroll at any time during the year. If possible, however, students should pre-enroll in all courses they expect to take during a semester.

The format of the programs enables many students to continue to work full time while pursuing their degree.

Admission Requirements...

- ① A baccalaureate degree from an accredited college or university. Applicants from nonaccredited schools will be considered individually. Degrees other than a bachelor of arts (e.g., bachelor of science, etc.) are acceptable, but undergraduate course deficiencies may need to be addressed.
- ② Minimum semester hours suggested in undergraduate study:

	HOURS
Biblical Studies	16-20
Theology	4
Church & Ministry	4-8
English (including Speech)	12
History	3-6
Philosophy	3-6
Foreign Language	4-8
Natural Science	4
Social Sciences	12

- ③ a. An undergraduate grade point average of at least 2.5 based on a 4.0 scale (A=4 points). An applicant whose average is below the standard can be admitted conditionally only at the discretion of the program director. During this probationary period, the student would be expected to maintain a 2.5 average in graduate or undergraduate study at Bethel College.
- b. Moral character consistent with the guidelines set forth in the Word of God.
- c. A clear indication based on transcripts, references and written work that the applicant is able and desirous of pursuing graduate work successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap.

The requirements in Biblical Studies, Theology and Church & Ministry assure an adequate undergraduate background in these fields as a preparation for graduate study. The requirements in English, History, Philosophy, Foreign Language, Natural Sciences and Social Sciences assure that required pre-seminary studies of the Association of Theological Schools are followed. Applicants who do not meet these requirements may be enrolled only with the understanding that any deficiencies will be corrected (several ways of removing deficiencies are available).

Courses or alternative ways to remove deficiencies are prerequisites to the completion of the degree program and they must be included in the student's academic planning at Bethel College or taken elsewhere. The MATS and M.Min. prerequisites may vary from each other.

A student who lacks undergraduate study in Church History or Systematic Theology must plan to remove this deficiency at either the undergraduate or graduate level. Noncollegiate learning credit, testing, correspondence courses and regular undergraduate/graduate courses are ways that deficiencies can be removed.

Application Procedures...

Applicants for graduate study should complete the following steps:

- ① Request a Graduate Admission Application form from Bethel College, Graduate Studies Office.
- ② When you receive the form, complete it and return it to Bethel College, Graduate Studies office with a \$25 nonrefundable application fee. (This fee is not required

- of Bethel College or Summit College alumni.) Reference forms will be supplied to you which you must send to your pastor, minister, or religious mentor, a former professor or teacher and to one other person who is not a relative. They should return them directly to Bethel College, Graduate Studies Office.
- ③ Write the registrar of the college or university from which you graduated and request that a transcript be sent to the Graduate Studies Office, Bethel College. If you have taken some graduate study, we will need a transcript from the graduate school.
 - ④ A biographical sketch that includes the student's reason for taking graduate studies and stating his/her personal religious faith (approximately 300 words).
 - ⑤ When all of the admission materials are on file, they will be reviewed by the program director, a decision will be made and the applicant notified.
 - ⑥ Applicants desiring to live in campus housing should correspond with the director of student development. Most students stay in motels during the three-day courses.
 - ⑦ Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies. See the section of financial aid below.

Regular Admission is granted when it has been determined by the Graduate Program Director and Graduate Program Advisor that the applicant has fully met the admission requirements for the Master of Arts in Theological Studies degree program.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the program director. Courses with a "C" or higher grade may be transferred. A maximum of 15 semester hours will be accepted toward the Master of Ministries degree and a maximum of 30 semester hours toward the Master of Arts in Theological Studies. Credits accepted from nonaccredited institutions at two-thirds value and the student is on academic probation for one semester.

Conditional Admission may be granted at the discretion of the program director when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and profit from graduate study at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission.

