Oakland City University
2012-2013 Catalog

It is the policy of Oakland City University to be in full compliance with all federal and state non-discrimination and equal opportunity laws, orders, and regulations relating to race, sex, religion, disability, age, national origin, or status as a disabled veteran.

The University reserves the right to add, amend, or repeal programs, policies, procedures, regulations, fees, and/or announcements, in whole or part, contained in this bulletin.

Questions or concerns should be directed to the Provost, Administration Building, 138 North Lucretia Street, Oakland City, Indiana 47660. Telephone: 812-749-4781. Office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Oakland City University is a private, not-for-profit educational institution.

138 North Lucretia Street
Oakland City, Indiana 47660

This catalog is designed to answer most of the questions which may be asked about Oakland City University. If further information is needed, inquiries may be addressed to the appropriate staff member, faculty member, or administrator of the University. Prospective students should write or telephone:

Oakland City University
Office of Admissions
138 N. Lucretia Street
Oakland City, IN 47660

Telephone: 812-749-1222 or Toll Free: 800-737-5125
Office hours: 8:00 a.m. to 4:30 p.m. Monday-Friday
www.oak.edu

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action(s) of Oakland City University's Board of Trustees, and/or to maintain compliance with accrediting agencies. The University strives to keep faith with students who have entered under a particular catalog. However, the University reserves the right to revise programs, curriculum requirements, information, regulations, or make financial changes at any time. When changes occur, an effort will be made to notify students and any other persons who may be affected. This catalog is intended for informational purposes and should not be construed as a contract binding on Oakland City University.

Accreditation

Oakland City University is accredited by the Higher Learning Commission, a Commission of the North Central Association (NCA) of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504. Telephone (800) 621-7440. The University is approved for teacher preparation and licensure by the Indiana Department of Education. The School of Education is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Avenue, N.W., Suite 500, Washington, D.C. 20036. Telephone (202) 466-7496. The School of Business is accredited by the International Assembly for Collegiate Business Education (IACBE), P.O. Box 3960, Olathe, KS 66063. Telephone (913) 631-3009.

Membership

The University holds membership in the National Council for Accreditation of Teacher Education (NCATE); the American Association of Colleges for Teacher Education (AACTE); the Council of Independent Colleges; the Indiana Conference of Higher Education; the Conference for Small Private Colleges; the Independent Colleges and Universities of Indiana; the College Placement Council, Inc; the Indiana Association of College Admissions Counselors; CACUBO; NACUBO; the Indiana, Midwest, and National Association of Student Financial Aid Administrators; the National Association for Business Teachers; and the Council for Adult and Experiential Learning (CAEL).

Although this Catalog was prepared on the basis of the best information available at the time of publication, all information including statements of fees, course offerings, and admissions and graduation requirements is subject to change without notice or obligation. The University therefore reserves the right to change any section or part of the catalog and to make such changes applicable to students currently enrolled as well as to new students.

It is the policy of Oakland City University to provide equal opportunity for all qualified persons in the education programs and activities which the University operates. In full and affirmative compliance with the laws of the United States and the State of Indiana and all applicable regulations thereto, the University does not discriminate on the basis of race, creed, color, national origin, age, handicap, or gender in the education programs or activities which it operates.

Introduction To Oakland City University

Philosophical Dimension

Oakland City University has inherited the spirit of freedom and responsibility which was an inescapable part of the free-church tradition established by General Baptists who founded the denomination's college in 1885.

The basic tenets of freedom and responsibility are in evidence today as Oakland City University strives to provide an intellectual, spiritual, and social atmosphere in which students may share and develop their faith and character through individual awareness and achievement.

The development of the skills necessary for purposeful living and productive careers in an ever-changing world is acquired through an appreciation and study of the liberal arts and career-oriented studies, established on an understanding of values, based on the Christian concepts of love, justice, and fairness.

The commitment of Oakland City University is that the graduate of the institution will be ready to face a demanding society with intellectual and practical skills, sensitivity to the needs of one's fellow man, and a deepened commitment to the skills of the Creator.

The University is steeped in the free church tradition and aware of its obligation to continue the quest for truth. Consequently, Oakland City University realizes its responsibility to its denominational heritage and is ever conscious of its accountability to its constituency.

In the University's efforts to maintain a keen awareness of the needs of its General Baptist constituency, it practices a Christian perspective toward differing viewpoints and acknowledges divergence of opinion as a healthy framework in which to seek the truth.

History

In 1985, Oakland City University celebrated its 100th anniversary as an institution of higher education in the State of Indiana. Significant events have highlighted the College's contribution to the state and nation.

First efforts to establish what eventually came to be Oakland City College were put forth by the General Association of General Baptists in 1838, and the history of the school has always been connected with this denomination. Nothing tangible, however, was accomplished until after the Civil War. In 1866-1867, Oakland Institute was founded, but insufficient funds resulted in its being closed.

Oakland City College was granted a charter from the State of Indiana in 1885. On a tract of land given by Colonel William Cockrum to serve as a campus, the College was begun. Bricks for the original building were manufactured on the grounds. This structure and a later addition composed the former Administration Building. In 1995, the College changed its name from Oakland City College to Oakland City University.

Mission

Oakland City University is a Christian faith-based learning community dedicated to the enhancement of intellectual, spiritual, physical and social development for positive leadership.

Prison Ministries

The University was invited to establish extension centers at the Branchville Correctional Facility in 1993, the Rockville Correctional Facility in 1999, the New Castle Correctional Center in 2003, the Indiana Women's Prison in 2005, the Miami Correctional Facility in 2005, and the Madison Correctional Facility in 2006. Associate and bachelor degree programs have been offered at all of these facilities.

University Board of Trustees

The University is governed by the Board of Trustees, which is composed of twenty-two members. The Board of Trustees is appointed for three-year terms.

Mr. Jerry Aigner
Mrs. Edna Brumfield
Rev. Cecil Cook
Ms. Kelly Hopper
Senator Dr. Lindel Hume
Dr. Ora Johnson
Mr. Gerald McCormick
Mrs. Brenda Nash
Dr. Holly Dunn Pendleton
Rev. Michael Trotter
Dr. Curtis Yarbrough

Mr. Bill Blackburn
Mr. W. Harold Calloway
Mr. Wally Duncan
Dr. W. Anthony Huff
Dr. H. Dean Jaggers
Mrs. Eddi Marie Julian
Rev. William G. McMillen
Mr. Alan Nass
Mr. Frank Schultheis
Mrs. Darlene Underwood

Dr. W.f. (Buck) Provance

Dr. Elvis O. Wilson (honorary)

Officers of the University

Ray G. Barber, President
Robert Yeager, Vice President for Administration & Finance
Jeff McNabb, Provost
Beth Barber, Chief Financial Officer

Presidents

Those who have served in the Presidency of the school are:

A.D. Williams, D.D.	1885-1895
Joseph B. Cox (acting)	1895-1903
William P. Dearing, D.D., LL.D.	1903-1945

James E. Cox, Ph.D., Litt.D.	1945-1955
Onis F. Chapman, D.D.	1955-1965
Carl E. Shepard, Ph.D., LL.D.	1965-1968
Ben M. Elrod, Th.D., Ed.D., D.Hum.	1968-1970
Laurence N. Barrett Ph.D. (acting)	1970-1971
Bernard A. Loposer, Th.D.	1971-1973
James W. Murray, Ph.D.	1974- 2007
Alton D. Davis, D.Min. (acting)	2007-2008
Ray G. Barber, D.Min.	2008- present

Location

The University is located in Oakland City, Indiana, a rural community of approximately 3,000, thirty miles north of Evansville, in the rolling hill country on the outer fringes of the Ohio and Wabash river valleys. Oakland City is reached on either Indiana Highway 57 from the north and south or Indiana 64 from the east and west.

Academic Programs

Oakland City University is a comprehensive institution offering associate, bachelor, master, and doctoral degrees.

Baccalaureate degrees normally may be completed in four (4) years by a student attending classes on a full-time (fifteen [15] or more hours/semester) basis. Associate degrees may normally be completed in two (2) years by students attending classes on a full-time basis during the academic year.

All associate and baccalaureate degree programs include two major components: 1) Foundational Core Curriculum and 2) area of specialization. Specific requirements for each program are described in this catalog.

Public and Professional Services

In addition to its academic programs, the University offers many cultural, recreational, athletic, and social programs to students. The general public is encouraged to attend these events.

Many faculty members are consultants for various organizations, including the schools and churches within the region and the state.

Facilities

Until 1955, Oakland City College consisted of three basic buildings: the Administration Building, Wheatley Hall, and the Student Memorial Gymnasium. The post–World War II years brought a sharp increase in the student population; and by 1955, it became evident that expansion was inevitable.

Aigner Field

This field provides a place for men's and women's varsity soccer events. It is located just off Highway 57, three blocks west of the main campus. In 2000, Jerry Aigner, an OCU alumnus, generously gave of his time and talent to develop the field. The field was named in honor of his commitment to the University.

Art Studio
This facility, which is on College Street, northwest of the Cornwell-Reed Center, is utilized for teaching ceramics, sculpture, and other three-dimensional visual arts. It has pottery-making equipment and a large kiln.

Barger-Richardson Resource Center
The library, constructed in 2003, contains more than 68,000 books, 108,000 microforms, and 3,000 audiovisual aids, and subscriptions are maintained to more than 239 paper periodicals. Electronic and paper periodicals are in excess of 336,000. Databases, films, filmstrips, tapes, and slides are available in different subject areas. Ample space is provided for study. One area is set aside for children's literature. The four-level, air-conditioned structure provides reading and research space for students, as well as office and workrooms. A modern computer and individualized learning center is a part of the library. Hours are from 8:00 am to midnight Monday through Thursday; 8:00 to 4:30 pm on Friday; 11:00 to 3:00 pm on Saturday and 6:00 pm to 10:00 pm on Sunday.

Bower-Suhrheinrich Student Center
This building was erected in 1999 and is a center for student use. It houses Campus Life, student offices, student recreation areas, faculty offices, Student Support Services, the cafeteria, classrooms, and "The Oaks" snack bar.

Brokaw Hall
This is a women's residence hall. It was erected in 1966 and remodeled in 1999. Brokaw Hall houses 102 women in air-conditioned comfort. The building was named in honor of a former professor at the University.

Chapman Seminary
Named in memory of Dr. Onis and Pauline Chapman, this building was completed in 2004. Dr. Chapman was President of Oakland City College from 1955 to 1965. This Seminary has classrooms for graduate and undergraduate religious studies. It has four classrooms, faculty offices, and a chapel.

Cockrum Hall
This former residence of the Colonel William Cockrum family was built in 1876. This building, which underwent a complete renovation in 2001-2002, was placed on the National Register of Historical Places in 1977. It houses the Development Offices and Alumni Affairs Offices.

Cornwell-Reed Fine Arts Center
The Fine Arts Center, built in 1995, is a two-story brick building consisting of over 25,600 square feet of floor space. Major philanthropic contributions were made by two friends of the arts, Mrs. Irene Cornwell and Mrs. Millie Reed of Phoenix, Arizona. The facility houses visual arts and music offices, classrooms, studios, laboratories, a 132-seat auditorium, and the Michael Dunn Art Gallery. The gallery is open to the public throughout the year.

Dearing Hall
This men's residence hall was erected in 1962. The upper levels are used as a residence hall for men, while the lower level houses offices.

James E. Cox Hall
This women's residence hall was completed in 2006. It can house up to 90 women in apartment-style living. The building was named in honor of a former president at Oakland City University.

Johnson Health and Physical Education Center
The Center, constructed in 1986 and occupied in 1987, is a two-story brick building consisting of 32,500 square feet of space. The Center was named in honor of Philip L. Johnson, M.D., a 1924 graduate of OCC. Dr. Johnson was active in the medical field for over 50 years and was, while in Cincinnati, the first team physician for the Cincinnati Reds professional baseball team. He was a major contributor toward this health and physical education facility. The facility houses locker rooms, a weight room, classrooms, a conference room, office space, and a gymnasium floor that accommodates two volleyball or basketball cross courts and has a bleacher seating capacity of 1,500. Nine hundred more seats can be added to the playing floor for special events such as commencements.

Jordan Hall
Constructed in 1968, this is a men's residence hall. It is fully air conditioned and is named in memory of Professor William Jordan, a distinguished member of the faculty for many years.

Kennedy Center
This academic classroom and office facility houses the School of Education, Natural and Physical Sciences, and Mathematics. Constructed in 2007, the building was named for Dr. Kenneth R. Kennedy, a leader in the General Baptist faith and member of the OCU Board of Trustees.

Murray Administration Center
This building was completed in 2004. The center houses the following administrative offices: Executive Office Suite (the President's Office and the Vice President for Administration and Finance, Compliance Officer), the Provost's Office, Academic Affairs Office, the Registrar's Office, the Business Office, Financial Aid, the Director of Enrollment Management Office, and Admissions Offices. Duplicating Services and the Information Technology Director are located on the lower level.

Pinnick Field
This field provides a place for the varsity men's baseball team to practice and play. It is located just off Highway 57, three blocks west of the main campus. In 1982, the renovated field was dedicated to the memory of former OCC coach and athletic director, Brooks C. Pinnick.

Provance Memorial Chapel
In 1968, a new chapel was built. It seats 110 persons in the sanctuary. The chapel, which lends itself to both formal and informal meditation and worship, was made possible through gifts from many friends of the university. The Campus Minister's office is located in the Chapel, along with other faculty office space.

Tichenor Athletic Center
The newest building on the OCU campus was completed in 2008 and named for former Vice President for Development Dr. Jack L. Tichenor. The facility houses several offices for the athletic staff, as well as a divided classroom and multipurpose gym floor. The building also includes locker rooms, public restrooms, and concession areas to support the baseball and soccer programs during events.

Student Services

Athletics

Oakland City University is a member of the National Collegiate Athletic Association (NCAA)

Division II and National Christian College Athletic Association (NCCAA). Men may participate in intercollegiate basketball, cross country, baseball, golf, soccer, and tennis. Women may participate in intercollegiate golf, volleyball, softball, cross country, soccer, tennis, and basketball. All athletes must meet eligibility requirements.

The University has a strong program of intramural athletics, which includes competition for both men and women. Included in the intramural program are basketball, softball, bowling, tennis, golf, volleyball, ping pong, chess, euchre, pocket billiards, spades, horseshoes, and other activities.

Campus Life

Life at Oakland City University is more than just books, seminars, and lectures. It also involves students in activities outside the classroom, from their participation in student organizations to their life in the residence hall. It includes providing students with cultural activities, recreation, entertainment, service opportunities, and spiritual development. The Oakland City University program is designed not only to embrace a wide diversity of interests, but also to use that diversity to challenge and strengthen the minds and spirits of the student body.

Cultural Activities

Each year, various informative and entertaining cultural programs are presented in regularly scheduled convocations, lectures, concerts, recitals, dramatic productions, and exhibits. Also, the Residence Life Staff will have programs covering a wide range of important and timely issues.

New Student Orientation

Orientation for freshmen and transfer students is held during the ”Summer Spree“ in July and just prior to the beginning of the fall term, so that new students may become acquainted with one another and with life at Oakland City University. Every effort is made to ensure that students make a smooth transition to the challenges of university life.

Religious Activities

Oakland City University actively maintains its historic connection with the General Baptist denomination. It provides an environment for learning that takes seriously the dimension of faith. The religious program of the University is in the broad Protestant evangelical tradition and seeks to respect the religious integrity of every student. Chapel services, which are held weekly, furnish worship opportunities and help make students aware of moral and spiritual issues. Spiritual Emphasis Week, held as a special event during the fall semester, is a period during which a guest speaker is invited to lead the enrichment of the spiritual life of students. The university maintains a campus minister on staff. The office of the Campus Minister is located in the chapel. The Campus Minister is available for counseling, visitation, and other ministry functions.

Social Activities

The academic year at Oakland City University is punctuated by a variety of social functions, including Fall Festival, Homecoming, Formal Tea, Spring Fling, and numerous banquets. Also, throughout the year, the Residence Life Staff will put together special programs and contests for the resident students.

Student Government

The Student Government Association is composed of elected representatives of the student body. It is organized to integrate and coordinate student activities and life on campus, to cooperate with

the faculty and administration in the daily functioning of the University, to advance the welfare of the University, and to promote an awareness of an interest in the vital issues affecting the University community.

A student constitution, available at the Student Government Association Office, outlines the procedures for campus government. The legislative branch of government, the Senate, considers matters relative to student welfare, passes legislation and resolutions regarding student life, approves the membership of the Student Government Association, approves the student government budget submitted by the executive branch, and performs various other tasks relative to student government.

The executive branch is composed of the President, Vice President, Executive Secretary, and Executive Treasurer. The President acts as the official representative of the student body and presents student opinions to the University administration. She or he appoints the executive cabinet members, approves judiciary court nominees, and presides at all meetings of the Student Government Association. She or he also appoints students to serve on various administrative and academic committees of the University.

The Vice President performs the duties of the President in her or his absence and serves as President of the Senate.

The Executive Secretary keeps an updated file of minutes of meetings in the Student Office and provides students with a monthly activity calendar.

The Executive Treasurer maintains accurate records of income and expenditures and is responsible for compiling and distributing the budget. She or he works closely with the Business Office in completing financial transactions.

Student Policies

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of the law

Honor Societies

Oakland City University recognizes three fraternal organizations/societies:

Alpha Psi Omega
This is a national co-educational honorary dramatic fraternity.

Davidsbuendler
This is a national co-educational music fraternity.

Sigma Kappa Sigma
This is a local honor society for outstanding students.

Organizations, Clubs, and Other Activities

Requirements for club officers: Each club recognized by Oakland City University will be able to elect its own officers, provided they meet the following requirements.

1. Must have a cumulative GPA of at least 2.5
2. Must not have failed any classes during the previous academic year
3. Must not be on academic probation
4. Must not be on social probation

Note: No student may serve as an officer for more than one (1) club/organization at a time.

Art Guild
The Art Department sponsors the Art Guild for both art majors and non-art majors who show artistic talent and interest.

Business Professionals of America (BPA)
The BPA provides leadership training and acquaints students with the various types of occupational opportunities in the business field.

Cheerleaders
Cheerleader tryouts are held at the beginning of every school year. Anyone who meets the following requirements is eligible for the tryout audition:

1. Must meet the GPA standards set for the NCAA intercollegiate athletes
2. Must not be on academic probation
3. Must not be on social probation

Earthlight
Earthlight is a gospel singing group that serves as singing ambassadors for the University throughout the General Baptist denomination, as well as the nation. Auditions for this group are held at the beginning of each school year.

F.O.C.U.S.
F.O.C.U.S. is a mission club on campus that has as its purpose to make Christ known among the nations by actively expanding our faith and broadening our horizons, daily offering Christ our lives and seeking His guidance, serving God and others, and presenting a united Christian witness through the missionary activity of His Church.

Good News Players
The Good News Players is a traveling Christian drama troupe composed of students committed to the use of drama and expression as a tool for proclamation of the gospel of Jesus Christ.

Intramural Sports
The Oakland City University intramural program provides a broad range of activities and competition for both men and women. Individual and team competition is available seasonally throughout the year. Included in the intramural program are such sports as basketball, softball, volleyball, euchre, pocket billiards, spades, horseshoes, flag football, and badminton. Other sports are also included and will be announced before competition.

Music Educators National Conference (MENC)
MENC is a national organization for music education majors and minors and other interested students.

OCU University Singers
The University choir provides choral experience for music majors and minors and other interested students. It also provides musical performances and appreciation of musical events for the University family and the surrounding community.

Pep Band
The OCU Pep Band is a group of musicians who perform at athletic events, primarily men's and women's basketball games. The Pep Band works closely with the cheerleaders to promote school spirit and excitement. Students may audition for Pep Band during organization days in the early part of the fall semester.

S.A.L.T.
S.A.L.T. (Students for Artistic Learning and Technology) is a student organization that explores career options in the visual arts, examines visual arts technology, and is available for community service.

SHRM
Society for Human Resource Management (SHRM) is the world's largest association devoted to human resource management. Representing more than 200,000 individual members, the Society's mission is to serve the needs of HR professionals by providing the most essential and comprehensive resources available. The Society's mission is also to advance the human resources profession to ensure that HR is recognized as an essential partner in developing and executing organizational strategy. Founded in 1984, SHRM currently has more than 550 affiliated chapters and members in more than 100 countries.

Student Ambassadors
Student Ambassadors is an elite group of students who serve as hosts for the Admissions Department. These students coordinate campus tours during Open House activities and help during Summer Spree, Freshman Orientation, Fall Frenzy, and other Admissions activities. The Admissions Committee chooses ten to fifteen Student Ambassadors each year from a pool of applicants. Students interested in becoming a Student Ambassador may obtain an application from the Admissions Department.
Student Ambassadors must meet the following requirements:

1. Must have a cumulative GPA of at least 3.0
2. Must not have failed to receive credit for ANY classes during the previous academic year
3. Must not be on academic probation
4. Must not be on social probation

Student Christian Association
The purpose of the SCA organization is to further the spiritual life of the student body and to provide opportunities for discussion, worship, Christian fellowship, discipleship, and mission outreach projects.

Student Education Association
The SEA is a service organization for education majors. It provides current information to students concerning various aspects in the field of education at local, state, and national levels and attempts to keep students aware of the different contemporary movements and ideas in

education.

Theologs
Theologs is an organization for students interested in the ministry or in any other Christian vocation. This organization promotes a common stand of Christian conduct and provides fellowship and Christian service on campus.

University Theater
Membership in the University Theater is open to all students interested in acting, directing, or any aspect of theater production. The University Theater presents at least two major productions a year, as well as an evening of one-act plays.

Student Publications

The O.C. Collegian
The O.C. Collegian, the Oakland City University student newspaper, is published monthly. The newspaper seeks to present to its readers an accurate and comprehensive image of the University. It does not print articles or editorials that are libelous, that are obscene, or that advocate breaking the law. It seeks to publish the truth, have a sense of fair play, uphold the rights of privacy of all individuals, and publish articles uncolored by bias or prejudice. The publication is an ongoing reflection of the activities and history of Oakland City University and contains news articles, feature stories, and sports and intramural stories.

The Mirror
The Mirror is the Oakland City University yearbook, a pictorial record of all phases of college life. Staff member Cinda Phillips and a student staff produce the once-a-year publication.

Student Services

The offices of Admissions, Financial Aid, the Registrar, and Career and Management Services are open daily for students from 8:00 a.m. until 4:30 p.m. Academic advisors are available daily while classes are in session. Students should set up appointments to see advisors and faculty members in advance.

Food Services

The University offers two facilities that are good spots for food and fellowship. The cafeteria is located in the upper level of the Bower-Suhrheinrich Center. The Oaks, a student snack shop, is located in the lower level of the same center. See the Student Handbook for further information on the University food services and meal plans.

Housing

Unless otherwise approved by OCU in writing, a student who meets all the following criteria is required to live in University residence facilities as long as space permits in such facilities:

- Full time; and
- Traditional undergraduate student; and
- Attending the Oakland City campus; and
- Receiving any University funding; and
- Does not qualify for the housing policy exemption.

A housing policy exemption is granted by the Office for Campus Life to those living with their parent(s), court-appointed guardian, or who are married.

If a student chooses to live outside of university housing facilities the student bears responsibility to find off-campus housing.

Residence halls will open on the day preceding the first day of orientation for the fall semester. The residence halls are closed during the various holidays and breaks.

Oakland City University will not knowingly admit to its residence halls or other resident housing any persons who have been convicted of a felony, a sex offense, a theft, or other crimes against persons or property.

Security
The University employs a Chief of Security and personnel to ensure a safe, secure campus. They secure the buildings at night, take measures to prevent fires, patrol university property to deter vandalism and theft, and enforce school rules and regulations.

Counseling – Personal
Certified counselors are not available on campus. The Director of Campus Life and the Campus Minister are available for personal counseling. However, they maintain a list of referrals for more extensive services available throughout the community.

Counseling – Career
Career counseling can assist the student with a survey of job fields, career inventories, and specific career information. Job placement information and professional credential information are available in the Office of Campus Life.

Veterans Affairs
The Registrar also serves as the Coordinator of Veterans Affairs. Veterans are assisted with planning their academic program and applying for educational compensation through the Veterans Administration.

Placement
The Career Management Center, located within the Office of Campus Life, assists students with obtaining off-campus, internship/summer, and post-graduation employment. The CMC staff helps the student to put together an effective resume and to conduct herself or himself appropriately on a job interview. The Center also helps in securing positions in a variety of industries, which include business, government, education, and so forth. Representatives from various agencies visit the campus each year to talk with students about opportunities in their respective fields.

Student Conduct
Oakland City University is a Christian evangelical college that expects behavior indicative of moral conduct consistent with Christian principles. Students at the University are expected to conduct themselves in an adult manner on and off campus and to conform to standards of propriety at all times. Students should act with consideration of other students, the reputation of the school, and the community.

Students who violate the commonly accepted standards of conduct, honor, or good citizenship or who refuse to abide by the regulations of the University are subject to disciplinary action. Judicial procedures are discussed in detail in the Student Handbook. Oakland City University reserves the right to dismiss any student whose conduct is detrimental to the general welfare of the college community.

Major rules that subject a student to immediate dismissal include: the possession, storage, or use of alcoholic beverages; gambling; the possession, storage, sale, or use of illicit drugs; unlawful sexual expression; and fighting, stealing, and destruction of University property. All regulations relating to student conduct are in the Student Handbook, and students are responsible for being familiar with its contents.

Additional Regulations

Motorized Vehicle

Any student, regardless of classification or grade point average, is permitted to have a motor vehicle (automobile, motorcycle) on campus. However, all motorized vehicles must be registered with the Office for Campus Life.

Weapons

For safety reasons, possession of any kind of firearm or lethal weapon (including hunting equipment) is prohibited on the Oakland City University campus, including vehicles parked on campus property.

Music and Other Copyrighted Downloads

Any student caught illegally downloading any copyrighted materials will be subject to dismissal from the University. If legal action is taken against the student for illegal pirating of software and/or music, the University is not responsible for the student's legal fees and/or fines.

Money and Valuables

Each member of the University community is requested to keep money and other valuables in a safe place. The University is not responsible for such articles in the event of loss or theft.

Students Bringing Children to Campus

Students are not allowed to bring their children with them to class or to any of the faculty, staff, or administrative offices. If a student has an emergency situation where they need to bring their children with them to campus, they must receive written permission from the Director of Campus Life.

Admissions Policies and Requirements

Application for admission to the traditional undergraduate programs at Oakland City University may be made for any fall, spring, or summer term. Traditional Undergraduate applicants include the following:

Degree applicants are applying to Oakland City University with the intent of completing a 2 or 4 year degree. This would include early college (dual-credit), incoming freshmen (regardless of age), transfer students, international students, and returning students.

Non-degree applicants are applying to Oakland City University with the intent of completing a non-degree certificate.

Guest applicants are applying to Oakland City University with the intent to transfer course credits to another university or for personal/professional development purposes only. Guest applicants do not intend to pursue or complete a degree with Oakland City University. All guest students are only allowed to enroll in a maximum of 12 credit hours.

English Language Learners (ELL) applicants are international students applying to Oakland City University to study and learn English as a second language.

Applications for admission can be completed electronically or in print. The application may be obtained from the Office of Admissions by calling 1-800-737-5125 or emailing ocuadmit@oak.edu. The form can also be accessed online at www.oak.edu.

Applicants must submit evidence of graduation from an approved, accredited, or commissioned high school or hold a General Educational Development (GED) diploma. Students who graduate from non-accredited high schools and home schools will be evaluated on a case-by-case basis.

High school college preparatory programs are the best way to prepare for Oakland City University. These usually include the following areas of study and units: English–4; Science–3; Foreign Language–2-4; Social Science–3; Mathematics–3-4.

A reasonable code of conduct is required of all students admitted to the University. The Student Handbook is available online to all students. Oakland City University is a church-related University and expects appropriate moral behavior on the part of its students as well as abiding by rules for good government at the University. All students must show a willingness to submit to the rules of the University.

Indiana High School Admissions Policy

Indiana high school students who do not pass the Indiana Department of Education Graduation test requirements, or who have been granted a waiver, may be required to take a series of basic skills tests in reading, writing, and mathematics. Results from these basic skills tests, along with the applicant's academic transcripts, will be reviewed by the Admissions Committee to determine if the student will be accepted unconditionally, conditionally or not admitted to the University.

Home-Schooling Admission Policy

The Mission Statement of Oakland City University includes statements of dedication to "the enhancement of each person's intellectual, spiritual, and social development" and "community service through positive leadership." Oakland City University is a rural institution with a strong Christian heritage. It is an attractive place for families who have chosen to make the extraordinary commitment to home school their children. With our small size and capacity for individual attention to our students, Oakland City University is a natural choice for these students, especially for the rather large local population of home-schooling families.

Oakland City University recognizes that most home-schooled students are well prepared for the college academic environment. The University does not want to deprive these students of the opportunities available to students who graduate from accredited public and private high schools. Therefore, Oakland City University encourages home-schooled students to apply to and join the OCU student community. The home-schooled student's academic preparation may be presented through the high school transcript and record of nationally recognized examinations such as the Iowa Test of Basic Skills and the Stanford Achievement Test. Most home-school curricula available for purchase include these tests in their programs. In order to assist the homeschooled student in her or his application process, the following guidelines are to be followed:

Home-schooled applicants will be accorded the same level of consideration as those applicants graduating from accredited public and private high schools and should follow the ADMISSION

REQUIREMENTS-INCOMING FRESHMEN FOR UNDERGERADUATE DEGREE listed below.

Home-schooled applicants must provide a detailed listing of all high school–level courses taken with the earned grade indicated, if possible, so that the Admission Committee can make a well-informed evaluation of the student's academic preparation prior to admission to the University (the University recommends that the student have completed the CORE 40 requirements of the Indiana Department of Public Instruction or similar list).

Home-schooled applicants must provide the results of all standard achievements test, with minimum scores of 1250 on the SAT and 19 on the ACT (please note: for financial aid purposes, home-schooled students must take the ACT exam).

Home-schooled applicants must take the same admission screening tests for English and Mathematic skills as all other applicants and will be eligible for registration as indicated according to the score on those screening tests.

The Admissions Committee may "conditionally" accept a degree applicant who has not been able to submit all of the credentials required for unconditional admission.

Admissions Requirements - Early College Dual Credit Initiative

The OCU Dual Credit Program has teamed with several high schools in the area to develop and offer courses for qualified students. Students enrolled in this program will simultaneously complete their high school and college courses.

Early College Initiative Admission Requirements

Qualified high school students who have completed their sophomore year are eligible for early college initiative admission prior to their junior year. High school recommendations are required for the early college initiative admission from the guidance counselor and the Principal or his or her designee.

Admission Requirements for Dual Credit Students

To be "unconditionally" admitted as a student in a degree program, the applicant must:

1. Make official application for admission
2. Enrolled as a full-time student of an approved, accredited, or commissioned high school
3. Be working toward high school graduation
4. Abide by the code of conduct, major policies, and guidelines of the University and the High School in which he or she is currently enrolled

Additionally, the following are required:

5. High school students working toward graduation must submit a current high school transcript with a minimum cumulative high school GPA of 2.5 (on a 4.0 scale).
6. Evidence of passing the Core 40 exam or other appropriate college placement test.
7. Applicants are required to submit a minimum combined PSAT of 420, or SAT of 1250 on all three sections or an ACT composite score of 19.
8. Applicants are required to take the University placement tests prior to admission into the program.

9. Students, who have previous work from another post-secondary institution, including dual-enrollment credit, must submit a complete transcript of all previous work.

Conditionally Admitted

The Admissions Committee may "conditionally" admit a degree student who has not been able to submit all of the credentials required for unconditional admission.

Conditional status will be removed after all of the required credentials have been received and twenty-four (24) credit hours have been completed with an overall GPA of 2.5. Conditionally admitted students will have two (2) semesters in which to remove themselves from conditional status.

Admission Requirements — Early College Initiative Undergraduate Degree

Oakland City University partners with qualified Indiana High Schools to approve high school instructors as adjuncts who offer college courses, following OCU course syllabi, in their high school's academic program. Qualified high school students earn high school and college credit concurrently. This program allows students to take challenging, college-level courses in high school, strengthen the transition from high school to college, and earn college credits that can then be transferred to many colleges and universities.

Qualified high school students, sophomore year and above, are eligible for early college initiative admission. High school recommendations are required for early college initiative admission from the guidance counselor and the Principal or his or her designee. All college credits are held in escrow until the high school diploma is completed and a final official high school transcript is received by the University.

To be "unconditionally" accepted as a student in a Dual-credit or Early College degree program, the applicant must:

1. Make official application for admission
2. Be a full-time student of an approved, accredited, or commissioned high school
3. Be working toward high school graduation
4. Be willing to abide by the code of conduct, major policies, and guidelines of the University and the High School in which he or she is currently enrolled

Additionally, upon high school graduation, the following are required for those students continuing to pursue a 2- or 4-year degree at Oakland City University:

5. High school graduates or seniors working toward graduation must submit a current high school transcript with a minimum cumulative high school GPA of 2.5 (on a 4.0 scale). Official final high school transcripts must be submitted to the Admissions office upon high school graduation. The official final transcript must show all grades, graduation date, and have the school's seal or stamp on the transcript.
6. Applicants are required to submit a minimum combined SAT of 1250 on all three sections or an ACT composite score of 19.
7. Students, who have previous work from another post-secondary institution, including dual-credit, must submit a complete official transcript of all previous work.

The Admissions Committee may "conditionally" accept a degree applicant who has not been able to submit all of the credentials required for unconditional admission.

Admission Requirements—Incoming Freshmen Undergraduate Degree

Incoming freshmen, regardless of age, are those students who have graduated from high school or received their GED and have not earned college credit after high school. This includes high school students who have earned college credit (dual credit) while in high school and/or students who may have enrolled at a college or university but withdrew before earning credit. These students are applying with the intent of completing a degree.

To be "unconditionally" accepted for a degree program, the applicant must:

1. Make official application for admission and pay the application fee (if applicable)
2. Be a graduate of an approved, accredited, or commissioned high school, or completed her or his junior year of high school and be working toward graduation, or completed and passed the high school equivalency test (GED). High school graduates or high school seniors working toward graduation must submit a high school transcript with a minimum cumulative high school GPA of 2.5 (on a 4.0 scale); GED graduates must submit an average (mean) score of 450 on the total. Official final high school and/or college transcripts must be submitted to the Admissions office upon high school graduation or completion of college semester/quarter. The official final transcript must show all grades, graduation date (if applicable), and have the school's seal or stamp on the transcript.
3. Sign and be willing to abide by the code of conduct, major policies, and guidelines of the University.

Additionally, the following are required:

4. Applicants who are under 21 years of age are required to submit a minimum combined SAT of 1250 on all three sections or an ACT composite score of 19.
5. Applicants who have earned previous college credits from other post-secondary institutions, including dual-credits earned while in high school must submit all official college transcripts. (Applicants not meeting the above requirements may be asked to take a series of basic skills tests in reading, writing, and mathematics. Results from these basic skills tests, along with the applicant's academic transcripts, will be reviewed by the Admissions Committee to determine if the student will be accepted unconditionally, conditionally or not admitted to the University.)
6. Applicants 21 years of age or older who graduated high school or passed the GED but have not earned college credit at any other post-secondary institution(s), and are not required to submit SAT or ACT test scores, will be required to take a series of basic skills tests in reading, writing, and mathematics. Results from these basic skills tests, along with the applicant's academic transcripts, will be reviewed by the Admissions Committee to determine if the student will be accepted unconditionally, conditionally or not admitted to the University.
7. After an offer for admissions is made, applicants must pay the $250 tuition deposit fee by the following dates prior to the entering semester: Fall: June 1; Spring: December 1; and, Summer: May 1.

The Admissions Committee may "conditionally" accept a degree applicant who has not been able to submit all of the credentials required for unconditional admission.

Admission Requirements —Transfer Students Undergraduate Degree

Transfer students are those who have graduated from high school or received a GED and have earned college credit(s) from another post-secondary institution. These students are applying with the intent of transferring previously earned credits and completing a degree at Oakland City University.

Students in good standing from accredited institutions are welcomed as transfer students. Transfer students from junior colleges or community colleges may have up to one-half of the requirements for a baccalaureate degree accepted, except where an associate degree has been completed in which case all work required for the degree will be accepted if it applies to a program of study at Oakland City University.

To be "unconditionally" accepted as a transfer student, the student must:

1. Make official application for admission and pay the $35 application fee if applicable
2. Be a graduate of an approved, accredited, or commissioned high school with a minimum cumulative high school GPA of 2.5 (on a 4.0 scale); or have completed and passed the high school equivalency test (GED) with an average (mean) score of 450 on the total.
3. Submit all official college transcripts to the Admissions Office for transcript(s) to be evaluated by the Registrar, includes dual-credits earned while in high school. The official final transcript must show all grades, graduation date (if applicable), and have the school's seal or stamp on the transcript.
4. Sign and be willing to abide by the code of conduct, major policies, and guidelines of the University

Additionally, the following are required:

5. Transfer students who have graduated from an accredited institution and earned a degree, OR have earned a 2.0 or higher cumulative GPA from an accredited post-secondary institution with a total of 24 completed college-level credit hours (does not include skills advancement courses), will be allowed to waive the high school GPA requirement and will not be required to submit ACT or SAT test scores. Transfer students who have <u>not completed a degree</u> must submit official high school transcripts. The official high school transcript must show all grades, graduation date, and have the school's seal or stamp on the transcript.

    - Transfer students, age 21 and older, who do not meet these requirements and are not required to submit SAT or ACT test scores, will be required to submit an official high school transcript with a minimum cumulative high school GPA of 2.5 (on a 4.0 scale); GED graduates must submit test scores with an average (mean) score of 450 on the total. The official high school transcript must show all grades, graduation date, and have the school's seal or stamp on the transcript.

    - Transfer students, under the age of 21, who do not meet these requirements, will be required to submit test scores of a minimum combined SAT of 1250 on all three sections or an ACT composite score of 19. In addition, students are required to submit an official high school transcript with a minimum cumulative high school GPA of 2.5 (on a 4.0 scale); GED graduates must submit test scores with an average (mean) score of 450 on the total. The official high school transcript must show all grades, graduation date, and have the school's seal or stamp on the transcript.

After an offer for admissions is made, applicants must pay the $250 tuition deposit fee by the following dates prior to the entering semester: Fall: June 1; Spring: December 1; and, Summer: May 1.

The Admissions Committee may "conditionally" accept a degree applicant who has not been able to submit all of the credentials required for unconditional admission.

Admission Requirements —International Students Undergraduate Degree

International applicants are international students who wish to study at Oakland City University. These requirements apply to all international students seeking admission. International students should write the Office of Admissions for special instructions and/or reference the International Student portion of the website at www.oak.edu. All applications for entrance to fall semesters must be received by June 1st and all applications for entrance to spring semesters must be received by October 1st.

To be "unconditionally" accepted as a student in a degree program, the international student must:

1. Make official application for admission and pay the required application fee.
2. Be a graduate of an approved, accredited, or commissioned high school.
3. Have completed the junior year in high school and be working toward graduation or have completed and passed the high school equivalency test (GED).
4. Submit a complete list of all academic institutions attended, this includes any college/university coursework. Include dates of entry, termination, and name of certificate or diploma received, beginning with the first year of elementary school.
5. Include a brief biographical sketch of the academic work background and the educational objectives to be accomplished at Oakland City University.
6. Must submit documentation of financial support by providing the university with official bank statements. These statements must be the 3 months prior to the start date of the program.
7. Sign and be willing to abide by the code of conduct for students attending the university.
8. Meet the testing requirements of the university. Requirements are listed below:

a. IELTS-6.5 overall total with minimum section requirements of:

1. Listening-6
2. Reading-6
3. Speaking-6
4. Writing-6

Note: If the applicant meets only the minimum required in each section he/she will not meet the overall requirement of 6.5

b. Paper based TOEFL-500 with minimum section scores of:

1. Section 1 Listening Comprehension-45
2. Section 2 Structure and Written Expression-45
3. Section 3 Reading Comprehension-45
4. TWE (Test of Written English)-4.5

c. SAT-1250 with minimum section requirements of:

1. Critical Reading-420
2. Math-410
3. Writing-420

d. ACT-19 with minimum section requirements of:

1. English-18
2. Math-17
3. Reading-18
4. Science-17

Note: If applicant meets only the minimum required in each section he/she will not meet the overall requirement of 19 on the ACT.

e. IBT (Online based TOEFL) -70 with minimum section requirements of:
    1. Reading-19
    2. Listening-18
    3. Speaking-19
    4. Writing-18

If an applicant is below the required score in one section of the required testing the University may choose to "conditionally" accept this applicant after review by the Admissions Committee.

9. Be accepted as a student by the University prior to any issuance of the form I-20.
10. Must submit high school/university transcripts with a minimum cumulative high school or university GPA (grade point average) of 2.5 on a 4.0 scale. GED graduates must submit an average (mean) score of 450 on the total. All transcripts must be translated into English and must be converted to our 4.0 scale. No transcripts in a foreign language will be accepted without the English translation attached. For transcripts to be reviewed, they must be translated into English by an accredited organization, i.e. World Education Services (WES). If original transcripts are not available, students may send certified copies that have been notarized by an official notary public.
11. Submit a recommendation by high school instructors and/or a personal reference.
12. Must pay all University fees (application fee, new student orientation fee, and housing fee) before a form I-20 will be issued.