Admission to an Individual Course for credit may be granted by the program director and the professor involved to a special student on the basis of his/her transcript and personal interview. No references or biographical sketch are required. No maximum number of credit hours has been set which can be earned in this way. If a student later decides to pursue the Master of Ministries degree, he/she must make a request to do so in writing before the final nine hours of the 30 required are completed. All the regular admission requirements for the degree program must also be met.

Permission to Audit is granted by the program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$175 is paid for each course.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of credit may be accumulated, to be given graduate credit upon completion of the baccalaureate degree.

Noncollegiate learning is an additional way that applicants may be able to receive credit. Removal of undergraduate deficiencies and/or granting of advanced standing in the program is possible (see above information also).

Financial Information...

The cost of graduate study for 2000-2001 is \$330 per semester hour. Substantial grants and scholarships are available to all Master of Ministries and Master of Arts in Theological Studies students. Additional financial assistance in the form of local church and/or denominational grants may be available to ministers and others employed by churches or parachurch organizations. The Missionary Church strongly supports and may provide financial assistance for its ministerial students in these graduate programs. Students may also be eligible for direct student loans, the college work/study program, and federal student loan programs. For specific details relating to grants and

scholarships contact the Graduate Academic Program Advisor, Religion & Philosophy Division, at Bethel College.

Graduation Requirements for MATS/M.Min...

For our Master of Arts in Theological Studies and Master of Ministries candidates, we expect completion of the following requirements:

- ① A total of 60/30 semester hours with at least a 2.5 grade point average. The MATS hours must be from eight, eight-week courses and twelve, three-day classes.
- ② Courses for which a grade below “C-” is received may not count as hours earned in the major.
- ③ The last 15 hours must be completed at Bethel College immediately prior to graduation.
- ④ All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.
- ⑤ Normally a maximum of two independent studies and/or two field ministry courses are allowed.

Academic Information...

Nine hours of academic work is the minimum for full-time enrollment. Full-time graduate enrollment may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of six semester hours of study is advisable.

A student whose semester GPA is below 2.5 is placed on academic probation. Failure to raise the semester average to 2.5 or higher the following semester will lead to dismissal from the program.

A late registration fee of \$40 will be charged when a student fails to register at least one week before a class begins. A continuation fee of \$50 will be required of those who carry the completion of a position paper/project to the following year. A \$25 continuation fee must be paid by any student not registering for courses for more than a year.

Curriculum...

I. YEAR ONE

Format 8-Week	Fall Semester THES 530 (d-g) Church History (I, II, III) THES 523 History of Christian Thought	Spring Semester CHMN 517j Church Planting BBST 534 Seminar: OT/NT Theology** (alternate)
2 1/2-Day	BBST 532 Interpreting the OT (Exodus) CHMN 511 Management Church & Ministry CHMN 517 (a-j) Seminar in Church & Christian Ministry**	BBST 532 Interpreting the NT (Romans) CHMN 517 (a-j) Seminar in Church & Christian Ministry CHMN 516 Spiritual Formation

II. YEAR TWO

Format 8-Week	Fall Semester BBST 533 OT Bible Study (Isaiah) BBST 533 NT Bible Study (Luke)	Spring Semester CHMN 517k Church Planting II THES 530j/530h Worldviews, Postmodernism & the Gospel/Contemporary Issues in {Philosophy of Religion (alternate)
2 1/2-Day	BBST 534(a)/ THES 530c Seminar: Biblical Theology**/ Basic Christian Doctrine (alternate) CHMN 514 Dynamics of Pastoral Care & Ministry	CHMN 513 Principles & Theology of Church Growth CHMN 512/ CHMN 514 Evangelism & Christian World Missions /Dynamics of Pastoral

GRADUATE STUDIES

THES 530 (a-j) Seminar in THES**

Care & Ministry
(alternate)

CHMN 515 Pastoral Counseling-
Introduction

**Seminars vary and cover such areas as:

Church & Ministry: A variety of seminars touching upon basic and contemporary issues is offered.

Theology, History, Ethics & Society: A variety of seminars touching upon basic and contemporary issues is offered.

The 60-hour MATS Program normally consists of 27-33 hours of CHMN courses; 15-18 hours of BBST courses; 12-15 hours of THES courses. Over a two-year sequence the student's distribution of hours may vary in each category by three-six hours.

COURSE DESCRIPTIONS

Church & Ministry (CHMN)

- 511. Management in Church & Ministry** **3 Hours**
This course is intended to assist the student in enhancing his/her concept and skills in management and leadership. Studies include management and leadership theory, setting of personal and congregational goals, leadership styles in light of biblical principles, congregational organization, discipline, analysis of multiple-staff ministries and denominational relations.
- 512. Strategies of Evangelism & Christian Mission** **3 Hours**
This course examines the historical, theological and practical issues in developing strategies for completing the Great Commission.
- 513. Principles & Theology of Church Growth** **3 Hours**
An examination of the most effective and promising approaches/theologies of past, present and projected strategies of evangelism, church growth and development.
- 514. Dynamics of Pastoral Care & Ministry** **3 Hours**
This course is designed to enable the student to perceive and effectively fulfill necessary roles of the Christian minister as (1) an interpreter of the Christian message to a changing world; (2) an evangelist to persons and to the world; (3) a shepherd who is able to assist his/her people as they face crises; and (4) a servant giving of him/herself in the service of Christ.
- 515. Pastoral Counseling** **3 Hours**
This course examines the philosophy and principles of counseling and gives practice in their application. Programs for pastoral counseling ministries are established and the use of various standardized testing instruments is studied.
- 516. Spiritual Formation** **3 Hours**
A practical study of the concept of the spiritual life, its meaning, significance and development. Various models of Christian spirituality are studied. Small groups, lectures and journal-keeping are used. Students are encouraged to examine their own spiritual lives and learn about various models/guidelines for implementing a ministry of spiritual formation in the Christian community.
- 517. Seminars in Church & Ministry** **1-3 Hours**
These seminars vary in content according to student needs and goals. Seminars are offered in the areas of:
- a. The Church & the Family**—This is a study of the primary place of the family in the responsibilities of Christian training. Supportive measures of the church for the family are reviewed. The vital interrelationship between church and the family is examined.
 - b. Worship**—An examination of the meaning, purpose, goal and effective methods of Christian worship. Different approaches to worship are examined and the use of the Bible, preaching, drama and music are studied.
 - c. Christian Education**—This seminar presents differing components of Christian education. The specific content of the course will be worked out in advance, according to the needs, goals and purposes of students and professor.
 - d. Preaching**—This seminar involves videotaped preaching activity, in addition to outlined sermons. The student is observed in an actual preaching performance, in addition to the videotaped performances before the class. Various approaches to grasping the nature and purpose of preaching are given. Students who are qualified may pursue a study of special areas and aspects of preaching. Different types of preaching are reviewed.
 - e. Church Management**—This seminar covers all the various facets of an effective administration of a church program.
 - f. Counseling**—This seminar explores the role of the pastor or Christian worker as counselor and offers guidance in the areas of listening and responding to need(s). The specific course title varies.
 - g. Marriage & Family Counseling**—This seminar examines the function the Christian worker or counselor can serve in improving and deepening the relationships and commitments within a marriage and the larger family. Basic counseling issues and techniques are explored.

h. Missions—This seminar presents various topics dealing with mission issues, past or present.

i. Crisis Counseling—The minister as a natural crisis counselor is studied. Crisis as turning points in persons' lives is recognized and the use of supportive methods in crisis counseling is examined. Bereavement counseling with both individuals, families and groups is covered. The role of crisis in the growth and development of character is emphasized as well. Various approaches to crisis counseling are developed.

j. Church Planting & Multiplication I—This course presents basic church multiplication theory and statistics and examines multiplication as well as the planting of churches. Church multiplication support systems are examined. Other key concepts such as value identification, team leading, church planting as a vocation and selected samplings from Bootcamp are covered. Cross reference MIN 360 in undergraduate International Ministries as well.

k. Church Planting & Multiplication II—This course builds upon and expands upon principles learned in Church Planting I. Various church planters present additional plans and experiences for a variety of approaches to church planting and church multiplication.