Admission Requirements —Returning Students Undergraduate Degree

Returning Students are those students who were previously enrolled at Oakland City University within the past three years and are wishing to return to complete an undergraduate degree with the University.

Contact the Office of Admissions to determine "student status". If it is determined student is in "Returning student status" then there are no additional requirements for admission. However, if the student previously withdrew from Oakland City University due to not meeting University academic or institutional standards additional requirements must be met. See Academic Regulations: Academic Exception Petition for more information.

If it is determined by the Office of Admissions the student is not a "returning student", then the student must following the admissions requirements for the Undergraduate Degree applicant.

Admission Requirements Non-Degree Certificate

Non-degree applicants are applying with the intent of completing an Oakland City University non-degree certificate.

To be "unconditionally" accepted as a student in a non-degree certificate program, the applicant must:

1. Make official application for admission and pay the application fee (if applicable)
2. Be a graduate of an approved, accredited, or commissioned high school or completed her or his junior year of high school and be working toward graduation or completed and passed the high school equivalency test (GED). High school graduates or high school seniors working toward graduation must submit a high school transcript with a minimum cumulative high school GPA of 2.5 (on a 4.0 scale); GED graduates must submit an average (mean) score of 450 on the total. Official final high school and/or college transcripts must be submitted to the Admissions

office upon high school graduation or completion of college semester/quarter. The official final transcript must show all grades, graduation date (if applicable), and have the school's seal or stamp on the transcript.

3. Sign and be willing to abide by the code of conduct, major policies, and guidelines of the University.

Additionally, the following are required:

4. Applicants who have earned college credits from another post-secondary institution, including dual-credit earned while in high school must submit all official college transcripts.
5. After an offer for admissions is made, applicants must pay the non-refundable New Student Orientation fee by the following dates prior to the entering semester: Fall: July 1; Spring: January 1; Summer: May 1.

Applicants not meeting the above requirements may be asked to take a series of basic skills tests in reading, writing, and mathematics. Results from these basic skills tests, along with the applicant's academic transcripts, will be reviewed by the Admissions Committee to determine if the student will be accepted unconditionally, conditionally or not admitted to the University. The Admissions Committee may "conditionally" accept a non-degree applicant who has not been able to submit all of the credentials required for unconditional admission.

Admission Requirements—Guest Students

Guest students are applying to Oakland City University with the intent to transfer course credits to a parent institution or for personal/professional development purposes only. Guest students desiring to transfer credit to a parent institution should consult with that institution before enrolling. Guest students do not intend to pursue or complete a degree with Oakland City University.

- Guest students are required to complete ONLY the application and pay the application fee.
- Advisors are not assigned to guest students.
- Guest students are only permitted a maximum of twelve (12) credit hours.

Senior citizens who are 62 years of age or older may enroll in courses at Oakland City University and are considered guest students, with the following exceptions approved by the University's Board of Trustees.

- Registration fee per course has been reduced to $25
- Application fee, additional course fees, and/or laboratory fees are waived
- Students are permitted to take one course per semester

If a senior citizen is seeking a degree, this discount does not apply. Online classes are not included in this special fee and on-line classes should not be viewed as applicable for such fee reduction. Senior citizens may remain non-degree students for up to 18 credit hours of course work, after which they must apply for a degree program or enroll on a no-credit audit basis.

Admission Requirements—Intensive English Language Institute (IELI)

Intensive English Language (IEL) applicants are international students applying to Oakland City University to study and learn English as a second language.

Oakland City University's IEL program is designed to help prepare international students for success in U.S. educational institutions. Students will be provided up to 40 hours a week of

contact time in a multi-level curriculum. Each level will include classes in English structure, listening, comprehension, speaking, reading development, and writing analysis.

Admissions to the program is open to adults who have completed a high school education in good standing, and are able to meet all program requirements and expenses. Accepted students will be tested upon arrival to determine the appropriate level of English placement. Students will also be tested at the end of each eight week session to determine if they have the English skills necessary to begin traditional undergraduate classes.

To be accepted into the IEL program, applicants are required to:

1. Make official application for admission and pay the required application fee.
2. Be a graduate of an approved, accredited, or commissioned high school or have completed and passed the high school equivalency test (GED). Potential students must submit high school transcripts with graduation date or a copy of passing GED test. All transcripts must be translated into English and must be converted to our 4.0 scale. No transcripts in a foreign language will be accepted without the English translation attached. For transcripts to be reviewed, they must be translated into English by an accredited organization, i.e. World Education Services (WES). If original transcripts are not available, students may send certified copies that have been notarized by an official notary public.
3. Must submit documentation of financial support by providing the university with official bank statements. These statements must be the 3 months prior to the start date of the program.
4. Submit a recommendation by high school instructors and/or a personal reference.
5. Sign and be willing to abide by the code of conduct for students attending the university.
6. Must pay all University program fees (application fee, new student orientation fee, and housing fee) before a form I-20 will be issued.

Admission to Oakland City University and its programs does not assure completion of a degree or program.

Conditionally Accepted

The Admissions Committee may "conditionally" accept a degree or non-degree applicant who has not been able to submit all of the credentials required for unconditional admission.

The Admissions Committee may require the applicant to take a series of basic skills tests in reading, writing, and mathematics to determine if the student has the potential to succeed at Oakland City University. Results from these basic skills tests, along with the applicant's academic transcripts, will be reviewed and used to determine if the applicant will be admitted conditionally or not admitted to the University.

Conditional status will be removed after all of the required credentials have been received and twenty-four (24) credit hours have been completed with an overall GPA of 1.5. Conditionally admitted students will have two (2) semesters in which to remove themselves from conditional status. These students will be assigned to the Director of Campus Life for advising and/or tutoring, if necessary.

The Admissions Committee reserves the right to grant or deny admission to any student on the basis of academic or non-academic issues. Non-academic issues may be issues deemed inappropriate to the values and character of Oakland City University as it relates to its mission of serving as a church-affiliated institution.

School of Business: Adult & Extended Learning Programs (AEL) – Admissions Requirements for Undergraduate Students

To be unconditionally admitted as an AEL student in a degree program, the applicant must:

1. Make official application for admission and pay the $35.00 application fee;
2. Be a graduate of an approved, accredited, or commissioned high school or have successfully passed the GED test; and
3. Be willing to abide by the code of conduct, major policies, and guidelines of the School and the University.

Applicants must also meet these conditions:

1. High school graduates must submit a high school transcript with a minimum cumulative high school grade point average (GPA) of 2.5 on a four-point scale;
2. GED certificate must have at least an average percentile score of 60%;
3. For those with a lower high school GPA or GED score, applicants may submit a composite SAT score of at least 1250 or an ACT composite score of 19;
4. Applicants who have been out of a formal school environment for more than four years will not need to submit ACT/SAT scores but will be accepted based on high school transcripts and high school GPA;
5. Applicants, who have prior work from another post-secondary institution, including dual-enrollment credit, must submit a complete transcript of all prior work with a minimum GPA of 2.5 overall.

Conditional Admittance

Applicants who do not meet the minimum academic requirements stated above may be admitted on a conditional status after review of their applications by the Admission Committee.

The Admissions Committee may require students seeking admission to Oakland City University School of Business Adult & Extended Learning Programs (AEL) but who do not meet the above requirements to take a series of basic skills tests in reading, writing, and mathematics to determine if the applicant has the potential to succeed as an OCU AEL student. Results from those diagnostic tests will determine if the applicants may be conditionally admitted or not admitted to the School.

Conditional status may be removed if all of the required credentials have been received and twenty-four (24) semester credit hours have been completed with an overall GPA of at least 2.0. Students on an entry probationary status will have two (2) semesters in which to meet these requirements.

Admission Requirements for Transfer Students

To be admitted as a transfer student, the student must complete and meet all of the requirements for "regular" admission as stated above.

Students in good standing from an accredited institution are welcomed as transfer students. Transfer students from junior colleges or community colleges may have up to one-half of the requirements for a baccalaureate degree accepted (up to 64 semester credit hours), except where an associate degree has been completed, in which case all work required for the degree will be accepted, if it applies to a regular program of study at OCU AEL.

Students transferring into OCU AEL with a minimum overall cumulative GPA of at least 2.0 (on

a four point scale) may transfer all college level work with at least a "C" grade and may transfer a maximum of six (6) semester hours of passing but below "C" level work. Students with transfer credit from more than one university must have a minimum 2.0 GPA from each/every university from which passing but below "C" level work is transferred. At no time will the maximum amount of passing credit below "C" be more than six (6) semester hours, whether it is from one university or multiple universities. Further, a maximum of two-thirds of the credit hour requirements for a major will be accepted by transfer.

Students transferring to OCU AEL with lower than a "C" overall average will have accepted only those credits in which a "C-" grade or better was earned. The Office of Academic Affairs is responsible for equating quarter hours to semester hours used at the University. Students applying to transfer from any institution with a lower than "C" overall average are subject to review and approval or denial by the Admissions Committee. Students transferring in with a lower than "C-" overall grade average will be accepted only under conditional status (see above conditions).

Application for Readmission

Former students who have not attended classes with OCU for three or more years must re-apply for admission to the School. Additionally, students who have voluntarily withdrawn from the University or the School and those who have been dismissed from the University or the School must also re-apply for admission to the School. Students who have voluntarily withdrawn or been dismissed must also submit a letter of petition for readmission. All applications for readmission will be subject to review and approval (or denial) by the Admissions Committee.

The Admissions Committee reserves the right to grant or deny admission to any applicant on the basis of academic or non-academic issues. Non-academic issues may be issues deemed inappropriate to the values and character of Oakland City University and/or the AEL as it relates to its mission of serving as a faith-based, church-affiliated institution.

Admission to Oakland City University and the AEL does not assure completion of a degree or program.

Student Record Information

Change of Address

Any student whose address has been changed should report it in person or on-line to the Office of Academic Affairs and file Change of Personal Information form.

Change of Name

Any student whose name has been legally changed should report, in person or on-line, to the Office of Academic Affairs and file a Change of Personal Information form.

Transcripts

Official transcripts are issued in the Registrar's Office. Unofficial (no signature no seal) transcript is $3.00 each. Official transcript (signature and seal) is $8.00 each. Any faxed transcript is $10 each. Transcripts must be requested in writing by the student. Forms for requesting the transcripts are available online at www.oak.edu. Transcripts will be withheld for any student who owes the University any debt, including being in default for any student loan.

Student Right to Record Information

Each student has the right to personally inspect her or his own official student records, subject to

reasonable restrictions as to time, place, and supervision. Challenges as to the accuracy of the content of the student records may be made by the eligible student in writing. The written document must be submitted to the office responsible for maintaining those records.

Release of Information

The following student information maintained in the Registrar's Office is considered public and will be released upon request (see Family Educational Rights and Privacy Act of 1974): name, address (local and permanent), affirmation of current enrollment, and degree(s) received.

If a student does not want her or his local or permanent address released to anyone other than a college faculty or staff person, she or he may file a written request with the Academic Affairs Office, requesting that disclosure not be made without the student's written permission.

All other information in the University records is considered restricted and released only by written permission from the student, except that faculty, administration, and staff of the University have access only to the information about the student necessary for the performance of their academic or administrative duties. Statistical summary information about all students that is not named-linked and is necessary for reports to various persons or agencies is legitimate under the Privacy Act.

Social Security Number

In accordance with the Privacy Act of 1974 and Indiana PL 22 of 1977, students or applicants are advised that disclosure of their social security number to designated University offices is voluntary. The student has the right to refuse disclosure of this number or request its removal from records, without penalty.

NOTE: Each student is automatically assigned a student number by the Admissions Office that is used as that student's identification number.

Inactivity of Student Records

Only the following official student information records are maintained by the University after 5 years following the student's graduation and/or last registered semester:

- Permanent record of academic achievement, including supporting documents
- Career Planning and Placement files that remain active upon request
- Such financial records as are necessary, as long as there exists a financial obligation to the University

All retained official records continue to be subject to the provisions of the Privacy Act of 1974.

Career Planning and Placement Services

These files are open only to the student and to persons and organizations specified in writing by the student. There is a charge of $5.00 per mailing of placement papers to a prospective employer.

Finances – General Information

The cost of an education at Oakland City University is among the lowest among accredited private senior colleges in the region. These low costs have been made possible by substantial gifts to the University from the General Association of General Baptists, the sponsoring denomination. The actual cost of educating a student at Oakland City University is considerably greater than the

tuition, and all students share in these savings.

Tuition, fees, and room and board charges for the full semester are payable at the time of registration. Students are not admitted to classes until charges are paid in full or arrangements for deferred payment are made with the Business Office. Any student owing a balance from a previous semester **will not be permitted** to enroll for a future class until the balance is paid in full or satisfactory arrangements have been made with the Collection/Loan Officer.

Deferred Payment Plan

While all charges and fees are due and payable on the first day of each semester, the student may elect to defer the balance of her or his account; after all financial assistance is deducted, into two payments. One-half of this balance will be due on the first day of the semester, and the final half will be due approximately thirty days later. Interest at the rate of 18% per annum may be applied to any unpaid balance at the end of the thirty-day period until the account is paid in full.

Students who have demonstrated bad credit with the University will be denied the deferred payment option.

Refunds

If courses are dropped after the first day of the semester, refunds of tuition and fees are as follows:

During the first week	75 percent is refunded
During the second week	50 percent is refunded
After the second week	0 percent is refunded

For those moving out of the dormitory, there will be no refund on room and board. Students who withdraw completely or from individual classes and have financial assistance may be required to repay a portion of that aid, depending on the date of withdrawal and the regulations of the programs included in the financial aid package.

Tuition Charges

The University reserves the right to change tuition, fees, and room and board charges without notice upon action of the Board of Trustees. Further, all accounts are to be cleared before a student begins a new semester of study. Official credits, diplomas, transcripts, teacher certification recommendations, and other evidence of work completed are awarded only after all accounts are paid and student loans are not in default status.

Schedule of Fees

Published separately and are available on OCU website.

Residence Hall Damage Deposit

A deposit of $100 must accompany the residence hall reservation application. This amount remains on deposit as long as the student resides in university housing. It is refundable up to 30 days before a student's intended registration. The deposit is fully refunded when the student leaves the University unless there are charges assessed to be deducted. There is no refund if the student is dismissed from the University for disciplinary reasons or if she or he moves from the dormitory before the end of the semester.

Financial Aid

Financial Aid is available to students through federal and state programs. The University also has grants and scholarships available.

Filing For Financial Aid

All students who are interested in financial aid should file the Free Application for Federal Student Aid (FAFSA). This form is used to determine a student's eligibility for grants, loans, and work-study. **Indiana residents' FAFSAs must be received by the Central Processing Center before March 10.** Filing for financial aid is an ***annual process.*** File online at www.fafsa.gov.

Special Circumstances

The FAFSA requires the previous year's tax information when filing. If a student or a family member has had a loss of income, the Financial Aid Office should be notified. The form that the student would need to file is a Special Conditions Form. This form is only available in the Financial Aid Office.

General Eligibility Requirements for Federal and State Aid

All financial aid follows these guidelines:

- Be a U.S. citizen or eligible non-citizen
- Be registered with Selective Service
- Have a high school diploma or GED
- Have financial need
- Attend a school (such as Oakland City University) that is eligible to participate in one or more federal aid programs
- Be enrolled at least half-time (except for Pell Grants);
- Be working toward a degree, certificate, or other recognized educational credential (teacher's certification requires special procedures to document)
- Must be making reasonable academic progress and not be in default on a Title IV student loan or owe a repayment of a Title IV or HEA grant received for attendance at any institution
- Guest students do not get financial aid

New Freshmen

To be eligible for federal and state programs all new freshman must meet the admissions requirements that are listed in the catalog.

Transfer Students

To be eligible for federal and state programs all transfer students must meet the Admissions Standards and have their transcripts evaluated before any financial aid is generated.

Enrollment Status/Credit Level

For financial aid purposes, the following minimums apply in determining the eligibility for financial aid assistance:

Undergraduate	
Full-time	12 semester hours
3/4 time	9 semester hours
1/2 time	6 semester hours

Note: Some financial aid requires students to be full-time. Those grants may be reduced or

withdrawn if a student is not full-time. Other sources of financial aid could also be reduced or withdrawn if a student is not full-time. Only credits that are required for successful completion of the student's degree program may be counted in the determination of enrollment status. Students who receive aid for courses not required for graduation may be responsible for repaying all or a portion of their financial aid.

Federal Financial Aid Programs

Federal Pell Grant

The Pell Grant is a federally funded grant program designed to aid undergraduate students who show financial need.

Federal Supplemental Educational Opportunity Grant (SEOG)

The SEOG is a federally funded grant program designed to aid undergraduate students who show financial aid.

Federal Work-Study (FWS)

Oakland City University offers approximately 50 on-campus student jobs. Work assignments are made on a first-come, first-served basis and are based on financial need.

Federal Perkins Loan

Loans are awarded to graduate and undergraduate students who show need. Repayment of this loan begins nine months after the student ceases half-time enrollment status. Interest is 5% simple interest.

William D. Ford Direct Loan Program Direct Subsidized Loan

Eligible students borrow directly from the U.S. Department of Education. Students must be enrolled a minimum of half-time and demonstrate financial need. Principal and interest payments begin six months after half-time enrollment status ceases. The interest rate is a fixed rate for loans first disbursed on or after July 1, 2006. The government pays the interest on this loan during school and certain other periods. Please contact the Office of Financial Aid regarding application procedures.

William D. Ford Direct Loan Program Direct Unsubsidized Loan

The terms and conditions for the Direct Unsubsidized Loan mirror those of the Direct Subsidized Loan. Loan limits, deferments, and interest rates are the same as for the subsidized loan; however, non–in-school interest subsidies are provided by the government. Students are responsible for interest during in-school and deferment periods. The Direct Loan Servicing Center sends quarterly statements showing the amount of interest the student is responsible for, with an option to pay it. If the interest is unpaid, it will be capitalized the day after the student's six-month grace period ends.

Federal Direct Plus Loans

This loan is for parents of dependent students. The interest is capped at 7.9%, but is on a variable rate. Repayment begins approximately 30 days after the loan is fully disbursed. Applications are available in the Financial Aid Office.

State of Indiana Financial Aid Programs

General Eligibility Requirements for State of Indiana Grants

Requirements are that each student must be:

- Be a U.S. citizen or eligible non-citizen
- Be an Indiana Resident
- Be registered with Selective Service
- Have a high school diploma or GED
- Have financial need
- Attend OCU
- Be working toward a degree
- Must make reasonable academic progress
- Not be in default on a Title IV student loan or owe repayment of a Title IV or HEA grant received for attendance at any institution
- Teacher's licensure requires special procedures

Frank O'Bannon Higher Education Award

This award is provided to Indiana residents through the State Student Assistance Commission of Indiana for undergraduate students who demonstrate financial need. It is applied to the cost of tuition only, and the student must be enrolled full-time. To apply for these funds, students must submit the FAFSA by March 10.

Frank O'Bannon Freedom Of Choice Award

This award is provided to Indiana residents through the State Student Assistance Commission of Indiana for undergraduate students who demonstrate financial need. It is applied to the cost of tuition only, and the student must be enrolled full-time. To apply for these funds, students must submit the FAFSA by March 10.

Other Sources of Assistance

Vocational Rehabilitation Education Assistance

Indiana Rehabilitation Services provide educational assistance to eligible Indiana residents through the Vocational Rehabilitation Division. The Financial Aid Office will coordinate this assistance with other types of aid that may be available. Students should contact the Vocational Rehabilitation Division Office in their region if they think that they might qualify for rehabilitative services.

Veterans Educational Benefits

These benefits are available to students who have served in the Armed Forces and will be receiving GI Bill benefits. Students should contact the Veterans Affair's Certifying Official at OCU for further information. OCU does participate in the Yellow Ribbon Program.

Oakland City University Assistance

Based on your situation, you may qualify for merit based, endowed, or athletic scholarships.

Merit Based Scholarship

All students meeting the entrance eligibility requirements set forth by the University qualify for merit based aid. These awards are based on a combination of your high school GPA and standardized test scores. GPA is based on the student's final high school transcript on a 4.0 scale. All merit based scholarships are renewable for 120 credit hours, provided that the student maintains the required 2.5 cumulative GPA. For more information regarding scholarships please call the OCU Office of Admissions at: (800-737-5125).

Endowed Scholarship
Endowed scholarships offered by the University are specific to areas of study and/or other criteria. All students are eligible to apply for institutional aid. The process involves an application procedure through the Financial Aid Office. Please contact the Financial Aid Office for further details.

Athletic Scholarship
Oakland City University is a NCAA Division II school. We currently offer 13 unique athletic opportunities for which athletic aid is available. Athletic aid is offered to those student athletes selected by the respective coach as eligible for collegiate participation. If you have a desire to participate as a student athlete at Oakland City University, please contact the appropriate athletic coach to schedule a conference or contact the Admissions Office for further information.

General Baptist Scholarship
The General Baptist Scholarship is available to freshman or transfer students who are undergrad, main campus. To be eligible, the student or the student's parents or the spouse of the student must be a member of a General Baptist church. This scholarship is renewable as long as the student remains academically eligible.

Military Scholarship
Oakland City University is proud to honor our service men and women by offering military scholarships for those students enrolled as undergraduates in the Adult and Extended Learning program. Please contact the Financial Aid Office for additional information and qualifications at (800) 737-5125 or (812) 739-1224.

Other Grants
(Must be a non-incarcerated U.S. citizen.)

Dollars for Scholars
Students who receive private gift money through a Dollars for Scholars Chapter will have the amount of that gift, up to $2,000, matched by the University.

Private/Endowment Grants
These grants are available due to the generosity of OCU alumni and friends. Contact the Financial Aid Office to learn more about these restricted scholarships.

Academic Standards Required For Financial Aid Recipients
Students who receive federal or state financial assistance (including student and/or parent loans) are required to make satisfactory progress toward the completion of their degree. Satisfactory progress is measured by the number of credits successfully completed (academic progress) each year and students' cumulative grade point average after each semester. In addition, students are limited to 125 percent of the published timeframe for their degree. This policy sets the minimum standards for evaluating satisfactory academic progress for federal and state financial assistance. State Grant programs are an exception to the 125 percent rule, their programs are limited to 8 semesters.

Academic Progress
Students who receive federal or state financial assistance (including student and/or parent loans) are required to make satisfactory progress toward the completion of their degree. Satisfactory progress is measured by the number of credits successfully completed (academic progress) each year and students' cumulative grade point average after each semester. In addition, students are

limited to 125 percent of the published timeframe for their degree. This policy sets the minimum standards for evaluating satisfactory academic progress for federal and state financial assistance. State Grant programs are an exception to the 125 percent rule, their programs are limited to 8 semesters.

Cumulative Grade Point Average

Financial aid recipients are required to maintain a minimum grade point average as they progress toward their degree or certificate. The cumulative GPA is based on the University's academic standards found in the University's catalog. The Registrar's Office determines the GPA at the end of each semester. Students who fall below "Good Academic Standing" are placed on Academic Probation. A student is allowed one (1) semester to bring his or her GPA back up to the required GPA. If the student is placed on Academic Probation a second semester consecutively, the student loses his or her financial aid until the GPA requirement is met.

Financial Aid Assistance Appeals Process

The Financial Aid Office should be notified in writing if a student is appealing the Academic Progress Rules or the Cumulative Grade Point Average Rules. An appeal is granted if there has been any unusual circumstance that has made it difficult for a student to meet these standards.

Institutional Refund Policy for Financial Aid Recipients

This policy applies to students who withdraw from a semester, either officially or unofficially. Tuition and fee refunds for these students are as follows.

Withdrawal Date

A student's withdrawal date is either the date she or he officially withdraws through the Academic Affairs Office or the last date of attendance recorded by the professors of the classes she or he was enrolled in. It is the student's responsibility to officially withdraw, but if the student does not officially withdraw, the University's attendance policy is followed, and the student is then withdrawn because of excessive absences from classes. The withdrawal date is the last date the student attended classes.

Refunds and the Return of Federal Title IV Funds

When a student withdraws the Title IV federal aid is prorated through 60% of the semester. Any aid not earned is returned to the federal programs. The Title IV Return of Funds Formula is used to determine the amount of federal aid that is returned to the individual programs. This money is not refunded to the student. In accordance with the federal regulations, when federal financial aid is involved, refunds are allocated in the following order: Unsubsidized Direct Loans, Subsidized Direct Loans, Federal Perkins Loans, PLUS loans, Federal Pell Grants, Federal SEOGs, state aid, private aid, institutional aid, and then the student.

If a student had received a refund, due to her or his aid exceeding the costs, the student is subject to repay all or a portion of the refunded money. This will be based on the Title IV Return of Funds Formula.

Appeals

If a student believes she or he has special circumstances that warrant a change in the way the funds are refunded, the student must put the appeal in writing to the Financial Aid Office.

Disclaimer

The foregoing procedures and policies supersede those published previously and are subject to

change at any time when required by changes in federal regulations. This policy reflects the University's good faith effort to interpret federal regulations that have a bearing on such matters.

Financial Aid Programs

If additional information is needed, feel free to contact the Financial Aid Office.

Financial Aid Office
Oakland City University
138 N. Lucretia Street
Oakland City, IN 47660
812-749-1224 e-mail: finaid@oak.edu

Undergraduate Programs of Study: Academic Regulations

The academic year consists of two (2) semesters of about sixteen (16) weeks each and a May term of three (3) weeks. A student meets the graduation requirement of 120 hours by registering for an average of fifteen (15) hours per semester. Most courses are three (3) semester hours of credit and meet three (3) hours per week.

Credit Hour Policy (#2230; Related policy #3230)

Executive Summary

Oakland City University (OCU), like other American institutions of higher learning, has adopted the Carnegie Unit to measure academic credit for its traditional academic programs. The Carnegie hour stipulates that one semester credit hour be awarded for fifteen sessions of 50-minutes duration in classroom lecture-recitation with each session requiring two hours of outside preparation by the student.

In non-traditionally delivered programs (accelerated format and online, etc.), the credit hour is based on the amount of measureable student work product that is directly linked and assessed to the course and program objectives/skills. These courses and the number of credits awarded, while not delivered traditionally, will be equivalent to the amount of work and learning that is expected and assigned in a traditional academic format.

The semester credit hour is the academic measure by which matriculation toward a degree is monitored and ultimately determined. It is recognized that semester credit hour is used to measure student learning based upon formally structured, as well as informal, interactions.

Policy

In order to be in compliance with HEOA (Public Law 110-315) section: 600.2 Definitions. (page 34872), and for a clear understanding of this terminology for various stakeholders and constituencies, OCU has developed the following definitions to formalize its semester credit policy and the relationship of teacher contact and credit hours.

Each program (traditional and non-traditional) must have a written document on file in the Provost's office stating the number of contact hours between student and teacher, the number of hours of expected outside study, and the number of hours of electronic communications. Additionally, throughout the duration of courses delivered through electronic communication, the faculty member will be required to have a minimum of three (3) contacts per week with the students. Measurable and demonstrable student product commensurate to a traditionally delivered course must be evident.

Monitoring as to compliance to these rules is the responsibility of the program directors and dean of the respective school, with oversight of the Provost.

Definitions of Credit Hour

Traditional Definition: OCU students will be awarded a semester credit hour upon successful completion of course requirements that include fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. This definition may be adjusted to reflect modified academic calendars and formats of study.

Knowledge & Skills Based Definition (Programs other than traditional): OCU students will be awarded a semester hour of credit for satisfactory completion of a predetermined, measureable amount of student product that is directly linked to program objectives (knowledge and skills) of the course and assessed by the instructor. These courses and programs have a traditional number of credit hours as awarded in any OCU program and are directly relative to the amount of work and learning that is expected and assigned in a traditional credit hour course.

Faculty members may design and develop courses which have multiple combinations of learning experiences to meet varying student learning styles and promote student engagement to meet course and program objectives. This may include, but not be limited to, lectures, discussions, laboratory periods, individual and group research, internships and practica, simulations, supervised independent studies, and tutorial activities.

The objectives and learning outcomes have to be measurable and must be assessed during the course and at course completion each academic term. Measures of assessment may include, but are not limited to, student written papers, written examinations, class presentations, and any other appropriate student product demonstrating student learning and meeting program objectives. Standardized rubrics for each program are expected. Program rubrics for papers, presentations and other appropriate student products will be developed and approved. Disaggregated and aggregated data are to be available and submitted to the Dean of the respective school, the Director of Assessment and the Provost after each term. Upon program completion, the data will be further aggregated to determine overall successful completion of the program and student learning by class and program.

Definition of Faculty Instructional Contact: At OCU, faculty instructional contact is defined as the establishment of communication between the instructor and students through traditional face-to-face instructional delivery or through any electronic delivery system (synchronously or asynchronously). The communication may be with an individual student, a group of students, through faculty-student observations of an activity or action, or the student receiving significant course content information in an appropriate delivery system so that the student may interact with peers and the instructor at a collegiate level.

At OCU, "Faculty Instructional Contact" will refer to

1. the establishment of communication with a student or group of students, or
2. faculty-student observations of an activity or action, or
3. the student receiving significant course content information through an appropriate delivery system in such a way that the student may interact with peers and instructors at a collegiate level in order to achieve satisfactory learner outcomes.

"Communication" is understood to refer to the traditional, physical classroom face-to-face

instructional delivery (didactic or discovery; i.e. "Socratic," teaching to inquiry learning) and/or synchronous or asynchronous use of electronic delivery systems.

"Appropriate delivery system" is understood to refer to sequential relationships to networking of relationships.

"Satisfactory learner outcome" is understood to refer that students have met or exceeded the learning objectives and outcomes as stated in the course syllabus.

Procedural Implications

With the need for variation in the instructional styles, student learning styles, and clarity, semester credit hours are granted for the following instructional activities.

I. Instructional Activity: Traditional Face-to-Face format utilizing lectures, seminars, discussions, recitations, etc.

A student will earn one semester credit hour upon successful completion of course requirements that include fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. This category earns one credit hour per contact hour of instructional activity. The fifteen sessions may be dispersed over the fifteen weeks of a semester or in a shortened format of increased contact hours during each week for fewer than 15 weeks so that an equivalent total number of contact hours is met, with the expectation of two hours of study for each contact hour, (i.e. 3 hours a day for 5 days with 30 hours of outside study).

For example, a student will earn three semester credit hours for a course in any of these formats.

Ratio: 1 credit hour per 1 contact hour

Format	Number of weeks	Total Minutes	Contact hours	Credit Hours
50-min MWF	15 week semester	2250	45	3
75-min TR	15 week semester	2250	45	3
150-min MTWRF	3 week May Term	2250	45	3
90-min MTWRF	5 week Summer Term	2250	45	3

Each format has the expectation of two hours of outside study for each contact hour of direct instruction.

II. Instructional Activity: Faculty Supervised Group Activities (laboratory, field trip, physical education basic skills, practicum, internships, workshop, group studio)

A student will earn a semester credit hour for the equivalent of two contact hours per week for fifteen periods of successful completion of faculty supervised activity, where each activity period is 110 minutes or more in duration with little or no outside preparation expected. Another example for a student to earn one semester hour credit in this category is thirty 50-minute sessions of successfully completed activity.

Ratio: 1 credit hour per 2 contact hours

Format	Number of weeks	Total Minutes	Contact hours	Credit Hours
50-min 2 days/wk	15 week semester	1500	30	1
100-min 1 day/wk	15 week semester	1500	30	1
100-min MTWRF	3 week May Term	1500	30	1

III. Instructional Activity: Supervised Student Activity (independent study, individual studio, tutorial)
A student will earn a semester hour credit for independent study or studio (defined as student being given initial guidance, on-going criticism and review, and final successful evaluation of student performance by a faculty member) for the equivalent of forty-five 50-minute sessions of student academic activity.

A student will earn a semester hour credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final successful evaluation of student performance) on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions.

IV. Instructional Activity: Full-time Independent Study (student teaching, practicum)
A student may earn up to a semester credit hour for each week if a student's academic activity is essentially full-time (as in student teaching) and is successfully completed. The actual number of hours and length of student teaching, practica, and internships may change due to state statute. State statute takes precedence over this policy.

V. Instructional Activity: Enhanced (EI/ETE), Hybrid, and Online Classes
Electronic Instructional/Educational Technology-Enhanced (EI/ETE) Courses (No reduced seat-time)
EI/ETE courses are traditional, on-campus, face-to-face courses which meet for all scheduled class times, and seat-time is not reduced. In EI/ETE courses, faculty post materials in OCU's adopted Learning Management System/Course Management System (LMS/CMS) to provide increased student access to materials. Generally, students are not required to access those materials; however, for some courses, students may be required to access the materials or participate in electronically-delivered activities. Faculty will notify students regarding the requirement status for electronically-delivered materials and/or activities. Examples of materials that may be posted in an enhanced course include: syllabi, class notes, electronically-developed course materials, learning objects, assignment requirements, assignments, web links, and other materials as deemed pertinent.

For EI/ETE courses, a student will earn a semester credit hour according to the Definitions of Credit Hour: Traditional Definition (see page 1).

Hybrid Courses *(reduced seat time)*
Hybrid courses integrate face-to-face instruction and learning with online instruction and learning into a blended format. The blend of instruction and learning modalities of hybrid courses reduces seat-time requirements and frees up classroom space. Hybrid courses' face-to-face meetings are

equivalent to the seat-time and the contact-hour time of traditional courses. The duration of face-to-face meetings is a maximum of four hours of contact per meeting. The face-to-face meetings of hybrid courses may incorporate a variety of pedagogically pertinent teaching and learning activities and experiences.

However, a significant part of the course instruction and learning is delivered online (synchronously, asynchronously, or some combination of both) in the forms of pedagogically-appropriate online materials and activities, including but not limited to: readings, learning objects, tutorials, discussions, simulations, assessments of various types, and a diverse set of learning activities. These components are hybrid course requirements, must be accessed by students, and require student engagement in order to achieve course completion.

For example, instead of the instructor lecturing and facilitating in-class discussions for two days and then having a lab on the third day, the instructor may put all lecture materials and required discussion interactions online. Thus, students are required to be physically present on-campus only one day per week for the lab section. This DOES NOT reduce students' study requirements or the rigor of the course. Students meet the remaining course objectives by reading assigned texts (books, journal articles, professional and governmental documents, etc.) and other online materials; participating in online discussions (if assigned), group projects (if assigned), and a variety of other online course-related activities, as assigned; and, completing some or all assessments online.

During an academic term (session, when a course duration is shorter than a normal academic term), courses delivered in this manner will offer consistent and timely contact with the faculty member via one or more electronic communications tools. At a minimum, students can expect faculty contact at least three (3) times per week throughout the duration of the course plus timely reactions to student questions, written responses and assignments.

For hybrid courses, a student will earn a semester credit hour for participation in the face-to-face (seat-time, contact-hour intensive) sessions combined with participation in extensive preparation for seat-time sessions; out-of-classroom reading, research, and study; and, completion of assigned in-class and out-of-class learning activities and assessments. For every credit hour to be earned, the seat-time and out-of-class work must combine for a minimum equivalency requirement of 45 hours of contact and course work. Student learning outcomes and product will be commensurate to a traditionally delivered course.

Fully-Online Courses (General)
Fully-online courses may vary by program and instructor as to the delivery method(s) utilized. Delivery methods may be synchronous, asynchronous, or a combination of both. Fully-online course materials, assignments, assessments, and other requirements may include, but are not limited to: readings, learning objects, tutorials, practice sessions, simulations, research, team-projects, asynchronous discussions, synchronous chats, pod/vodcasts, synchronous audio- and video-conferencing, out-of-class study, quizzes, exams, diverse authentic assessments, and various other learning activities.

Fully-Online Courses (Traditional format; *students do not meet face-to-face nor come to campus)*
Traditionally, a fully-online course is one that is entirely delivered via the Internet. Faculty and students may never meet face-to-face. In a fully-online course delivered 100% via the Internet, all course materials, assignments, assessments and other requirements are available, accessed, and conducted online.

During the course of a term, all fully-online courses will offer consistent and timely contact with the faculty member via one or more electronic communications tools. At a minimum, students can expect faculty contact at least three (3) times per week throughout the duration of the course plus timely reactions to student questions, written responses and assignments.

For fully-online courses – delivered 100% via the Internet (no face-to-face meetings) – a student will earn a semester credit hour for participation in online, out-of-class learning assignments, activities, and assessments. For every credit hour to be earned, the online, out-of-class work must combine for a minimum equivalency requirement of 45 hours of non-face-to-face contact and course work. Student learning outcomes and product will be commensurate to a traditionally delivered course.

Fully-Online Courses (A*lternative modality; no more than 3 face-to-face meetings)*
Fully-online courses may vary by program and instructor as to the delivery method(s) utilized. Delivery methods may be synchronous, asynchronous, or a combination of both.

At OCU, the label of "fully-online" courses also applies to courses which have a requirement of meeting face-to-face for up to – but no more than – three (3) class meetings in a single term. Courses requiring more than three face-to-face class meetings are considered a hybrid or EI/ETE course. For fully-online courses that incorporate face-to-face meetings (no more than three), all course requirements – except those identified for the face-to-face meetings – will be conducted online.

During the course of a term, all fully-online courses, including those with face-to-face meetings, will offer consistent and timely contact with the faculty member via one or more electronic communications tools. At a minimum, students can expect faculty contact at least three (3) times per week throughout the duration of the course plus timely reactions to student questions, written responses and assignments.

For fully-online courses utilizing a face-to-face component (no more than three such meetings), a student will earn a semester credit hour for participation in the face-to-face (seat-time, contact-hour) sessions combined with participation in extensive preparation for those seat-time sessions; out-of-classroom reading, research, and study; and, completion of both in-class and online, out-of-class learning assignments, activities, and assessments. For every credit hour to be earned, the seat-time and online, out-of-class work must combine for a minimum equivalency requirement of 45 hours of contact and course work. Student learning outcomes and product will be commensurate to a traditionally delivered course.

Student Technology and Skills Minimum Requirements
To successfully participate in and complete hybrid or fully-online courses, a student is expected to have access to a computer with minimum specifications, Internet access, possess the level of computer skills required by each particular course, and basic skills in utilizing course/learning management software (CMS/LMS). Students will have access to a CMS/LMS guide and/or an orientation designed specifically for students to aid in their development of basic skills in CMS/LMS utilization. Computer skills training may also be available; however, students may need to take computer skills training courses prior to enrolling in and engaging in a specific hybrid or fully-online course.

If required for any course, students must have the capability (tools and skills) to electronically capture themselves making a presentation, which can be forwarded to the instructor and/or peers for feedback and/or evaluation.

VI. Experiential Learning OCU, at its discretion, may award credit hours for learning acquired outside the institution which is part of a student's academic degree program. The student must provide proof of learning by providing documentation as set by the Provost.

A student may earn a semester hour credit for life or work experience that is a portion of an academic degree program, such as an internship or work experience, where three semester credit hours will be awarded for 450 clock-hours of successfully completed, supervised activity that provides learning considered essential to the program of study.

The student shall abide by current university policies in regard to the number of hours that may be awarded and used toward a degree.

Graduate credit may not be earned through experiential learning.

VII. Credit by Examination
OCU, at its discretion, may award semester hour credits for mastery demonstrated through credit-by-examination. When such credit by examination is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

A student seeking credit by departmental or school examination, DANTES test or CLEP examinations has to request to take the examination in writing and present it to his or her advisor for approval; the request and faculty member's approval is submitted to the Dean of the respective school for approval; once approved by the Dean, the approvals are forwarded to the Provost for approval and action to determine date and time of the examination.

The student shall abide by current university policies in regard to the number of hours that may be awarded and used toward a degree.

Graduate credit may not be earned by examination.

VIII. Intensive Sessions
Credit hours may be earned in intensive sessions (summer sessions, intersessions, etc.) proportionately to those earned for the same activity during a regular term of the institution. Courses delivered in this manner will have daily contact with the faculty member during the course of the term, and student product shall be commensurate to a traditionally delivered course.

IX. Accelerated Programs (AEL programs, MAT, Ed. D.)
Academic programs designed for the adult worker and delivered using adult learning theory may award credit with the Knowledge & Skills Based Definition of a credit hour. In order to award semester hour credits, each program shall have and maintain current program objectives and student learning outcomes that are measureable.

If electronic communication is used, it must be monitored and verified with reports to the director and provost at the conclusion of each course. Courses delivered in this manner will have weekly contact with the faculty member during the course of the term, and student learning outcomes and student products have to be commensurate to a traditionally delivered course.

Since the programs are accelerated, student attendance is mandatory. If a student misses two class sessions, no matter the reason, he or she will be withdrawn from class and must repeat it.

Variations to class schedule must be approved by the instructor, the director, the dean, and the provost in advance of rescheduling any class session. Exceptions to this policy would be an unexpected death, unplanned hospitalization, and inclement weather. Class sessions for all accelerated programs must be rescheduled and made up.

Appeal and Review

Schools may present educational justification for departures from these policy provisions to the Provost who will be responsible for their interpretation. If an exemption is granted, the approval has to be signed and kept on file in the Provost's office.

Degrees

The Board of Trustees has authorized the University to confer the degrees of Associate of Arts, Associate of Applied Science, Associate of Religious Studies, and Associate of Science; Bachelor of Arts, Bachelor of Science, and Bachelor of Applied Science; Master of Divinity, Master of Business Administration, and Master of Arts in Teaching; and Doctor of Ministry and Doctor of Education.