518. Supervised Field Experience 3 Hours

This course is designed to offer the opportunity for students to gain helpful experience in a field setting. Basic reading, reporting and performance in the field are required. On-the-job observation by a qualified person also helps the student sharpen skills and gain valuable guidance. May be taken more than once.

519. Directed Reading Experience 1-3 Hours

The directed reading courses are available in several areas and are set up to meet the individual needs of each student. The student and professor determine the particular needs of the student and draw up a reading list designed to address the student's weaknesses. The professor and student decide how the student shows that the requirements of the course have been successfully com-

pleted. May be taken more than once.

550. Position Paper or Project 3 Hours

A position/research paper or other project is completed. A professor must act as supervisor/mentor of this option. Various topics and projects may be chosen.

Theology, History, Ethics & Society (THES)

523. History of Christian Thought 3 Hours

This is a survey of the major issues with which the church has wrestled from the apostolic age to the present. The positions of several great Christian leaders are highlighted in the context of the evangelical position on key issues like Scripture, ecclesiology, christology and evangelism.

529. Directed Reading Experience 1-3 Hours

These reading experiences are designed to enable the student to pursue in greater detail some key issues in selected areas. The reading list is agreed upon by the student and the professor. Reading reports, oral and written tests, and/or papers may be required, depending upon the prior arrangements of student and professor. The actual content is dependent upon the student's needs and goals.

530. Seminars in Theology, History, Ethics & Society 3 Hours

The seminar examines various topics according to student needs and goals. Each study involves an historical survey of the issues and an examination of the content involved in each course, with emphasis on the current application for today. Leading positions are presented and examined, with special emphasis upon the impact of these issues on the Christian church and community.

a. Contemporary Ethical Issues/Moral Choice—An examination of ethical/moral/spiritual issues confronting the church and the Christian community. Issues examined will change, but the course presents a practical method of how to think and act in a Christian manner concerning these issues.

b. The Challenge of World Religions/Cults—This course examines the basic history and teachings of several of the leading world religions and con-

temporary cults. The challenge posed by these movements is studied and various responses discussed. Movements covered include: Islam, Buddhism, Christian Science, New Age Movement, Taoism and others.

c. Basic Christian Doctrine—This course helps students grasp the importance of theology for practical ministry. It acquaints students with basic theological concerns, categories and concepts. The Bible and classical orthodox theological positions form the core concerns of the course.

d. Early Church History I—From fathers to the Reformation.

e. Church History II: Reformation to the Present—This course presents the major issues that were dealt with during the Reformation Period and have continued to be vital up to our own day. Each student may examine his/her own particular denomination. The origin and development of the basic issues of salvation, faith, the Church, christology, doctrine, confessions, holiness and others are examined.

f. Church Cults—This course examines the origins, worldviews and teachings of the most significant contemporary religious movements. "Cultism," its definition and evaluation is included. Where possible firsthand on-site evaluation of cults is part of the course.

g. Modern Church History—From 1801 to 1900.

h. Contemporary Issues in Philosophy of Religion—This course examines contemporary issues in the field of religion from a philosophical perspective. Epistemology, the attributes of God, postmodern religion and relativism and the loss of meaning are some of the areas discussed.

i. History & Polity of the Missionary Church—A study of the origins, development and growth of the churches which have come to be called the Missionary Church. (Offered on demand; same as MIN 341.)

j. Worldviews, Postmodernism and the Gospel—This course examines current postmodern worldviews including the fundamental shifts occurring in values and beliefs. Shifts, such as from absolutes to relativity, from knowledge to power, from meaning to interpretation, from objectivity to subjectivity, from

truth to experience and from reason to emotion are analyzed. The changeless Truths of Christianity are examined in a world in flux. The practical implications of theory are examined.