Registration

Students are expected to complete their registration, including payment of charges or arrangements for payment, during the time set aside for this purpose. If after registration a student wishes to change her or his registration, she or he will file with the Office of Academic Affairs a change of registration slip signed by the adviser and the instructor(s) concerned. No addition of new courses will be permitted after the first week of the semester.

The University reserves the right to limit enrollment in certain courses and sections and to withdraw any course in which the enrollment is not sufficient.

Enrollment and academic credit are permitted only for those students who have been admitted through the regular process in the Admissions Office.

Students may enroll as auditors, provided they register within one (1) week of the beginning of classes. If an audit student attends at least 51% of the class time, the course is added to the transcript with the word *audit* in place of a grade. This status carries no credit.

When a charge for expendable materials is made in a course, all students using the materials are expected to pay the charge.

Residence

To receive a certificate, associate degree, or baccalaureate degree from Oakland City University, students are required to spend the final two (2) semesters, thirty (30) semester hours, in residence. Part-time students may meet this requirement by completing over a longer period of time than last thirty (30) hours at Oakland City University.

Student Status

Classification of all students is made by the Office of Academic Affairs at the opening of each academic year. The following criteria are used:

0-30 hours	Freshman
31-60 hours	Sophomore
61-90 hours	Junior
91 and above hours	Senior

Students are classified as degree students, unclassified students, or guest students.

Course Load

The normal full-time course load is 12-15 semester hours. Students registered for fewer than twelve (12) semester hours are regarded as part-time by the Office of Academic Affairs.

Under certain conditions, students not participating in varsity athletics may take eighteen (18) hours in a semester. Any student with a 3.0 grade point average may register for eighteen (18) hours one time in their college career. Those with a 3.50 grade point average may carry eighteen (18) hours as often as desired. All other students who feel there is a valid reason for taking eighteen (18) hours must petition the Academic Affairs Committee for permission. The petition must be endorsed by the student's advisor before it can receive committee consideration.

In any case, when eighteen (18) hours is carried, it is considered the absolute maximum load, and no additional hours may be earned in the same semester. The absolute maximum load during the May term is six (6) semester hours. The normal full-time load during the Summer Session is nine (9) hours. Thus, the absolute maximum load during the Summer Sessions is eighteen (18) hours.

Repeated Courses

Any course may be repeated. If repeated, the credit is counted once, but only the higher grade earned in the repeated course is counted in the grade point average and for meeting graduation requirements. For students receiving veteran's benefits, the DVA will **not** pay for the repeat of a course in which a passing grade has been received, unless a specific grade for a course is required. The DVA will **not** pay for non-punitive (RE, NF) grades.

Time Limitation for Degree

A student who **does not** complete the baccalaureate degree within five (5) years of initial enrollment or an associate degree within three (3) years of initial enrollment shall be subject to the terms of the latest issue of the catalog and will be expected to meet the academic requirements it sets forth. (The on-line catalog will be the most current.) A student who withdraws and returns to school for whatever reason will be subject to the most current catalog program and check sheet requirements and will be required to complete the requirements of the current program. At the discretion of the Dean of the School and approval of the Provost, courses within the major that were taken more than five years prior to the completion of a bachelor program or three years prior in an associate program may be approved if they have the same course description and content as current course. The student has to petition the Dean of the School for these classes to be accepted and must have both the approval of the Dean and the Provost. No course work that is more than seven years old will be approved. At the discretion of the Dean of the School, the student may have to take a comprehensive exam in these major courses to prove currency in the field.

Transfer Credit Policy

(#2240; Related Policy #3340)
Students transferring to Oakland City University may transfer college level work from regionally accredited 2 and 4-year colleges and universities with at least a "C-" grade.

All transfer credits must be reviewed and approved by the Academic Affairs Office and the Registrar. Transfer credits are subject to acceptance or denial based upon any time sensitive subject matter of the course. A representative from the department of the chosen major may be consulted regarding appropriate credit for courses. Core courses for the chosen major older than 10 years for an undergraduate degree or 7 years for a graduate degree are typically not be accepted. The University reserves the right to accept these courses with the approval of the Dean of the respective school, Director of Graduate program when applicable, and the Provost.

A maximum of two-thirds of the credit-hour requirement for a major or minor will be accepted by transfer. One third of the required credit hours in the major or minor must be from OCU.

Transfer students from 4-year colleges and universities may have up to 30 credit hours accepted for an associate level degree. For a Bachelor level degree, up to 90 credit hours may be accepted. Credits will only be accepted if they fit an approved program of the University.

Transfer students from accredited 2-year colleges may have up to one-half of the requirements for a baccalaureate degree accepted (or the equivalent of sixty (60) credit hours), except where an associate degree has been completed, in which case all work required for the degree (up to a maximum of sixty-four (64) credit hours) will be accepted if it fits an approved program at the University. If the transfer student attended an accredited 2-year college which offers Bachelor level degrees, the student must provide written verification from the 2-year college that the student was enrolled in a Bachelor level degree program before consideration will be given to accepting additional hours.

Transfer students from non-regionally accredited colleges and universities need to determine if an articulation agreement with OCU exists. If an articulation agreement exists, credits will be transferred in accordance with the agreement. If an articulation agreement does not exist, credits will not transfer.

In all cases, the students must complete the last 30 credit hours and one third of the credit hours in the major or minor with OCU.

The Office of the Registrar is responsible for equating quarter hours to semester hours used at the University.

For international transcripts to be reviewed for transferability of credits, the transcripts must be translated into English by an accredited organization.

Degree Application and Graduation Attendance

All requirements for a degree must be met satisfactorily before a degree is actually conferred. A candidate for a degree must complete an Application for a Degree by the deadline of the year in which she or he expects to finish all of the degree requirements. Certificate and degree candidates are required to attend graduation exercises, at which time their degree is to be conferred. All diplomas are mailed after all requirements are met, all financial obligations are met, and all exit interviews with the Financial Aid office are completed.

Students within twelve (12) hours of completing graduation requirements in the summer may participate in the May Commencement if they have a 2.00 grade point average by the close of the spring semester and are registered for the summer semester. December graduates must have all requirements completed by the last day of the fall semester. There will be no December ceremony. Those who graduate in December will be invited to participate in the May ceremony.

Participation in the graduation exercises in no way guarantees the satisfactory completion of the studies.

A Second Bachelor Degree

The holder of a bachelor degree who wishes to pursue further education is encouraged to become qualified for admission to a graduate degree program. The Provost may admit a bachelor degree holder to candidacy for a second bachelor degree. When such admission is granted, the candidate shall earn at least 30 additional hours in residence. Additionally, the candidate must meet the requirements of the faculty in the major in which he or she is a candidate. To obtain the second bachelor degree, the candidate must complete at least one-third of the credit hours within the major area at Oakland City University.

A Second Associate Degree

Normally the holder of an associate degree who wishes to pursue further education is encouraged to complete a bachelor degree in a content specific program. In certain cases, however, the Provost may admit an associate degree holder to candidacy for a second associate degree. When such admission is granted, the candidate shall earn at least thirty (24) additional hours in residence and meet the requirements of the faculty in the major in which she or he is a candidate.

Degree Stacking

Students seeking degrees at Oakland City University may not complete two associate degrees and declare they have met the degree requirements for a bachelor degree in General Studies or any other bachelor degree. In order to receive a second associate's degree, a minimum of fifteen (15) additional hours must be completed prior to the awarding of the second associate degree. In order to receive a second bachelor degree, a minimum of thirty (30) additional hours, including requisite hours at the 300 and 400 levels, must be completed prior to receiving the second bachelor degree.

Credit by Examination

Oakland City University Credit by Examination is a program designed to recognize superior learning experiences and translate that experience into college credit. It helps students gain recognition for what they know and can do irrespective of how, where, and when they obtained the knowledge. Credit may be earned through the Advanced Placement Program or the College-Level Examination Program.

Advanced Placement

The University participates in the Advanced Placement Program (AP) of the College Entrance Examination Board. Up to eighteen (18) semester hours of credit may be earned by students who qualify. Generally, advanced placement is earned in accordance with the ratings contained in the current Report of Credit Given by Educational Institutions of the American Association of College Registrars and Admissions Officers. Eligibility for advanced placement and college credit is determined by the Office of Academic Affairs.

Dual Credit Programs

The University participates in the dual credit program offered through high schools in Indiana. Courses that are offered for dual credit are listed on the Indiana Core Transfer Library for transfer to Indiana colleges and universities. A student should check with her or his high school counselor during the junior year for information related to the program.

College-Level Examination Program

The College-Level Examination Program (CLEP) offered by the College Entrance Examination Board enables those who have reached the college level of education outside the classroom to demonstrate their achievement. The program offers two types of examination:

1. The General Examination, which provides a comprehensive measure of undergraduate achievement in the different areas of General Studies
2. The Subject Examination, which measures achievement in specialized areas of study; a testing fee on a per-test basis is charged by CLEP

The University will grant up to thirty (30) semester hours of credit for the CLEP General Examination. The number of credits earned in this manner will be determined by the Provost. The number of credits earned by Subject Examination will be determined by the Provost in consultation with the appropriate division chairperson but in no case will exceed twelve (12) semester hours on a major or minor.

DANTES Program

The DANTES Program is a testing service conducted by Educational Testing Services (ETS) for DANTES, an agency of the Department of Defense. The name DANTES stands for Defense Activity for Nontraditional Education Support. Since World War II, DANTES has sponsored and administered tests that provide qualified military personnel with the opportunity to obtain academic credit, gain admission to college, and receive professional certification on the basis of independent study and job experience.

Oakland City University is an official testing center for the DANTES Subject Standardized Tests (DSST). The program offers tests in 37 subject areas, whereby adult learners and military personnel can earn college credit without having to complete classroom-based courses.

OCU students who have not already earned more than twenty-four (24) credits at OCU may earn up to fifteen (15) credit hours by taking DANTES tests. Exceptions must be approved by the school dean and Provost.

In order to register for subject area tests, students must have written approval from the director, the dean of their program of studies, and the Provost. Only examinations approved by the Provost or designee will be provided. Guidelines for scores are based on the American Council on Education (ACE) and as recommended by school deans and approved by the Provost or designee.

Departmental Examinations

Examinations for credit approved and graded by a particular school and administered on campus by members of the faculty are defined as "departmental examinations."

Students wishing to secure credit through departmental examinations must apply on forms obtained from the Office of Academic Affairs. The privilege of taking a course by departmental examination is subject to the following restrictions:

1. The student must give evidence of a satisfactory academic background for the course
2. The request must be approved by the adviser, and content area expert, the appropriate dean, and the Provost
3. An examination and administrative processing fee of $300 will be charged at the time of application for the approval to be tested
4. The grade received on the test will be recorded on the student's permanent record card and will be credited toward graduation requirements

5. Up to fifteen (15) semester hours may be taken by departmental examinations

The school may permit fewer hours within the major or minor areas.

Proficiency Examinations

Students may be excused from taking courses or qualify for enrollment in advanced courses by demonstrating proficiency in the subject matter through proficiency examinations administered by various divisions. NO credit is given for successful completion of a proficiency test. It is shown on the transcript with a "P" for passed. It does not permit a student to enroll in an alternate course and be exempt from the course requirement. There is no fee for proficiency examinations. It should be noted that proficiency courses do not count in the total number of courses for graduation.

Work or Service Experience

Students may seek credit for significant experience in work or service assignments. If the experience is legitimate within the context of institutional goals and programs, as stated in the course description or syllabi, credit may be given.

A maximum of fifteen (15) credit hours may be given toward a bachelor degree and nine (9) credit hours toward an associate degree for such experience, with documentation required from an employer or supervisor of at least 450 hours per three (3) hours of credit. No work or service credit is applicable to the one-year certificate programs.

An application is available in Academic Affairs and must be completed and submitted to the appropriate dean. Once approved by the Dean, the application and a nonrefundable $300 fee is submitted to the Academic Affairs Office. The application is forwarded to a content area expert for a recommendation to the Provost. The Provost makes the final decision as to the granting of credit.

Military Service Credit

Veterans who show proof of honorable discharge after two (2) or more years of active military service, National Guard service, or service in the reserves may be granted three (3) semester hours of physical education credit with no tuition charge. The course counts toward the total of courses required for a degree but may be used to meet major or minor requirements or teacher certification requirements. An AARTS is required to determine transferrable credits from specific training obtained during the service time.

Enrollment Requirements for Credit by Examination

A student must be enrolled, or pursuing a program of study, or have been enrolled, to receive any Credit by Examination (Advanced Placement Program, College-Level Examination Program, Divisional Examination, Proficiency Examination, Independent Study, or Military Service Credit). If a person is eligible for Credit by Examination, the Office of Academic Affairs will award the appropriate credit. All questions concerning credit by examination should be directed to the Office of Academic Affairs.

Credit Maximum for Work Experience and Testing

The maximum credit a student may earn by using any testing (DANTES, CLEP, departmental, and any other approved test), correspondence courses, and life learning experience is a combined total of thirty (30) hours. All courses, tests, and credits must be approved by the student's advisor, the program director (when applicable), the dean of the student's program of studies, and the

Provost. In order to graduate from OCU, students must meet the thirty (30)-hour residency requirement that excludes DANTES, CLEP, departmental, or any other approved test, correspondence courses, and life learning experiences credit.

Withdrawal

The University regards the registration of a student as an important agreement. For this reason, special procedures need to be followed in the event that a student withdraws from the University. A student considering withdrawal initiates the process by securing a **Withdrawal Information Form** from Campus Life and having an exit interview with the Director of Campus Life.

This interview is required. The **Withdrawal Information Form** is then filled out by the student and the adviser/counselor and approved by the Provost and the Chief Financial Officer or designee. Withdrawal is not official or final unless these procedures are followed. The official date of withdrawal is that date of last attended Withdrawal Information Form is signed by the Chief Financial Officer or designee. A student who does not withdraw officially is subject to the following penalties/conditions:

1. Failure in all courses
2. Forfeit of any refund to which she or he might otherwise be entitled
3. Must receive clearance by the Provost prior to registration

If a student wishes to withdraw from a course, she or he must obtain a Change of Registration Form from the Office of Academic Affairs, have it signed by the instructor for the course or courses she or he wishes to drop, have it signed by her or his advisor, and return it to the Office of Academic Affairs. This process must be completed by the last day to drop a course, which is approximately one week after mid-semester. It is the student's responsibility to finalize this process.

For either withdrawing from school or dropping a class, students will receive a "W" in each course, depending on whether they were passing or failing at the time of withdrawal.

Any student with ten (10) consecutive hours of absence from a three (3)-hour course for which the student is enrolled will be automatically dropped and withdrawn from the class upon notification to the Office of Academic Affairs by the instructor. When this happens, a student is given a grade of "WE", it counts as 0 quality points in the students GPA, and it counts in the student's semester load. If the credit-hour course is different from three (3) then the number of absences is prorated.

Withdrawal for Active Military Service

In the event of a student being called to active military service, a grade of "W" will be awarded and a tuition refund will be given. Students are responsible for repayment of loans or refunds from loans. In cases where the semester was completed and grades were posted, no refund is granted.

Academic Standards

A degree is never conferred simply on the basis of accumulation of courses. Therefore, all candidates for a degree are required to have a 2.00 grade point average in all of their studies. Candidates for a bachelor degree are required to have a 2.30 average in their major subject. If a minor is selected, a 2.30 average must be achieved in it as well. The computation of grade point average is explained under "Grading System." See "School of Education" for special regulations for education majors.

Plagiarism and Cheating

Students are expected to respect and uphold generally accepted standards of honesty in writing examinations or submitting written work to instructors. Plagiarism, although occurring in many forms, in essence involves the presentation of another person's work as if it were the work of the presenter. The results of research must be properly documented, and quoted material must be so designated. Students guilty of plagiarism or cheating may be suspended from a course and receive a failing grade.

Dean's List

The Dean's List, composed of students who have maintained an outstanding academic record, is published at the end of each semester. To qualify for this honor, a student must be a candidate for a degree, enrolled as a full-time student, and maintain a grade point average of 3.50 for the semester. This list is computed by the Office of Registrar.

Graduation Honors

Honors at graduation are extended to those students whose grade point averages warrant them on the following basis:

Cum Laude	3.50
Magna Cum Laude	3.70
Summa Cum Laude	3.90

To be eligible for such honors, a student earning the associate or bachelor degree must established academic residency by completing the last 30 credit hours at Oakland City University. In determining academic honors, **ALL** college/university coursework from all institutions attended will be used in calculating the honors grade point average, including Oakland City University as well as any credit transferred and not transferred from another institution.

Grading System

The University grading system consists of letter grades and grade points.

Letter Grades	Point Value Per Credit Hour	Description
A	4.0	Superior
A-	3.7	Excellent
B+	3.3	Outstanding
B	3.0	Very Good
B-	2.7	Good
C+	2.3	High Average
C	2.0	Average
C-	1.7	Low Average
D+	1.3	Below Average
D	1.0	Poor
D-	0.7	Near Failure
F	0.0	Failure
I		Incomplete
P		Pass
W		Student Withdrawal Passing

WE	Instructor Withdrawal – Excessive Absences
NC	No Credit
NF	No Fail

A student's cumulative grade point average is determined by dividing the total number of grade points by the total number of course hours taken at Oakland City University. Pass/No Credit courses are not counted in computing grade point average.

"I" indicates incomplete and is given when a student's work in a course is not finished because of circumstances beyond her or his control. An "I" grade must be removed by the close of the following semester, and it does not count in the computation of grade point average. Incomplete courses which are not satisfactorily completed by the deadline become "F's" on the transcript.

"W" is recorded through one week past mid-term for official withdrawal from the University or a course, depending on whether the student was doing passing work at the time of withdrawal. All unofficial withdrawals are recorded "WE."

Pass/No Credit Option

The maximum number of Pass/No Credit options a student may have in her or his university career is four (4) courses (regardless of number of hours per course) if she or he is a bachelor degree candidate. The Pass/No Credit options are used only for unrestricted electives. Associate degree candidates may have a total of two (2) Pass/No Credit options. Certificate candidates cannot take the Pass/No Credit option. All students requesting this option must have a 2.00 grade point average or higher. No more than one (1) course per semester may be taken on the Pass/No Credit basis.

The plan provides that:

1. A passing grade of "P" is recorded for a course in which acceptable work was done
2. "P" grades are not included in computation of grade point averages
3. Students who wish to elect this option must indicate their choice by completing the appropriate form within the following time frame: four (4) weeks from the start of the semester, one (1) week from the start of the Summer Session, or three (3) days from the start of the May term
4. An unsatisfactory grade in the course is recorded as "NC" on the transcript and not computed in the grade point average.
5. If a student changes her or his major, all courses previously taken as Pass/No Credit courses in the new major must be changed to the grade that was assigned at the time the course was taken

Probation Policy

During the first semester on academic probation, the student must take the course in Study Skills and limit his/her course load to thirteen (13) semester hours. The student will be allowed to participate in one (1) extracurricular activity, but must not miss any classes because of that extracurricular activity. Extracurricular activity is defined as any school sponsored non-credit activity such as athletics, clubs, drama, musical groups, or student government. If a student is on probation for a second consecutive semester, he must take Study Skills and no more than twelve (12) semester hours and drop all extracurricular activities until off probation. If a student continues to be on probation and does not demonstrate satisfactory improvement, the Probation Committee may recommend that the student not be allowed to register for the following semester. The specific grade point average that places the student on academic probation is in the section

below.

Institutional Policy on Good Standing, Satisfactory Progress, and Probation for All Degree Students

All students should strive to maintain **Good Academic Standing** and **Satisfactory Academic Progress**. To be eligible for financial aid, all students **Must** be making satisfactory progress toward a degree.

A student in **Good Academic Standing** is maintaining a grade point average that does not place her or him on probation. The following is a retention table that determines the scholastic standing of all degree students on the basis of the number of hours attempted.

Hours	Unconditional Retention	Probation
0-14	1.5	1.49 or less
15-29	1.5	1.49 or less
30-59	1.75	1.74 or less
60 and above	1.50	1.99 or less

The first column at the left represents the range of hours attempted, minus repeats. The second column represents unconditional retention or good academic standing. The third column represents probationary range and will place a student on academic probation.

To be making Satisfactory Academic Progress, a degree student must satisfactorily complete during an academic year, beginning with the fall semester of each year, the number of hours that corresponds to the enrollment status according to the schedule below.

Conditional Admission

A student who does not meet the entrance requirements or who has been admitted but does not meet the qualifying scores on institutional departmental exams in basic reading, writing, and math is conditionally admitted. These students will be assigned to the Director of Campus Life, who will serve as the academic adviser for the academic year. The student will be allowed to enroll in only twelve (12) hours each semester. She or he will be required to successfully complete the remedial course work in reading, writing, and math, as demonstrated by meeting the minimum institutional cutoff scores. The student has one (1) academic year (two [2] traditional semesters) to become unconditionally admitted. Failing to meet these requirements, GPA notwithstanding, the student will no longer be able to attend OCU. The Director of Campus Life will monitor these students and submit her or his recommendation at the end of the academic year.

Enrolled	# of Hours Enrolled	Satisfactorily Completed
Full-time	12 or more hours	24 hours per year
3/4 time	9-11 hours	18 hours per year
1/2 time	6-8 hours	12 hours per year
Part-time	1-5 hours	2 hours per year

The classification of enrollment (full-time, part-time, and so forth) is determined by the number of hours enrolled at the end of the scheduled revision period, which is the end of the first week of classes. While satisfactory academic progress allows some latitude in the number of hours completed each year, the student, in order to remain eligible for financial aid, must complete a degree program in the normal time required for completion, which is two to five years. Students are cautioned to remember that course in-completions, course withdrawals, and course repetition

may affect satisfactory academic progress.

Examples

1. A student enrolled as a full-time student for the fall and spring semesters must complete 24 hours per academic year
2. A student enrolled as a half-time student must complete at least 12 hours per academic year
3. A student who is required to take both remedial classes ENG 095 and MATH 099 may take only one (1) of these classes each semester; the student should be enrolled in ENG 095 in the fall and MATH 099 in the spring

While students are monitored on a semester basis as to their academic standing and, where applicable, are placed on academic probation, they are **formally evaluated** annually to determine financial aid eligibility for the succeeding award period. Those receiving veterans' benefits should consult with the coordinator of Veterans Affairs for special regulations. When a veteran who is eligible to receive VA educational benefits is placed on probation, she or he may receive benefits if at least a 2.00 grade point average is obtained in the succeeding semester and thereafter.

If a student does not concur with a decision that adversely affects the receiving of financial aid, after consulting with the chairperson of the Probation Committee and the Coordinator of Financial Aid, she or he may appeal the decision through the normal due process procedure that is outlined in the Student Handbook.

Department of Correction Academic Policies

Academic programs at Indiana Department of Correction facilities operate under OCU and IDOC policy, procedures, and regulations. Academic programs and requirements are modified to meet IDOC and specific facility requirements. Incarcerated students are limited to eighteen (18) hours per semester. Beginning associate degree candidates should anticipate enrolling for five (5) semesters to complete a degree. Incarcerated students seeking a second degree are required to complete a minimum of thirty (30) credit hours, including those credits required for that degree or any other degree.

Incarcerated students enrolled in OCU are not permitted correspondence course work. Correspondence course work may not transfer to the student's degree program.

Academic advising is available at each facility by OCU representatives. Students should become familiar with the requirements of the program in which they are enrolled. The student is responsible for meeting degree requirements.

Incarcerated students are not permitted to drop classes once enrolled. Exceptions to this rule must be approved by the DOC education officer, the OCU Director of Education at the facility, and the Provost or her or his designee.

Incarcerated students must comply with IDOC Adult Disciplinary Policy (ADP). Incarcerated students must meet facility requirements for enrollment in education. Violation of the ADP could result in sanctions that would remove the student from education eligibility.

Class attendance is mandatory. The only excused absences are for a court-ordered release or medical order. Visits should be scheduled at times when classes do not meet.

Academic Exception Petition

The Office of Academic Affairs has in place a process by which a student may submit a formal appeal to any stated academic regulation or policy. The student may secure a Petition for Academic Exception Form from the Academic Affairs Office. Upon receipt of the completed petition, an appropriate committee will review the student's request. The Provost will respond in a timely manner, so that the appropriate committee can convene.

Academic Bankruptcy

Any student who has withdrawn or been academically dismissed may apply to the Provost for "probationary admission" as a full-time student after being out of college for five (5) years. For a student to be given probationary status, the Provost must be convinced that circumstances justify the student's re-admission. To be removed from probationary status, a student must qualify for "academic bankruptcy" at the end of two (2) semesters.

To qualify for academic bankruptcy, a student who has completed two (2) consecutive semesters during which she or he has completed at least twenty-four (24) semester hours with a cumulative grade point average of 2.00 must petition the Academic Affairs Committee for academic bankruptcy.

Bankruptcy requires the student to eliminate all courses previously taken. These previous courses will not be listed on the transcript, will not be counted in the cumulative grade point average, and will not be used to calculate honors. A student can declare "academic bankruptcy" only once in her or his career.

Absences from Class

Class attendance is necessary, and students are expected to attend regularly and punctually. Absences will be counted from the first meeting of the class. Those who enter late owing either to late registration or to change of class schedule will be counted absent in all classes missed. Absences on the day before and the day after a holiday will be counted double. Makeup work for absences caused by providential or other exceptional circumstances should be handled between the faculty member and the student.

No absences are excused for official college events except those designated by the Director of Campus Life. For those students who must be absent from class for official events, there will be no penalty provided that all regularly scheduled tests are taken and all course requirements are met. Absences beyond those excused by the Director of Campus Life will be subject to attendance policies defined by the individual teacher. Absences due to official University events are included in total absences for semester and consecutive absences where separate policies exist. A student who is absent more than 30% of the class time or misses ten (10) consecutive hours from a class will be automatically dropped and withdrawn upon notification to the Provost by the instructor. When this happens, a student is given a grade of ―WE, it counts as 0 quality points in the student's GPA, and it counts in the student's load for the semester. If the credit is different from three (3) semester hours, then the number of absences is prorated.

Appeals of the attendance policy due to cases of extreme hardship may be submitted in writing to the Director of Campus Life. Documentary evidence and a personal interview may be required. It is the specific responsibility of the student to see that the above-stated requirements are met.

Grade Reports

Grade reports are available through the student portal. Grades for freshmen and first-semester transfer students are also submitted by the instructors at the mid-term of each semester. If a student needs a grade card, he or she may request it from Academic Affairs.

English Competency Requirement

Upon completing English 101, or transferring its equivalent, all students who seek a bachelor or an associate degree at Oakland City University will be required to take an English Competency Exam. Those students who do not pass the test must retake the test. The test is administered by the English faculty. A committee of three faculty members evaluates the essay examination. The essay must be passed by two of the three faculty members. Students who must retake the test must follow the suggestions of the committee and must pass the test before enrolling in Senior Capstone Course. All students in academic degree programs will be considered to be potential degree candidates and, therefore, must meet the foregoing competency requirement.

English and Mathematics Deficiencies

Incarcerated students entering the University with deficiencies in English or mathematics as determined by examination, lack of appropriate high school courses, or their Scholastic Aptitude Test score will be required to compete ENG 095 Remedial Writing and/or MATH 099 Fundamentals of Mathematics. These courses will not substitute for the general education or major or minor requirements or for credit toward graduation. The student will receive a grade of P or F for the class, and it must be passed before moving to the next course. The student may enroll in only one of the remedial classes per term.

Intensive English Language Institute (IELI)

The Intensive English Language Institute prepares international students whose primary language is not English to study in an American college or university. The Institute also welcomes any person who wishes to improve their knowledge of English. This program is designed to prepare those students who did not achieve above 500 on the TOEFL to begin college studies upon successful completion of the program. Each fall and spring semester, the institute will offer classes. Classes are scheduled to meet Monday through Friday and generally have 10 to 15 students per class.

Students are expected to attend classes 30-35 hours per week in a multi-level curriculum model. The curricular model at each level includes courses in English structure, listening, comprehension, speaking, reading development, and writing analysis. Students will be reassessed as to their reading and writing skill development on the TOEFL or other University Reading and Writing Assessment tests.

Admission to this program is open to adults who have completed secondary school in good standing and are able to meet educational and living expenses.

IELI is an open/entry exit program with four levels of instruction, beginning through advanced, distributed among thirteen classes, ranging from Pre-Literate to Advanced, including TOEFL preparation for the Test of English as a Foreign Language and accent reduction. Once minimal language skills are available, students will be provided inclusionary College classes, especially in computer applications

The objectives of the IELI program are:

1. The student will understand and apply the basic rules of usage and agreement in English.
2. Student's performance will include the four skill areas: listening, speaking, reading and writing, which will be integrated throughout the curriculum with equal value placed on each.
3. The student will acquire and expand his/her knowledge of computer applications.
4. The students will be able to function in an English-speaking culture.

Intensive English Courses

English as a Second Language courses are also offered through the Intensive English Language Institute. All English as a Second Language students (undergraduate or graduate, whose native language is not English) will be required to take the Michigan Test of English Language Proficiency and the OCU's Writing Skills Test to determine their placement in appropriate English as a Second Language courses. The program provides the opportunity for students to improve their oral and written English Language skills necessary for academic success. These courses do not count toward graduation.

English language courses are taught by the faculty of the Intensive English Language Institute.

The program will have full class lessons with the teacher as well as one-on-one lessons and independent study as is typically found in an Adult Basic Education and General Education Development classes. Additionally, cultural emersion opportunities are regularly incorporated in the afternoon.

Intensive English Language Institute Courses Descriptions

(Course work in this program will not count toward a degree at OCU.)

ESL 101 Aural Comprehension -Beginner **1 hour**
Students learn the skills needed to understand English as it is spoken in public places, social situations and in an academic setting. Students will develop these skills through listening to lectures and supplemental materials. The class will focus on pronunciation problems and aural comprehension skills. Using listening dictation, students will learn how note-taking skills, critical to college success. Emphasis will be on listening to lectures and comprehending and discussing main ideas.

ESL102 Aural Comprehension - Elementary **1 hour**
Continuation of ESL 101
ESL103 Aural Comprehension – Pre--Intermediate **1 hour**
Continuation of ESL 102
ESL104 Aural Comprehension – Lower Intermediate **1 hour**
Continuation of ESL 103
ESL105 Aural Comprehension – Mid-Intermediate **1 hour**
Continuation of ESL 104
ESL106 Aural Comprehension – Upper -Intermediate **1 hour**
Continuation of ESL 105
ESL107 Aural Comprehension – Lower Advanced **1 hour**
Continuation of ESL 106
ESL108 Aural Comprehension – Upper Advanced **1 hour**
Continuation of ESL 107

ESL 109 Oral Conversation Skills Beginner **1 hour**

Students will practice speaking English in class, focusing on giving speeches and interpersonal conversations that are needed for class discussions in college classrooms. They will develop debate and problem-solving skills. Correct grammar, vocabulary, and pronunciation are stressed and practiced in different contexts to ensure appropriate oral conversations in a public setting.

ESL110 Oral Conversation - Elementary **1 hour**
Continuation of ESL 109
ESL111 Oral Conversation – Pre--Intermediate **1 hour**
Continuation of ESL 110
ESL112 Oral Conversation – Lower Intermediate **1 hour**
Continuation of ESL 111
ESL113 Oral Conversation – Mid-Intermediate **1 hour**
Continuation of ESL 112
ESL114 Oral Conversation– Upper -Intermediate **1 hour**
Continuation of ESL 113
ESL115 Oral Conversation – Lower Advanced **1 hour**
Continuation of ESL 114
ESL116 Oral Conversation – Upper Advanced **1 hour**
Continuation of ESL 115

ESL 117 Reading Skills - Beginner **1 hour**
Students will develop reading comprehension skills. A number of reading skills including skimming, finding supporting details, drawing inferences, dictionary usage and reading speed will be learned. The instructor will assign reading selections that are both prose and non-prose. Vocabulary development and reading comprehension through context will be emphasized. Reading selections will be both prose and non-prose. Class activities include discussion, group work, projects, and written exercises.

ESL118 Reading Levels - Elementary **1 hour**
Continuation of ESL 117
ESL119 Reading Skills – Pre--Intermediate **1 hour**
Continuation of ESL 118
ESL120 Reading Skills – Lower Intermediate **1 hour**
Continuation of ESL 119
ESL121– Reading Skills Mid-Intermediate **1 hour**
Continuation of ESL 120
ESL122– Reading Skills Upper -Intermediate **1 hour**
Continuation of ESL 121
ESL123 Reading Skills– Lower Advanced **1 hour**
Continuation of ESL 122
ESL124 Reading Skills – Upper Advanced **1 hour**
Continuation of ESL 115

ESL 125 Fundamentals of Composition - Beginner **1 hour**
This class is a study of grammatical structures need for written communication with a strong emphasis on writing grammatically correct sentences, paragraphs and short papers. Special attention will be given to all aspects of composition – sentence structure, grammar, vocabulary, spelling, and punctuation. Reading selections will be both prose and non-prose. Class activities include discussion, group work, projects, and written exercises. This module is offered second half of each semester. By the advanced level, the student will be writing substantive compositions, reaction papers, and research papers.

ESL126 Fundamentals of Composition - Elementary **1 hour**
Continuation of ESL 117
ESL127 Fundamentals of Composition Pre--Intermediate **1 hour**
Continuation of ESL 126
ESL128 Fundamentals of Composition – Lower Intermediate **1 hour**
Continuation of ESL 127
ESL129 Fundamentals of Composition – Mid-Intermediate **1 hour**
Continuation of ESL 128
ESL130 Fundamentals of Composition - Upper -Intermediate **1 hour**
Continuation of ESL 129
ESL131 Fundamentals of Composition – Lower Advanced **1 hour**
Continuation of ESL 130
ESL132 Fundamentals of Composition – Upper Advanced **1 hour**
Continuation of ESL 132

Tentative Fall and Spring Semester Schedule

Fall 1st 8 weeks	**Fall 2nd 8 weeks**	**Spring 1st 8 weeks**	**Spring 2nd 8 weeks**
ESL 101 & 102 Aural Comprehension	ESL 103 & 104 Aural Comprehension	ESL 105 & 106 Aural Comprehension	ESL 107 & 108 Aural Comprehension
ESL 109 & 110 Oral Conversation	ESL 111 & 112 Oral Conversation	ESL 109 & 110 Oral Conversation	ESL 109 & 110 Oral Conversation
ESL 117 & 118 Reading Skills	ESL 119 & 120 Reading Skills	ESL 117 & 118 Reading Skills	ESL 117 & 118 Reading Skills
ESL 125 & 126 Fund of Comp	ESL 127 & 128 Fund of Comp	ESL 125 & 126 Fund of Comp	ESL 125 & 126 Fund of Comp
Retest for Skill Improvement	Computer classes for those who tested to advanced level	Computer classes for those who tested to advanced level or other classes if already had Word and Excel but have not reached TOEFL Score	Computer classes for those who tested to advanced level or other classes if already had Word and Excel but have not reached TOEFL Score
	Take Advanced ESL classes in afternoon	Take Advanced ESL classes in afternoon	Take Advanced ESL classes in afternoon
	6 hours – Word and Excel Classes in morning	6 hours – Word and Excel Classes in morning	6 hours – Word and Excel Classes in morning
	Retest for Skill Improvement	Retest for Skill Improvement	Retest for Skill Improvement

Proposed Daily Schedule

8:00-8:50 ESL 101 & 102 Aural Comprehension

9:00-9:50	ESL 109 & 110 Oral Conversation
10:00 -10:50	ESL 117 & 118 Reading Skills
11:00-11:50	**Lunch**
12:00-12:50	ESL 117 & 118 Reading Skills
1:00-1:50	ESL 125 & 126 Fund of Comp
2:00-2:50	ESL 125 & 126 Fund of Comp
3:00-4:30	Planned Social Activity with campus students and instructor

Academic Programs of Study

The general academic policies listed in the previous section of the catalog, as well as requirements relating to the programs of study, are established academic requisites for all students. Advisors and administrators will always help a student meet these requirements, but the student is responsible for fulfilling them.

At the end of the student's course of study, the faculty and the Board of Trustees vote on conferring the degree. If requirements have not been satisfied, the degree will be withheld pending adequate fulfillment. For this reason, it is important for each student to acquaint him or herself with all regulations and remain currently informed throughout his or her college career.

The Foundational Core Curriculum requirements for the program of study are listed in the section that immediately follows. The Discipline requirements for the programs of study are listed under the respective School in which the programs are offered. A recommended course sequence is distributed to each freshman during orientation advisement.

The University is organized into four schools: School of Arts and Sciences, School of Business, School of Education, and Chapman School of Religious Studies. All programs of study are offered under the auspices of these respective Schools.

Foundational Core Curriculum

The University requires a Foundational Core Curriculum for all students in degree programs. The required courses are selected from Communications and Humanities, Religion and Philosophy, Behavioral and Social Sciences, and Mathematical and Natural Sciences. There is a Foundational Core requirement for each undergraduate degree program.

The purpose of having a Foundational Core Curriculum as a base is to liberate persons from narrow perspectives, ideas and values; to open the mind to a higher and more complex world; to help the student formulate a Christian philosophy of life; and to foster the development of appropriate intellectual and interpersonal skills. To these ends, students who pursue the core curriculum should achieve certain stated objectives.

The student should be able to:

1. Appreciate how the Christian ethic applies to life situations by clarifying values through developing the ability to identify one's own values and the values of others; understand how values develop; and analyze the implications of decisions made by oneself or others on the basis of these values
2. Communicate by developing the ability to send and receive information by using a variety of modes (written, graphic, and oral) for a variety of purposes (to inform, to persuade, to analyze)
3. Solve problems by developing the ability to identify a variety of problems, select

approaches to solve problems, generate solutions, collect information, check logical consistency, select a good solution, and evaluate the process by which a problem was solved

4. Function within social institutions by developing the ability to identify those activities and institutions that constitute the social aspects of a culture through the study of work, civilization, history, government, economics, and behavioral sciences; understand the impact that social institutions have on individuals and analyze one's own and others' personal functioning within social institutions
5. Identify, understand, and use the scientific principles and technological aspects of culture that include 1) physical and mental health, 2) physical, biological, and earth sciences, and 3) modern technology; understand the impact of science and technology on individual lives and the environment; and analyze the consequences of using and developing technological products for self and culture
6. Understand and appreciate the various ways in which art activities and products enrich cultures; understand the impact that art in its various forms has on individuals; and analyze one's own and others' responses to works of art

Religious Studies Diploma Program

The diploma in Religious Studies is planned, although not exclusively, for those persons in a religious vocation, such as a Pastor, Director of Christian Education, or Director of Music, who do not have the opportunity to leave their work for an extended period of time to complete a college degree program but are able to attend an Oakland City University class near their home.

Those persons who complete the diploma program and desire to complete a degree program on the Oakland City University campus must meet the requirements for a degree listed in the current college catalog.

The general requirements of the diploma program include:

1. Regular admission to the college as a non-degree student
2. Cumulative grade point average of 2.00 at the end of 60 semester hours
3. Filing of an application for the diploma in the Office of Academic Affairs by the deadline of the year in which the diploma is completed
4. Attendance at commencement where the diploma is conferred

Associate Degree Programs

Oakland City University offers associate degree programs (associate of arts, associate of science, associate of applied science) to meet the cultural and academic needs of particular student populations and career demands in society. These degrees are offered in the various Schools of the University.

All work satisfactorily completed for an associate degree at Oakland City University may be applicable toward a bachelor degree program.

The student enrolled in an associate degree program must complete the General Studies Core Curriculum and the Discipline's requirements for the appropriate degree. The Discipline's requirements are stated under the respective Schools in which the programs are taught.

The general requirements for all associate degree programs include:

Associate of Applied Science degree programs are offered in the Indiana Correctional Facilities.

While several different degree programs are offered, not all programs are offered at each location. The following associate in applied science are currently being offered: Computer Applications; Business Administration; Culinary Arts; Food Service Management; Graphic Arts; Human Services; Welding Technology Heating, Air-Conditioning, and Refrigeration Technology; and Horticulture.

Foundational Core Course Requirements for Associate Degree

Foundational core requirements for an Associate Degree are 24 semester hours and are as follows:

Communication Skills (9 hrs)				
Written Communication				
ENG	101	English Composition I	3	Hours
ENG	102	English Composition II	3	Hours
Oral Communication (Choose One Course Depending On Major)				
ENG	202	Fundamentals of Speech	3	Hours
BUS	202	Professional Presentation (Business Majors)	3	Hours
PS	310	Introduction to Preaching (RS majors only)	3	Hours
Critical Thinking & Decision Making Skills (3 Hours)				
T	101	Freshman Foundations	3	Hours
Cultural Knowledge with Global Outlook				
HIS	103	Contemporary World History	3	Hours
Analytical Knowledge – Choose Math 110, 115, 120 Or Stats				
MATH	105	Intermediate Algebra(___ by place test or exempt*	3	Hours
MATH	110	General College Math	3	Hours
MATH	115	College Algebra	3	Hours
MATH	125	Introduction to Probability & Statistics	3	Hours
BUS	320	Business Statistics	3	Hours
PSY	125	Psychological Statistics	3	Hours
SOC	125	Social Science Statistics	3	Hours
Scientific Knowledge – Choose One Course				
BIO	101	Introduction to Life Sciences	4	Hours
BIO	105	Environmental Biology	3	Hours
CHEM	101	General Chemistry & Lab	4	Hours
PHSC	101	Introduction to Physical Sciences	3	Hours
PHY	101	General Physics & Lab	4	Hours
Christian Influenced Values				
BIB	205	New Testament	3	Hours

*Asterisk indicates courses on this page and on succeeding pages that must be taken if skills in mathematics are deficient upon university entrance. These courses do not count as part of the General Studies core requirements. Math 101 may be exempted through appropriate test proficiency during new student orientation.