Biblical Studies (BBST)

- 531. Interpreting the New Testament** **3 Hours**
An examination of the various backgrounds of the New Testament, for the purpose of discovering the meaning of the biblical texts of the New Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various New Testament texts are examined during the course.
- 532. Interpreting the Old Testament** **3 Hours**
An examination of the various backgrounds of the Old Testament, for the purpose of discovering the meaning of the biblical texts of the Old Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various Old Testament texts are examined during the course.
- 533. Seminar in Biblical Literature** **3 Hours**
This is a detailed study of one or more biblical books in the Old or New Testament. The biblical book studied will vary each semester/year. Each study involves an examination of the book's place in the Christian canon, its major theme(s), its literary structure, and its historical background, in addition to major interpretation and critical theories about the book and its message. Included are: Luke, Isaiah, Jeremiah, Acts, Romans, Revelation and Psalms.
- 534. Biblical Theology Seminars** **3 Hours**
A short survey of the historical development of biblical theology is followed by an introduction to biblical theology as a theological discipline. Numerous biblical themes are pursued, such as ecclesiology, soteriology, eschatology, polity, evangelism and counseling. Attention is

given to the practical use of biblical theology in the Christian ministry.

a. Both Testaments

b. Old Testament Theology

c. New Testament Theology

New Testament Theology, Old Testament Theology or a Biblical Theology of the entire Bible are alternated.

539. Studies in Biblical Lands 3 Hours

A comprehensive travel course, including the history, geography, archeology and cultures of some portion(s) of the biblical lands. The program of study includes classroom lectures, on-site field exploration and firsthand exposure to the geography and culture. May be taken more than once.

Prerequisite: At least one course in Biblical Studies.

540. Biblical Languages: Greek, Hebrew, Aramaic or Latin* 1-3 Hours

This course is offered on demand and can be a review or introductory course of these languages and the elements of the major exegetical tools that can be used in exegesis of the Old and New Testaments. The goal is a practical knowledge of these languages that the Christian worker can use in order to interpret the New and Old Testament Scriptures for ministry. These courses

also prepare the student for exegetical studies at the seminary level. Upon sufficient demand a regular class will be offered during a 15-week semester. Otherwise, arrangements must be made with the program director for private tutorial or credit by examination. This course may be repeated in different languages and/or at different levels in given languages.

550. Directed Reading Experience 1-3 Hours

The student will work out a reading program in a selected field. The student should already have taken a basic introductory course before he/she can complete the reading course.

Independent Study

560. Independent Study 1-3 Hours

Independent studies are available in each area for most courses.

**** Biblical Languages, Greek and Hebrew, are available on an independent study basis, as are other courses. A contract is established between the professor and student that will require 35 hours of independent study by the student for each credit hour taken.***



Division of ADULT PROGRAMS

JOHN MOW, Dean

MR. BEALL

MRS. LORETTA BLOWERS

MR. BRENAY

MR. DRAKE

DR. HENRY

MR. DON LARSON

MR. SWISHER

MR. VAN HORN

Adult College
Organizational Management

ADULT PROGRAMS

Mission...

The mission of the Adult Programs Office is to serve adult students by:

- ① Offering innovative academic programs designed to meet the special needs of adult learners.
- ② Providing support services for adult students.
- ③ Integrating adult students into the Bethel College community.
- ④ Assisting adults to achieve their career and enrichment potential.
- ⑤ Encouraging the development of Christian faith and perspective in adult learning experiences.

Program Offerings...

Adult students are recruited by the Adult Programs Office for day classes, evening classes and weekend classes. The Adult Programs Office offers baccalaureate degree completion majors in Organizational Management and Nursing. It also provides programming and services for adult majors in other divisions as well as complete services to adult students who enter any major offered at Bethel College.

Adult College...

Accelerated courses meet on weekday evenings, Saturday mornings, Saturday afternoons or a combination of the above. Classes are held in four-hour blocks of time for eight weeks or two-hour blocks for 16 weeks. Enrollment is limited to adult students. Both general studies courses and major courses are offered in the Adult College for adults in all majors. The entire degree programs in Bible & Ministry, Business Supervision, Human Services, Liberal Studies, Nursing Degree Completion, and Writing are offered in the Adult College format.

Option

Technology in the workplace for the 21st century will require computer skills. Bethel Adult Programs offers a Computer Information Systems minor. Refer to page 123 for the requirements.

Credit for Noncollegiate Learning...

College-level learning occurs in many environments other than the traditional college classroom, and credit may be earned for such learning. Experiential learning, formal noncollegiate training and verifiable competencies are examples of noncollegiate learning for which credit can be earned. Assessment counselors give individual assistance to adult students, and a one-semester-hour class, Prior Learning Assessment, helps to instruct students about credit validation.

Ancilla College Nursing Program

Two of the Nursing majors are offered on the campus of Ancilla College, the ADN and BSN completion. Classwork for both majors may be completed at the Ancilla campus.

Admission Steps for Adult Students. . .

1. Request an application for admission form from the Adult Programs Office.
2. Complete the application form and send it with a \$25 fee to the Adult Programs Office.
3. Have your high school transcript sent to the Adult Programs Office unless you have earned an associate degree from a regionally accredited college or university.
4. Have official transcripts from each college or university attended sent to the Adult Programs Office. If you have military credit, submit a copy of your DD214 form.
5. Fulfill college proficiency requirements in reading, math and English by taking Bethel College ASSET tests. Some or all of these requirements may be met already by previous courses taken or by test scores. Ask an adult programs counselor to determine your status.
6. Schedule an appointment with a financial aid counselor if you are seeking any kind of federal or state financial assistance.

7. Schedule a registration appointment with an adult programs counselor. Steps 5 and 6 above can be completed in the same time block as step 7 if prior arrangements are made with the adult programs counselor. This can be arranged by phoning (219) 257-3350 (local) or (800) 422-4251 (long distance).

Prerequisites for Admission into Degree Completion Programs. . .

Organizational Management

1. Secure admission to Bethel College.
2. Accumulate a minimum of 62 semester hours of college credit.

Nursing BSN Completion

1. Secure admission to Bethel College.
2. Secure admission to the Nursing Division.
3. See Nursing secretary for admission criteria.

Organizational Management - B.S.

	HOURS
General Studies	
Writing	3
Speech	3
Humanities	6
Psychology	3
Sociology	3
Social Science	6
Natural Science/Mathematics	6
Religion/Philosophy	6
Liberal Arts Electives	<u>12</u>
	48
General/Technical Elective	40
Major Courses	
ORGM 220	Communications 3
ORGM 300	Biblical Perspectives for Managers 3
ORGM 320	Accounting for Managers 3
ORGM 333	Managerial Finance 4
ORGM 349	Statistical Methods & Research 3
ORGM 401	Principles of Management & Supervision 4
ORGM 403	Business Ethics 3
ORGM 430	Management/Human Resources 3
ORGM 433	Managerial Economics 4
ORGM 452	Group & Organizational Behavior 3
ORGM 454	Systems Management <u>3</u>
	36

COURSE DESCRIPTIONS

Organizational Management (ORGM)

220. Communications 3 Hours

This course covers:

1. Basic grammar and writing skills.
2. General concepts of small computer components and operation. The material presented covers computer composition (parts), how to use the Microsoft DOS operating system and how to use the Microsoft Windows menu program.
3. Concepts that make for effective communication in personal and social relationships. The exercises will deal with verbal and nonverbal communication and constructive feedback.