Course descriptions are found near the end of the catalog.

Bachelor Degree Programs

The University is a church-related institution of higher education and is committed to promoting a Christian environment with a tolerance for diverse ideas. Therefore, the University functions within its capabilities to provide a value-centered curriculum in many fields of academic and career pursuits.

The four-year baccalaureate curricula rest upon a broad Foundational Core. The various programs of study seek to develop students' basic knowledge, skills, and attitudes that prepare students to live effectively and productively in society.

Students enrolled in a baccalaureate degree program must complete the Foundational Core Curriculum and the specific Discipline's requirements for the appropriate degree. The Discipline's requirements are stated under the respective Schools in which the programs are taught. Students pursuing elementary, middle-school, secondary, or all-grade teacher education licensure programs are referred to the additional requirements listed in the School of Education section.

The general requirements for all baccalaureate degree programs include:

1. Admission as a degree student, including all orientation test requirements at Oakland City University
2. Completion of the General Studies program as outlined in the present university catalog
3. Completion of a minimum of 120 semester hours (for teaching degrees, the number of hours varies with the program undertaken and will in some cases exceed the minimum number)
4. A minimum of 30 semester hours in residence at Oakland City University (these 30 hours constitute the last year of study)
5. Completion of a major field of concentration consisting of no fewer than 36 hours
6. A cumulative grade point average of 2.00 with a 2.30 required in the major and minor (teaching degrees require a 2.50 grade point average, overall, as well as in the major and professional education courses)

In addition to the pre-professional programs, the following bachelor degree programs are offered: Business Administration with a specific concentration (Accounting, Business Management, Criminal Justice, Human Resource Management, Marketing, and Sports Administration); Business Education; Elementary Education; English; Humanities; Mathematics; Music; Physical Education; Psychology; Religious Studies; Biology; Secondary Education; Social Science (Criminal Justice, Economics, Government, Geography, Psychology, Sociology, U.S. History, and World Civilization); and Visual Arts.

Foundational Core Course Requirements For Bachelor Degree

The Foundational Core requirement for a bachelor degree program is 38 semester hours and is as follows:

Communication Skills (9 Hours)

Written Communication

ENG	101	English Composition I	3 Hours
ENG	102	English Composition II	3 Hours

Oral Communication (Choose One Course Depending on Major.)

ENG	202	Fundamentals Of Speech	3 Hours
BUS	202	Professional Presentations (Business Majors)	3 Hours
PS	310	Introduction To Preaching (RS Majors Only)	

Critical Thinking & Decision Making Skills (3 Hours)

T	101	Freshman Foundations	3 Hours

Broad Range of Cultural Knowledge with a Global Out-Look (12 Hours)

Global History and Societies (Choose HIS 103 and one Other for 6 Hours)

HIS	103	Contemporary World History **Required All Students**	3	Hours
HIS	101	World Civilization I	3	Hours
HIS	102	World Civilization II	3	Hours
HIS	241	Introduction To American History I	3	Hours
HIS	242	Introduction To American History II	3	Hours
HIS	243	Modern America	3	Hours
ECON	203	Macroeconomics	3	Hours
GEOG	101	Elements Of Geography	3	Hours
PSY	101	General Psychology	3	Hours
SOC	201	Introduction To Sociology	3	Hours
SS	101	Social, Economic, And Political Institutions	3	Hours

Cultural Arts Choose One ART Or FA and one from Literature for 6 Hours. ENG 102 Prerequisite for Literature.)

ART	214	Non-Western Cultures	3	Hours
ART	215	Art History I	3	Hours
FA	201	Fine Arts & Modern Man	3	Hours
FA	202	Christianity And The Arts	3	Hours
ENG	201	Masterpieces Of World Literature	3	Hours
ENG	210	Introduction To British Literature	3	Hours
ENG	215	Introduction To American Literature	3	Hours

Broad Range of Analytical Knowledge (Choose MATH 110, 115 Or STATS Course for 3 or 4 hours)

MATH	105	Intermediate Algebra (___By Placement Testing Or ___Exempt	3	Hours Elective
MATH	110	General College Math	3	Hours
MATH	115	College Algebra	3	Hours
MATH	120	Trigonometry	3	Hours
MATH	125	Intro To Probability And Statistics	3	Hours
MATH	216	Analytical Geometry/Calculus I	4	Hours
BUS	320	Business Statistics	3	Hours
PSY	125	Psychological Statistics	3	Hours
SOC	125	Social Science Statistics	3	Hours

Broad Range of Scientific Knowledge (Choose one course for 3 or more hours)

BIO	101	Introduction To Life Sciences	3	Hours
BIO	105	Environmental Biology	3	Hours
BIO	301/2	Basic Human Anatomy & Physiology I Or II	3	Hours
CHEM	101	General Chemistry & Lab	4	Hours
PHSC	101	Introduction To Physical Sciences With Lab	3	Hours
PHY	101	General Physics & Lab	4	Hours

Physical Well-Being (Choose 2 hours)

HPE	220	Rhythmic Activities	2	Hours
HPE		Basic Skills Elective	1	Hours
HPE		Basic Skills Elective	1	Hours

Christian Influenced Values (Choose BIB 205 and one other course for 6 total hours)

BIB	201	Old Testament Literature	3	Hours
BIB	205	New Testament Literature	3	Hours
PHIL	210	Faith And Reasoning	3	Hours
PHIL	220	Introduction To Ethics	3	Hours

General Baptist Students Select One Course Below

RS	101	General Baptist Life *Required For All Lay GB Students*	3	Hours
CH	401	General Baptist Heritage *Required For All Ordained GB Students*	3	Hours

Senior Capstone Course *Each School Of Department Will Designate A Senior Capstone Course To Be Completed. See The Requirements In The Major To Determine That Requirement.* Capstone Course/Project Completed _____.

School of Arts and Sciences

Claudine Cutchin, Ph.D., Dean, Professor of Social Science
Sharon Buyher, Ed. S., Lecturer in English
Kiev Gracias, ED.D., Assistant Professor of Biology
Donna Hazelwood, Ph.D., Professor of Art
Chuck McKinney, Ph.D. Assistant Professor of Biology
Randy K. Mills, Ed. D., Professor of Social Science
Roxanne Mills, Ed. D., Assistant Professor of English
Cassidy Nalley, M.S.W., Lecturer in Psychology
Herb Neighbors, M.A., Lecturer in Social Science
Denise Pinnick, Ed. D., Associate Professor of Library Sciences
Cynthia Retana, B.A., Lecturer in Music
Amy Satterly, Ed. D., Assistant Professor of Mathematics
Devon Schlottman, Ed. D., Assistant Professor of Mathematics
Joseph C. Smith, M.F.A., Professor of Art
Carolyn Spitler, M.M. Associate Professor of Music
Rebecca N. Wright, Ed. D., Associate Professor of Mathematics

The School of Arts and Sciences offers associate and bachelor degrees. The associate degree is offered in Art, Criminal Justice, and General Studies. Bachelor degrees are offered with majors in Biology, Criminal Justice, English, General Studies, Humanities, Mathematics, Psychology, Social Science, and the Visual Arts. Minors are offered in Accounting, Biology, Church Music, English, History, Mathematics, Psychology, Social Science, and Visual Arts.

Courses in the arts and sciences help students to understand themselves and their environment, to perceive relationships among many kinds of knowledge and to achieve proficiency in one or more concentrated areas of study relating to the students' career choices.

Most of the Foundational Core courses required of all degree students are taught in this school. The Foundational Core curriculum is designed to prepare students to think logically, communicate clearly, solve problems, clarify values, function within social institutions, use science and technology, and appreciate art.

Mission of the School

The School of Arts and Sciences at OCU is a learning/teaching community dedicated to:

- Academic knowledge and excellence, application of academic discipline, technical proficiency, and lifelong learning
- Presentation of Christian ethical and moral values within a liberal arts environment
- The broadening of each person's intellectual, artistic, spiritual, cultural, and social development
- Community service through positive leadership

The objectives of the School of Arts and Sciences are to:

- Provide a foundation in the humanities and sciences
- Provide aesthetic awareness
- Develop the ability to distinguish between objective and subjective approaches to methods of reasoning
- Develop an understanding of the uses of modern technology in the arts and sciences
- Provide a basis for advanced study

- Provide instruction within the context of a Christian University and a value- centered curriculum

Professional Programs

Pre-Law Preparation

Those preparing to enter an accredited school of law should not pursue a narrow specialization or field of study in their undergraduate work. In fact, there is no set, prescribed course, nor a single best pre-law major. It is suggested that the interested students consult a copy of the Pre-Law Handbook published by the Law School Admission.

The student should, however, have gained competence in written and oral expression, an understanding of history, knowledge of the scientific method, and a comprehension of social, political, and economic problems of society. The Bachelor of Arts in Humanities provides a broad four-year curriculum with opportunities to take unrestricted electives in the areas of economics, government, and social problems.

Admission to a law school is highly competitive, with attention given to the results of the Law Scholastic Aptitude Test (LSAT) and the undergraduate grade point average. Since admission to law school is so competitive, the mere completion of an undergraduate pre-law curriculum does not guarantee admission to a law school.

Pre-Medicine and Dentistry

Admission to a college of medicine is usually conditional on the basis of a four-year degree in the sciences. Students desiring to enter a medical or dental school should examine the catalogs from the schools to which they wish to apply. Usually, the basic requirements include two (2) semesters of general chemistry, two (2) semesters of organic chemistry, two (2) semesters of physics, and two (2) semesters of biology, not including basic medical science courses.

It is highly recommended that the pre-medical student take a major in biology because the number of applicants to a school of medicine far exceeds the capacity of that school. In following this recommendation, the student will be better prepared for graduate work in those areas, in the event that entrance into medical school is denied.

Students should be aware of the stiff competition in the field, and if they have not exhibited keen interest and maintained high aptitude in high school, especially in science, and continued that commitment throughout their undergraduate studies, it will be difficult to meet the high standards required for pre-medical work and admission to a medical school.

Undergraduates should take the Medical College Admission Test (MCAT) at least 15 months ahead of their expected entrance into medical school and after having taken two (2) semesters of organic chemistry and general physics. Further, since admission to a medical school is so competitive, the completion of an undergraduate pre-medical curriculum does not guarantee admission to a medical school.

Associate Degree Programs

General Studies

This associate degree offers a basic core of learning in the field of Liberal Arts of General Studies

for those students who may intend to later pursue professional studies but delay the baccalaureate degree for a time and simply take basic studies in communication skills, humanities, social sciences, mathematics, and natural sciences.

A.**A. General Studies (CIP Code 24.0102)**
Student is to complete the required foundational core courses for the associate degree and 36 hours of unrestricted electives.

Associate of Arts Degree in Art (CIP Code 50.0701)
The Associate of Arts degree in Art introduces the student to the field of art.

Required Art Courses (36 hours)

ART	101	Drawing I	3	hours
ART	102	Drawing II	3	hours
ART	110	2-Dimensional Design	3	hours
ART	111	3-Dimensional Design	3	hours

Choose two courses in Art History from the following:

ART	214	Art of Non-Western Cultures	3	hours
ART	215	Survey of Art History I	3	hours
ART	314	Survey of Art History II	3	hours
ART	315	Survey of Art History III	3	hours

Choose 18 hours of Art electives not already taken

Associate of Science Degree in Criminal Justice (CIP Code 43.0104)
The Associate of Science degree in Criminal Justice prepares the student for future employment in the criminal justice area.

Required CJ Core Courses (36 hours)

CJ	101	Introduction to Criminal Justice	3	Hours
CJ	110	Juvenile Justice	3	Hours
CJ	115	Crime Control Policy	3	Hours
CJ	201	Criminal Law	3	Hours
CJ	202	Criminal Procedures	3	Hours
CJ	215	Introduction to Criminology	3	Hours
CJ	250	Alternatives to Incarceration	3	Hours
CJ	275	Ethical Issues in CJ	3	Hours
CJ		12 hours of CJ electives		

Bachelor Degree Programs

All bachelor degree programs have a required General Education Core. See pages 76 and 77 for specific courses. All bachelor programs require the successful completion of 120 semester hours.

Art
An Art major with an emphasis in graphic design consists of 60 semester hours. Course requirements are as follows: Art 101, 102, 110, 111, 250, 315, 401, 446; 6 additional semester hours from Art History: 214, 215, 314; 30 semester hours in major area; and 26 semester hours of unrestrictive electives.

A minor in art consists of 24 semester hours. Course requirements for the minor are as follows: ART 101, 102, 110, 111; 6 semester hours from ART 214, 215, 314, 315, 401; and 6 semester hours from art electives.

The Graphic Design emphasis of the Art major is designed to prepare individuals for positions in a wide variety of graphic design professions by helping them achieve the necessary artistic and computer skills to create marketable graphics.

Required courses in one emphasis may not be substituted for required courses in another emphasis.

For every credit hour in a studio class, two (2) studio contact hours are required. When this requirement is not scheduled, studios will be open and accessible to students. Because of scheduling and the nature of certain studio materials, course times may vary. Fees are charged for each studio course.

B.A. ART (Studio and Graphic Design) 60 hours
(CIP Code Studio 50.0702)) (CIP Code Graphic Design 50.0409)

VISUAL ART CORE Courses (30 semester hours)			
ART	101	Drawing I	3 hrs
ART	102	Drawing II	3 hrs
ART	110	2-Dimensional Design	3 hrs
ART	111	3-Dimensional Design	3 hrs
ART	250	Graphic Design I	3 hrs
ART	315	Modern Art History	3 hrs
ART	401	Conceptual Ideas & Processes	3 hrs
ART	446	Senior Exhibit	3 hrs
Choose two from the following Art History Courses:			
ART	115*	Western Art History	3 hrs
ART	214*	Art of Non-Western Cultures	3 hrs
ART	216*	History of Communication Design	3 hrs
Graphic Design Emphasis: 30 hours			
ART	120	Web Page Design I	3 hrs
ART	230	Introduction to Photography	3 hrs
ART	251	Graphic Design II - InDesign	3 hrs
ART	255	Typography	3 hrs
ART	300	Advanced Typography	3 hrs
ART	351	Introduction to Adobe Illustrator	3 hrs
ART	355	Introduction to Adobe Photoshop	3 hrs
ART	360	Graphic Design III	3 hrs
ART	365	Graphic Design IV	3 hrs
ART	455	Digital Design	3 hrs
Digital Production Emphasis: 30 hours			
Art	120	Web Design I	3 hrs
Art	222	Web Design II	3 hrs
Art	251	Graphic Design II – Abode InDesign	3 hrs

Art	255	Typography	3 hrs
Art	351	Introduction to Adobe Illustrator	3 hrs
Art	355	Introduction to Adobe Photoshop	3 hrs
Art	370	Introduction to Flash	3 hrs
Art	380	Interactive Media	3 hrs
Art	415	Motion Graphics	3hrs
Art	416	Video	3 hrs
Web Design Emphasis: 30 hours			
Art	120	Web Design I	3 hrs
Art	222	Web Design II	3 hrs
Art	255	Typography	3 hrs
Art	300	Advanced Typography	3 hrs
Art	330	Web Design III	3 hrs
Art	331	Web Design IV	3 hrs
Art	351	Introduction to Adobe Illustrator	3 hrs
Art	355	Introduction to Adobe Photoshop	3 hrs
Art	370	Introduction to Flash	3 hrs
Art	380	Interactive Media	3 hrs
Photography Emphasis: 30 hours			
Art	230	Introduction to Photography	3 hrs
Art	234	Photography II	3 hrs
Art	251	Graphic Design II – Abode InDesign	3 hrs
Art	355	Introduction to Adobe Photoshop	3 hrs
Art	374	Photography III	3 hrs
Art	410	Photography IV	3 hrs
		Need 12 hrs. of Art Electives	
Studio Emphasis: Choose 30 hours			
ART	200	Sculpture (**Req)**	3 hrs
ART	205	Painting I (**Req)**	3 hrs
ART	210	Printmaking I **(Req)**	3 hrs
ART	212	Printmaking II	3 hrs
ART	220	Ceramics I **(Req)**	3 hrs
ART	230	Introduction to Photography **(Req)**	3 hrs
ART	301	Drawing III	3 hrs
ART	302	Drawing IV	3 hrs
ART	305	Painting II	3 hrs
ART	320	Ceramics II	3 hrs
ART	405	Painting III	3 hrs
ART	411	Advanced 3-D Design	3 hrs
ART	420	Ceramics III	3 hrs
ART	425	Painting IV	3 hrs
ART	440	Ceramics IV	3 hrs
ART	445	Independent Studio	3 hrs
ART	449	Internship	3 hrs

Bachelor of Arts in General Studies (CIP Code 24.0102)
10 Electives in 300 & 400 level courses (30 hours)

Unrestricted Electives (54 hours)

Bachelor of Science in Biology (CIP Code Biotechnology 26.0210) (CIP Code Human Biology 26.0407) (CIP Code Environmental 26.1305) (CIP Code Biology Education 13.1322)

Biology
The Biology major is designed to provide a broad background in biological studies for those students who plan to pursue careers in research, ecology, forestry, agriculture, or laboratories or who may plan further graduate or professional work in medicine, veterinary science, nursing, and other biology-related vocations.

A major in Biology consists of 75 semester hours. Course requirements include 48 semester hours of Biology and at least 21semester hours of cross-discipline courses.

A minor in Biology consists of 24 semester hours. Course requirements are as follows: BIO 105, 111,112, 315, and CHEM 101/101L, and CHEM 102/102L..

Biology Core (22 hours of 57 hour program)

BIO	105	Environmental Biology	3	Hours
BIO	111	Principles of Biology I (Intro to Cell Biology)	4	Hours
BIO	112	Principles of Biology II (Organisms Survey)	4	Hours
BIO	315	General Microbiology	4	Hours
BIO	410	Principles of Genetics	4	Hours
BIO	440A	Biology Research Internship or	3	Hours
	440B	Biology Research Practicum		
CHEM	101/L	General Chemistry I w/ Lab	5	Hours
CHEM	102/L	General Chemistry II w/ Lab	5	Hours
MATH	115	College Algebra (co-requisite with CHEM 101)	3	Hours
MATH	125	Intro to Probability & Statistics	3	Hours
Option I - Human Biology (15 hours)				
BIO	321	Principles of Human Anatomy & Physiology I	4	Hours
BIO	322	Principles of Human Anatomy & Physiology II	4	Hours
BIO	320	Cell and Molecular Biology	4	Hours
BIO	415	Medical Microbiology	4	Hours
Option II - Biotechnology Concentration (15 hours)				
BIO	320	Cell and Molecular Biology	4	Hours
BIO	430	Cell Culturing	3	Hours
BIO	431	Polymerase Chain Reaction	3	Hours
BIO	432	Proteomics	3	Hours
BIO	433	Bioinformatics	3	Hours
Required Cross-Discipline Courses for Opt I or II (23 hours)				
CHEM	200/L	Organic &Biochemistry w/ Lab (Option III only)	4	Hours

CHEM	201/L	Organic Chemistry I w/ Lab	5	Hours
CHEM	315/L	Biochemistry	4	Hours
MATH	120	Trigonometry (or exempt by credit)	3	Hours
PHY	101/L	General Physics I	4	Hours
PHY	102/L	General Physics II	4	Hours
Option III - Environmental Biology (16 hours)				
BIO	215	General Zoology	3	Hours
BIO	220	General Botany	3	Hours
BIO	405	Ecology & Field Biology	3	Hours
BIO	350	Marine Biology or	3	Hours
BIO	351	Aquatic Biology	3	Hours
Required Cross-Discipline Courses for Option III (7 hours)				
CHEM	200/L	Organic & Biochemistry Survey with Lab	4	Hours
PhSc	101	Introduction to Physical Science	3	Hours

Proposed Rotation of Biology Major (52 hour program)
General Education 39 hours + BIO Core 22 hours + BIO Concentration 15 hours + CHEM Core 15 hours + Electives 39 (or 37)hours = 120 hrs

Biology Core Courses (22 hrs)
BIO 105 Environmental Biology 3 hrs
BIO 111 Principles of Biology I 4 hrs
BIO 112 Principles of Biology II 4 hrs
BIO 315 Microbiology 4 hrs
BIO 410 Genetics 4 hrs
BIO 440a Biology Research Internship or
BIO 440b Biology Research Practicum 3 hrs

Chemistry Core (15 hrs)
CHEM 101/L General Chemistry 1 & Lab 5 hrs
CHEM 102/L General Chemistry 2 & Lab 5 hrs
Choose either
CHEM 200/L Basic Organic/Biochem & Lab 4 hrs, PhSc 101 3 hrs, or GEOL 101 (Option III Environmental)
or (Option I or II)
CHEM 201/L Organic Chemistry 1 & Lab 4 hrs
CHEM 202/L Organic Chemistry 1 & Lab 4 hrs

Choose One Concentration

Human Biology Concentration (16)
BIO 321 Principles of HA&P I 4hrs
BIO 322 Principles of HA&P II 4hrs
BIO 320 Cell & Molecular Biology 4 hrs
BIO 415 Medical Microbiology 4hrs

Biotechnology Concentration (16 hrs)
BIO 320 Cell & Molecular Biology 4 hrs
BIO 430 Cell Culturing 3hrs
BIO 431 Polymerase Chain Reaction 3 hrs
BIO 432 Proteomics 3 hrs
BIO 433 Bioinformatics 3 hrs

Environmental Biology Concentration (16 hrs)
BIO 215 General Zoology 4 hrs
BIO 220 General Botany 4 hrs
BIO 405 Ecology and Field Biology 3 hrs
BIO 350 Marine Biology
BIO 351 Aquatic Biology

The Core Mathematics Requirement for Biology majors is Math 115 College Algebra and MATH 125 Probability and Statistics. *Note: If interested in continued study in medicine or a biology graduate program the following is generally required by any graduate program.

CHEM 202 Organic Chemistry II 3 hrs PHY 101 General Physics I 4 hrs

CHEM 202L Organic Chemistry II Lab 1 hrs PHY 102 General Physics II 4 hrs

Chemistry Minor

Chemistry Minor Requirements (33 hours)

CHEM	101	General Chemistry I & Lab	4	Hours
CHEM	102	General Chemistry II & Lab	4	Hours
CHEM	201	Organic Chemistry I & Lab	4	Hours
CHEM	202	Organic Chemistry II & Lab	4	Hours
CHEM	301	Quantitative Analysis	5	Hours
CHEM	315	Biochemistry	5	Hours

Three hours from any of the following:

CHEM	351	Introduction to Medicinal Chemistry	3	Hours
CHEM	352	Descriptive Inorganic Chemistry	3	Hours
CHEM	353	Survey of Natural Product Chemistry	3	Hours
CHEM	445	Studies in Chemistry	3	Hours

Course Sequence for Biology Major:

Every Year (*non-major course)

Fall	**Spring**
BIO 101 Introduction to Life Science*	BIO 101 Introduction to Life Science*
BIO 111 Principles of Biology I	BIO 105 Environmental Biology
BIO 301 Basic Human Anatomy & Phys I*	BIO 112 Principles of Biology II
CHEM 101/L General Chemistry	BIO 302 Basic Human Anatomy & Phys II*
CHEM 201/L Organic Chemistry I	CHEM 102/L General Chemistry
PHSC 101 Introduction to Physical Science	CHEM 202/L Organic Chemistry I
	PHSC 101 Introduction to Physical Science

Even Year Starts:

Fall	**Spring**
BIO 111 Principles of Biology I	BIO 112 Principles of Biology II
BIO 321 Human Anatomy & Physiology I	BIO 322 Human Anatomy & Physiology II
BIO 315 Microbiology	BIO 220 General Botany
BIO 410 Principles of Genetics	BIO 320 Cell & Molecular Biology

Odd Year Starts:

Fall	**Spring**
BIO 111 Principles of Biology I	BIO 112 Principles of Biology II
BIO 215 Comparative Vertebrate Zoology	BIO 401 Developmental Biology
BIO 405 Ecology & Field Biology	BIO Environmental Elective
PHY 101/L General Physics I	PHY 102/L General Physics II

B.S. Criminal Justice CIP Code 43.0104)

Criminal Justice Major (48 semester hours)

CJ	101	Introduction to Criminal Justice	3	Hours
CJ	102	Introduction to Law Enforcement	3	Hours
CJ	105	Community Policing	3	Hours
CJ	201	Criminal Law	3	Hours
CJ	202	Criminal Procedures	3	Hours

CJ	275	Ethical Issues in Criminal Justice	3	Hours
CJ	301	Introduction to Forensic Science	3	Hours
CJ	305	Juvenile Justice	3	Hours
CJ	310	Victimology	3	Hours
CJ	315	Crisis Management	3	Hours
CJ	320	Police Administration & Organization	3	Hours
CJ	325	Drugs & Criminal Justice	3	Hours
CJ	415	Criminological Theory	3	Hours
CJ	425	Statistics in Criminal Justice	3	Hours
CJ	430	Community Corrections	3	Hours
CJ	441	Comparative Justice **(Capstone On-Line Students only)**	3	Hours
CJ	495	Internship Capstone **(Main Campus Students only)**	3	Hours
CJ Electives (Select 15 hours - Main Campus Students only)				
CJ	118	Introduction to Courts	3	Hours
CJ	215	Introduction to Criminology	3	Hours
CJ	250	Alternatives to Incarceration	3	Hours
CJ	292	Terrorism	3	Hours
CJ	311	Principles of Security	3	Hours
CJ	330	Report Writing for Corrections	3	Hours
CJ	400	Offender Assessment Systems	3	Hours
CJ	410	Probation and Parole	3	Hours
CJ	420	Correctional Administration	3	Hours
CJ	440	Contemporary CJ Problems	3	Hours

Sequence of Courses

Fall – Even Numbered Year	**Spring – Odd Numbered Year**
Fall – Odd Numbered Year	**Spring – Even Numbered Year**

Bachelor of Arts – English (120 semester hours) (CIP Code 23.0101) CIP Code English Education 13.1305)

Required Major Courses (48 semester hours)

The English major equips students with basic communication skills and a depth and breadth of knowledge in the literature of the world. Students are taught to think creatively and rationally and to appreciate the beauty of the masterpieces of literature. Students are prepared to continue their study in a graduate school.

A major in English consists of 48 semester hours as listed below.
A minor in English consists of 24 semester hours. Course requirements are as follows: ENG 201, 215, 315, 401, or 405, 410, 415, and two (2) English electives.

Sequence of Courses

Odd Years

Fall
ENG 210 Introduction to British Lit
ENG 310 Topics in World Literature
ENG 325 Children's Literature
ENG 330 Topics in Expository Writing
ENG 415 History of English Language

Spring
ENG 305 Topics in American Lit
ENG 320 Presentation of Dramatic Lit
ENG 401 Advanced Speech
ENG 405 Studies in Composition
ENG 444 Studies in Minority Literature

Even Years

Fall
ENG 220 Mass Media
ENG 230 Introduction to Shakespeare
ENG 315 Intro to Literary Criticism
ENG 325 Children's Literature
ENG 330 Topics in Expository Writing
ENG 425 Research Seminar in English

Spring
ENG 301 Topics in British Literature
ENG 326 Adolescent and Young Adult Literature
ENG 405 Studies in Composition
ENG 410 Grammar of the English Language
ENG 444 Studies in Minority Literature

Every Semester
ENG 101 English Composition I
ENG 102 English Composition II
ENG 201 Masterpieces of World Literature
ENG 202 Fundamentals of Speech
ENG 215 Introduction to American Literature
ENG 440 Internship

English Core (48 semester hours)

ENG 201 Masterpieces of World Literature	3 Hours
ENG 210 Introduction to British Literature	3 Hours
ENG 215 Introduction to American Literature	3 Hours
ENG 220 Mass Media	3 Hours
ENG 230 Introduction to Shakespeare	3 Hours
ENG 315 Introduction to Literary Criticism	3 Hours
ENG 330 Topics in Expository Writing*****	3 Hours
ENG 401 Advanced Speech	3 Hours
ENG 405 Studies in Composition*****	3 Hours
ENG 410 Grammar of the English Language	3 Hours
ENG 415 History of the English Language	3 Hours
ENG 425 Research Seminar in English	e Hours
ENG 444 Studies in Minority Literature*****	3 Hours

Choose at least one from the following:

ENG 301 Topics in British Literature*****	3 Hours
ENG 305 Topics in American Literature*****	3 Hours
ENG 310 Topics in World Literature*****	3 Hours

Choose at least three English electives (9 hours) from the following:

ENG 320 Presentation of Dramatic Literature	3 Hours
ENG 325 Children's Literature	3 Hours
ENG 326 Adolescent and Young Adult Literature	3 Hours
ENG 301 Topics in British Literature*****	3 Hours
ENG 305 Topics in American Literature*****	3 Hours
ENG 310 Topics in World Literature*****	3 Hours
ENG 330 Topics in Expository Writing*****	3 Hours

ENG 405 Studies in Composition*****	3 Hours
ENG 444 Studies in Minority Literature*****	3 Hours

*ENG 301, 305, 310, 330, 405, and 444 may be taken up to three times as long as the topics are different.

Bachelor of Arts – Humanities (120 semester hours) (CIP Code24.0103)

Required Major Courses (51 semester hours)
The Humanities major is designed to provide an enriching experience for those persons who may want a good general four-year education or those who may not wish to choose a career pattern prior to pursuing a graduate professional program. This program prepares a "generalist" who may choose various career options when she or he pursues graduate work.

Humanities Core (51 semester hours and 30 of these hours must be 300/400 level)

HUM	401	Humanities Seminar*	3	Hours
		Choose 12 hours from Bible or Philosophy:		
BIB	205	New Testament Literature*	3	Hours
		Choose 12 hours of Art or Music:		
FA	201	Fine Arts & Modern World*	3	Hours
		Choose 12 hours of History:		
HIS	103	Contemporary World History*	3	hours
		Choose 12 hours of Literature:		
ENG	201	Masterpieces World Literature *	3	hours

Unrestricted Electives (33 semester hours)
*Required

Bachelor of Science – Mathematics (120 semester hours) (CIP Code Applied 27.0301) (CIP Code Mathematics Education 13.1311)
A minor in math consists of 24 semester hours. Course requirements are as follows: Math 120, 125, 216, 251, 317, 335, and an additional 4 hours of electives in math at 300 level or higher.

Mathematics Core (38 semester hours)

MATH	120	Trigonometry	3	Hours
MATH	125	Intro to Probability and Statistics	3	Hours
MATH	216	Analytical Geometry & Calculus I	4	Hours
MATH	225	Statistics II	3	Hours
MATH	251	Discrete Mathematics	3	Hours
MATH	317	Analytical Geometry & Calculus II	4	Hours
MATH	325	Linear Algebra	3	Hours
MATH	335	Modern Geometry	3	Hours
MATH	401	Differential Equations	3	Hours
MATH	410	Seminar in History of Mathematics	3	Hours
Choose two of the following courses:				
MATH	318	Analytical Geometry & Calculus III	4	Hours
MATH	350	Complex Variables	3	Hours

MATH	405	Numerical Analysis	3	Hours
MATH	415	Number Theory	3	Hours

Student must choose one of the following options:

Option I Science (30 hrs Bio &/or Chemistry, 17 hours unrestricted electives)

Option II Business (30 hrs Acct, Bus, Econ, HRM, MGT, MKT, SA, 17 hours unrestricted electives)

Option III Science/Business (30 hrs Science, 12 hrs Business, 17 hours unrestricted electives)

Option IV Secondary Education (37 hours Professional Education includes MATH 430, 17 hours unrestricted electives**)**

Proposed Course Sequence for Mathematics

Odd Fall	**Even Spring**
MATH 105 Intermediate Algebra	MATH 105 Intermediate Algebra
MATH 110 General College Math	MATH 110 General College Math
MATH 115 College Algebra	MATH 115 College Algebra
MATH 120 Trigonometry	MATH 216 Analytical Geometry & Calc I
MATH 125 Intro to Probability & Statistics	MATH 225 Statistics II
MATH 317 Analytical Geometry & Calc II	MATH 251 Discrete Math
MATH 325 Linear Algebra	MATH 318 Analytical Geometry & Calc III
MATH 410 Seminar in History of Mathematics	MATH 335 Modern Geometry
MATH 430 Secondary Math Methods	MATH 401 Differential Equations
	MATH 405 Numerical Analysis
Even Fall	**Odd Spring**
MATH 105 Intermediate Algebra	MATH 105 Intermediate Algebra
MATH 110 General College Math	MATH 110 General College Math
MATH 115 College Algebra	MATH 115 College Algebra
MATH 120 Trigonometry	MATH 216 Analytical Geometry & Calculus I
MATH 125 Intro to Probability & Statistics	MATH 225 Statistics II
MATH 317 Analytical Geometry & Calculus II	MATH 251 Discrete Math
MATH 325 Linear Algebra	MATH 318 Analytical Geometry & Calculus
MATH 415 Number Theory	III
CS 101 Visual Basic	MATH 335 Modern Geometry
	MATH 350 Complex Variables
	MATH 401 Differential Equations

Bachelor of Arts – (120 semester hours) Church Music: Traditional; Church Music: Contemporary (CIP Code 50.0903) Music Performance (CIP Code 50.0901) Music Core (29 semester hours)

Bachelor of Arts – (120 semester hours) Church Music: Traditional

MUS	101T#	Music Fundamentals & MUS 101L	2	Hours
MUS	111	Music Theory I & MUS 111L	3	Hours
MUS	112	Music Theory II & MUS 112L	3	Hours
MUS	211	Music Theory III & MUS 211L	3	Hours
MUS	212	Music Theory IV & MUS 212L	3	Hours
MUS	314	Basic Conducting	2	Hours
MUS	320	Music History & Literature I	2	Hours

MUS	321	Music History & Literature II	3	Hours
MUS	322	Music History & Literature III	3	Hours
MUS	330	Computers in Music	1	Hour
MUS	109	Applied Music: Choir	1	Hour
MUS	110	Applied Music: Choir	1	Hour
MUS	209	Applied Music: Choir	1	Hour
MUS	210	Applied Music: Choir	1	Hour
MUS	309	Applied Music: Choir	1	Hour
MUS	310	Applied Music: Choir	1	Hour
MUS	316	Choral Conducting	2	Hours
MUS	317	Choral Arranging	1	Hour
MUS	318	Choral Lit for the Church	3	Hours
MUS	323	History of Church Music	3	Hours
MUS	325	Hymnody	3	Hours
MUS	326	Church Music for Youth & Children	3	Hours
MUS	435	In-Service Field Work	3	Hours

Choose 6 hours of 1 and 2 hours of the other: 8 hours

MUS 101-402	Voice (2 or 6 hours)
MUS 103-404	Piano (2 or 6 hours)

Unrestricted Electives (xx)

To add a Performance Emphasis student must take Mus 341 (1 Hour) and Mus 441 (2 Hours) plus selected classes in consultation with the music faculty.

Bachelor of Arts – (120 semester hours) Church Music: Contemporary Underdevelopment

Bachelor of Science – Psychology (120 semester hours) (CIP Code 45..0101)
Required Major Courses (42 semester hours)

Psychology Core (39 hours)

PSY	101	General Psychology	3	Hours
PSY	125	Social Science Statistics I	3	Hours
PSY	225	Social Science Statistics II	3	Hours
PSY	290	Social & Cultural Diversity	3	Hours
PSY	330	Substance Abuse & Dependency	3	Hours
PSY	351	Psychological Tests & Measures	3	Hours
PSY	352	Physiological Psychology	3	Hours
PSY	360	Life Span Human Behavior & Develop	3	Hours
PSY	372	Abnormal Psychology	3	Hours
PSY	401	Social Psychology	3	Hours
PSY	410	Seminar and Internship in Psychology or	3	Hours
PSY	420	Practicum in Addictions Counseling	3	Hours
PSY	440	Ethics and Professional Development	3	Hours
PSY	445	Studies and Seminar in Psychology	3	Hours

Choose one Psychology elective.

PSY	201	Introduction to Counseling	3	Hours

PSY	212	Sports Psychology	3	Hours
PSY	251	Industrial/Organizational Psychology	3	Hours
PSY	335	Addictions Theory	3	Hours
PSY	340	Addictions Counseling	3	Hours
PSY	380	Treatment Planning	3	Hours
PSY	390	Proactive Drugs	3	Hours
PSY	412	Criminal Psychology	3	Hours
PSY	430	Practicum in Addictions Counseling II	3	Hours
Unrestricted Electives (45 hrs)			3	Hours

- **Specialization in Addictions Counseling: Required courses take 16 hours beyond the 45 hour program. No unrestricted elective hours.**

Psychology Minor (CIP Code 45.0101)

Psychology Minor Core Requirements (18 hours)

PSY	125	Social Science Statistics I	3	Hours
PSY	225	Social Science Statistics II	3	Hours
PSY	360	Life Span Human Behavior and Development	3	Hours
PSY	372	Abnormal Psychology	3	Hours
PSY	401	Social Psychology	3	Hours

Choose three Psychology elective courses from 300- and/or 400- level offerings (9 hours)

PSY	312	Sensation and Perception	3	Hours
PSY	330	Substance Abuse and Dependency	3	Hours
PSY	351	Psychological Tests and Measures	3	Hours
PSY	352	Physiological Psychology	3	Hours
PSY	405	Personality Theory and Individual Differences	3	Hours
PSY	445	Studies in Psychology	3	Hours

Bachelor of Science – Social Science (120 semester hours) (CIP Code 54.0101) (CIP Code Social Studies Education 13.1317)
Required Major Courses (57 semester hours)

The Social Science major consists of 57 semester hours. Students must have 42 hours in History including 21 hours of required courses and 21 hours of History electives. The Social Science survey courses constitute the remaining 15 hours.

The social science minor is composed of 24 hours of diversified social science courses. The history minor is composed of 18 hours of required courses: HIS 101, HIS 102, HIS 103, HIS 241, HIS 242, HIS 243 and 6 hours of history electives at 300/400 level.

History (42 hours)

HIS	101	World Civilization I	3	Hours
HIS	102	World Civilization II	3	Hours
HIS	103	Contemporary World History	3	Hours
HIS	241	Introduction to American History I	3	Hours

HIS	242	Introduction to American History II	3	Hours
HIS	243	Modern American History	3	Hours
HIS	450	Research Seminar in History	3	Hours

Choose seven history electives. One at any level, three at 300 level or above , and at least three at 400 level/

HIS		3	Hours
HIS		3	Hours
HIS		3	Hours
HIS		3	Hours
HIS	4##	3	Hours
HIS	4##	3	Hours
HIS	4##	3	Hours

Social Science Survey Courses (15 hours)

ECON		3	Hours
GEOG		3	Hours
GOV		3	Hours
PSY		3	Hours
SOC		3	Hours

History Minor (CIP Code 54.0101)
Program of Studies – 24 hours

History Minor Core Requirements (18 hours)

HIS	101	World Civilizations I	3	Hours
HIS	102	World Civilizations II	3	Hours
HIS	103	Contemporary World History	3	Hours
HIS	241	Introduction to American History I	3	Hours
HIS	242	Introduction to American History II	3	Hours
HIS	243	Modern America	3	Hours

Choose two History elective courses from 300- and/or 400- level offerings (6 hrs)

Social Science Minor (CIP Code 54.0101)
Program of Studies – 24 hours

24 hours of diversified social science courses

School of Business

, Dean of School of Business
Marilyn Enlow, M.S., Lecturer in Business
T. Ray Fletcher, M.S.M., Lecturer in Business
Catherine Jones, M.B.A., Lecturer in Business
Jessica Mehringer, M.S.M., Lecturer in Business
Dino Raso, M.B.A., Lecturer in Business
Carlotta Reynolds, Ed. D., Assistant Professor of Business, Assistant to the Provost
Norman Reynolds, Ed. D., Assistant Professor of Business
Kristie Stewart, Ed. D. Director of MBA and Adult and Extended Learning Programs

The School of Business offers associate and baccalaureate degrees. Associate degrees in Accounting and Business Administration are offered, as well as baccalaureate degrees in Business with concentrations in accounting; administration; criminal justice; culinary arts; heating, air-conditioning, and refrigeration; horticulture; human resource management; industrial drafting; management; marketing; sports administration; and welding. The baccalaureate degree in Business Education is offered in cooperation with the School of Education. Minors in Accounting and Business are also offered.

Students pursuing the programs of study in the School of Business develop competencies to equip them for graduate school and for careers in many fields, including accounting, human resources, general management, marketing, and teaching. Personal computers are utilized in teaching computer applications. Opportunities are available for students to complete internships in business and industry.

Oakland City University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE), located in Olathe, Kansas. The business programs in the following degrees are accredited by the IACBE:

Bachelor of Science in Business Administration (main campus)

Information pertaining to student learning and achievement in the business programs accredited by the IACBE can be obtained by visiting the Oakland City University website at http://www.oak.edu/assets/pdf/academics/report-of-student-learning-and-achievement-08-09.pdf by contacting the Director of Institutional Assessment, Oakland City University, 138 N. Lucretia Street, Oakland City, IN 47660 (812.749.1392).