300. Biblical Perspectives for Managers 3 Hours

An overview of the historical, literary and religious dimensions of the Bible. Students examine biblical faith and the integration of faith, learning and living. Biblical models and styles of leadership are examined for the purpose of better understanding how faith may affect one's leadership in the workplace environment.

320. Accounting for Managers 3 Hours

An analysis of a series of concepts which are designed to help interpret and research financial statement information. Some of the concepts covered will include.

1. Reinforcing basic accounting concepts.
2. Introducing ratio, trend analysis and common sized financial statements.
3. Reviewing the recording of transactions.
4. Being familiar with the rules of recognizing revenue.
5. Understanding inventory methods.
6. Calculating depreciation, amortization and sale of capital assets.
7. Accounting for liabilities.
8. Measuring stockholders' equity.

333. Managerial Finance 4 Hours

An overview of financial tools available to the manager in decision making. Includes a study of income statements, balance sheets, cash flow budgets,

changes in financial position and ratio analysis. Emphasis is on reading and understanding accounting and financial documents rather than upon their preparation.

349. Statistical Methods & Research 3 Hours

Problem analysis and evaluation techniques are presented. Students are shown methods of defining, researching, analyzing and evaluating a problem in their work or a vocational environment. Specific statistical information presented includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires.

401. Principles of Management & Supervision 4 Hours

An examination of motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is explored through readings and class practice, with an analysis of the effect on productivity.

403. Business Ethics 3 Hours

Several major ethical theories are reviewed. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights and a responsible lifestyle in the contemporary world.

430. Human Resources Administration 3 Hours

An exploration of the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to federal legislation through a series of case studies and simulations.

433. Managerial Economics 4 Hours

A study of principles of economics necessary to equip managers and supervisors for effective decision making and leadership. Special consideration is given to the effects of the international-

ization of our economy. Specific economic concepts are applied to problem solving in the manager's workplace.

452. Group & Organizational Behavior

3 Hours

A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Students develop strategies for efficient and productive group man-

agement and determine which tasks are handled by groups or individuals.

454. Systems Management **3 Hours**

Students examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Students also analyze and solve organizational problems, using a step-by-step method.

BOARD of TRUSTEES

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Glenn E. Musselman, Warren, Michigan
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Vernon R. Sailor, Elkhart, Indiana
Peter N. Spencer, Kingston, Jamaica
Ruth Taba, Kalaheo, Hawaii
William E. White, South Bend, Indiana

2001-2002

ACADEMIC CALENDAR

Fall Semester

Traditional Classes BeginAugust 28, Tuesday
Labor Day - No Classes.....September 3, Monday
Last Day for Late RegistrationSeptember 4, Tuesday
Spiritual Emphasis WeekSeptember 17-21, Monday-Friday
Work Day.....October 2, Tuesday
Fall Break.....October 18-19, Thursday-Friday
2nd Half of Semester Begins.....October 22, Monday
Advising/Registration for
 Spring Semester.....October 29-November 16
Last Day to Withdraw from ClassNovember 8, Thursday
Thanksgiving BreakNovember 21-25, Wednesday-Sunday
Preparation Day.....December 12, Wednesday
Final ExaminationsDecember 13-18, Thursday-Tuesday
Semester Ends after ExaminationsDecember 18, Tuesday

Spring Semester

Traditional Classes Begin.....January 8, Tuesday
Last Day for Late RegistrationJanuary 15, Tuesday
Spiritual Emphasis WeekJanuary 14-18, Monday-Friday
Spring Break.....March 3-10, Sunday-Sunday
2nd Half of Semester Begins.....March 11, Monday
Advising/Registration for
 Summer and Fall Semester.....March 25-April 12
Easter BreakMarch 29-31, Friday-Sunday
Last Day to Withdraw from Class.....April 1, Monday
Preparation DayMay 1, Wednesday
Final ExaminationsMay 2-7, Thursday-Tuesday
GraduationMay 5, Sunday
Semester Ends after ExaminationsMay 7, Tuesday

Summer Terms

Summer Terms Begin.....May 13, Monday

Tentative 2002-2003 ACADEMIC CALENDAR

Fall Semester

Traditional Classes BeginAugust 27, Tuesday
Labor Day - No ClassesSeptember 2, Monday
Work DayOctober 1, Tuesday
Fall BreakOctober 17-18, Thursday-Friday
Thanksgiving Break .November 27-December 1, Wednesday-Sunday
Preparation DayDecember 11, Wednesday
Final ExaminationsDecember 12-17, Thursday-Tuesday
Semester Ends after Examinations.....December 17, Tuesday

Spring Semester

Traditional Classes BeginJanuary 7, Tuesday
Spring BreakMarch 2-9, Sunday-Sunday
Easter BreakApril 18-20, Friday-Sunday
Preparation DayApril 30, Wednesday
Final ExaminationsMay 1-6, Thursday-Tuesday
GraduationMay 4, Sunday
Semester Ends after Examinations.....May 6, Tuesday

Summer Terms

Summer Terms BeginMay 12, Monday

ADMINISTRATION & FACULTY

Wendy L. Adams, *Assistant Librarian* B.A., Asbury College; M.L.S., Indiana University (1990)

Carolyn L. Arthur, *Director of Retention Studies, Coordinator of Student Development Specialization (Master in Counseling)*, B.A., Seattle Pacific College; M.A., Ball State University; Ph.D., Michigan State University (1996)

Steven L. Ball, *Assistant Professor of Physics* B.Sc., Baker University; Ph.D., University of Kansas (1993)

Jacob Bawa, *Visiting Professor in Religion* B.Th., Emmanuel Bible College; M.A., Trinity Evangelical Divinity School; M.A., Michigan State University; Ph.D., Michigan State University (1994)

J. Duane Beals, *Professor of Religion* B.A., Bethel College; M.Div., Asbury Theological Seminary; M.A., University of Notre Dame; Ph.D., University of Notre Dame (1977, 1988-89, 1991)

Elizabeth L. Beldon, *Program Coordinator of American Sign Language/Interpreting Program, Associate Professor of American Sign Language* B.A., University of Akron; M.A., University of Akron (1995)

LaVerne P. Blowers, *Associate Professor of Christian Missions* B.A., Seattle Pacific University; M.Div., Asbury Theological Seminary; Th.M., Fuller Theological Seminary; D.Miss., Trinity Evangelical Divinity School (1986)

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ADMINISTRATION & FACULTY

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ADMINISTRATION & FACULTY

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Greg Bechtel, Nursing (2000)
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Greg Bitsko, Education (2000)
Kevin Blowers, English (1997)
Loretta Blowers, Adult (1990)
Roger Booth, Communication (2000)
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Kay Church, Nursing (1997)
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Lori Crandall, Social Science (2000)
Angela Curneal, Literature (2000)
Lloyd Decesaro, Old Testament (1995)
Diane Dendiu, Applied Music (2000)
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Cheryl Heck, Nursing (1998)
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George Hunter, M.Min, MATS (1992)
Mike Hutcheon, Physical Education (2000)
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Luke Keefer, M.Min, MATS (1993)
John Kilner, M.Min, MATS (1996)
Jennifer King, Education (2000)
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Don Larson, Business (1997)
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Carol Russell, Applied Music (2000)
Scott Russell, Applied Music (1998)
Carol Schmidt, ESL (2000)
Lois Shattuck, English (2000)
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Laurence Shutske, Communication (2001)
John Snyder, Jr., Communication (1991)
Cary Stice, Visual Communication (2000)
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Chris Stump, Math (1998)
Rebecca Thompson, Early Childhood Education (1999)
David Van Horn, Economics (1991)
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