Mission of the School of Business

The School of Business at Oakland City University is a learning community dedicated to:

- Academic excellence, lifelong learning, and the enhancement of each person's intellectual development
- The promotion of Christian ethical and moral values, especially in the business community
- The promotion of community service through positive leadership
- The preparation of graduates to successfully meet the needs of business and industry
- The development of skills necessary for each individual to enhance his or her own personal and professional growth

The objectives of the School of Business are as follows:

- To provide students with an understanding of the nature of society and to assist them in developing a social philosophy, which is necessary for responsible citizenship
- To familiarize students with the American economic system and the major functional areas of business
- To afford students the opportunity to develop and to increase their capacity for analysis, evaluation, and strategic implementation of concepts
- To provide instruction within the context of a Christian institution and a value-centered curriculum

Associate Degree Programs

The School of Business offers Associate in Science degrees in two areas: Accounting and Business Administration. For higher-level positions, today's employers are seeking well-rounded, college-educated individuals. The associate degree programs incorporate development of both vocational competency and a good general education foundation. These programs prepare students for positions in accounting, financial institutions, government offices, investment firms, health care offices, wholesale and retail outlets, and numerous other business positions where paraprofessional personnel are needed.

A.S. in ACCOUNTING (CIP Code 52.0301)
Program of Studies: 60 hours

Required School of Business Courses (35 hrs)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
ACCT	301	Intermediate Accounting I	3	Hours
ACCT	302	Intermediate Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communication	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding (or exempt)	2	Hours

Associate of Science in Business Administration

This program prepares students for a variety of support positions in business and industry. Students examine the principles of the functional areas of business with particular attention to business management. Effective oral and written communication skills for business are developed. Students who complete as associate degree in Business Administration are also prepared to continue their education toward a bachelor degree in Business. The associate degree in Business Administration consists of 60 semester hours.

AS. in Business Administration (CIP Code 52.0201)

Program of Studies: 60 hours

Required Business Courses (35 hrs)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management of Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding (or exempt)	2	Hours

Associate of Applied Science Degree (CIP Code 15.0701)

AAS in Occupational Safety & Health (36 hours)

CHEM	101	General Chemistry I & Lab	4	Hours
CHEM	102	General Chemistry II & Lab	4	Hours
CHEM	201	Organic Chemistry I & Lab	4	Hours
MGT	201	Principles of Management	3	Hours
OSH	101	Introduction to OSH	3	Hours
OSH	110	OSHA Standards I	3	Hours
OSH	111	OSHA Standards II	3	Hours
OSH	115	Accident Investigation	3	Hours
OSH	215	Occupational Safety	3	Hours
PHY	101	General Physics I & Lab	4	Hours

AAS Computer Technology Applications (39 hours) (CIP Code 11.0101)

ART	250	Graphic Design I	3	Hours
ART	251	Graphic Design II	3	Hours
ART	351	Introduction to Adobe Illustrator	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
CS	120	Web Page Design I	3	Hours
CS	220	Web Page Design II	3	Hours
OA	151	Word Processing	3	Hours
OA	152	Spreadsheets	3	Hours
OA	153	Database Management	3	Hours
OA	252	Document Processing	3	Hours
OA	295	Desktop Publishing	3	Hours

AAS in Communication Technology (36 hours) (CIP Code 11.0101)

ART	250	Graphic Design I	3	Hours
ART	251	Graphic Design II	3	Hours
ART	351	Introduction to Adobe Illustrator	3	Hours
BUS	101	Introduction to Business	3	Hours

BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communication	3	Hours
CS	120	Web Page Design I	3	Hours
CS	220	Web Page Design II	3	Hours
ENG	220	Mass Media	3	Hours
MKT	201	Marketing	3	Hours

AAS in Business Leadership & Management (36 hours) (CIP Code 52.0213)

ACCT	201	Principles of Accounting	3	Hours
BUS	101	Intro to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communications	3	Hours
BUS	335	Business Law & Ethics	3	Hours
HRM	301	Intro to HR Management	3	Hours
MGT	201	Principles of Management	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	151	Word Processing	3	Hours
OA	152	Spreadsheets	3	Hours
OA	153	Database Management	3	Hours

AAS in Administrative Office Technology (39 hours) (CIP Code 52.0407)

ART	250	Graphic Design I	3	Hours
ART	350	Graphic Design II	3	Hours
BUS	101	Intro to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communications	3	Hours
OA	151	Word Processing	3	Hours
OA	152	Spreadsheets	3	Hours
OA	153	Database Management	3	Hours
OA	252	Document Processing	3	Hours
OA	299	Desktop Publishing	3	Hours

AAS in Advertising & Public Relations (39 hours) (CIP Code 09.0903)

ART	250	Graphic Design I	3	Hours
BUS	101	Intro to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	215	Business Communications	3	Hours
BUS	185	Business Technology	3	Hours
BUS	335	Business Law & Ethics	3	Hours
ECON	202	Microeconomics	3	Hours
MKT	201	Principles of Marketing	3	Hours
MKT	310	Consumer Behavior	3	Hours
MKT	315	Sales and Personal Selling	3	Hours

MKT	320	Promotions and Marketing	3	Hours
OA	152	Spreadsheets	3	Hours
OA	299	Desktop Publishing	3	Hours

AAS in Graphic and Web Design (36 hours) (CIP Code 50.0102)

ART	250	Graphic Design I	3	Hours
ART	350	Graphic Design II	3	Hours
ART	351	Introduction to Adobe Illustrator	3	Hours
BUS	101	Intro to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communications	3	Hours
CS	120	Web Page Design I	3	Hours
CS	220	Web Page Design II	3	Hours
OA	152	Spreadsheets	3	Hours
OA	252	Document Processing	3	Hours
OA	299	Desktop Publishing	3	Hours

AAS in Hospitality and Tourism Management (36 hours) (CIP Code 52.0901)

ACCT	201	Principles of Accounting I	3	Hours
BUS	175	Business Math	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communication	3	Hours
BUS	225	Introduction to Hospitality Industry	3	Hours
BUS	230	Travel and Tourism	3	Hours
BUS	335	Business Law	3	Hours
CA	115	Food Service Safety	3	Hours
CA	112	Food Service Management	3	Hours
MGT	201	Principles of Management	3	Hours
MKT	201	Principles of Marketing	3	Hours
PSY	101	General Psychology	3	Hours

Associate of Applied Science in Business Administration (60 semester hours) (CIP Code 52.0201)

Required Major Courses (36 semester hours)

ACCT	110	Intro to Applied Accounting	3	Hours
BUS	101	Intro to Business	3	Hours
BUS	175	Business Math	3	Hours
BUS	215	Business Communication	3	Hours
BUS	330	Principles of Finance	3	Hours
BUS	335	Business Law	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	310	Consumer Behavior	3	Hours
MGT	315	Employee Recruitment, Training, and Development	3	Hours
MGT	430	Organizational Behavior	3	Hours
HRM	301	Introduction to HRM	3	Hours

HRM	404	Compensation and Benefits	3	Hours

Associate of Applied Science – Food Service Management (60 semester hours) (CIP Code 12.0507)

Food Service Management Concentration (36 semester hours)

ACCT	110	Intro Basic Acct	3	Hours
CA	115	Food Service Safety	3	Hours
CA	125	Nutrition, Diet, & Menu Planning	3	Hours
CA	215	Food Purchasing & Storage	3	Hours
CA	235	Food Service Management	3	Hours
BUS	215	Bus Communication	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	151	Word Processing	3	Hours
OA	152	Spreadsheets	3	Hours
OA	299	Desktop Publishing	3	Hours
MGT	315	Employee Recruitment & Development	3	Hours
HRM	301	Human Resource Management	3	Hours

Bachelor Degree Programs

The School of Business offers the Bachelor of Science degree in Business Administration with a concentration in seven areas: accounting, criminal justice, administration, human resource management, management, marketing, and sports administration. These programs are designed to prepare students for graduate study and for entry-level professional positions in business, industry, and government. The bachelor degree in business consists of 120 semester hours. The business major consists of 69 semester hours: 45 semester hours in the Business core courses plus 24 semester hours in the concentration along with 16 hours of unrestricted electives.

B.S. Business Administration: Accounting (CIP Code 52.0301)
Program of Studies: 120 hours

Business Core (50 hours)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	330	Principles of Finance	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	440	Internship	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	415	International Business	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding or exempt	3	Hours

Accounting Concentration (Select 24 semester hours)

ACCT	210	Payroll Accounting	3	Hours
ACCT	301	Intermediate Accounting I (Required)	3	Hours
ACCT	302	Intermediate Accounting II (Required)	3	Hours
ACCT	315	Managerial Accounting	3	Hours
ACCT	325	Accounting Information Systems	3	Hours
ACCT	401	Income Tax I (Required)	3	Hours
ACCT	402	Income Tax II (Required)	3	Hours
ACCT	410	Advanced Accounting	3	Hours
ACCT	425	Auditing	3	Hours
ACCT	445	Studies in Accounting	3	Hours
MGT	435	Strategic MGT & MKT	3	Hours

B.S. Business Administration: Criminal Justice (CIP Code 43.0104)
Program of Studies: 120 hours

Business Core (50 hours)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	330	Principles of Finance	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	440	Internship	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	415	International Business	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding or exempt	3	Hours

Criminal Justice Concentration (Select 24 semester hours)

CJ	101	Intro to Criminal Justice System (Required)	3	Hours
CJ	201	Criminal Law (Required)	3	Hours
CJ	202	Criminal Procedures (Required)	3	Hours
CJ	215	Introduction to Criminology (Required)	3	Hours
CJ	311	Principles of Security	3	Hours
CJ	320	Police Administration & Organization	3	Hours
CJ	410	Probation and Parole (Required)	3	Hours
CJ	420	Correctional Administration (Required)	3	Hours
CJ	440	Contemporary CJ Problems	3	Hours

B.S. Business Administration: Human Resources (CIP Code 52.1001)
Program of Studies: 120 hours

Business Core (50 hours)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	330	Principles of Finance	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	440	Internship	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	415	International Business	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding or exempt	3	Hours

Human Resources Concentration (Select 24 semester hours)

HRM	301	Intro to Human Res MGT	(Required)	3	Hours
HRM	401	HR Law	(Required)	3	Hours
HRM	404	Compensation & Benefits	(Required)	3	Hours
HRM	410	HR Information Systems	(Required)	3	Hours
HRM	445	Studies in HR Management	(Required)	3	Hours
MGT	310	Operations and Facility Management		3	Hours
MGT	315	Employee Recruitment, Training, and Development		3	Hours
MGT	320	Labor Relations		3	Hours
MGT	430	Organizational Behavior		3	Hours
MGT	425	Entrepreneurship		3	Hours
PSY	401	Social Psychology		3	Hours

B.S. Business Administration: Management (CIP Code 52.0201)
Program of Studies: 120 hours

Business Core (50 hours)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	330	Principles of Finance	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	440	Internship	3	Hours
ECON	202	Microeconomics	3	Hours

ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	415	International Business	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding or exempt	3	Hours
Management Concentration (Select 24 semester hours)				
ACCT	210	Payroll Accounting (Required)	3	Hours
ACCT	315	Managerial Acct (Required)	3	Hours
HRM	301	Intro to HRM (Required)	3	Hours
BUS	325	Systems Analysis	3	Hours
MGT	310	Opera & Facility MGT (Required)	3	Hours
MGT	315	Employee Recruitment Training & Development	3	Hours
MGT	320	Labor Relations	3	Hours
MGT	425	Entrepreneurship	3	Hours
MGT	430	Org Behavior (Required)	3	Hours
MGT	435	Strategic MGT & MKT(Required)	3	Hours
MGT	445	Studies in Management	3	Hours

B.S. Business Administration: Marketing (CIP Code 52.1908)
Program of Studies: 120 hours

Business Core (50 hours)				
ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	330	Principles of Finance	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	440	Internship	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	415	International Business	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding or exempt	3	Hours
Marketing Concentration (Select 24 semester hours)				
BUS	445	Studies in Bus Administration: Service-Learning	3	Hours
MKT	305	Marketing Research (Required)	3	Hours
MKT	310	Consumer Behavior (Required)	3	Hours
MKT	315	Sales and Personal Selling (Required)	3	Hours
MKT	320	Promotions and Marketing	3	Hours
MKT	325	Sponsorship and Licensing	3	Hours
MKT	435	Strategic MGT & MKT	3	Hours

MKT	445	Studies in Marketing	(Required)	3	Hours
MGT	425	Entrepreneurship		3	Hours
MGT	430	Organizational Behavior		3	Hours
PSY	401	Social Psychology		3	Hours

B.S. Business Administration: Sports Administration (CIP Code 31.0504)
Program of Studies: 120 hours

Business Core (50 hours)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	330	Principles of Finance	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	440	Internship	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	415	International Business	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding or exempt	3	Hours

Sports Administration Concentration (Select 24 semester hours)

BUS	445	Studies in Business Admin	3	Hours
SA	101	Intro to Sports Administration (Required)	3	Hours
SA	301	Sports Law (Required)	3	Hours
SA	320	Promotions & MKT (Required)	3	Hours
SA	325	Sponsorship & Licensing (Required)	3	Hours
SA	425	Athletic Administration	3	Hours
SA	445	Seminar in Sports Administration (Required)	3	Hours
HRM	301	Intro Human Resource Management	3	Hours
MGT	310	Operations & Facility MGT	3	Hours
MGT	315	Employee Recruitment, Training & Development	3	Hours
MGT	430	Organizational Behavior	3	Hours
MGT	435	Strategic Management	3	Hours
MKT	310	Consumer Behavior	3	Hours

B.S. Business Administration: Secondary Education (CIP Code 13.1303)
Program of Studies: 120 hours

Business Core (50 hours)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours

BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	456	Career & Technical Education*	3	Hours
CS	120	Web Page Design I	3	Hours
CS	220	Web Page Design II	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MGT	415	International Business	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	101	Keyboarding (or exempt)	3	Hours
OA	153	Database Management	3	Hours

Education Courses: See School of Education

Accounting Minor (CIP Code 52.0305)
Program of Studies – 24 hours

Accounting Minor Requirements (24 hours)

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
ACCT	301	Intermediate Accounting I	3	Hours
ACCT	302	Intermediate Accounting II	3	Hours
ACCT	401	Income Tax	3	Hours
BUS	101	Introduction to Business	3	Hours

Choose two Accounting Electives approved by Advisor

Business Minor (52.0201)
Program of Studies – 24 hours

Business Minor Requirements (24 hours)

ACCT	201	Principles of Accounting I	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	185	Business Technology	3	Hours
BUS	215	Business Communication	3	Hours
ECON	202	Microeconomics	3	Hours
ECON	203	Macroeconomics	3	Hours
MGT	201	Principles of Management	3	Hours
MKT	201	Principles of Marketing	3	Hours

School of Business: Adult and Extended Learning Programs

The School of Business provides courses and degrees in a non-traditional accelerated format designed to meet the needs of working adults. At the present time, the school has the following programs: Business Administration, and Management.

In addition to the primary office in Oakland City, the school has extension sites and personnel at centers in Evansville, Bedford, Rockport, and Indianapolis. However, courses and/or cohort

groups operate at many other locations throughout Indiana. Depending on the program, classes meet evenings or weekends. The professional development needs of employees of several Indiana businesses are being served with in-house courses, as are full- and part-time personnel in the Indiana Army and Air National Guard.

Goals of the Adult and Extended Learning Programs:

- To provide flexible, relevant learning experiences and non-traditional degree programs for the varied professional development needs of working adults and their employers
- To enhance oral and written communication skills, strengthen problem-solving and critical-thinking skills, develop organizational leadership skills, and promote ethical human standards and values
- To serve a leading role for the University in outreach to all Indiana communities and citizens in need of education
- To support and strengthen the concept of learning as a lifelong process

Complete program information, including locations, dates, fees, admissions criteria, and course and program descriptions, can be obtained directly from the following:

Director of Adult and Extended Learning Programs
138 North Lucretia Street
Oakland City, IN 47660
1-800-737-5126

Graduation Requirements

Meeting graduation requirements is each student's responsibility. Each student who is a candidate for a degree must meet the Foundational Core requirements. In addition, students pursuing a major offered by the School of Business in its Adult and Extended Learning Programs must fulfill the specific program requirements.

Associate of Science Degree in Business Administration (CIP Code 52.0201)
Required Major Courses

ACCT	201	Principles of Accounting I	3	hours
ACCT	202	Principles of Accounting II	3	hours
BUS	101	Introduction to Business	3	hours
BUS	175	Business Math	3	hours
BUS	185	Business Technology	3	hours
BUS	206	Management Info Systems	3	hours
BUS	215	Business Communication	3	hours
BUS	320	Business Statistics	3	hours
ECON	202	Microeconomics	3	hours
ECON	203	Macroeconomics	3	hours
MGT	201	Principles of Management	3	hours
MKT	201	Principles of Marketing	3	hours

Bachelor of Science in Business Management (CIP Code 52.0201)

Required Core (45 semester hours)

ACCT	201	Principles of Accounting I	3	hours
ACCT	202	Principles of Accounting II	3	hours

BUS	101	Introduction to Business	3	hours
BUS	175	Business Math	3	hours
BUS	185	Business Technology	3	hours
BUS	206	Management Info Systems	3	hours
BUS	215	Business Communication	3	hours
BUS	320	Business Statistics	3	hours
BUS	330	Principles of Finance	3	hours
BUS	335	Business Law and Ethics	3	hours
ECON	202	Microeconomics	3	hours
ECON	203	Macroeconomics	3	hours
MGT	201	Principles of Management	3	hours
MGT	415	International Business	3	hours
MKT	201	Principles of Marketing	3	hours

Management Concentration (24 semester hours required)

ACCT	315	Managerial Accounting	3	hours
HRM	301	Introduction to HRM	3	hours
MGT	310	Operations and Facility MGT	3	hours
MGT	315	Employee Recruitment, Training & Development	3	hours
MGT	320	Labor Relations	3	hours
MGT	430	Organizational Behavior	3	hours
MGT	435	Strategic Management & Marketing	3	hours
MGT	445	Studies in Management	3	hours

Human Resource Management Concentration (24 semester hours required) Optional

HRM	301	Introduction to HRM	3	hours
HRM	401	HR Law	3	hours
HRM	404	Compensation and Benefits	3	hours
HRM	410	HR Information Systems	3	hours
HRM	445	Studies in HRM	3	hours
MGT	315	Employee Recruitment, Training, & Development	3	hours
MGT	320	Labor Relations	3	hours
MGT	430	Organizational Behavior	3	hours

Master of Business Administration

Persons interested in a graduate program in Business Administration should contact the Director of the MBA Program. can be located in the School of Business, 138 North Lucretia Oakland City, IN 47660; phone 1-800-737-5126.

Proposed Rotation of School of Business Courses

Fall 2010/2012

ACCT	201	Principles of Accounting I
ACCT	210	Payroll Accounting
ACCT	301	Intermediate Accounting I
ACCT	325	Accounting Information Systems
ACCT	401	Income Tax I
BUS	101	Introduction to Business
BUS	175	Business Mathematics
BUS	185	Business Technology
BUS	199	Studies in BPA

BUS	206	Management of Information Systems
ACCT	201	Principles of Accounting I
BUS	320	Business Statistics
BUS	325	Systems Analysis
BUS	330	Principles of Finance
BUS	335	Business Law and Ethics
BUS	440	Internship
BUS	445	Studies in Business Administration – Service Learning
BUS	456	Career and Technical Education
ECON	202	Microeconomics
HRM	301	Introduction to Human Resource Management
HRM	404	Compensation & Benefits
HRM	445	Studies in HRM
MGT	201	Principles of Management
MGT	415	International Business
MGT	430	Organizational Behavior
MKT	201	Principles of Marketing
MKT	305	Marketing Research
MKT	325	Sponsorship & Licensing
OA	101	Keyboarding
OA	151	Word Processing
SA	101	Introduction to Sports Administration
SA	325	Sponsorship & Licensing

Spring 2011/2013

ACCT	202	Principles of Accounting II
ACCT	302	Intermediate Accounting II
ACCT	315	Managerial Accounting
ACCT	402	Income Tax I
ACCT	410	Advanced Accounting I
BUS	101	Introduction to Business
BUS	175	Business Mathematics
BUS	185	Business Technology
BUS	215	Business Communication
BUS	320	Business Statistics
BUS	330	Principles of Finance
BUS	335	Business Law and Ethics
BUS	440	Internship
ECON	203	Macroeconomics
ECON	310	Comparative Systems
GOV	310	Comparative Systems
HRM	401	Human Resource Law
MGT	201	Principles of Management
MGT	310	Operations and Facility Management
MGT	315	Employee Recruitment, Training, and Development
MGT	320	Labor Relations
MGT	435	Strategic Management and Marketing
MKT	201	Principles of Marketing
MKT	310	Consumer Behavior
MKT	320	Promotions and Marketing
MKT	445	Studies in Marketing

OA	102	Basic Keyboarding Applications
OA	252	Document Processing
PSY	401	Social Psychology
SA	301	Sports Law
SA	320	Promotions and Marketing
SA	425	Athletic Administration

Fall 2011/2013

ACCT	201	Principles of Accounting I
ACCT	210	Payroll Accounting
ACCT	301	Intermediate Accounting I
ACCT	401	Income Tax I
ACCT	445	Studies in Accounting
BUS	101	Introduction to Business
BUS	175	Business Mathematics
BUS	185	Business Technology
BUS	199	Studies in BPA
BUS	206	Management of Information Systems
BUS	215	Business Communication
BUS	320	Business Statistics
BUS	325	Systems Analysis
BUS	330	Principles of Finance
BUS	335	Business Law and Ethics
BUS	440	Internship
BUS	445	Studies in Business Administration – Service Learning
ECON	202	Microeconomics
HRM	301	Introduction to Human Resource Management
HRM	404	Compensation and Benefits
HRM	410	HRIS
MGT	201	Principles of Management
MGT	415	International Business
MGT	425	Entrepreneurship
MGT	430	Organizational Behavior
MKT	201	Principles of Marketing
MKT	325	Sponsorship and Licensing
OA	101	Keyboarding
OA	151	Word Processing
SA	101	Introduction to Sports Administration
SA	325	Sponsorship and Licensing

Spring 2012/2014

ACCT	202	Principles of Accounting II
ACCT	302	Intermediate Accounting II
ACCT	315	Managerial Accounting
ACCT	402	Income Tax II
ACCT	425	Auditing
BUS	101	Introduction to Business
BUS	175	Business Mathematics
BUS	185	Business Technology
BUS	206	Management Information Systems
BUS	215	Business Communication

BUS	320	Business Statistics
BUS	330	Principles of Finance
BUS	335	Business Law and Ethics
BUS	440	Internship
BUS	215	Introduction to Criminology
BUS	440	Contemporary Criminal Justice Problems
ECON	203	Principles of Macroeconomics
HRM	401	HR Law
MGT	310	Operations and Facility Management
MGT	315	Employee Recruitment, Training, & Development
MGT	320	Labor Relations
MGT	445	Studies in Management
MKT	201	Principles of Marketing
MKT	310	Consumer Behavior
MKT	315	Sales & Personal Selling
OA	252	Document Processing
PSY	401	Social Psychology
SA	425	Athletic Administration
SA	445	Seminar in Sports Administration

Sample Advising Sequence for Business Major Concentrations: Management and Marketing

Semester #1 (15 hours)				**Semester #2 (15 hours)**			
ENG	101	3	Hours	ENG	102	3	hours
BUS	101	3	Hours	BUS	175	3	hours
BUS	185	3	Hours	PHSC	101	3	hours
HIS	103	3	Hours	BIB	205	3	hours
PE	201	2	Hours	FA	201	3	hours
T	103	1	Hour				

Semester #3 (15 hours)				**Semester #4 (15 hours)**				**May Term (3 hours)**			
ACCT	201	3	Hours	ACCT	202	3	hours	ENG	202	3	hours
ECON	202	3	Hours	ECON	203	3	hours				
MGT	201	3	Hours	BUS	215	3	hours				
BUS	206	3	Hours	PHIL	220	3	hours				

Semester #5 (15 hours)				**Semester #6 (18 hours)**				**Summer Term (3 hours)**			
ENG	201	3	Hours	BUS	330	3	hours	BUS	440	3	hours
HIS	141	3	Hours	MKT	310	3	hours				
MKT	305	3	Hours	MKT	320	3	hours				
HRM	301	3	Hours	BUS	335	3	hours				
BUS	325	3	Hours	MGT	315	3	hours				
				MGT	320	3	hours				

Semester #7 (15 hours)				**Semester #8 (15 hours)**			
MKT	325	3	hours	ACCT	315	3	hours
MGT	415	3	hours	MKT	315	3	hours
MGT	430	3	hours	MGT	310	3	hours
BUS	445	3	hours	MGT	445	3	hours
T	425	3	hours	PSY	401	3	hours

In order to receive both bachelor degrees in business, the student must follow the 36-hour rule as outlined earlier in the catalog.

School of Education

Mary Jo Beauchamp, Ed. D., Dean, Assistant Professor of Special Education
Camy Davis, Ed. D., Assistant Professor of Education
John Gabriel, M.A., Lecturer in Physical Education and Health
Cathy Gonzales, Ed. D, Assistant Professor of Education
Bernard Marley, Ph.D., Professor of Education
Linda Marley, Ph.D., Professor of Education
Christy D. Moore, Ed. D., Assistant Professor of Education
Mike Sandifar, Ed. D., Assistant Professor of Physical Education

The School of Education offers an associate degree in Early Childhood and baccalaureate, master, and doctoral programs. The School offers bachelor degrees in Elementary Education; Early Childhood (birth to age 8); Elementary Education/Special Education Mild Intervention (dual licensure) program and professional education for Secondary Education majors in Business; English; Mathematics; Health and Physical Education; Science (Biology); and Social Science (Historical Perspectives). Professional education courses are also taught for the All-Grade Education program in Health and Physical Education and All Grade Special Education – Mild Intervention. Special Education (mild intervention) is offered with dual licensure in a content area, if requested.

The University has historically been a strong teacher education institution in the state and has provided many of the teachers for schools in the surrounding area. The instructional staff has had many years of experience in the elementary, junior high/middle school, and secondary schools, a prime requisite for approval of a teacher education program by the Indiana Department of Education (IDOE), Office of Education Licensing and Development (OELD). The School of Education is accredited by NCATE (National Council for Accreditation of Teacher Education).

Mission of the School Of Education

The School of Education at OCU is a collaborative learning community dedicated to:

- Academic knowledge, technological skills, pedagogical proficiency, and lifelong learning
- The preparation for gainful employment through academic excellence
- The promotion of Christian ethical and moral values
- The enhancement of each student practitioner's intellectual, physical, spiritual, and social development
- Community service through positive leadership

In 1988, the Board of Trustees designated the School of Education as the official unit responsible to the Indiana Department of Education (IDOE), Office of Educator Licensing and Development (OELD) for the teacher education programs at Oakland City University. Faculty members holding rank in education, health and physical education, or special education are members of the School of Education. All are voting members of the school. Faculty members in a specific content area are consulted concerning decisions about Secondary Education majors. The Dean is appointed by the Provost.

Specific duties and responsibilities of the School of Education faculty committee include:

1. Choosing one Elementary and one Secondary student representative (sophomore or junior) to attend the School of Education faculty meetings
2. Making recommendations for scholarship recipients, acting upon letters or listening to appeals by Education candidates concerning special cases (transfer, illness, etc.),

evaluating and voting on candidates for admission either to the School of Education or to student teaching and at program completion

3. Notifying candidates of the School's decision concerning their admission to the School of Education or to student teaching, whether it is "unconditional," "conditional," "deferred," or "denied," with remediation recommendations where appropriate
4. Recommending grading procedures for student teaching and making decisions concerning student teachers who perform below average or who are removed from student teaching for disciplinary reasons
5. Keeping abreast of OELD requirements; discussing current trends in education and university-wide changes (converting from quarters to semester, philosophy, objectives, etc.)
6. Informing candidates of OELD policies and standards (state, national, learned societies)
7. Periodically reviewing the University's Education programs, course offerings, and sequences; drawing up guidelines and recommending changes in the curriculum to add or delete courses, majors, and/or concentrations; updating requirements for entrance into the School of Education; and recommending scheduling changes where necessary
8. Revising the *Education Handbook* (printing is the responsibility of the Education Office) and informing the Provost of all necessary catalog changes
9. Notifying candidates and advisors about Praxis I (PPST), Praxis II, and other required test dates and sites; providing study booklets and bulletins through the School's Office
10. The Education Office is responsible for distributing copies of the minutes of all School meetings to each member of the Committee and all University faculty and administration members immediately after regular or special meetings

Teacher Education Information

The School of Education is the officially designated unit for the design, approval, and continuous evaluation and development of teacher education programs at Oakland City University. As a potential professional, the candidate who pursues a teaching license is held to high standards. The candidate's curriculum is rigorous and demanding.

Teacher Licenses

Oakland City University is accredited by the IDOE, OELD and National Council for Accreditation of Teacher Education (NCATE) to offer approved programs in Elementary, Junior High/Middle School/Secondary, and All-Grade Education. Approved program curricula outline four (4) years of work leading to the appropriate degree, are standards based, and are designed to meet the requirements for licensure.

Admission to the University does not guarantee admission to a teacher education program, and admission to a teacher education program does not ensure admission to student teaching.

Candidates graduating with a baccalaureate degree and teacher licensure must have a 2.75 grade point average overall and a 2.75 grade point average in the license area major as well as the courses in professional education.

Foundational Core Course Requirements for All Education Programs

The University's Foundational Core Course requirement must be successfully completed for all Education degree programs. The Foundational Core Course requirement is the same for all graduates of the University.

Requirements for Admission to the Teacher Education Program

Criteria include having all University admission requirements met, a GPA minimum of 2.75, application for admission, EDUC 101 completed with C+ or higher, English Competency Exam, Praxis I (all three parts, at IDOE/OELD levels), an oral interview with faculty committee, and recommendation by a minimum of two faculty members as to teacher potential.

Matriculation is reviewed with the candidate during advisement each semester. Candidates are advised of areas of concerns, and remediation strategies are discussed to help avoid failure. If a candidate is denied admission, an opportunity is provided to resubmit the application upon completion of successful remediation in the deficient area(s). Appropriate faculty members advise the denied candidate of his or her options and the required remediation process in writing. Until remediation is completed, faculty will not review the candidate's re-application.

Requirements for Admission to Student Teaching

Criteria include all University and School admission requirements being met, application for admission to student teaching, a minimum GPA of 2.75 in Education core (Elementary Education candidates must have completed EDUC 213 and at least three [3] methods courses; Secondary Education candidates must have completed EDUC 213, EDUC 330, EDUC 345, and SPED 295), a minimum GPA of 2.70 in General Education core, Praxis II and other required OELD tests, portfolio defense, interview with faculty committee, recommendations by a minimum of two faculty members, and a minimum of 80 semester hours completed toward the 120-hour degree program. In order to be recommended by Oakland City University for a teaching license, student teaching MUST be completed under University supervision.

A candidate is denied admission to student teaching if any of the above conditions are not met. School of Education faculty members believe that a candidate must be competent in all areas to begin a successful student teaching experience. The faculty interview team is composed of the Director of Field Experiences and a current member of the faculty who has experience at the developmental level to be student taught. Candidates have access to types of questions that will be addressed in the portfolio defense. If the defense is not successful, the candidate may petition for a second defense by directing a letter of request to the Dean of the School of Education. The candidate may request a change in the composition of the team. The Dean of the School of Education rules on the request in a timely manner.

Requirements for Program Completion

Criteria include all University and School admission requirements and student teaching requirements being met, application for licensure, a minimum GPA of 2.75 in Education core, a minimum GPA of 2.75 in General Education core, final portfolio review as evidence of meeting program standards (including two ten [10]-minute video tapes of the pre-service teacher working with students), interview/oral defense of portfolio with a team of School of Education faculty and a practicing educator, completion of a 120-hour degree program, and any additional OELD testing.

Candidate dispositions are formally assessed at four points. A disposition audit is completed by EDUC 213 faculty for each candidate, and interview results are evaluated by faculty teams at the time of admission to the School of Education, admission to student teaching, and program completion.

Requirements for Pre–Student Teaching Field Experiences

All candidates preparing to be teachers are required to participate throughout their college career in pre–student teaching field experiences. During professional education course work and some subject matter concentration courses, the Elementary, Junior High/Middle School and Secondary Education candidates will have the opportunity to observe the professional educator in the classroom and will do actual work.

Elementary Education

Licensure for Elementary teaching of all subjects in grades K-6 can be obtained by completing Foundational Core courses, courses in the subject matter concentration, and courses in professional education for a minimum of 120 semester hours and receiving the recommendation of Oakland City University's School of Education faculty.

Secondary Education

Licensure for Secondary teaching in a subject matter concentration in Business Education, English, Mathematics, Health and Physical Education, Biology, or Social Studies requires completion of the Foundational Core, courses in the subject matter concentration, and courses in professional education for a minimum of 120 hours and the recommendation of Oakland City University's School of Education faculty.

The professional education component begins early in the candidate's educational career. Attention is given to cognitive, affective, and psychomotor facets of education and to both individual and group processes of teaching.

All-Grade Education

Licensure for All-Grade (K-12) teaching in a subject matter concentration in Health and Physical Education requires completion of the Foundational Core, courses in the subject matter concentration, and courses in the professional education component for a minimum of 120 hours and the recommendation of Oakland City University's School of Education faculty. Licensure for All-Grade (K-12) teaching in a subject matter concentration in Special Education - Mild Intervention requires completion of the Foundational Core, courses in the subject matter concentration, and courses in the professional education component for a minimum of 120 hours and the recommendation of Oakland City University's School of Education faculty.

Special Education

Dual licensure programs in Mild Intervention are offered with both Elementary and Secondary content programs with licensure at the level of the content major

Unit Assessment System

As part of the University's assessment efforts, the School of Education conducts candidate and program evaluation through its Unit Assessment System (UAS). Individual and aggregate candidate data are monitored to assess attainment of School of Education, OELD, NCATE, INTASC, NBPTS, ELCC, and learned society standards. Candidates are informed of UAS procedures in EDUC 101 Foundations of Education, in School of Education publications such as the *Education Handbook* and *Student Teaching Handbook*, and during admission to the School of Education and student teaching procedures. Candidates are not recommended for licensure until all UAS requirements have been met.

Graduate Education Programs

Refer to the current OCU Graduate Catalog for further information on MAT programs and the Ed. D. in Education Leadership.

Associate Degree Program

Associate of Arts – Early Childhood Education
Family needs and an increased focus on appropriate early education for all young children continue to drive the demand for qualified professionals in Early Childhood Education. Early Childhood educators are responsible for planning daily routines and curricula, utilizing community resources to enrich programs, and supporting the needs of children and their families. The EC graduate is employed as a Head Start teacher, pre-school/childcare administrator, nanny, infant/toddler caregiver, or family childcare provider.

A.A. in Early Childhood Education (CIP Code 13.1210)
Program of Studies: 60 semester hours

Early Childhood Education Core (36 hrs)

EC	210	Introduction to EC Profession	3	Hours
EC	285	Infants and Toddlers	2	Hours
EC	329	Emerging Literacy	2	Hours
EC	341	Early Childhood Programs & Management	3	Hours
EC	342	Early Childhood Curriculum	3	Hours
EC	435	Field Experiences in Early Childhood	3	Hours
EDUC	101	Foundations of Education	3	Hours
EDUC	135	Computers & Media in Education	1	Hours
EDUC	136	Cultural Competency	1	Hours
EDUC	137	English Language Learners	1	Hours
EDUC	213	Developmental Psychology	3	Hours
EDUC	240	Creative Arts	3	Hours
EDUC	360	Math Concepts and Manipulatives	2	Hours
ENG	325	Children's Literature	3	Hours
HPE	235	First Aid & CPR	2	Hours
SPED	295	Differentiated Instruction	3	Hours

Bachelor Degree Programs

Bachelor of Arts – Early Childhood Education
The Early Childhood Education bachelor degree is designed to prepare students to assume leadership positions in childcare, Head Start programs, non-public school settings and agencies that support these settings.

B.A. Early Childhood Education (non-licensure) (CIP Code 13.1210)
Program of Studies: 120 hours

Early Childhood Education Core (42 Hours)

EC	210	Intro to EC Profession	3	Hours
EC	285	Infants and Toddlers	2	Hours
EC	329	Emergent Literacy	2	Hours
EC	341	EC Programs and Management	3	Hours
EC	342	EC Curriculum	3	Hours

EC	360	Math Concepts & Manipulatives	2	Hours
EC	435	Field Experience in EC	3	Hours
EDUC	101	Foundations of Education	3	Hours
EDUC	135	Computers & Media in Education	1	Hours
EDUC	136	Cultural Competency	1	Hours
EDUC	137	English Language Learners	1	Hours
EDUC	213	Developmental Psychology	3	Hours
EDUC	325	Children's Literature	3	Hours
EDUC	240	Creative Arts	3	Hours
HPE	235	First Aid and CPR	2	Hours
SPED	101	Intro to Special Education	3	Hours
SPED	295	Differentiated Instruction	3	Hours
Choose the following:				
SOC	260	Marriage and the Family	3	Hours

Elementary Education

Licensure for Elementary teaching of all subjects in grades K-6 requires completion of the Foundational Core, courses in the subject matter concentration, and courses in professional education for a minimum of 120 semester hours and the recommendation of Oakland City University.

B.A. Elementary Education (CIP Code 13.1202)
Program of Studies: 120 hours

Professional Education Core (62 Hours)
Freshman Level Courses

EDUC	101	Foundations of Education	3	Hours
Freshman Block Must be taken together. (EDUC 134, 135 & 136)				
EDUC	135	Computers and Media in Education	1	Hour
EDUC	136	Cultural Competency	1	Hour
EDUC	137	English Language Learners	1	Hour
MATH	110	General College Math	3	Hours
		or		
MATH	115	College Algebra		
MATH	210	Math for Elementary Teachers	3	Hours
SPED	101	Introduction to Special Education	3	Hours
Choose One Biology Course Below				
BIO	101	Intro to Life Sciences	4	Hours
BIO	111	Principles of Biology I	4	Hours
BIO	301	Basic Anatomy & Physiology I **(**if HPE concentration)	3	Hours
Choose the following:				
PHSC	101	Intro to Physical Science		
Sophomore Level Courses				
EDUC	210	Introduction to Early Childhood Profession	3	Hours
EDUC	213	Developmental Psychology	3	Hours

EDUC	240	The Creative Arts	3	Hours
EDUC	250	Classroom Management	2	Hours
SPED	295	Differentiated Instruction	3	Hours
SS	101	Social, Economic, Political Institutions	3	Hours

Choose One American History Course Below

HIS	241	Introduction to American History I	3	Hours
HIS	242	Introduction to American History II	3	Hours

To Continue the Student must do both.

Pass All Praxis I Tests or other state approved test and be admitted to Teacher Education:

Junior/Senior Level Courses

EDUC	301	Assessment of Student Learning	2	Hours
EDUC	350	Social Studies Methods	2	Hours
ENG	325	Children's Literature	3	Hours

1st Reading Block (All 3 Courses to be taken together)

EDUC	305	Teaching of Reading	3	Hours
EDUC	310	Language Arts Methods	2	Hours
EDUC	329	Emerging Literacy	2	Hours

2nd Reading Block (All 3 Courses to be taken together.)

EDUC	312	Corrective Reading	3	Hours
EDUC	355	Science Methods & Technology	2	Hours
EDUC	360	Math Concepts & Manipulatives	2	Hours

Student Teaching Block (All courses taken together.)

EDUC	412	Student Teaching Early Level	5	Hours
EDUC	413	Student Teaching Intermediate Level	5	Hours
EDUC	418	Seminar in Education	2	Hours
HPE	235	First Aid & CPR **(required for licensure)**	2	Hours

Student Must Select a Content Area Concentration or Complete a Double Major

Language Arts – English Concentration (18 Hrs)

ENG	201	Masterpieces of World Literature*	3	Hours
ENG	202	Fundamental of Speech*	3	Hours
ENG	210	Introduction to British Literature	3	Hours
ENG	215	Introduction to American Literature	3	Hours
ENG	325	Children's Literature*	3	Hours

Choose one course from the following:

ENG	220	Mass Media in the Modern World	3	Hours
ENG	230	Introduction to Shakespeare I	3	Hours
ENG	320	Presentation of Dramatic Literature	3	Hours
ENG	401	Advanced Speech	3	Hours
ENG	405	Studies in Composition	3	Hours
ENG	410	Grammar of the English Language	3	Hours
ENG	415	History of the English Language	3	Hours
ENG	444	Studies in Minority Literature	3	Hours

Unrestricted electives
***Required in program**
Visual Arts Concentration (18 Hrs)
Choose 15 hrs from these areas: Visual Arts, Music, Dramatics
Visual Arts

ART	101	Drawing I	3	Hours
ART	110	Two-Dimensional Art	3	Hours
ART	200	Sculpture	3	Hours
ART	205	Painting I (Pre-Requisite ART 101)	3	Hours
ART	220	Ceramics I	3	Hours
ART	310	Introduction to Photography	3	Hours

Music Concentration

MUS	101	Music Fundamentals	2	Hours
	101 L	Music Fundamentals Lab (Must take with MUS 101)	0	Hours
MUS		University Choir (up to two hrs)		
MUS		Private Lessons (up to three hrs)		
MUS	315	Elementary Music Education	3	Hours
MUS	320	Music History & Literature I	2	Hours
MUS	321	Music History & Literature II	3	Hours

Unrestricted electives
Historical Perspectives Concentration (18 Hours)
Choose 5 courses from below

HIS	101	World Civilization I	3	Hours
HIS	102	World Civilization II	3	Hours
HIS	103	Contemporary World History	3	Hours

Choose three courses below

HIS	201	Indiana History	3	Hours
HIS	241	Introduction to American History I	3	Hours
HIS	242	Introduction to American History II	3	Hours
HIS	243	Contemporary American History	3	Hours
HIS	205	American Colonial History	3	Hours

Choose one course from below

HIS	444	Studies in Non-western History	3	Hours
HIS	445	Studies in American History	3	Hours
HIS	446	Studies in World History	3	Hours

Unrestricted electives

Life Science – Biology Concentration (18 Hours)

BIO	111	Principles of Biology I	4	Hours
BIO	112	Principles of Biology II	4	Hours
BIO	105	Environmental Biology	3	Hours
BIO	215	Comparative Vertebrate Zoology	4	Hours
BIO	220	General Botany	4	Hours

Unrestricted Electives

Mathematics Concentration (18 Hours)

MATH	110	General College Math	3	Hours
MATH	115	College Algebra	3	Hours
MATH	125	Introduction to Probability & Statistics	3	Hours
MATH	210	Math for Elementary Teachers	3	Hours
MATH	335	Modern Geometry	3	Hours

Choose 3 hours from the following:

MATH	120	Trigonometry	3	Hours
MATH	216	Analytical Geometry & Calculus I	4	Hours
MATH	225	Statistics II	3	Hours
MATH	251	Discrete Mathematics	3	Hours
MATH	317	Analytical Geometry & Calculus II	4	Hours
MATH	318	Analytical Geometry & Calculus III	4	Hours
MATH	410	Seminar in History of Mathematics	3	Hours

Unrestricted electives

Physical Education Concentration (18 Hrs)

Select two 1-hr courses in Basic Skills

HPE		Basic Skills:	1	Hour
HPE		Basic Skills:	1	Hour
HPE	201	Fitness & Wellness	2	Hours
HPE	205	Foundations of Physical Education	3	Hours
HPE	210	Health Education	2	Hours
HPE	215	Safety Education	2	Hours
HPE	235	First Aid & CPR	2	Hours
HPE	220	Rhythmic Activities	2	Hours
HPE	410	Elementary School Physical Education	3	Hours

Unrestricted electives

B.A. Elementary Education and Special Education – Mild Intervention (CIP Code 13.1001)
Program of Studies: 120 hours

Professional Education Core (62 Hours)

Freshman Level Courses

EDUC	101	Foundations of Education	3	Hours

Freshman Block (EDUC 135, 136 & 137 must be taken together.)

EDUC	135	Computers and Media in Education	1	Hour
EDUC	136	Cultural Competency	1	Hour
EDUC	137	English Language Learners	1	Hour

MATH	110	General College Math	3	Hours
		or		
MATH	115	College Algebra	3	Hours
MATH	210	Math for Elementary Teachers	3	Hours
SPED	101	Introduction to Special Education	3	Hours

Choose one of the following Biology classes:

BIO	101	Intro to Life Sciences	4	Hours

BIO	111	Principles of Biology I (if Biology Concentration)	4	Hours
BIO	301	Basic Anatomy & Phys I **(**if HPE concentration)	3	Hours
Choose the following:				
PHSC	101	Intro to Physical Science	3	Hours
Sophomore Level Courses				
SPED	210	Introduction to Early Childhood Profession	3	Hours
EDUC	213	Developmental Psychology	3	Hours
EDUC	240	The Creative Arts	3	Hours
EDUC	250	Classroom Management	2	Hours
SPED	295	Differentiated Instruction	3	Hours
Choose One American History Course Below				
HIS	241	Introduction to American History I	3	Hours
HIS	242	Introduction to American History II	3	Hours

To continue the Student must do both. Pass all Praxis I Tests or other state approved test and be admitted to Teacher Education:

Junior/Senior Level Courses				
SPED	302	Diagnostic Assessment	3	Hours
EDUC	350	Social Studies Methods	2	Hours
ENG	325	Children's Literature	3	Hours
1st Reading Block (All 3 Courses to be taken together)				
EDUC	305	Teaching of Reading	3	Hours
EDUC	310	Language Arts Methods	2	Hours
SPED	329	Emerging Literacy	2	Hours
2nd Reading Block (All 3 courses to be taken together)				
SPED	312	Corrective Reading	3	Hours
EDUC	355	Science Methods & Technology	2	Hours
SPED	360	Math Concepts & Manipulatives	2	Hours

To enroll in Student Teaching student must do both. Pass Praxis Ii Tests and be admitted to Student Teaching

EDUC	412	Student Teaching Early Level	5	Hours
EDUC	413	Student Teaching Intermediate Level	5	Hours
EDUC	418	Seminar in Education	2	Hours
SPED	412	Student Teaching Early Level	5	Hours
SPED	413	Student Teaching Intermediate Level	5	Hours
SPED	418	Seminar in Education	2	Hours
HPE	235	First Aid & CPR **(required for licensure)**	2	Hours
Special Education Core 24 Hours				
SPED Block 255, 265, 270 courses taken as a block.				
SPED	255	Practicum with MD/LD	1	Hours
SPED	265	Characteristics MD/LD	2	Hours
SPED	270	Methods & Materials MD/LD	3	Hours
SPED	284	Char of Emotional & Behavioral Disorders	3	Hours
SPED	295	Differentiated Instruction	3	Hours

To continue the Student must do both. Pass all Praxis I tests or other state approved test and be admitted to Teacher Education

SPED	306	Legal Issues in Special Education	3	Hours

SPED	375	Classroom & Behavior Management	3	Hours
SPED	302	Diagnostic Assessment	3	Hours

Recommended Elementary Education Courses by Academic Level

Freshman

EDUC	101	Foundations of Education
EDUC	135	Computers and Media in Education
EDUC	136	Cultural Competency
EDUC	137	English Language Learners
MATH	210	Math Elem. Teachers I
SPED	101	Intro to Special Education

Sophomore

EDUC	210	Introduction to Early Childhood Profession
EDUC	213	Developmental Psychology
EDUC	240	The Creative Arts
EDUC	250	Classroom Management
SPED	295	Differentiated Instruction

Choose one course from the following:

HIS	241	Intro to American History I
HIS	242	Intro to American History II

Must pass Praxis I to enroll in the following:

Junior/Senior

EDUC	301	Assessment of Student Learning
EDUC	325	Children's Literature
EDUC	350	Social Studies Methods

***Classes in each reading block must be taken together**

1st Reading Block (All courses must be taken together.)

EDUC	305	Teaching of Reading
EDUC	310	Language Arts Methods
EDUC	329	Emerging Literacy

2nd Reading Block (All courses must be taken together.)

EDUC	312	Corrective Reading
EDUC	355	Science Methods and Technology
EDUC	360	Math Concepts & Manipulatives

Student Teaching Block (All courses must be taken together.)

EDUC	412	Student Teaching Early Childhood
EDUC	413	Student Teaching Intermediate Grades
EDUC	418	Seminar and Practicum

Unrestricted Electives: 23 semester hours

Bachelor of Arts Special Education – Mild Intervention

Professional Education Core (91) hours

FRESHMAN LEVEL COURSES

EDUC	101	Foundations of Education	3	Hours

FRESHMAN EDUCATION BLOCK

SPED	135	Cultural Competency	1	Hour
SPEC	136	English Language Learner	1	Hour
EDUC	137	Technology & Media	1	Hour
MATH	110	General College Math	3	Hours
MATH	210	Math for Elementary Teachers	3	Hours
SPED	101	Introduction to Special Education	3	Hours
BIO	101	Intro to Life Sciences	3	Hours
PHSC	101	Intro to Physical Science	3	Hours

Sophomore Level Courses

EDUC	210	Introduction to E C Profession	3	Hours
EDUC	213	Developmental Psychology	3	Hours
EDUC	240	The Creative Arts	3	Hours
SPED	284	Characteristics of Emotional/Behavioral Disabilities	3	Hours
SPED	295	Differentiated Instruction	3	Hours

SPED BLOCK (BOTH CLASSES TO BE TAKEN TOGETHER) FALL ONLY

SPED	265	Characteristics of MD & LD	3	Hours
SPED	270	Methods & Materials MD & LD	3	Hours

CHOOSE ONE AMERICAN HISTORY COURSE BELOW

HIS	241	Introduction to American History I **OR**		
HIS	242	Introduction to American History II **OR**	3	Hours
HIS	243	Contemporary American History		

TO CONTINUE THE STUDENT MUST DO BOTH.

PASS ALL PRAXIS I TESTS DATE: / /

BE ADMITTED TO TEACHER EDUC: DATE: / /

JUNIOR/SENIOR LEVEL COURSES

SPED	302	Diagnostic Assessment	3	Hours
EDUC	350	Social Studies Methods (Fall Only)	2	Hours
ENG	325	Children's Literature	3	Hours
SPED	306	Legal Issues in Special Education	3	Hours
SPED	330	MS/Sec School Reading Problems (Spring only)	3	Hours
SPED	450	Senior Education Capstone Course	3	Hours

1st READING BLOCK (ALL 3 COURSES TO BE TAKEN TOGETHER) ***SPRING ONLY***

EDUC	305	Teaching of Reading	3	Hours
EDUC	310	Language Arts Methods	2	Hours
SPED	329	Emerging Literacy	2	Hours

2nd READING BLOCK (ALL 3 COURSES TO BE TAKEN TOGETHER) ***FALL ONLY***

EDUC	312	Corrective Reading	3	Hours
EDUC	355	Science Methods & Technology	2	Hours
EDUC	360	Math Concepts & Manipulatives	2	Hours

TO ENROLL IN STUDENT TEACHING STUDENT MUST DO BOTH.

PASS PRAXIS II TESTS DATE: / /

BE ADMITTED TO STUDENT TEACHING DATE: / /

Current certification in 1st Aid & CPR required:

SPED	418	Seminar in Education	2	Hours
SPED	426	Student Teaching Elementary 6-wk	5	Hours
SPED	427	Student Teaching Middle/HS 6 wk	5	Hours

Bachelor of Science – Physical Education (Non-Teaching) (120 semester hours)
The Physical Education major equips candidates with theoretical knowledge and practical kills in the field, ranging from simple calisthenics to training in hygiene, gymnastics, and the performance and management of athletic games.

B.S. Health and Physical Education (Non-Teaching) (CIP Code 35.0501)
Program of Studies: 120 hours

Physical Education Core (47 Hrs)

BIO	301	Basic Human Anato9my & Physiology I	3	Hours
BIO	302	Basic Human Anatomy & Physiology II	3	Hours

Choose 4 hrs of Basic Skills courses

HPE		Basic Skills	1	Hour
HPE		Basic Skills	1	Hour
HPE		Basic Skills	1	Hour
HPE		Basic Skills	1	Hour
HPE	201	Fitness and Wellness	2	Hours
HPE	205	Foundations of Physical Ed	3	Hours
HPE	210	Health Education	2	Hours
HPE	215	Safety Education	2	Hours
HPE	220	Rhythmic Activities	2	Hours
HPE	225	Recreational Activities	2	Hours
HPE	235	First Aid and CPR	2	Hours
HPE	301	Adaptive Physical Education	3	Hours
HPE	305	Psychology of Coaching	2	Hours
HPE	335	P E Methods for Adolescents & Young Adults	3	Hours
HPE	401	Kinesiology	3	Hours
HPE	405	Exercise Physiology	3	Hours
HPE	410	Elementary School HPE	3	Hours
HPE	420	Tests & Measurement in Physical Education	2	Hours
HPE	425	Admin & Organ of Phys Ed	3	Hours

Add Health with the following required courses.

HPE	430	Methods & Admin of School Health	3	Hours
HPE	440	Community Health & Risk Behavior	3	Hours
PSY	101	General Psychology	3	Hours

Bachelor of Science – All-Grade Physical Education and Health (120 semester hours)
The All-Grade Physical Education major equips candidates with theoretical knowledge and practical skills in the field, ranging from simple calisthenics to training in hygiene, gymnastics, and the performance and management of athletic games. Those who pursue All-Grade School Licensure are qualified to teach physical education in grades K-12.

B.S. Heath and Physical Education (All-Grade Education) (CIP Code13.1314)
Program of Studies: 120 hours

Professional Education (33 Hrs)

EDUC	101	Foundations of Education	3	Hours
SPED	101	Introduction to Special Education	3	Hours

Freshman Block (EDUC 135, 136 & 137 must be taken together.)

EDUC	135	Computers and Media in Education	1	Hour
EDUC	136	Cultural Competency	1	Hour
EDUC	137	English Language Learners	1	Hour
EDUC	213	Developmental Psychology	3	Hours
EDUC	250	Classroom Management	2	Hours
SPED	295	Differentiated Instruction	3	Hours

To Continue the Student must do both. Pass all Praxis I tests or approved state tests and be Admitted to Teacher Education

EDUC	301	Assessment of Student Learning	2	Hours
EDUC	330	MS/Sec Reading Problems & Remediation	3	Hours

To Enroll in Student Teaching Student Must Do Both. Pass Praxis Ii Tests and be Admitted to Student Teaching

EDUC	412	Student Teaching in Primary Grades **or**	5	Hours
EDUC	413	Student Teaching in Intermediate Grades	5	Hours
EDUC	414	Student Teaching in Middle School/Junior High	5	Hours
		OR		
EDUC	415	Student Teaching in High School	5	Hours
EDUC	418	Seminar in Education	2	Hours

Physical Education Core (47 Hrs)

BIO	301	Basic Human Anatomy & Phys I	3	Hours
BIO	302	Basic Human Anatomy & Phys II	3	Hours

Choose 4 hrs of Basic Skills courses

HPE		Basic Skills	1	Hour
HPE		Basic Skills	1	Hour
HPE		Basic Skills	1	Hour
HPE		Basic Skills	1	Hour
HPE	201	Fitness and Wellness	2	Hours
HPE	205	Foundations of Physical Ed	3	Hours
HPE	210	Health Education	2	Hours
HPE	215	Safety Education	2	Hours
HPE	220	Rhythmic Activities	2	Hours
HPE	225	Recreational Activities	2	Hours
HPE	235	First Aid and CPR	2	Hours
HPE	301	Adaptive Physical Education	3	Hours
HPE	305	Psychology of Coaching	2	Hours
HPE	335	P E Methods for Adolescents & Young Adults	3	Hours
HPE	401	Kinesiology	3	Hours
HPE	405	Exercise Physiology	3	Hours
HPE	410	Elementary School HPE	3	Hours
HPE	420	Tests & Measurement in Physical Education	2	Hours
HPE	425	Admin & Organ of Phys Ed	3	Hours

To have All-Grade Health & Physical Education Licensure the following courses are required

HPE	430	Methods & Admin of School Health	3	Hours
HPE	440	Community Health & Risk Behavior	3	Hours
PSY	101	General Psychology	3	Hours

Education Core Secondary Education Majors

EDUC	101	Foundations of Education	3	Hours

Freshman Block (EDUC 135, 136 & 137 must be taken together.)

EDUC	135	Computers and Media in Education	1	Hour
EDUC	136	Cultural Competency	1	Hour
EDUC	137	English Language Learners	1	Hour
SPED	101	Introduction to Special Education	3	Hours
EDUC	213	Developmental Psychology	3	Hours
EDUC	250	Classroom Management	2	Hours
SPED	295	Differentiated Instruction	3	Hours

To continue the Student must do both. Pass all Praxis I tests or other state approved test and be admitted to Teacher Education

EDUC	301	Assessment of Student Learning	2	Hours
EDUC	330	MS/Secondary Reading Problems	3	Hours
EDUC	346	Content Area Methods in Secondary Education	1	Hours

To enroll in Student Teaching Student must do both. Pass Praxis I & II Tests or other approved state tests and be admitted to Student Teaching

EDUC	414	Student Teaching in Middle School/Junior High	5	Hours
EDUC	415	Student Teaching in High School	5	Hours
EDUC	418	Seminar in Education	2	Hours
HPE	235	First Aid & CPR (required for licensure)	2	Hours

Secondary Education Programs (Discipline Core)

Bachelor of Science Secondary Business Education

ACCT	201	Principles of Accounting I	3	Hours
ACCT	202	Principles of Accounting II	3	Hours
BUS	101	Introduction to Business	3	Hours
BUS	175	Business Mathematics	3	Hours
BUS	185	Business Technology	3	Hours
BUS	206	Management Information Systems	3	Hours
BUS	215	Business Communication	3	Hours
BUS	320	Business Statistics	3	Hours
BUS	335	Business Law and Ethics	3	Hours
BUS	425	Business Senior Seminar	3	Hours
BUS	456	Career & Technical Education	3	Hours
CS	120	Webpage Design I	3	Hours
ECON	203	Macroeconomics	3	Hours
MKT	201	Principles of Marketing	3	Hours
OA	151	Word Processing	3	Hours

OA	152	Spreadsheets	3	Hours
OA	153	Database Management	3	Hours

Bachelor of Science in Biology Secondary Education

BIO	105	Environmental Biology	3	Hours
BIO	111	Principles of Biology I (Introduction to Cell Biology)	4	Hours
BIO	112	Principles of Biology II (Organismal Biology)	4	Hours
BIO	315	General Microbiology	4	Hours
BIO	410	Principles of Genetics	4	Hours
BIO	440A	Internship Research Project **or**	3	Hours
BIO	440B	Practicum Research Project		

Choose 3 additional courses in Biology (9-12 hours)

BIO
BIO
BIO

Required Cross-Discipline Courses

CHEM	101/L	General Chemistry I w/Lab	4	Hours
CHEM	102/L	General Chemistry I w/Lab	4	Hours
MATH	115	College Algebra	3	Hours
MATH	125	Intro to Probability & Statistics	3	Hours
PHY	101/L	General Physics	4	Hours
CHEM	200/L	Organic & Biochemistry w/Lab	4	Hours

Bachelor of Arts Secondary English Education

ENG	201	Masterpieces of World Literature	3	Hours
ENG	210	Introduction to British Literature	3	Hours
ENG	215	Introduction to American Literature	3	Hours
ENG	220	Mass Media	3	Hours
ENG	230	Introduction to Shakespeare	3	Hours
ENG	315	Introduction to Literary Criticism	3	Hours
ENG	330	Topics in Expository Writing	3	Hours
ENG	401	Advanced Speech	3	Hours
ENG	405	Studies in Composition	3	Hours
ENG	410	Grammar of the English Language	3	Hours
ENG	415	History of the English Language	3	Hours
ENG	444	Studies in Minority Literature	3	Hours
ENG	465	Research Seminar in English	3	Hours

Choose one Literature course

ENG	301	Topics in British Literature	3	Hours
ENG	305	Topics in American Literature	3	Hours
ENG	310	Topics in World Literature	3	Hours

Choose two English electives

ENG
ENG

Bachelor of Science Secondary Math Education

MATH	120	Trigonometry	3	Hours
MATH	125	Introduction to Probability and Statistics	3	Hours
MATH	216	Analytical Geometry and Calculus I	4	Hours
MATH	225	Statistics II	3	Hours
MATH	251	Discrete Mathematics	3	Hours
MATH	317	Analytical Geometry and Calculus II	4	Hours
MATH	325	Linear Algebra	3	Hours
MATH	335	Modern Geometry	3	Hours
MATH	401	Differential Equations	3	Hours
MATH	410	History of Mathematics	3	Hours
Choose two of the following courses:				
MATH	115	College Algebra	3	Hours
CS	101	Introduction to Visual Basic	3	Hours
PHIL	105	Critical Thinking	3	Hours
Choose three of the following courses:				
MATH	318	Analytical Geometry and Calculus III	4	Hours
MATH	350	Complex Variables	3	Hours
MATH	405	Numerical Analysis	3	Hours
MATH	415	Number Theory	3	Hours

Bachelor of Science Secondary Social Studies Education

History (36 hours)

Required courses (21 hours)I

HIS	101	World Civilizations I	3	Hours
HIS	102	World Civilizations II	3	Hours
HIS	103	Contemporary World History	3	Hours
HIS	241	Introduction to American History I	3	Hours
HIS	242	Introduction to American History II	3	Hours
HIS	243	Contemporary American History	3	Hours
HIS	450	Research Seminar in History	3	Hours
Restricted history elective hours (15 hours)				
HIS	201	Indiana History if seeking Indiana License/any 3 hour History course if not	3	Hours
Choose four History electives at 300 or 400 level, at least one at 400 level				
HIS			3	Hours
HIS			3	Hours
HIS			3	Hours
HIS	4##		3	Hours
Social Science Survey Courses (15 hours)				
ECON			3	Hours
GEOG			3	Hours
GOV			3	Hours
PSY			3	Hours
SOC			3	Hours

Chapman School of Religious Studies

Daniel D. Dunivan, M. Div. Ph.D. Dean, Assistant Professor of Religious Studies
Douglas A. Low, Ph.D., Professor of New Testament and Religious Studies
Robert L. Asa, Ph.D., Professor of Old Testament and Religious Studies
Ray G. Barber, D. Min., President & Professor of Spiritual Formation and Religious Studies
Thomas E. Leuze, Ph.D., Associate Professor of Christian Education and Religious Studies
Ronald L. Mercer, Ph.D., Assistant Professor of Philosophy and Religious Studies
Thomas Walls, Ph.D., Assistant Professor of Missions and Religious Studies

The Seminary offers diploma, certificate, baccalaureate, master, and doctoral degree programs. The diploma in Religious Studies is a two (2)-year, non-degree program offered in extension centers in geographically diverse areas of the supporting denomination. The three (3)-year certificate program is a non-degree program offered on campus to those who do not wish to pursue a degree program.

The baccalaureate degree is offered with a major available in Religious Studies, with minors available in Pastoral Ministry, Christian Education, Christian Missions, or Lay Ministry. The four (4) minors have a professional orientation, since some of the recipients do not go to seminary or graduate school. (The Seminary also provides courses in religion and philosophy required of degree students in the General Education component of liberal studies.) Students pursuing the programs of study in religion are prepared to enter seminaries and graduate programs in religion. The professional character of the Religious Studies program prepares many students to enter the vocational ministry, the field of Christian education, the mission field, or denominational service.

Mission

The mission of the Chapman Seminary is…

> Conscious of the call of God, honoring our ties to General Baptists, and mindful of the Church universal, the Chapman School of Religious Studies seeks to develop, through the professional education of men and women, the spiritual, moral, and intellectual maturity necessary for effective leadership in the Church.

The objectives of the Chapman School of Religious Studies are to…

- Lead students to an appreciation of their Christian calling
- Lead students to an appreciation of the impact of the Bible and Christianity on Western civilization
- Develop expertise and competence in the theory and practice of ministry
- Give special emphasis to preparing people for Christian service in society in general
- Stress the preparation of students for particular service with the sponsoring denomination

Certificate Program

One-Year Certificate in Religious Studies

The Certificate in Religious Studies requires 30 semester hours, which are generally completed at various denominational centers. The curriculum offers basic and practical courses needed by pastors and laypersons involved in local church ministry. Electives in Religious Studies will be approved by the school.

Certificate in Religious Studies (30 semester hours) (CIP Code 38.0201)

BIB	101	Biblical Background	3	Hours
BIB	201	Old Testament Literature	3	Hours
BIB	205	New Testament Literature	3	Hours
CE	201	Intro to Christian Education	3	Hours
CM	301	Evangelism & Church Growth	3	Hours

Choose 15 semester hours of related electives with Chapman School of Religious Studies approval

Associate Degree

A.A. in Religious Studies (CIP Code 38.0201)

Religious Studies Courses (27 hrs)

BIB	201	Old Testament Literature	3	Hours
BIB	205	New Testament Literature	3	Hours
CE	201	Introduction to Christian Education	3	Hours
CE	301	Church Administration	3	Hours
CE	305	Worship Leadership	3	Hours
CH	201	Introduction to Church History	3	Hours
CM	301	Evangelism and Church Growth	3	Hours

Choose 9 hours selected from BIB, CE, CM, CH, Greek, PHIL, and PS with the approval of the Advisor.

AA in Praise and Worship Ministry (36 hours) (CIP Code 50.0903)

PS	100	Introduction to Ministry	3	Hours
BIB	201	Old Testament Literature	3	Hours
BIB	308	Christian Doctrine	3	Hours
CE	305	Worship Leadership	3	Hours
CE	315	Lay Leadership	3	Hours
MUS	101T	Music Fundamentals	3	Hours
MUS	101L	Music Fundamentals Lab	0	Hour
MUS	103	Private Piano/Keyboarding	1	Hour
MUS	101	Private Voice I	1	Hour
MUS	113	Private Guitar I	1	Hour
MUS	114	Percussion	1	Hour
MUS	109	University Choir	1	Hour
MUS	110	University Choir	1	Hour
MUS	111	Music Theory I with Lab	3	Hours
MUS	323	History of Church Music	3	Hours
WPA	100	Introduction to Worship Arts	3	Hours
WPA	105	Praise and Worship Music Ensemble I	1	Hour
WPA	106	Praise and Worship Music Ensemble II	1	Hour
WPA	240	Praise and Worship Internship	3	Hours

Recommended second private voice, piano/keyboard or guitar courses

Bachelor Degree Program

Learner Outcomes for a Bachelor Degree in Religious Studies
It is the goal of the Chapman School of Religious Studies that, upon completion of the bachelor of arts degree in Religious Studies, the successful graduate will:

- Write clearly and effectively concerning biblical and theological matters
- Communicate verbally with clarity and effectiveness concerning biblical and theological matters
- Be able to prepare and deliver sermons
- Be able to read and interpret biblical literature
- Be able to apply the technical terminology of the field of religious studies
- Be able to analyze and formulate a theological foundation for ministries
- Demonstrate an understanding and appreciation of the modern church
- Be able to build and maintain interpersonal relationships and function effectively within the organized church

B.A. Religious Studies

Religious Studies Core (51 hrs) (CIP Code 38.0201)

BIB	101	Old Testament I	3	Hours
BIB	102	Old Testament II	3	Hours
BIB	105	New Testament I	3	Hours
BIB	106	New Testament I	3	Hours
BIB	308	Christian Doctrine	3	Hours
CH	201	Introduction to Church History	3	Hours
PHIL	105	Critical Thinking	3	Hours
PHIL	301	Christian Ethics	3	Hours
PS	100	Introduction to the Ministry	3	Hours
PS	300	Pastoral Counseling	3	Hours
PS	310	Introduction to Preaching	3	Hours
PS	311	Preaching Practicum	3	Hours
PS	445	Practicum in Ministry	3	Hours
Choose One (GB) students must take CH 401)				
CH	401	General Baptist Heritage	3	Hours
CH	410	History of American Christianity	3	Hours
Choose one Christian mission course				
CM	201	Introduction to Christian Missions	3	Hours
CM	205	History of Christian Missions	3	Hours
CM	210	The Biblical Basis of Missions	3	Hours
CM	301	Evangelism and Church Growth	3	Hours
CM	305	Current Trends in Missions	3	Hours
CM	401	Principles of Missionary Service	3	Hours
CM	445	Studies in Christian Missions	3	Hours
Choose two Christian Education courses				

CE	201	Introduction to Christian Education	3	Hours
CE	205	Computers in the Church	3	Hours
CE	301	Church Administration	3	Hours
CE	305	Worship Leadership	3	Hours
CE	310	Teaching in the Church	3	Hours
CE	315	Lay Leadership in the Church	3	Hours
CE	400	Family Ministry	3	Hours
CE	445	Studies in Christian Education	3	Hours

Religious Studies Minors (18 hours each)

Pastoral Ministry Minor (CIP Code 39.0602)

CE	201	Introduction to Christian Education	3	Hours
CE	301	Church Administration	3	Hours
CE	305	Worship Leadership	3	Hours
PS	310	Introduction to Preaching	3	Hours

Choose 6 hours from those listed for B.A. Religious Studies

Christian Education Minor (CIP Code 39.0401)

CE	201	Introduction to Christian Education	3	Hours
CE	301	Church Administration	3	Hours
CE	305	Worship Leadership	3	Hours
CE	400	Family Ministry	3	Hours

Choose 6 hours from those listed for B.A. Religious Studies

Christian Missions Minor (CIP Code 39.0301)

CE	201	Introduction to Christian Education	3	Hours
CM	201	Introduction to Christian Missions	3	Hours
CM	205	History of Christian Missions	3	Hours
CM	301	Evangelism and Church Growth	3	Hours

Choose 6 hours from those listed for B.A. Religious Studies

Lay Ministry Minor (CIP 39.0705)

BIB	201	Old Testament Literature	3	Hours
BIB	205	New Testament Literature	3	Hours
RS	101	General Baptist Life	3	Hours

Choose 9 hours from the following:

CE	201	Introduction to Christian Education	3	Hours
CE	305	Worship Leadership	3	Hours
CE	310	Teaching in the Church	3	Hours
CE	315	Lay Leadership in the Church	3	Hours
CM	201	Introduction to Christian Missions	3	Hours
CM	301	Evangelism and Church Growth	3	Hours
RS	445	Seminar in Religious Studies	3	Hours

Philosophy Minor (CIP Code 38.0001)

Philosophy Core (9 hours required courses)

PHIL	105	Critical Thinking	3	Hours
PHIL	310	History of Philosophy I: Ancient to Medieval	3	Hours
PHIL	320	History of Philosophy II: Modern Philosophy	3	Hours

Philosophy Electives (9 hours – choose any three courses)

PHIL	110	Introduction to Philosophy	3	Hours
PHIL	210	Faith and Reason	3	Hours
PHIL	220	Introduction to Ethics	3	Hours
PHIL	301	Christian Ethics	3	Hours
PHIL	401	Concentrated Special Topic study	3	Hours
PHIL	402	Concentrated Study of a Philosopher	3	Hours
PHIL	420	Christianity and Postmodernism	3	Hours
PHIL	450	Contemporary Continental philosophy	3	Hours

Proposed Sequence of Course Offerings in Religious Studies

Fall 2010			**Spring 2011**		
PS	100	Intro to Ministry	PS	300	Pastoral Counseling
BIB	105	New Testament I	PS	445	Practicum
BIB	308	Christian Doctrine	BIB	106	New Testament II
CH	201	Intro to Church History	CH	401	GB Heritage
CE	210	Intro to Christian Education	CH	410	History of American Christianity
CM	201	Intro Christian Missions	CE	315	Lay Leadership
GK	201	Elementary Greek I	GK	202	Elementary Greek II

Fall 2011			**Spring 2012**		
BIB	102	Old Testament II	BIB	101	Old Testament I
CE	305	Worship Leadership	CE	301	Church Administration
CE	310	Teaching in the Church	CE	400	Family Ministry
PHIL	105	Critical Thinking	PHIL	301	Christian Ethics
PS	310	Intro to Preaching	PS	102	Intro to Ministry
PS	445	Practicum in Ministry	PS	311	Preaching Practicum

Course Descriptions

Accounting (CIP CODE 52.0305)

ACCT 110 Introduction to Applied Accounting 3 hours
This is a basic course in accounting terminology, accounting principles, and the application of accounting within the work place. (Correctional Facilities only.)

ACCT 201 Principles of Accounting I 3 hours
This is an introductory course to financial accounting theory and practice in accordance with generally accepted accounting principles. Emphasis is on development and use of financial statements and other necessary financial information.

ACCT 202 Principles of Accounting II 3 hours
The course includes the development and use of financial and managerial reports, government accounting, and basic accounting information systems. **Prerequisite:** ACCT 201.

ACCT 210 Payroll Accounting 3 hours
This course emphasizes the calculation of the payroll and the payroll taxes. Attention is given to the preparation of those records and reports that form the foundation of an efficient payroll system and to various laws affecting payroll. **Prerequisite:** ACCT 201.

ACCT 301 Intermediate Accounting I 3 hours
The course covers accounting theory, generally accepted accounting principles, and financial statement preparation as applied to the assets of an enterprise. Prerequisite: ACCT 202.

ACCT 302 Intermediate Accounting II 3 hours
The course covers accounting theory, generally accepted accounting principles, and financial statement preparation as applied to the liabilities and equities of an enterprise; the course also covers statement of cash flows. **Prerequisite:** ACCT 301.

ACCT 315 Managerial Accounting 3 hours
The course explores the use of accounting data for external reporting and internal planning and control. Areas of study include job order, process, and standard cost accounting systems. Budgeting and profitability analysis, accounting for leases, earnings per share, and accounting for income taxes are also covered. **Prerequisite:** ACCT 202.

ACCT 325 Accounting Information Systems 3 hours
This course introduces the concept of data and information, develops the characteristics of general information systems, and presents techniques for their analysis and design. **Prerequisite:** ACCT 202.

ACCT 401 Income Tax I 3 hours
This course covers current federal income tax law related to gross income and deductions of individuals and businesses. **Prerequisite:** ACCT 202.

ACCT 02 Income Tax II 3 hours
This course covers current federal income tax law dealing with complex problems related to corporations, subchapter S corporations, partnerships, estates, and trusts.

ACCT 410 Advanced Accounting 3 hours
The course addresses theory and techniques for accounting and reporting for partnerships, branch operations, and consolidations in accordance with generally accepted accounting principles. **Prerequisite:** ACCT 302.

ACCT 425 Auditing 3 hours
Standards, theories, procedures, techniques, and responsibilities involved in auditing and reporting on financial statements are covered. Compilation and review of financial statements are also addressed. **Prerequisite:** ACCT 202.

ACCT 445 Studies in Accounting 1-3 hours
This course is an in-depth study or investigation of a significant topic in accounting practices and theory. It may be taken more than once if the area of study is different. **Prerequisite:** ACCT 202.

Art (CIP Code 50.0701)

ART 101 Drawing I 3 hours
This course focuses on drawing from direct observation in controlled situations. Emphasis is on the development of seeing/drawing skills and sensitivity to form and space. Studies using both dry and wet media include proportion, contour, gesture, light, and shade. A sketch/journal will be required.

ART 102 Drawing II 3 hours
This course continues the development of perceptual awareness. Systematic approaches that move from making convincing representations to contemporary treatments of the picture plane and thematic development are emphasized. Stress is placed on craftsmanship, the application of design elements, and strategies for building and resolving complete drawings. A sketch journal will be required. **Prerequisite:** ART 101.

ART 110 Two-Dimensional Design 3 hours
Exploration of vocabulary, design elements, and principles of spatial organization of the flat two-dimensional plane. Areas of investigation include composition, color harmony, contrast, repetition, emphasis, balance, and linear perspective.

ART 111 Three-Dimensional Design 3 hours
An introduction to three-dimensional art that the student will apply to later 3-D courses. It explores the ways in which 3-D art is experienced as it differs from 2-D. It applies classical organizing principles while exploring in depth the seven elements present in most 3-D works: form, space, line, texture, light, color, and time.

ART 115 Western Art History 3 hours
Designed as in introduction to the study of Western art history, this course focuses on the visual contributions of ancient Greece and Rome along with the developments and influences from the European Renaissance. The study will include Western art through the 18th century.

ART 120 Web Page Design I 3 hours
Introductory Web Design & Programming Introductory Web Design & Programming is a study of the fundamentals of constructing web pages and sites through the use of HTML, XHTML and

CSS. The most current tagging and scripting versions will be covered in a tool independent environment. Throughout the course we will explore the history, architecture and development of the World Wide Web. Topics also include: authoring tools, integration of design, graphic and multimedia formats for the web, ecommerce and online security issues. (Same as CS 120)

ART 200 Sculpture 3 hours
Introduction to a variety of ideas, materials, and techniques used in the practice of sculpture. Emphasis is placed on idea and three-dimensional composition, with exposure to the solutions of great sculptors.

ART 205 Painting 3 hours
Introduction to painting is designed to acquaint the student with the tools and materials of traditional painting. Media may include watercolor, acrylic, and oil. Instruction includes the use of flexible and hard paint supports, canvas stretchers, glue and gesso sizes, and various painting techniques. Emphasis is on developing skills and understanding the plastic qualities of form, color, and composition. A sketch journal will be required.

ART 210 Printmaking I 3 hours
Introduction to the art and process of a variety of printmaking techniques, including relief, intaglio, and serigraphy (silk screen).

ART 212 Printmaking II 3 hours
Advanced work in printmaking, allowing in-depth work in previous studio printing techniques. Work will also be done in colography, monoprints, and lithography. **Prerequisite:** ART 210.

ART 214 Art of Non-Western Cultures 3 hours
An introductory art historical survey of Chinese, Japanese, African, Native American, Indian, and Islamic arts and the arts of other ethnic cultures.

ART 215 Survey of Art History I 3 hours
A study of art from prehistoric times to the 14th century wuth emphasis upon the origins of Western art.

ART 216 History of Communication Design 3 hours
This course surveys the key events in the development of text and image in visual communication. Lectures, presentations, and discussions focus on the work of creative individuals and on the historical and cultural significance of visual design, breakthrough technologies, and important innovations. Emphasis is placed on 19th and 20th century developments.

ART 220 Ceramics I 3 hours
An introduction to basic ceramic hand building and throwing methods as applied to problems that encourage creative expression and thinking about three-dimensional design.

ART 222 Web Page Design II 3 hours
Advanced Web Design & Programming Advanced Web Design & Programming combines database planning, design, and server-side programming with a review of the concepts discussed in Introductory Web Design & Programming. Students will incorporate PHP programming and MySQL databases into their skill-sets, while studying the underlying concepts and theory

involved in building Web applications. Topics also include: programming and design for blogs, creation of custom graphics, integration of multimedia, ecommerce and online security issues. Prerequisite: Web Page Design I. (Same as CS 220)

ART 325 Elementary Art Method 1 hour
Art teaching methodology specific to elementary grades

ART 326 Middle School Art Methods 1 hour
Art teaching methodology specific to middle school grades

ART 327 Secondary Art Methods 1 hour
Art teaching methodology specific

ART 230 Introduction to Photography 3 hours
An introduction to the use of the 35mm camera, to developing black and white film and printing black and white enlargements, and to manipulating art printing color prints from digital images **with Adobe Photoshop**. Projects will be directed toward creative techniques with an emphasis on composition and expression in both black and white and color. (Student must provide a digital camera with flash override.)

ART 234 Photography II 3 hours
Continuation of ART 230, expanding upon basic photographic and Photoshop skills to communicate creatively through visual composition and working in series. **Prerequisite:** ART 230

ART 235 Introduction to Art Education 3 hours
For prospective teachers, with emphasis on the current Indiana Content Standards. Course includes the foundations of art education, observations, teaching experiences, lesson plan development, evaluation techniques, special needs issues, and multi-cultural experiences.

ART 250 Graphic Design I 3 hours
This course provides an introduction to graphic design and the use of computers as a graphic design tool. A sufficient introduction to basic graphic design is studied. Problem solving techniques are applied to a number of commonly recurring situations in the field. Both theoretical consideration of design issues and practical, hands-on experience are provided.

ART 251 Graphic Design II: Intro to ADOBE INDESIGN 3 hours
This course explores the continuing problems of publication–the coordination of art and typography with textual content. Through a series of projects and design problems, this course examines ways to make pages and spreads in magazines, newspapers, books, and other publications aesthetically interesting and easy to read.

ART 255 Typography 3 hours
Type as a design element is the focus of this course. Type anatomy, design, visual hierarchy in relation to typographical compositional studies and exercises are addressed along with the historical development of the alphabet, typestyles, and type families.

Art 300 Advanced Typography 3 hours
This course concentrates on the creation and application of the communicative aspects of

typographic forms through complex hierarchies, expression, and structures by using traditional and evolving digital techniques. Supplemental readings, writing assignments, lectures, and studio projects will be included. **Prerequisite:** ART 255.

ART 301 Drawing III **3 hours**
Working with the human figure, students refine visual skills and techniques. Students work primarily in charcoal and pencil and learn fundamentals of using hue and tone to translate three-dimensional form and space to a two-dimensional surface. The class is based on group and individual instruction. Prerequisite: ART 102.

ART 302 Drawing IV **3 hours**
The student will identify a single theme, develop it through sketches/journal, submit work for critique, and display a series of finished theme drawings. Students must be able to work independently. **Prerequisite:** ART 301.

ART 305 Painting II **3 hours**
The basic principles of color, design, composition, structure, and figure-ground relationships are applied to painted imagery. Assignments involve invented abstract imagery and abstraction from observed information. A sketch journal will be required. **Prerequisite:** ART 205.

ART 314 Survey of Art History II **3 hours**
A study of the Proto-Renaissance art through mid-19th Romanticism with emphasis upon the contribution of the Renaissance to Western art.

ART 315 Modern Art History **3 hours**
A study of the art of the modern Western world, beginning with Realism and Impressionism of the late 19th century. Emphasis is placed on contemporary, 20th, and 21st century art styles and movements.

ART 320 Ceramics II **3 hours**
An opportunity for the advanced ceramics student to explore design and production problems of his/her choosing. Also, an introduction to glaze theory and chemistry. The students will develop, alter, and mix stoneware and Raku glazes. Finally, the student will learn to stack and bisque fire an electric kiln. **Prerequisite:** ART 220.

ART 330 Web Design III **3 hours**
The production and construction of a functional website application is the focus of this study. The use of multimedia, web design and animation along with storage issues will be addressed. **Prerequisite:** ART 222.

ART 331 Web Design IV **3 hours**
This course covers advanced issues in the development and management of complex websites. Topics include content management systems, cross-platform compatibility, information architecture, online transactions, site mapping and navigational development. **Prerequisite:** ART 330.

ART 351 Electronic Illustration: Intro to ADOBE ILLUSTRATOR **3 hours**
The student will learn illustration techniques using computer software designed for packaging, logos, book, and advertising illustration. Preparing interesting and effective illustrations for

various applications will be the focus of this course. Familiarity with Adobe Illustrator will be stressed.

ART 355 Electronic Imaging: Intro to ADOBE PHOTOSHOP 3 hours
This course examines digital photography in relation to electronic software, namely Adobe Photoshop. Experience is gained in electronic editing processes, manipulation of images in black and white and color, and working with various output devices. The use of a digital camera, four-color separations, and pre-press procedures are included.

ART 360 Graphic Design III 3 hours
This course examines the differences in message and concept of communication design. Students will learn the steps of the conceptual design process and produce design samples. Emphasis will be placed on the creative thinking process and the techniques of good design. A variety of media and computer programs will be used. Group critique is included. **Prerequisite:** at least two (2) courses in computer graphic applications ART 250 and 251.

ART 365 Graphic Design IV 3 hours
Advanced design projects using computer software and various other media for communicating a common theme will be the focus of this course. Students will be encouraged to work in a team environment. **Prerequisite:** ART 360.

ART 370 Introduction to Flash 3 hours
Students will be introduced to the fundamental features of Flash, a tool for creating interactive media and web pages. Students will become familiar with the Flash interface (toolbar, timeline, drawing and line tool, layers, etc.) and learn how to add animation and create interactive buttons for web pages. **Prerequisites:** Web Page Design I and Web Page Design II.

ART 374 Photography III 3 hours
Continuation of the exploration of photographic and new media techniques moving towards a greater independence and personal conceptual and creative development. **Prerequisite:** ART 234

ART 380 Interactive Media 3 hours
This course offers the fundamentals of electronic media including the concepts, tools, and techniques for multimedia, interactive design, and graphic design. Exploration of interface design, flow charting, kinetic typography, visual layout and the integration of audio and video elements will be included.

ART 401 Conceptual Ideas and Processes 3 hours
This course will explore conceptual avant-garde ideas and processes through both text study and practice in creating conceptual art. Current aesthetic theories will be considered. Processes will include video, installation, performance, electronic media, and/or current 2-D and 3-D media.

ART 405 Painting III 3 hours
Individualized instruction will focus on the continued mastery of skills and the development of personalized imagery. Emphasis is on the solutions of pictorial and conceptual problems. **Prerequisite:** ART 305.

ART 410 Photography IV 3 hours

Advanced work in lighting and technical processes. Development of a personal aesthetic vision in black-and-white or digital images. **Prerequisite:** Art 374

ART 411 Advanced Three-Dimensional Design 1-3 hours
Advanced, senior level work in 3-d art, such as ceramics, sculpture, mixed media or installation work. Student must be able to work independently. **Prerequisites:** Art 111, 200, 320, and permission of the instructor

ART 415 Motion Graphics 3 hours
Advanced issues in the complexities of designing and producing interactive multimedia are offered in this course. Use of collaboration in developing concepts, layouts, storyboards, and the user-interface for the creation and compilation of multimedia presentations will be the focus of this course. **Prerequisite:** ART 380.

ART 416 Video 3 hours
This course is an introduction to the principles, practical applications, and creative potential of professional video and sound production. Shooting exercises, editing, visual effects, storyboarding, and other methods are learned and applied in the production of a finished product. **Prerequisite:** ART 415.

ART 420 Ceramics III 3 hours
Advanced problems in ceramics. Additional work in kiln building and firing non-electric kilns. **Prerequisite:** ART 320.

ART 425 Painting IV 3 hours
Advanced work in individualized painting problems and creative solutions. Students must be able to work independently. **Prerequisite:** ART 405.

ART 440 Ceramics IV 3 hours
Advanced problems in three-dimensional design as it applies to ceramic art. Prerequisite: ART 420.

ART 445 Independent Studio 3 hours
Reserved for the serious student, the course may be taken in either 2-D or 3-D areas and up to four (4) times for credit. Prerequisite: Permission of the instructor. May include any media area currently offered by the university.

ART 446 Senior Exhibit 3 hours
Senior Exhibit is an independent study and preparation course for senior art majors, including graphic design, art education, and studio art majors. Students will be expected to write a research paper in their discipline that relates to the art work theme for their senior show. Students will prepare quality announcements and a public reception for a final student showing. Students will also be responsible for display and dismantling of the show. Information about portfolio development, digital imagery, copyright, artwork quality, and the current job market will be provided.

ART 449 Internship in Art/Graphic Design 3 hours
Practical work experience outside the academic environment that coordinates experience in business, industry, organizations, and/or art and includes a comprehensive written report of the

experience. Course will allow for paid and unpaid work experience in a variety of settings related to graphic design and art. Prerequisite: Junior or Senior Status.

ART 455 Digital Production 3 hours
This course will focus on preparing electronic designs for press. Printing and scanning resolution, color matching and models, trapping, digital photography, and computer program operations for print will be included.

Biblical Studies (CIP Code 38.0201)

BIB 101 Old Testament I 3 hours
An introduction to the historical background, literary nature, and theological message of the Old Testament, with particular emphasis on the relevance of the Hebrew Scriptures to the modern Church. (Religious Studies majors only.)

BIB 102 Old Testament II 3 hours
Continuation of Biblical Studies 101. (Religious Studies majors only.)

BIB 105 New Testament I 3 hours
General introduction and a study of the New Testament backgrounds, literary introduction to the Gospels, and the life and teachings of Jesus. (Religious Studies majors only.)

BIB 106 New Testament II 3 hours
The rise and development of Christianity from Acts through Revelation. A literary introduction to each of these books, the life of Paul, and an exposition of selected passages from the books. (Religious Studies majors only.)

BIB 201 Old Testament Literature 3 hours
A general survey of the historical background, literary nature, and theological message of the Old Testament. A General Education core course for majors other than religious studies and for associate degree students.

BIB 205 New Testament Literature 3 hours
A general survey of the historical background, literary nature, and theological message of the New Testament. A General Education core course for other than religious studies majors and for associate degree students.

BIB 308 Christian Doctrine 3 hours
A general introduction to Christian theology, including the doctrines of God, Christ, the Holy Spirit, the Trinity, revelation and inspiration, sin, salvation, and last things.

BIB 360 Biblical Ethics 3 hours
This course examines the beliefs and practices surrounding the Old and New Testament, with an emphasis on their relevance and application in the business environment.

BIB 403 Old Testament Hebrew I 3 hours
An introduction to the study of Hebrew grammar, syntax, vocabulary, and lexicography. A history of the Hebrew language and general principles for translation and interpretation are offered. Acquiring facility in actual translation of the Hebrew Old Testament is pursued.

BIB 404 Old Testament Hebrew II 3 hours
An inductive study of intermediate Hebrew grammar based on a close reading of the Hebrew test of an Old Testament book. Skill in discerning nuances of Hebrew grammar and syntax is stressed. Emphasis is placed on vocabulary building, accurate translation, exegesis, and pronunciation. Theological issues arising out of the Hebrew text are considered.

BIB 445 Studies in Biblical Literature 3 hours
Advanced Bible study with the theme changing each time the course is offered. Some themes include the writings of the prophets, poetic literature, the Pentateuch, life and teachings of Jesus, Pauline epistles, etc.

Biology (CIP Code 26.0101)

BIO 101 Introduction to Life Science 3 hours
A course designed for non-science majors, introducing students to the study of living organisms. The course includes basic introductions to cell and molecular biology as well as a brief kingdom survey of organisms (bacteria, protists, fungi, plants, and animals) and their biology. Laboratory activities are included.

BIO 101L Life Science Lab 0 hours
Experiments to accompany concepts covered in BIO 101.

BIO 105 Environmental Biology 3 hours
A course introducing principles of ecology and the interaction of organisms and the environment, paying particular attention to the impact of humans on the environment. Topics of environmental and resource conservation are addressed.

BIO 105L Field Work in Environmental Biology 0 hours
Experiments to accompany concepts covered in BIO 105.

BIO 111 Principles of Biology I 4 hours
Introduction to cellular biology covering basic chemistry, cell structure and function, cell division, photosynthesis and respiration, and introductory genetics.

BIO 111L Principles of Biology I Lab 0 hours
Experiments to accompany concepts covered in BIO 111.

BIO 112 Principles of Biology II 4 hours
Introduction to organism biology covering general survey of bacteria, protists, plants, fungi, and animals.

BIO 12L Principles of Biology II Lab 0 hours
Experiments to accompany concepts covered in BIO 112.

BIO 115 Invertebrate Zoology 4 hours
This course is a survey of the invertebrate phyla of animals, from Protozoa through Echinodermata, with emphasis on structure, function, and ecology of these organisms. Laboratory with dissections is included.

BIO 215 Comparative Vertebrate Zoology 4 hours
A survey of the vertebrate phyla of the animal kingdom including the fishes, amphibians, reptiles, birds, and mammals with emphasis on structure, function, and ecology. Laboratory with dissections.

BIO 220 General Botany 4 hours
Principles and patterns of structure, function, and adaptation in the plant kingdom. The course includes study of plant cells, tissues, organs, and a brief survey of plant groups. Lecture and laboratory.

BIO 301 Basic Human Anatomy and Physiology 3 hours
The study of cellular structure and function, histology, and the integumentary, skeletal, muscular, and nervous systems of the human body. With laboratory. (Credit available for non-science majors only.)

BIO 302 Basic Human Anatomy and Physiology II 3 hours
A continuation of BIO 301 covering the endocrine, circulatory, lymphatic, digestive, respiratory, urinary, and reproductive systems. With laboratory. Prerequisite: BIO 301. (Credit available for non-science majors only.)

BIO 310 Advanced Plant Science 4 hours
Designed to continue where general botany ended and emphasizes the morphology and life histories of representatives of the vascular plants. Lecture and laboratory.

BIO 315 Introduction to Microbiology 4 hours
An introductory study of the structure, function, identification, pathology, and ecology of microorganisms. Laboratory activities include growth techniques through preparation of media, maintenance of cultures, methods of microbial growth control, aseptic technique, microbiology and foods, and microscope slide preparation.

BIO 320 Cell and Molecular Biology 4 hours
The study of eukaryotic cell structure and function emphasizing chemical composition, energy transformations, organelles, and biotechnology. Laboratory included. (May substitute CHEM 315 Biochemistry.)

BIO 321 Principles of Human Anatomy and Physiology I 4 hours
Designed for science majors, this course is a study of biochemistry, cellular structure and function, histology, and the system study of the integumentary, skeletal, muscular, and nervous systems of the human body. Laboratory with dissections.

BIO 321L Principles of Human Anatomy & Physiology I Lab 0 hours
Experiments to accompany concepts covered in BIO 321.

BIO 322 Principles of Human Anatomy and Physiology II 4 hours
A continuation of BIO 321 covering the endocrine, circulatory, lymphatic, digestive, respiratory, urinary, and reproductive systems. Laboratory with dissections. Prerequisite: BIO 321.

BIO 322L Principles of Human Anatomy & Physiology II Lab 0 hours

Experiments to accompany concepts covered in BIO 322.

BIO 331 Ichthyology 3 hours
A detailed survey of the diversity of the fishes with emphasis on the modern bony fishes.

BIO 332 Herpetology 3 hours
A detailed survey of the biological diversity of amphibians and reptiles.

BIO 333 Ornithology 3 hours
A detailed study of the biological diversity of the birds.

BIO 334 Mammalogy 3 hours
A detailed study of the biological diversity of the mammals.

BIO 350 Marine Biology 4 hours
An introductory course in marine biology including the geology of the oceans, waves and tidal actions, survey of marine organisms and diversity of marine ecosystems, and human impact.

BIO 401 Developmental Biology 4 hours
Principles and processes of sexual reproduction and embryonic development of sea stars, amphibians, birds and mammals. Topics include cell differentiation, regeneration, growth, and effects of nutrition.

BIO 405 Ecology and Field Biology 4 hours
Relationships between organisms and their environment; approaches and practices for studying these relationships. Lecture and field laboratory.

BIO 410 Principles of Genetics 4 hours
Principles and processes of inheritance. Includes study of cell division, molecular biology of DNA and RNA, and modes of inheritance. With laboratory.

BIO 410L Genetics Lab 0 hours
Experiments to accompany concepts covered in BIO 410.

BIO 415 Medical Microbiology 4 hours
The lecture will focus on pathogenic microorganisms of humans/animals. There will be an emphasis on microbial structure, epidemiology, pathogenesis, host defense response, and antibiotic therapy. The lab will focus on the isolation and identification of microorganisms using morphological, biochemical, and serological analysis. (3 Credit Hours Lecture and 1 Credit Hour Laboratory) **Prerequisites:** Bio 315

BIO 430 Cell Culturing 3 hours
A lab-based course introducing the theory and practice in cell culturing. The focus is on prokaryotic/eukaryotic cell culture maintenance, documentation, and problem-solving. **Prerequisites:** Bio 320

BIO 431 Polymerase Chain Reaction 3 hours
A lab-based course introducing the theory and practice of Polymerase Chain Reaction (PCR). The focus is on PCR optimization, design of primers, amplification of nucleic acids, analysis of PCR

products, various types of PCR, and PCR applications. **Prerequisites:** Bio 320

BIO 432 Proteomics 3 hours
A lab-based course introducing the theory and practice of proteomics. The focus is on protein extraction from prokaryotic/eukaryotic cells, analysis of protein and determination of its structure, and studying protein function. **Prerequisites:** Bio 320

BIO 433 Bioinformatics 3 hours
A lab-based course introducing the theory and practice of bioinformatics. The focus is on using sophisticated software and computer databases to study DNA, RNA, and protein amino acid sequences of prokaryotic/eukaryotic organisms. **Prerequisites:** Bio 320

BIO 440 Internship in Biology 3-6 hours
The purpose of the internship is to provide the student with actual work experience in a biological research or analytical laboratory or assisting in biological field research under the direction of a qualified researcher. Credit is awarded for blocks of 150 hours of work experience in a biological laboratory, outdoor field research, or other work experience in fields directly related to biological science. The number of credit hours awarded is determined by the supervising faculty member in consultation with the student and/or the supervising researcher, in relation to the amount and type of research experience gained. This is the senior capstone course.

BIO 440a Biology Internship 3 hours
The purpose of the internship is to provide the student with off-campus work experience in a biological research facility or assisting in biological field research under the direction of a qualified researcher. **Prerequisites:** Bio 111 & Bio 315 (& Bio 320 if you wish to work in Biotechnology)

BIO 440b Biology Practicum 3 hours
The purpose of the practicum is to provide the student with on-campus work experience in a biological research laboratory or assisting in biological field research under the direction of a faculty member. **Prerequisites:** Bio 111 & Bio 315 (& Bio 320 if you wish to work with Dr. Gracias)

BIO 445 Studies in Biology 1-4 hours
Topics considered will change as the course is offered. May be taken three (3) times for credit.

BIO 450 Senior Life Science Research Capstone 3 hours
This course focuses on researching a life science problem. Topic will be approved by faculty member. It is taken during the senior year.

Business (CIP Code 52.0201))

BUS 101 Introduction to Business 3 hours
This is a survey course designed to acquaint the student with functions performed by business and the parts business activities play in the economy as a whole. Topics covered include types of business organizations, managing business information, the global economy, the social responsibility of business, and ethical decision making.

BUS 175 Business Mathematics 3 hours

This course is designed to develop mathematical and computational skills necessary for subsequent courses in accounting and related business subjects. Areas of concentration are markups, markdowns, discounts, commissions, depreciation, taxes, simple and compound interest, stocks, bonds, and insurance. **Prerequisite:** MATH 101.

BUS 185 Business Technology 3 hours
This course acquaints the student with the basic business-related functions of the computer and related technology. Areas of study include word processing, spreadsheets, electronic databases, the Internet, and electronic mail. The student will also design and deliver a PowerPoint presentation and will compose a professional resume.

BUS 199 Studies in Professional Business Practices 1 hour
This course is designed to foster individual knowledge and understanding of various professional business practices. Topics of study include computer graphic design, interviewing techniques, management teams, and parliamentary procedure. Credit may be earned through participation in the Business Professionals of America (BPA). The student may enroll in the course up to four (4) times if a different topic is studied.

BUS 206 Management Information Systems 3 hours
This course introduces the learner to the foundations, technology and applications of Management Information Systems (MIS). The course covers topics in information technology, infrastructure, platforms, and telecommunications, systems development and management, managing global systems, and applications for the digital firm, including e-business and e-commerce.

BUS 215 Business Communication 3 hours
This course focuses on the principles, procedures, and practices of effective oral and written communication and their relationship to good management. Areas of study include the communication process, editing and proofreading of documents, memorandums, business letters, letters of recommendation, e-mail etiquette, telephone etiquette, cross-cultural communication, and oral presentations. The student will revise the resume from BUS 185, prepare a letter of application to accompany the resume, and participate in a mock job interview. **Prerequisite**: ENG 102.

BUS 225 Introduction to Hospitality Industry 3 hours
Students are introduced to components of the hospitality industry of lodging and food service management. Topic explored will include the growth and development of hospitality industry, management of food services within the industry, marketing, security, maintenance of hospitality operations, and career opportunities in the field of travel and tourism.

BUS 235 Travel and Tourism 3 hours
This introductory course examines travel and tourism by examining concepts and perspectives relevant to the travel and tourism industries and the role these play in today's society.

BUS 299 Topics in Business 1-3 hours
This course focuses on special topics of interest in business. Possible areas of study include electronic commerce, total quality management, and professional business etiquette. The student may take the course more than once if it is a different topic than previously studied.

BUS 320 Business Statistics 3 hours
This course is designed to introduce the student to basic statistical methods. Topics include collection, organization, and summarization of data, basic probability, probability distributions, sampling distributions, confidence intervals, and hypothesis testing. The course needs to be taken the same semester the student takes BUS 208. **Prerequisite**: MATH 101 or equivalent.

BUS 325 Systems Analysis 3 hours
This course introduces the concept of data and information, develops the characteristics of general information systems, and presents techniques for their analysis and design. **Prerequisites**: BUS 101 and MGT 201.

BUS 330 Principles of Finance 3 hours
This course focuses on managerial finance and its relationship to other functions of businesses. Topics include ratio analysis, budgeting, forecasting, investment decisions, leverage decisions, leverage, and cost of capital. **Prerequisites**: BUS 175 and ACCT 202.

BUS 335 Business Law and Ethics 3 hours
This course is designed to acquaint the student with the nature of the law and its regulations of business activities. Areas of study include contracts, sales contracts, bailment, agency and employment, partnerships, corporations, insurance, real estate, wills, inheritances, and bankruptcy. **Prerequisite:** BUS 101 or approval of instructor.

BUS 425 Business Research Capstone Course 3 hours
Focuses on contemporary business problems related to the global economic interconnectivity . Taken during the senior year. The topics considered may change each semester.

BUS 440 Internship 3 hours
The primary purpose of the internship is to provide the student an opportunity to enhance his or her academic background and life experiences in a practical and reflective way as an intern in a business firm or other related organization.

BUS 445 Studies in Business Administration 1-3 hours
This advanced course is an in-depth study of a specific problem, issue, or topic in business. Possible areas of study include service-learning, business franchising, and securities and investments. The course may be repeated when different areas are studied.

BUS 456 Career and Technical Education 3 hours
This course provides an overview of the historical and philosophical development of career and technical education in the United States. The student is introduced to the basic approaches and methods for teaching career and technical education to secondary and post-secondary students. Techniques in supervising and developing cooperative education programs will be developed. Government legislation affecting career and technical education will be discussed. The course helps fulfill the requirements for the business education student to earn his or her license from the state of Indiana in an area of career and technical education.

BUS 499 Advanced Studies in Business 1-3 hours
An in-depth study of topics of special interest in Business will be examined. Topics will vary. Students may repeat course for a total of six (6) credit hours.

Chemistry (CIP Code 40.0501)

CHEM 101 General Chemistry I 3 hours
Topics include: chemical foundations, atoms, molecules, and ions; stoichiometry; types of chemical reactions and solutions; gases; atomic structure and periodicity; bonding: general concepts; covalent bonding: orbitals; and properties of solutions. **Prerequisite:** Students must be eligible to enroll in MATH 115 or higher and CHEM 101 unless CHEML has been previously completed.

CHEM 101L General Chemistry I Laboratory 1 hours
Experiments to accompany concepts covered in CHEM 101.

CHEM 102 Continuation of Chemistry II 3 hours
Continuation of CHEM 101. Topics include: chemical kinetics, chemical equilibrium, chemistry of electrolytes, solubility, chemical thermodynamics, descriptive chemistry of the non-metal, oxidation-reduction reactions, nuclear chemistry, coordination compounds, and descriptive chemistry of metals. **Prerequisites:** MATH 115 or higher and CHEM 101. Co-requisite: CHEM 102L unless CHEM 102L has been previously completed.

CHEM 102L General Chemistry II Laboratory 1 hours
Experiments to accompany concepts covered in CHEM 102.

CHEM 200/200L Basic Organic and Biochemistry 5 hours
Basic Organic and Biochemistry covers recognition and basic nomenclature of the major classes of organic and biochemical compounds. Emphasis is placed upon the physical and chemical properties, as well as three-dimensional structures, of biologically-important substances in relationship to their observed biological properties and functions. One or more metabolic pathways will be examined to specifically highlight the molecular structure and functional role of some important biomolecules and xenobiotics. (4 Credit hours lecture and 1 hour laboratory) **Prerequisites:** General Chemistry I & II)

CHEM 201 Organic Chemistry I 3 hours
Topics include: electronic structures, bonding, nomenclature, alkanes, alkynes, delocalization, resonance, dienes, and alkanes. **Prerequisites:** CHEM 101, 101L, 102, and 102L.

CHEM 201L Organic Chemistry I Laboratory 1 hours
Experiments to accompany concepts covered in CHEM 201. The first portion of the semester includes experiments covering various topics. The principles of the experimental procedure rely on many topics covered in CHEM 201**. Prerequisites**: CHEM 101, 101L, 102, and 102L. **Co-requisite:** CHEM 201.

CHEM 202 Organic Chemistry II 3 hours
A continuation of CHEM 201. Topics include: organic nomenclature, mass spectrometry, nuclear magnetic resonance spectroscopy, infrared and ultraviolet-visible spectroscopy, aldehydes and ketones, carboxylic acids, functional derivatives of carboxylic acids, enolate anions and enamines, aromatics, amines, conjugated dienes, and organic polymer chemistry. **Prerequisites:** CHEM 201 and 201L. **Co-requisite**: CHEM 202L.

CHEM 202L Organic Chemistry II Laboratory 1 hours

Experiments to accompany concepts covered in CHEM 202. The first portion of the semester includes experiments covering various topics. The principles of the experimental procedure rely on many topics covered in CHEM 202. **Prerequisites**: CHEM 201 and 201L. **Co-requisite:** CHEM 202**.**

CHEM 301 Quantitative Analysis 4 hours
Quantitative Analysis includes the study of precision and accuracy in chemical measurements, data interpretation by statistical analysis, and the development of good laboratory technique. Laboratory analyses will be performed using gravimetry, titrimetry, chromatography, and spectrometry (2 hours lecture, 2 hours laboratory). **Prerequisite:** CHEM 102.

CHEM 305 Inorganic Chemistry 3 hours
Inorganic Chemistry covers the general principles of inorganic chemistry and the chemical properties of all elements, especially the coordination chemistry of the transition elements. Additionally, the sources, refining chemistries, and industrial uses of selected elements and their compounds and admixtures will be presented.

CHEM 305L Inorganic Chemistry Lab 2 hours
Experiments to accompany concepts covered in CHEM 305.

CHEM 315 Biochemistry 4 hours
Biochemistry is a general study and survey of the structure and function of bio-molecules. Covered topics will include: amino acids, peptides, proteins, lipids, carbohydrates, and nucleic acids. Lectures will concentrate on the chemical reactivity, biosynthesis, three-dimensional structure, and molecular interactions of these substances; their impact on bioenergetics, growth, and maintenance; and storage and transfer of genetic information. **Prerequisite:** CHEM 102. Co-requisite: CHEM 202 and CHEM 315L unless CHEM 315L has been previously completed.

CHEM 350 Introductory Physical Chemistry 4 hours
Introductory Physical Chemistry will include mathematically detailed descriptions of the states of matter, thermodynamics, and quantum electrodynamics (quantum chemistry). Prerequisites: CHEM 202 and proficiency in algebra as demonstrated by eligibility to enroll in MATH 110 or higher (course material will include the presentation of mathematical models as integral or differential equations, but the only required proficiency is in the solution of linear, algebraic equations).

CHEM 351 Introduction to Medicinal Chemistry 3 hours
Introduction to Medicinal Chemistry is a study of the physiological, toxicological, and pharmacological effects of drugs on the human body. The interactions between potent chemicals, including plant and food ingredients, and living systems are studied to understand biologic processes and provide strategies for treatment, prevention, and diagnosis of diseases. **Prerequisites:** CHEM 101, 102, 201, and 202 or consent of instructor.

CHEM 352 Descriptive Inorganic Chemistry 3 hours
Descriptive Inorganic Chemistry will present modern theories of atomic and molecular structure and their relationships to the chemistry of selected elements and their compounds. The course will include atomic and molecular properties, chemical bonding and molecular symmetry, coordination chemistry (transition metal complexes), and selected topics of solution and descriptive, bioinorganic chemistry. **Prerequisites**: CHEM 101 and 102.

CHEM 353 Survey of Natural Products Chemistry 3 hours
The course objectives are to provide students with fundamental knowledge of the various classes of secondary metabolites known as natural products. Topics will include biosynthetic pathways, methods of structure elucidation, laboratory synthesis where relevant, and distribution and biological activity of representative alkaloids, terpenoids, phenylpropanoids, polyketides, and antibiotics. **Prerequisites**: CHEM 101, 102, 201, and 202 or consent of the instructor.

CHEM 445 Studies in Chemistry 3 hours
The course objective is to provide students opportunities for advanced study in specialized areas of chemistry. It is intended for students of junior or senior rank. The instructor and student will mutually select the specific area of study. The student shall be expected to report his or her increased understanding of the subject matter by written scientific term paper or by formal, oral presentation. The course may be taken more than once on different topics, at the discretion of the instructor. **Prerequisites:** CHEM 101, 102, 201, and 202 or consent of the instructor.

Christian Education (CIP Code 39.0401)

CE 201 Introduction to Christian Education 3 hours
Introduction to Christian Education and its procedures in the present church school, involving a brief survey of the historical perspectives; studies of contemporary philosophies and psychological theories of learning; curriculum resources, equipment.

CE 205 Computers in the Church 3 hours
Introduction to various software packages that may be used in church administration. Also included will be review of software packages that directly apply to Sunday School lessons and appropriate methods for their incorporation into the Sunday School classes.

CE 301 Church Administration 3 hours
The New Testament principles of faith and practice as they relate to the local church. The functional organization of the local church in its relationship to the denominational structure and program.

CE 305 Worship Leadership 3 hours
A study of the nature and methods of Christian worship in the contemporary Church, with practical emphasis on planning worship, public Scripture reading, pastoral prayer, leading hymns, and officiating at weddings, funerals, the Lord's Supper, and baptisms.

CE 310 Teaching in the Church 3 hours
A practical orientation to various teaching strategies designed to assist in the communication of the Scripture. Various models of teaching will be explored. Attention will be given to developing approaches for teaching in a variety of settings.

CE 315 Lay Leadership in the Church 3 hours
Designed to deal with the concept and function of the lay leader in the local church and its ministries and functions beyond the local congregation. The student will construct a theology of lay leadership, look at desired characteristics and qualities of leaders, and make application of leadership principles to the ministry of the local church.

CE 400 Family Ministry 3 hours
This course will address the nature and needs of children, youth, and adults in family units and family systems. Methods and topics for effective ministry in the local church will be studied.

CE 445 Studies in Christian Education 3 hours
Advanced studies with the topic changing each time the course is offered.

Church History (CIP Code 36,0602)

CH 201 Introduction to Church History 3 hours
A general survey of the historical development of Christianity from the time of the early Christian church until the modern period.

CH 401 General Baptist Heritage 3 hours
A study of the origin and history of the General Baptist denomination with its distinctive doctrines, emphases, and polity. Required of all General Baptist ministers regardless of the major area of study.

CH 410 History of American Christianity 3 hours
This course is a general survey of the history of Christianity in America from its beginnings in the 17th century to the present. Critical issues in the more general field of American religious history will also be explored.

CH 445 Studies in Church History 3 hours
Study of special topics of interest to Religious Studies majors. Topics may change each time the course is taught.

Christian Missions (CIP Code 39.0301)

CM 101 Spanish for Ministry I 3 hours
This course introduces students to Spanish culture and language through a combination of text and tapes. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this increasingly important language.

CM 201 Introduction to Christian Missions 3 hours
This course is a survey of the study of Christian missions. It is designed for those wanting to know more about Christian ministry in other cultures. It also serves as a foundation for other mission courses and equips students to teach missions in a local church.

CM 205 History of Christian Missions 3 hours
A historical survey of missions from Pentecost to the present day, with emphasis on the strategies and events that have assisted and hindered the progress of missions.

CM 210 The Biblical Basis of Missions 3 hours
This course will examine the mission teachings of both the Old and New Testaments. Emphasis will be given to the biblical nature and task of worldwide outreach.

CM 225 Perspectives on Christian Missions 3hours
A survey of modern mission's methods and issues enlightened by relevant historical and Biblical

references as presented in the *Perspectives on the World Christian Movement: A Reader* and its companion volume, *Perspectives on the World Christian Movement: The Study Guide*. Four specific perspectives of the modern missionary movement: the Biblical Perspective, the Historical Perspective, the Cultural Perspective, and the Strategic Perspective will be utilized in this survey approach.

CM 301 Evangelism and Church Growth 3 hours
A study in biblical, historical, and practical concepts of evangelism with special emphasis on the motives and methods of personal evangelism. Analytical study of the church growth approach to missionary strategy, especially the principle of church multiplication, people movements, and the statistical measuring of church growth.

CM 305 Current Trends in Missions 3 hours
Current missiological issues and trends, including church-mission relationships, the ecumenical movement, nationalism, and their significance to the worldwide mission of the church.

CM 310 The Church in a Postmodern Context 3 hours
This course examines philosophical, sociological, cultural, and theological issues which impact ministry as the church enters a postmodern context. It explores the nature, philosophy, and theology of postmodernity and anticipates possible strategies/methods available to the local church for effective ministry in this context.

CM 401 Principles of Missionary Service 3 hours
This course is designed to prepare the student for an effective ministry in the cross-cultural context. Emphasis will be given to preparation for cross-cultural service, adaptations, adjustments, interpersonal relationships, ministry possibilities, and methodologies of effective outreach.

CM 445 Studies in Christian Missions 3 hours
This course is designed to provide an in-depth look at the task of world missions. Short-term mission trips and/or comprehensive readings on the task of world missions will serve as the core of this course.

Computer Science (CIP Code 11.0101)

CS 101 Introduction to Visual Basic Programming 3 hours
This basic programming language will set the stage for the student to integrate with other languages, if so desired. Students will be able to create small programs through a variety of programming functions with Visual Basic software. **Prerequisites:** MATH 115 and CS 105.

CS 102 Visual Basic II 3 hours
A continuation CS 101.

CS 105 Computer Literacy and Word Processing 1 hour
Designed to provide a student with a working knowledge of a word processing software package, so that the tool can be used for writing papers. Also included are topics in computer literacy and an introduction to other software packages.

CS 120 Web Page Design 3 hours

Introductory Web Design & Programming Introductory Web Design & Programming is a study of the fundamentals of constructing web pages and sites through the use of HTML, XHTML and CSS. The most current tagging and scripting versions will be covered in a tool independent environment. Throughout the course we will explore the history, architecture and development of the World Wide Web. Topics also include: authoring tools, integration of design, graphic and multimedia formats for the web, ecommerce and online security issues. (Same as ART 120)

CS 151 Scientific Programming 3 hours
Introductory "C" is utilized to design, code, debug, and document programs by using structured programming techniques. Emphasis is placed on problem solving, array handling, functions and subroutines, random number generators, and the differences between batch and conversational systems. Includes laboratory programming exercises and an individual term programming project.

CS 201 Visual Basic Programming II 3 hours
A continuation of CS 101. This course looks at computing as problem solving. Major emphasis is placed on structures and object-oriented programming techniques: data abstraction selection, looping, and functions, as well as elements of simple data structures: lists, arrays, and records. **Prerequisite:** CS 101.

CS 215 PC Configuration and Maintenance 3 hours
Students learn the basic electronics concepts needed to configure, set up, maintain, troubleshoot, and repair personal computers. Skills are emphasized along with knowledge of hardware components and systems. Operating systems software will be installed and debugged to insure proper system operation. Application software will be loaded on personal computer systems and configured to users' needs.

CS 220 Web Design II 3 hours
Advanced Web Design & Programming Advanced Web Design & Programming combines database planning, design, and server-side programming with a review of the concepts discussed in Introductory Web Design & Programming. Students will incorporate PHP programming and MySQL databases into their skill-sets, while studying the underlying concepts and theory involved in building Web applications. Topics also include: programming and design for blogs, creation of custom graphics, integration of multimedia, ecommerce and online security issues. **Prerequisite:** Web Page Design I. (Same as ART 220)

CS 245 Topics in Computer Science 3 hours
Group or individual study of topics of special interest in computer science. Prerequisite: Permission of the instructor.

Criminal Justice (CIP Code 43.0104)

CJ 101 Intro to Criminal Justice System 3 hours
Views crime and crime control in historical and societal context. Explores the extent of crime and its impact on modern society. Explores causes of crime and the development and operation of the criminal justice system. Explores the police, court, and correction systems.

CJ 102 Introduction to Law Enforcement 3 hours
An introduction to Law Enforcement is presented. It covers the U.S. policing, stressing the relationship of police to local politics and the effects of civil service, reform movements, and

technological change.

CJ 105 Community Policing 3 hours
Explores how community policing is both a philosophy and an organizational strategy that allows police and community residents to work closely together in new ways to solve the problems of crime, fear of crime, physical and social disorders, and neighborhood decay.

CJ 115 Crime Control Policy 3 hours
This course examines contemporary approaches to crime control, and the way in which the latter is manifested in policy and practice. Serious and less serious crime, as well as national and international crime control issues is examined; The work of theorists and historians in the field will be examined through papers and discussion. Topics may include the rise of the penitentiary system, vigilantism, the law of slavery, the death penalty and so forth.

CJ 118 Introduction to Courts 3 hours
An examination pf the basic structure of the court system and court process is examined. Current trends of the court system are explored and discussed.

CJ 201 Criminal Law 3 hours
An in-depth study of crime, law, and punishment with particular emphasis on the substantive provisions of criminal law that define the elements of various crimes and the parties to those crimes. There will be an overview of the criminal justice system focusing on the constitutional and statutory framework for the judicial branch of government. There will also be an evaluation of the public policy concerns and issues resulting from the tension between society's legitimate interest in punishing certain conduct and the individual's constitutionally protected rights of liberty. **Prerequisite:** CJ 101.

CJ 202 Criminal Procedures 3 hours
An in-depth study of crime, law, and punishment with particular emphasis on criminal procedures including search and seizure, arrest, and the criminal trial. There will be an overview of the entire criminal court system, but the focus will be on issues such as the rights of the accused before and during the trial, process, victim's rights, sentencing, and appeal rights. Recent United States Supreme Court decisions as well as other relevant cases will be analyzed. **Prerequisite:** CJ 101.

CJ 215 Introduction to Criminology 3 hours
Past and present theories exploring the causes of crime and examined in the context of how to deal with crime and criminals in our society. Criminal behavior causes, sociological and psychological, are examined. (Same as Soc 215)

CJ 250 Alternatives to Incarceration 3 hours
Students will examine recent trends in corrections focusing on the recent trend towards community-based corrections programs and the need to consider the victims of crime as part of the sentencing process. The following programs will be examined: probation, parole and other early release programs, diversion, drug and alcohol treatment, halfway houses, mediation, restitution, community service, house arrest, and electronic monitoring.

CJ 275 Ethical Issues in CJ 3 hours
Students will explore the value and importance of ethical behavior within the criminal justice system. They will examine how ethical behavior has to be used when dealing with people

(offenders, officers, counselors, lawyers, judges) no matter their current position in the criminal justice system.

CJ 292 Terrorism 3 hours
This course will examine terrorism as a political weapon, defining terrorism, examining the causes of terrorism, precepts of domestic and international terrorism, and the religious foundations of terrorism as well as examine the potential for terrorism locally, in the region, state, and nation.

CJ 299 Topics in Criminal Justice 3 hours
Examines various issues in the criminal justice field; topics may include terrorism, international law as it relates to criminal activity, RICO, etc.

CJ 301 Introduction to Forensic Science 3 hours
Overview of general principles of forensic science, techniques, equipment, and methodologies as used in crime laboratories, Focus on fingerprint and firearm identification, trace evidence, (hair, fiber, paint, glass), blood, DNA evidence, forensic documentation examination , crime scene kits and forensic microscopy.

CJ 305 Juvenile Justice 3 hours
This course examines the juvenile justice system in the United States. Areas examined will be the role of the juvenile courts, the role of police agencies, and the role of correctional agencies. The course will focus on current issues involving juveniles within the correctional system and the overarching needs of society.

CJ 310 Victimology 3 hours
Theories and history shaping the bio-psycho-social and environmental characteristics of crime and violent victimization are examined with emphasis on their intersection with issues of race, gender, class, ethnicity, and sexual orientation.

CJ 311 Principles of Security 3 hours
An overview of the field of security. The course will discuss the role and development of security, its applications, and its relationships to society. It will present a total picture of security to include personnel, safety, fire, administration, access controls, and physical and information security.

CJ 315 Conflict Management in Corrections 3 hours
This course will examine the nature of conflict and individual and group decision making processes. It will explore ways to minimize destructive consequences of conflict as well as identifying and negotiating solutions to problems that occur in a correctional setting.

CJ 320 Police Administration and Organization 3 hours
Introduces the basic organization structures of law enforcement patrol and administration. Principles of command, unity of command, span of control, evaluation of promotion, etc., will also be discussed. **Prerequisite**: CJ 101.

CJ 325 Drugs and Criminal Justice 3 hours
An introduction into how drugs are related to crime looking at the variety of connections including the possession, manufacture, and distribution of drugs. Exploring the relationship of

crime to the effects they have on the user's behavior and the generating violence and other illegal activity in connection with drug trafficking.

CJ 330 Report Writing for Corrections 3 hours
This course examines how to correctly compose reports in a correctional setting using correct terms and supportive data. Since correctional settings vary, students will be exposed to expectations at different levels of corrections. **Prerequisite:** CJ 101.

CJ 400 Offender Assessment System 3 hours
The course will examine the criminal classification of offenders; prediction of criminal behavior; and rehabilitation of specific types of offenders. The topics will be examined from both clinical and research perspectives. Potential topics may include human aggression; assessing dangerousness; borderline personality disorder; risk factors in physical and sexual assault of adults and children; and offender treatment programs. **Prerequisite: CJ 101.**

CJ 410 Probation and Parole 3 hours
An examination of the functions of probation and parole officers. The theoretical and practical aspects of probation and parole will be examined in depth. **Prerequisite: CJ 101.**

CJ 415 Criminological Theory 3 hours
This course focuses on the major theoretical explanations for crime and delinquency.

CJ 420 Correctional Administration 3 hours
Covers the organization, supervision, and administration of officers and inmates and techniques used in institutions. Legal trends concerning the rights of prisoners will be discussed. Prerequisite: CJ 101.

CJ 425 Statistics in Criminal Justice 3 hours
Descriptive and inferential statistics covering univariate, bivariate, and multivariate statistical techniques. Focus on probability theory, significance testing, inferential statistics used for quantitative data analysis by criminal justice researchers and administrators.

CJ 430 Community Corrections 3 hours
The course focuses on probation, parole, and other intermediate sanctions and community treatment options. Each is examined form both punishment and treatment model perspectives.

CJ 440 Contemporary Criminal Justice Topics 3 hours
Students will explore selected issues, topics, and current events not covered in depth in other CJ courses. Other areas of study include gang violence, teenage crime, drugs and crime, the impact of AIDS in our society, comparative look at our CJ system as opposed to other countries' CJ systems. Emphasis is on individualized study and group discussions. (Same as SOC 440. Must have Junior or Senior status to take.)

CJ 441 Comparative Justice 3 hours
This course examines issues related to crime throughout the world. The student will identify, analyze and compare the criminal justices systems in the U.S. with those of other countries. This course will explain the basic worldwide philosophies of law and justice, the arrangements for crime prevention and law enforcement, and the methods of selecting judges and juries around the world.

CJ 445 Studies in Criminal Justice 3 hours
Studies a current topic in Criminal Justice.

CJ 495 Internship 3 hours
Requires a minimum of 60 semester hours completed overall and at least 12 semester hours of CJ courses with a 2.5 GPA in CJ and overall. The student and instructor will work together to place the student in an area where the student is interested in working after graduation. Internship may be served during the semester.

Culinary Arts (CIP Code 12.0500)

CA 115 Food Service Safety & Sanitation 3 hours
Basic principles of safety and sanitation in the food service industry. How to set up an accident prevention program with training in how to handle employee accidents, guest accidents, medical emergencies and first aid, fire and safety programs, and applicable local and federal regulations. Studies in food spoilage, food borne illnesses, sanitizing agents, storage, handling management of foods and equipment, handling of waste products, and pest control.

CA 125 Nutrition, Diet, & Menu Planning 3 hours
A basic study of the nutrients and their functions, the food pyramid, dietary guidelines, and meal patterns. Planning for special groups and diets, with emphasis on restrictions in salt, sugar, and cholesterol.

CA 215 Food Purchasing & Storage 3 hours
Purchasing and storing foods and supplies: includes legal aspects, prices, specifications, and quality standards; dealing with suppliers, ordering, receiving, paying, and inventory control; purchase of tableware and linens, small wares, and chemical agents; and studies of individual groups of foods such as meat, poultry, fish, dairy, fresh produce, processed, and convenience foods.

CA 225 Food Service Menus, Facilities & Equipment 3 hours
This course is designed to provide laboratory experience in quantity food production with an emphasis on analysis of menu profitability, modification, commodity use, and other activities generated by the menu, use of equipment, principles of safe food handling, quality standards and controls, and environmental issues.

CA 235 Food Service Management 3 hours
Management of a food service facility. Emphasis on management theory, work assignments and schedules, cost controls, and public relations. Proper serving and cashiering methods will also be discussed and practiced. Information on agencies and how to obtain employees, as well as how to apply for jobs and write resumes.

Drafting (CIP Code 15.1003)

DFT 102 Design Drafting/CAD Fundamentals 3 hours
Computerized design using the latest AutoCAD System with emphasis on two and three dimensional modeling. Intersections, developments, secondary auxiliary views, revolutions. Perspective, finding part specifications, exploded views, and electrical drawings will also be discussed and emphasized in the lab setting.

DFT 103 CAD I 3 hours
This course provides an understanding of the practical aspects of microcomputer graphics with regard to industry. Emphasis is on generating interactive graphics utilizing industrial CAD and related software. The lab experience and class interaction along with research of all materials required.

DFT 203 Statics and Strengths of Materials 3 hours
This course will cover statics and strengths of material at a higher level. Students will study: trigonometric formulas and the components method to solve concurrent and non concurrent force problems, calculus formulas, equilibrium of a rigid body, force analysis of structures and machines, forces of space, friction, center of gravity, stress and strain for axial, torsion, and bending loads. Bolted riveted, and welded structural connections will be discussed. A level in elementary, metallurgy will be taught with this class as a basis of understanding of how materials react to forces.

Early Childhood CIP Code 13.1210)

EC 210 Introduction to Early Childhood Profession 3 hours
Examines programs for early childhood as to philosophy, historical perspective, goals, and implementation of play theory, special needs, curriculum, and regulations. Emphasis is on the primary grades. The similarities and differences among programs are studied.

EC 285 Infants and Toddlers 2 hours
Focuses on infant and toddler physical and cognitive development and day care services, with an emphasis on daily planning, equipment, health and nutritional needs, early intervention for special needs, psychological needs, and parental roles.

EC 329 Emerging Literacy 2 hours
Provides understanding of the development and acquisition of language, as well as an appreciation for the ways in which children use language. Explores and evaluates materials, methods, and techniques used in nurturing young children's language growth. Development and sharing of self-created original big book. Field experiences are included. (Same as EDUC 329.)

EC 341 Early Childhood Programs and Management 3 hours
Provides for an understanding of Early Childhood programs, their design, budgeting, facility management, and other practical applications. Classroom routines, transitions, and behavior management will be explored..

EC 342 Early Childhood Curriculum 3 hours
Examines early childhood curriculum that is developmentally appropriate for infants, toddlers, two-year olds, three-year olds, and four-year olds and for mixed age groupings. Incorporates observation and considers the importance of play in curriculum design. Pre-service teachers learn ways to facilitate creative development and expression through the visual and performing arts, as well as ways to integrate health, safety, and nutrition instruction within a pre-school setting.

EC 360 Math Concepts and Manipulatives 2 hours
Investigation of the development of mathematic concepts in the education of young children, emphasizing methods of teaching and use of instructional materials, particularly manipulatives.

Field experiences required. (Same as EDUC 360 and SPED 360.)

EC 435 Field Experience in Early Childhood 3 hours
Provides an opportunity for pre-service teachers to observe children (infants, toddlers, two-year olds, three-year olds, and four-year olds) in selected community or pre-school settings. Pre-service teachers will work closely with pre-school staff and the parents. The pre-service teacher should expect to assist in planning and implementing developmentally appropriate activity lesson plans.

Economics (CIP Code 45.0601)

ECON 202 Microeconomics 3 hours
This course is a descriptive and analytical study of the market economy, including market structures, pricing, and distribution of wealth and income.

ECON 203 Macroeconomics 3 hours
A study of the principles and aggregate forces related to economics as a whole. Emphasis is placed on the problems resulting from the business cycle, the components of the GNP, monetary and fiscal policy, and elements of international trade.

ECON 301 Western Economic History and Thought 3 hours
An examination of the events and philosophies that have produced the economic institutions of the west. (Same as HIS 301.) This course is intended for sophomores and above.

ECON 445 Studies in Economics 3 hours
A study of topics of special interest in economics. May include topics on money and banking, the European Union, and recent United States monetary policy. This class is intended for juniors and seniors only. It may be taken more that once if the topic studied is different.

Education (CIP Code13.0101)

EDUC 101 Foundations of Education 3 hours
This course of study includes the historical, philosophical, cultural, and behavioral foundations of education. It is designed to intr8oduce the pre-service teacher to the world of teaching. Field experiences are included. Candidate projects and activities are designed to introduce the pre-service teacher to students and issues at his or her identified developmental level.

EDUC 135 Cultural Competency 1 hour
This course explores cultural competence of educators as a critical component in teaching students from diverse populations. Appropriate methodologies in teaching students from different cultures, genders, religions, ethnic backgrounds, low socioeconomic status, and non-English language backgrounds will be explored. (Freshman Block: Must be taken with EDUC 134 and 136)

EDUC 136 English Language Learners 1 hour
This freshman level course will help students understand the concept of ELL and appreciate an educator's need to effectively incorporate appropriate education for all students in the classroom. Methods for teaching English language learners will be introduced. (Freshman Block: Must be taken with EDUC 134 and 135)

EDUC 137 Computers and Media in Education 1 hour
Candidates examine, use, and evaluate instructional utility software, including methods for exceptional learners. Candidates are required, using software, to develop lesson plans, use PowerPoint, and create newsletters. Instruction is given on web design, use of e-portfolios, and integrating the Internet as a resource. (Freshman Block Must be taken with EDUC 135 and 136)

EDUC 210 Introduction to Early Childhood Profession 3 hours
Examines programs for early childhood as to philosophy, historical perspective, goals, and implementation of play theory, special needs, curriculum, and regulations. Emphasis is on the primary grades. The similarities and differences among programs are studied.

EDUC 213 Developmental Psychology 3 hours
Stages of growth (physical, emotional, cognitive, social) and development of children from early childhood through early adolescent and young adulthood will be examined in detail. Candidates are required to study the relationship of human growth and development as related to peer relationships and pressure, learning and learning styles, drugs, gender, culture, and work.

EDUC 240 The Creative Arts 3 hours
Focuses on development of creative abilities in children, with emphasis on planning and implementing teaching-learning experience in play, music, art, drama, and movement. Examines the exploration of the arts in settings from early childhood through middle childhood.

EDUC 250 Classroom Management 2 hours
Focuses on managing classroom issues from multiple perspectives. Candidates develop a classroom management plan that they can implement when teaching. Course includes a study of a variety of behavioral management techniques.

EDUC 301 Assessment of Student Learning 2 hours
Both qualitative and quantitative assessment procedures are studied. Strategies for accommodating special needs students are included. Pre-service teachers are expected to be able to construct a variety of tests as well as develop authentic evaluative materials (i.e. portfolio). Candidates develop a personal philosophy of assessment.

EDUC 302 Assessment of Reading Problems 3 hours
Formal and informal assessment procedures are explored. Administration, scoring, and analysis of standardized diagnostic tests are reviewed, practiced, and critiqued. Data from testing is analyzed in developing academic goals and remedial teaching strategies.

EDUC 305 Teaching of Reading 3 hours

Designed to survey current methods, materials, and research as related to the teaching of reading. The elements of phonics are studied. Presents the foundations of reading skills as well as the study of developmental reading and the essential reading skills in the content areas. Field experience included.

EDUC 310 Language Arts Methods 2 hours
Considers the role of language arts in elementary education in terms of methodology, materials, theory, and practical applications. Elements of teaching and learning reading, literature, spelling, grammar, and handwriting are explored. Includes teaching language to culturally and linguistically different students. in the field experience.

EDUC 312 Corrective Reading 3 hours
Designed to examine current research, assessment, and methods designed to assist academically challenged children in attaining essential reading skills. Included are both qualitative and quantitative assessment procedures. Field experiences are designed to assist the pre-service teacher in developing skills working with children with reading problems. (Same as SPED 312.)

EDUC 325 Children's Literature 3 hours
Criteria for the selection and study of literature written especially for children in elementary school; classical and contemporary literature enjoyed by children globally. Required of Elementary Education majors. (Same as ENG 325.)

EDUC 329 Emerging Literacy 2 hours
Provides understanding of the development and acquisition of language, as well as an appreciation for the ways in which children use language. Explores and evaluates materials, methods, and techniques used in nurturing young children's language growth. Development and sharing of self-created original big book. Field experiences are included. (Same as EC 329.)

EDUC 330 Middle & Secondary Reading Problems and Remediation 3 hours
Reading problems encountered by students in middle school and high school are studied. Assessment of student ability, learning styles, and potential are covered. A field experience is required. Pre-service teachers will mentor small groups of students. (Same as SPED 330.)

EDUC 346 General Methods for Secondary Education 1 hour
Covers such topics as teaching techniques, curriculum, school organization, and individualized learning in specific content areas. Field experiences required.

EDUC 350 Social Studies Methods 2 hours
Focuses on development of social awareness in elementary children and explores the concepts of the social studies and its seven core disciplines, incorporating them into the curriculum, with emphasis on planning and implementing teaching-learning experiences and encouraging the acquisition of these knowledges in children through developmentally appropriate means. Field experience required.

EDUC 355 Science and Technology Methods 2 hours
Purposes, concepts, materials, and techniques of teaching science in the elementary school. Emphasis on inquiry, hands-on, discovery learning and technology. Field experience required.

EDUC 360 Math Concepts and Manipulatives 2 hours
Investigation of the development of mathematic concepts in the education of young children, emphasizing methods of teaching and use of instructional materials, particularly manipulatives.

Field experiences required. Focus on standards based lessons. (Same as SPED 360 and EC 360.)

EDUC 418 Seminar in Education 2 hours
The pre-service teacher is required to develop an autobiography and review a philosophy of education. Pre-service teachers will study legal issues, classroom management, collaborative learning techniques, lesson plan development, assessment of student academic performance, and parent-teacher conferences. The students' professional portfolios are finalized and submitted. (Same as SPED 418.)

EDUC 419 Six Week Middle School Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the middle school developmental level. The pre-service teacher is expected to to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher.

EDUC 420 Six Week High School Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the high school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher.

EDUC 421 Twelve Week High School Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of twelve (12) weeks of student teaching at the secondary school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher.

EDUC 422 Six Week Elementary Special Education Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the elementary school in special education. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance, and complete any tasks expected of a teacher.

EDUC 423 Six Week Elementary Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the elementary school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher.

EDUC 424 Twelve Week Elementary Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of twelve (12) weeks of student teaching at the elementary school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance, and complete any tasks expected of a teacher.

EDUC 426 Six Week K-4 All-Grade Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the elementary school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher. **(For physical education majors only).**

EDUC 427 Six Week 5-12 All-Grade Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the middle or high school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher. **(For physical education majors only).**

EDUC 440 Senior Field Experiences 1-3 hours
This course consists of directed observation and participation in selected attendance centers. Candidate is expected to be able to develop lessons, deliver them, manage students, assess student learning, and complete any tasks expected of a teacher.

EDUC 445 Studies in Education 1-3 hours
Group or individual study of topics of special interest in education. Topics will vary. Candidates can repeat course for a total of six (6) credit hours.

EDUC 450 Education Senior Capstone Course 3 hours
The Education Capstone course is for senior education students who do not have a separate capstone course in their content area. The course will include writing a research paper in a current topic in education. Research design and APA format will be taught.

English (CIP Code 23.0101)

ENG 101 English Composition I 3 hours
This course includes development of multi-paragraph themes with emphasis on outlining, developing thesis statements, and support as well as the development of reading and critical thinking skills.

ENG 102 English Composition II 3 hours
This course includes an introduction to literary analysis through written expression and a study of the research process resulting in the writing of literary, informative, and persuasive research papers. **Prerequisite:** ENG 101.

ENG 199 Topics in Language 3 hours
Exploration of a specific aspect of the English language, such as etymology. This course is available to only non-English majors and does not count as part of the English major

ENG 201 Masterpieces of World Literature 3 hours
Study of selected masterpieces of world literature from the earliest literature to modern times. The course emphasizes the significance of **major genres, authors and works** of Western and non-Western literary traditions and their literary, historical, and cultural backgrounds. Since a huge range of time periods and geography are covered, many of the readings will be selections from longer texts. (**Taken after ENG 101 and 102 are passed**.)

ENG 202 Fundamentals of Speech 3 hours
This course includes a study of the fundamental characteristics of effective oral communication designed to help students express themselves clearly and succinctly in both formal and informal speaking situations.

ENG 210 Introduction to British Literature 3 hours
An introduction to major authors in British Literature from the early Middle Ages to the present. Attention is given to the literary, historical, and cultural backgrounds of the authors and their

works. **Prerequisite:** ENG 102.

ENG 215 Introduction to American Literature 3 hours
Study of selected writers from the major periods in American literature: Colonial, Neo-Classic, Romantic, Realistic, and Twentieth Century. Minority writers and literature are included. **Prerequisite**: ENG 102.

ENG 220 Mass Media in the Modern World 3 hours
A study of the history, current industries, and ethical aspects of mass media, including newspapers, magazines, books, radio, television, movies, and the Internet.

ENG 230 Introduction to Shakespeare 3 hours
This class will examine several of Shakespeare's plays that are representative of the playwright's maturing and of the various types of his plays. Analysis and interpretation of these plays will be based on close readings and considering those readings within historical, political, religious, cultural, linguistic, and theatrical contexts.

ENG 301 Topics in British Literature 3 hours
Intensive treatment of an author, period, or genre in British literature. Specific topics covered will change each time this course is offered. May be taken for credit three (3) times if different topics are selected. **Prerequisite**: ENG 102; Course may be repeated under new topic.)

ENG 305 Topics in American Literature 3 hours
Intensive treatment of an author, period or genre in American literature. Specific topics will cover change each time the course is offered. May be taken for credit three (3) times for if different topics are selected**. Prerequisite**: ENG 102; Course may be repeated under new topic.)

ENG 310 Topics in World Literature 3 hours
Specific topics covered will change each time this course is offered. Intensive treatment of an author, genre, or period in world literature. May be taken three (3) times for credit if different topics are selected. **Prerequisite**: ENG 102; Course may be repeated under new topic.)

ENG 315 Introduction to Literary Criticism 3 hours
This course introduces students to significant critical approaches to literature and the application of those theories. Literary theory/criticism is a rapidly developing, changing, and varied field. This course will examine the field from an historical perspective and through close analyses of representative texts. Additionally, students will examine texts through the various lenses of divergent theories.

ENG 320 Presentation of Dramatic Literature 3 hours
Survey of all facets of production; various experiences with dramatic literature and in actual production of selected plays. May also count as a literature elective for majors.

ENG 325 Children's Literature 3 hours
Criteria for the selection and study of literature written especially for children in elementary school; classical and contemporary literature enjoyed by children globally. Required for Elementary Education majors. (Same as EDUC 325.)

ENG 326 Adolescent and Young Adult Literature 3 hours
Criteria for the selection and study of literature written especially for youth in middle and high schools. Topics to be discussed include appropriateness of adolescent literature in the secondary

curriculum and in interdisciplinary studies, censorship, and ways to address it, approaches to reading adolescent literature, issues of multiculturalism and diversity, and the use of adolescent literature for extracurricular reading.

ENG 330 Topics in Expository Writing 3 hours
A specific topic of expository writing is covered each time the course is offered. Topics include technical writing and journalism.

ENG 401 Advanced Speech 3 hours
Various types of oral presentations with stress upon individual development.

ENG 405 Studies in Composition 3 hours
A specific topic of composition is covered each time the course is offered. Topics include memoir, short story, poetry, the novel, and screenplay. This course may be taken for credit four (4) times.

ENG 405c College Newspaper 1 hour
Students learn all facets of putting together a newspaper with supervision by an advisor.

ENG 405y College Yearbook 1 hour
Students learn all facets of putting together a yearbook with the supervision of an advisor.

ENG 410 Grammar of the English Language 3 hours
A study of the development, structure, and use of the English Language.

ENG 415 History of the English Language 3 hours
A chronological study of the development of the English language from its origins in the Indo-European family of languages to the present, including the linguistic aspects of phonemics, morphology, syntax, and semantics. This course will provide the opportunity for understanding English as a vibrant, living language.

ENG 440 Internship in English 3-6 hours
The purpose of the internship is to provide the student with actual work experience in a workplace environment (newspaper office, radio and television stations, etc.) that requires strong written and oral communication. Credit is awarded for blocks of 150 hours of work experience in an approved workplace that is directly related to communication. The number of credit hours awarded is determined by the supervising faculty member in consultation with the student and/or the field supervisor, in relation to the amount and type of communication experience gained.

ENG 444 Studies in Minority Literature 3 hours
A specific topic of minority literature is covered each time the course is offered. Topics included are African American literature, Native American literature, Latino/Latina literature, and Asian American literature. This course may be taken for credit four (4) times. (Prerequisite: ENG 102.)

ENG 445 Studies in Drama 1-3 hours
Specific topics will change each time this course is offered. Intensive treatment of a playwright, a period of drama, or a technique in theater. Credit in the course may be earned three (3) times. Hours of credit may be earned for participation in a drama production as determined by the play director, but may not exceed two (2) hours for each production. A total of three (3) hours may be earned in this method.

ENG 465 Research Seminar in English 3 hours
The capstone course is an opportunity for students to demonstrate that they have achieved the goals for learning established by the Oakland City University English department. The student will write a 20 page research paper on an approved topic related to language and/or literature and give an oral presentation based on the paper at the end of the course. All research will be properly documented in MLA format. In addition, students will write article reviews and participate in class discussions on current issues in the field of English. This course is required of all English majors and is designed to prepare students for graduate work or postgraduate employment.

Fine Arts (CIP Code 24.0103)

FA 201 Fine Arts and the Modern World 3 hours
Examines the human interaction between the artist, audience, and the work of art in a study focused on the appreciation of art forms such as theater, film, visual arts, music, architecture, and dance.

FA 202 Christianity and the Arts 3 hours
A study of the arts as they are used in Christian worship and in society to communicate and express spiritual and religious concepts. Contemporary and historical applications of theater, film, the visual arts, music, architecture, and dance will be the focus of the study.

French (CIP Code 16.0901)

FREN 101 Beginning French I 4 hours
This course introduces students to French culture and language through a combination of text and tapes. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this increasingly important language.

FREN 102 Beginning French II 4 hours
This course continues practice in the listening, speaking, reading, and writing skills that were taught in FREN 101. **Prerequisite**: FREN 101 or equivalent.

FREN 201 Intermediate French I 3 hours
This course is an integrated study of the language and cultures of the French-speaking world. Accuracy in oral, aural, reading, and writing skills will be stressed as a means to the expression and comprehension of the language. **Prerequisite**: FREN 102 or equivalent.

FREN 202 Intermediate French II 3 hours
This course continues the integrated study of the French language. Prerequisite: FREN 201 or equivalent. **Prerequisite**: FREN 201 or equivalent

Geography (CIP Code 45.0701)

GEOG 101 Elements of Geography 3 hours
The elements of geography course are the study of the geographical features of the planet as well as how geographers believed this features were formed. It will examine how maps have been developed and used to explore specific regions of the earth. An exploration of how man through the various cultures found on earth has interacted on the planet and at its various locations at an introductory level will be explored.

GEOG 205 Political Geography 3 hours
The political organization of land mass is a continuous process that is as old as human history. It is the purpose of this class to study and understand the human organization of space and how it is closely related to other spatial evidences of culture, such as economy, religion, languages, etc.

GEOG 210 Economic Geography 3 hours
This course is an examination of world patterns regarding the major productive occupations of humans, including agriculture, mining, and manufacturing, in relation to the physical environment.

GEOG 320 Cultural Geography 3 hours
An examination of the meaning of culture, language, religion, ethnicity, folk and popular culture, patterns of economy, urban systems, the political ordering of space, and the human impact on the natural systems. This class is intended for sophomores and above. (Same as SOC 320.)

GEOG 445 Studies in Geography 3 hours
This course is intended as an in-depth study of a specific topic in geography. Sample topics may include past and present land use and land cover in the United States, the twin challenges of energy and environment, water and its effects on politics and the economy, etc. Topic will change with each course offering. This class is intended for juniors and seniors only. Can be repeated if topic is different.

German (CIP Code 16.0501)

GERM 101 Beginning German 4 hours
This course introduces students to German culture and language through a combination of text and tapes. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking for this increasingly important language.

GERM 102 German II 4 hours
This course continues practice in the listening, speaking, reading, and writing skills that were taught in GERM 101. **Prerequisite: GERM 101 or equivalent**.

Government (CIP Code 45.1001)

GOV 201 American Government and Politics 3 hours
A study of the structure, organization, and procedures of the government of the United States.

GOV 301 State and Local Governments 3 hours
This course is an examination of intergovernmental relations in the federal system and of the organization, function, and politics of state and local governments. This class is intended for sophomores and above.

GOV 305 History of American Diplomacy 3 hours
This course is a study of the influence of the European balance of power system, American independence, the Monroe Doctrine, westward expansion, and the United States as a world power. This class is for sophomores and above. (Same as HIS 305.)

GOV 310 Comparative Systems 3 hours
Examines the procedures used by various nations to regulate their political and economic orders.

It includes applied and theoretical principles of government and economics. This class is for sophomores and above.

GOV 445 Studies in Government 3 hours
This course is an in-depth examination of a specifically designed topic of current and/or special interest. Potential topics could include international organizations, developing nations, globalization, intercultural relations, and international trade and finance. This class is intended for juniors and seniors only. Course may be repeated if topic is different.

Greek (CIP Code 16.1202)

GK 201 Elementary Greek I 3 hours
This course is a study of the fundamental principles of New Testament (Koine) Greek grammar with emphasis on word study.

GK 202 Elementary Greek II 3 hours
This course is a continuation of GK 201.

Health -Physical Education (CIP Code31.0501)

The classes in basic skills provide physical activities for two (2) hours for each one (1) hour credit in which the student develops fundamental skills, drills, rules, and methods of the various sports.

HPE 101 Basic Skills in Tennis 1 hour
HPE 102 Basic Skills in Fitness Training 1 hour
HPE 103 Basic Skills in Weight Training 1 hour
HPE 104 Basic Skills in Softball 1 hour
HPE 105 Basic Skills in Flag Football 1 hour
HPE 106 Basic Skills in Volleyball 1 hour
HPE 107 Basic Skills in Bowling 1 hour
HPE 108 Basic Skills in Badminton 1 hour
HPE 109 Basic Skills in Archery 1 hour
HPE 110 Basic Skills in Soccer and Speedball 1 hour
HPE 111 Basic Skills in Basketball 1 hour
HPE 112 Basic Skills in Golf 1 hour
HPE 113 Basic Skills in Swimming 1 hour
HPE 115 Study Skills in Basic Skills 1 hour

HPE 201 Fitness and Wellness 2 hours
This course is designed to provide a foundation for life-long physical fitness and personal wellness. Topics include: health, hygiene, and nutrition; basic strategies of exercise, fitness, and wellness; and sport for persons of all ages.

HPE 205 Foundations of Physical Education 3 hours
This course is a general introduction to the field, including the history of physical education from ancient times to the present. Leaders and trends in physical education discussed.

HPE 210 Health Education 2 hours
The course presents essential knowledge, attitudes, and skills of healthful living, including substance abuse, chemical dependence, nutrition, mental health, aging, death, communicable and

non-communicable diseases, and sexuality and intimate relationships.

HPE 215 Safety Education 2 hours
Safety is stressed as a personal focus with emphasis on safety procedures in the home, work, school, and community. Included are topics on substance abuse, traffic, crime, firearms, man-made disasters, natural disasters, toxic waste disposal, fire safety, liability, and the history of safety.

HPE 220 Rhythmic Activities 2 hours
Fundamental rhythms and patterns are emphasized with a focus on folk and square dancing, aerobic dance, and children's rhythms. Rhythms are demonstrated and practiced.

HPE 225 Recreational Activities 2 hours
Play from a scientific point of view, the educational value of play, and play organization games are demonstrated and practiced. Teaching methods are covered.

HPE 235 First Aid and CPR 2 hours
Essential knowledge of prevention and care for emergencies, accidents, and sudden illness is presented. Topics include: shock, artificial respiration, cardiopulmonary resuscitation, care of obstructed airway, and poisoning. Other areas are drugs and their abuse, burns, cold, heat exposure, wounds, and specific injuries.

HPE 299 Studies in PE 3 hours
An introductory study of a topic of special interest in Physical Education is examined. Topics will vary. Students may repeat course for a total of six (6) credit hours.

HPE 301 Adaptive Physical Education 3 hours
General introduction to the history and characteristics of various handicaps, types of programs, organization and administrative techniques, teaching theories, and evaluation criteria. Various adaptive activities are studied, demonstrated, and practiced in a laboratory setting.

HPE 305 Psychology of Coaching 2 hours
Problems, psychology, and general techniques involved in coaching team sports and individual and dual sports. Includes educational implementations of athletics and the ethics of coaching.

HPE 315 Theory of Coaching: Dual, Individual, and Team Sports 3 hours
Detailed instruction in the coaching of individual and team sports: tennis, track and field, golf, and team sports. Some scouting and game analysis required.

HPE 325 Care and Prevention of Athletic Injuries 2 hours
Facts and theories for the prevention and care of physical education and athletic injuries. Emergency first aid and long-term treatment discussed. Some laboratory experience in the actual treatment of injuries.

HPE 330 Officiating 2 hours
Enforcement of rules for basketball, baseball, track, football, and volleyball.

HPE 335 Physical Education Methods/Adolescents & Young Adults 3 hours
Covers teaching techniques, problems, yearly unit curriculum, and courses of study. Also emphasized are teaching aids, characteristics and identification of physical growth, safety and first aid information, evaluation, and computer literacy.

H**PE 401 Kinesiology** **3 hours**
The mechanics of motion as applied to the human body. Development of the ability to scientifically analyze activities for the purpose of improving sport skills. Prerequisites: PHSC 101 and BIO 301.

HPE 405 Exercise Physiology **3 hours**
An in-depth study of the effects of exercise on the human organism. The effects of exercises on muscle strength, tone, endurance, speed, and flexibility as well as other systems are studied. Prerequisite: BIO 301.

HPE 410 Elementary School Physical Education **3 hours**
Theory and techniques involved in teaching elementary school children. Fundamental motor skills, movement education, creative dramatics, games of low organization, rhythmics for children, and stunts.

HPE 420 Tests and Measurements in PE **2 hours**
Types of tests and their uses, grading, statistics, and assessment are discussed.

HPE 425 Administration and Organization of Physical Education **3 hours**
The purpose of this course is to equip and prepare a person as a future educator, administrator, athletic director or department chair in the public/private schools, with the abilities and knowledge to provide leadership and direction in the areas of management, curriculum, lesson/unit plan, assessment, budgets, facilities, and classroom/gymnasium/field management and procedures.

HPE 430 Educational Methods & Administration for School Health **3 hours**
Various methods and techniques of teaching health education and the formulation of workable health unit plans, lesson plans, and planning a curriculum. Attention is given to health problems through critical incident techniques. Techniques include: establishing goals, objectives, and concepts of planning, with emphasis on implementation and evaluation processes. Examples of implementation include current health such as health promotion, diseases, and substance abuse.

H**PE 440 Community Health/Risk Behaviors** **3 hours**
Cognitive, affective, and psychomotor learning experiences will be initiated. Such areas as addictive substances, preventing diseases, consumerism, and understanding the environment will be topics discussed. Essential knowledge, attitudes, and skills for healthful community living and solving problems of risk behaviors will be covered

H**PE 445 Studies in PE** **3 hours**
An in-depth study of topics of special interest in Physical Education is explored. Topics will vary. Students may repeat course for a total of six (6) credit hours

HPE 450 Health and Physical Education Senior Capstone Course **3 hours**
The Capstone course is for senior health and physical education students. The course will include writing a research paper in a current topic in health and physical education. Research design and APA format will be taught.

History (CIP Code 54.0101)

HIS 101 World Civilizations I **3 hours**

A survey of the development of civilization from ancient times through the Middle Ages. Emphasis is placed on the historical development of cultural institutions leading to more complex social structures.

HIS 102 World Civilizations II 3 hours
A cultural history of the world since 1500. Examines the historical development of the social, economic, and political institutions of modern nations up to 1945.

HIS 103 Contemporary World History 3 hours
This survey course will cover the history of the world since 1945, including but not limited to the Cold War, the de-colonization movement, the rise of Islamic fundamentalism, the European Union, the United States as a superpower, the rise of China, and the relationship between rich and poor countries.

HIS 201 Indiana History 3 hours
Explores Indiana history as it relates to American history. Examines the stages of historical development in the state and the relationship of Indiana historical development to United States development. Examines history on a local/social level.

HIS 205 American Colonial History 3 hours
Explores the European background of the New World, exploration and colonization, types of colonies, and their development including the Revolution.

HIS 241 Introduction to American History I 3 hours
A survey of American history includes colonization, the American Revolution, the development of the Constitution, westward expansion, and the Civil War.

HIS 242 Introduction to American History II 3 hours
This course is a survey of the history of the United States from 1877 to 1945. Topics surveyed include the end of Reconstruction, the industrialization of the U.S., the Progressive Era, and the World Wars.

HIS 243 Contemporary American History 3 hours
This course covers the period of the Second World War to the present. Some major topics considered are the nuclear age, the Cold War, the Korean and Vietnam wars, the 1960s, Watergate, the end of the Soviet Union and its impact on the U.S., the U.S. and the world, and what it means to live in the U.S. today.

HIS 299 Topics in History 1-3 hours
An introductory study of a topic of special interest in History will be explored. Topics will vary. Students may repeat course for a total of six (6) credit hours

HIS 301 Western Economic History and Thought 3 hours
A close examination of the events and philosophy that have produced the economic institutions of the West. This class is intended for sophomores and above. (Same as ECON 301.)

HIS 305 History of American Diplomacy 3 hours
This course is a study of the influence of the European balance of power system, American independence, the Monroe Doctrine, westward expansion, and the United States as a world power. This class is intended for sophomores and above. (Same as GOV 305.)

HIS 320 Contemporary World Issues 3 hours
This course is intended to focus on an issue or a problem of contemporary importance and potential global impact and provide an understanding of its historical roots. Topics will change with each course offering and will depend on the world situation at the time. Sample topics could be terrorism, Islamic fundamentalism, ethnic wars in Africa, the conflict between Pakistan and India, etc. This class is intended for sophomores and above. Can be repeated if the topic is different.

HIS 350 Topics in Minorities History 3 hours
This course will focus on the history of a minority group in the United States such as African Americans, Native Americans, Latinos, as well as women. Topics will change with each course offering. This course is intended for sophomores and above. It can be repeated if the topic is different.

HIS 444 Studies in Non-Western History 3 hours
This course is an intensive examination of a topic in non-Western history. Topic varies with each offering of the course. This class is intended for juniors and seniors only. Instructor permission is required for non social science majors. Course can be repeated if the topic is different.

HIS 445 Studies in American History 3 hours
This course is an intensive examination of a topic in American history. Topic varies with each offering of the course. This class is intended for juniors and seniors only. Instructor permission is required for non social science majors. Course can be repeated if the topic is different.

HIS 446 Studies in Western History 3 hours
This course is an intensive examination of a topic in Western history. Topic varies with each offering of the course. This class is intended for juniors and seniors only. Instructor permission is required for non social science majors. Course can be repeated if the topic is different.

HIS 450 Research Seminar in History 3 hours
The research seminar is the capstone course for all social science majors. In this seminar, students are expected to build on knowledge and information provided in all previous undergraduate history courses and, to a lesser degree, the other supporting social science courses. The seminar requires research in both primary and secondary sources to produce a 15- to 20-page research paper which will include a historiographical component. In addition, students will make an in-depth presentation of their research and findings. Students take this course in their last year of study. HIS 450 is intended for majors only.

Humanities (CIP Code 24.0103)

HUM 401 Humanities Seminar 3 hours
Required of all Humanities majors. Presented by the faculty of the Humanities to develop an integration of thought in these areas.

Human Resource Management (CIP Code 52.0201)

HRM 301 Introduction to Human Resource Management 3 hours
The course applies management principles to management of the organization's human resources. Topics studied include recruiting and training employees, role of human resources services, human relations, wage and salary administration, evaluation of employees, labor relations, and government regulations. **Prerequisite:** MGT 201.

HRM 401 Human Resource Law 3 hours
This is an introduction to the diverse body of law that governs the individual employment relationship. Topics include: discharge, trade secrets and non-competition clauses, ERISA, vicarious liability, alternative dispute resolution, and wage and hour laws such as the FLSA. Additional areas of study include: COBRA, OSHA, FMLA, WARN, UI, and worker's compensation. **Prerequisite:** HRM 301.

HRM 404 Compensation and Benefits 3 hours
The course covers compensation philosophy, strategy, and policy. Areas of study include job evaluation, internal and external equity, pay-for-performance plans, financial incentives, wage and salary surveys, and employee benefits administration. The legal, regulatory, economic, and strategic issues affecting compensation and benefits will be explored. **Prerequisite**: HRM 301.

HRM 410 Human Resource Information Systems 3 hours
This course introduces the student to the role of information systems in human resources. Areas of study include data entry, processing and updating of employee information, tracking information, performance appraisals, and generating routine letters and reports. Current and future trends and issues in human resource management will also be discussed. **Prerequisite:** HRM 301.

HRM 445 Studies in Human Resource Management 1-3 hours
This advanced course explores a specific topic or issue in human resource management in-depth. Possible areas of study include staffing and evaluation, global human resource management, and employment interviewing and testing. The course may be repeated if a different topic of study is chosen. **Prerequisite:** HRM 301.

Management (CIP Code 52.0201)

MGT 201 Principles of Management 3 hours
This is an introductory course in management designed to acquaint the student with the study and research in the field of management. The course familiarizes the student with the primary functions of management and their importance as components of the total management process. Topics of study include Theory X and Theory Y managers, strategy and planning, organizational design, leadership styles, and managing diversity in an organization.

MGT 310 Operations and Facility Management 3 hours
This course applies management principles to the overall management of a large facility and its entire operations. Areas of study include operations and production management, systems design and analysis, manufacturing processes, facility construction, security, and control techniques. Principles and requirements related to programming and managing various types of public and private facilities are also included. **Prerequisite:** MGT 201.

MGT 315 Employee Training, and Development 3 hours
This course acquaints the student with the design and implementation of employee development and training programs. Areas of study include: learning theories, needs assessment, legal issues, training program design, training methods, professional consultation, employee feedback, and executive development. **Prerequisites:** MGT 201 and HRM 301.

MGT 320 Labor Relations 3 hours
This course acquaints the student with labor-management relations, including the history and

evolution of labor unions and contemporary labor-management issues. Topics include: conflict resolution, collective bargaining, contract negotiations, arbitration, and mediation. A case study approach is utilized. **Prerequisites:** MGT 201 and HRM 301.

MGT 415 International Business 3 hours
This course is a study of international and cross-cultural elements of business decisions, enterprises, markets, and institutions. The student examines globalization of the business entity's competitiveness. Managerial, operational, and marketing problems of the world enterprise are discussed, with particular attention to the influence of ethnic and cultural differences on communication and decision making. **Prerequisite:** MGT 201.

MGT 425 Entrepreneurship 3 hours
This course is a study of entrepreneurship, its opportunities, and its problems relative to new-venture analysis, personnel, control, finance, marketing, and management in service, distributive, and manufacturing firms. The student will explore the challenges the entrepreneur faces, including market assessment and finding funds. As part of the course, the student designs a business plan. **Prerequisites:** MGT 201 and ACCT 201.

MGT 430 Organizational Behavior 3 hours
This course focuses on the behavior of the organization as a function of individual and interpersonal behavior and group processes within an organization. Areas of study include learning organizations, organizational culture, organizational structure and design, employee attitudes and values, employee motivational theories, ethical decision making, the promotion of employee creativity, stress management, interpersonal communication, and work teams. To enhance the student's own interpersonal communication skills, he or she will participate in numerous group projects and activities with fellow classmates throughout the course. **Prerequisite**: MGT 201.

MGT 435 Strategic Management and Marketing 3 hours
A study of the formulation and implementation of strategies. This is a capstone course involving coordination and integration of knowledge and techniques acquired in previous courses. Particular attention is given to determining company strategy in defining major policies in marketing, research and development, production, procurement, human resources, finance and profit, and mergers and acquisitions in central management operations in compliance with governmental rules and regulations and the social and ethical environment. The case study method is used. **Prerequisites**: ACCT 202 and MGT 201.

MGT 445 Studies in Management 1-3 hours
This course provides the student with an in-depth study of a particular area or topic in management. Possible areas of study include administrative office management, industrial management, leadership, and small business management. The course may be repeated if a different topic is studied. **Prerequisite**: MGT 201.

Marketing (CIP Code 09.0903)

MKT 201 Principles of Marketing 3 hours
This course introduces the student to such concepts as marketing management, analysis of marketing opportunities, marketing planning and strategy, the marketing mix, and execution of the marketing program. The student will design a marketing plan as part of the course.

MKT 305 Marketing Research 3 hours

This course provides an introduction to the field of marketing research for effective decision making. The student will learn techniques involved in collection, tabulation, and analysis of marketing information. **Prerequisite:** MKT 201.

MKT 310 Consumer Behavior 3 hours
This course illustrates the practical importance of understanding consumers' knowledge and attitudes, incorporating various approaches for assessing such knowledge and attitudes. The course identifies major factors that influence how consumers process and learn marketing information and explores techniques marketers can use to influence consumer attitudes and behavior. **Prerequisite:** MKT 201.

MKT 315 Sales and Personal Selling 3 hours
This course addresses the principles and practices in planning, organizing, and controlling sales forces. The student acquires the skills needed for a successful career in sales and marketing. Areas of study include selection, training, compensating, supervising, stimulating salespeople, and the analysis of sales potential and costs. **Prerequisite:** MKT 201.

MKT 320 Promotions and Marketing 3 hours
The course will introduce the student to the fundamentals and dynamics of the relationships that exist between the organization and its various consumers. The course will focus on the application of these fundamentals in planning and implementing marketing strategies designed to enhance the relationships with the consumers and consumer groups. Decision making and planning from the manager's perspective and the impact of promotions on the organization will be covered. (Same as SA 320.)

MKT 325 Sponsorship and Licensing 3 hours
This course is an analysis of the current factors and issues related to sponsorship, including sponsorship planning, sales and negotiations, and sponsorship proposals and evaluations. The student will prepare a comprehensive sponsorship plan for a property. A managerial approach to licensing products and services will be taken. The student will learn how to move products and services through licensing channels from concept to project completion. (Same as SA 325).

MKT 445 Studies in Marketing 1-3 hours
This course provides the student with an in-depth study of a particular area or topic in marketing. Possible areas of study include: marketing strategy, industrial marketing, and international marketing. The course may be taken more than once if a different topic is studied. **Prerequisite:** MKT 201.

Mathematics (CIP Code27.0311)

MATH 105 Intermediate Algebra 3 hours
A course in elementary algebra required for students whose placement test scores indicate a need for additional work before taking required college mathematics courses. Topics in real number system, linear equations, polynomials, rational expressions, and radical expression. Does not satisfy the mathematics required for degree programs. Student must obtain a C- or higher to enroll in higher level mathematics course.

MATH 110 General College Mathematics 3 hours
A course designed to introduce students who have successfully passed Math 101 to thinking processes developed in mathematics. Explores a variety of topics including set theory, geometry, probability and statistics, algebra, and contemporary applications such as consumer mathematics.

Prerequisite: MATH 105 or equivalent.

MATH 115 College Algebra 3 hours
College level algebra with an emphasis on life applications problems. Topics include models, polynomials, functions and graphs, systems, matrices, and sequences. **Prerequisite:** MATH 105 or equivalent.

MATH 120 Trigonometry 3 hours
A study of the six trigonometric ratios and their inverses, the unit circle and radian measure, trigonometric identities, equations and graphs involving the trigonometric functions, polar representation and conics, and applications of the trigonometric functions**. Prerequisite**: MATH 105 or equivalent.

MATH 125 Introductory Probability and Statistics 3 hours
Basic course covering topics of: collection, organization and summarization of data; basic probability; probability distributions; sampling distributions; confidence intervals; and tests of hypothesis. (Same as PSY 125 and SOC 125.) **Prerequisite:** MATH 105 or equivalent.

MATH 210 Math for Elementary Teachers I 3 hours
A general mathematics course designed specifically for Elementary Education majors for the Praxis I and for teaching experiences. Topics include: problem solving and critical thinking, set theory, logic, number representations, the real numbers, and algebra. **Prerequisite**: MATH 105 or equivalent.

MATH 216 Analytical Geometry & Calculus I 4 hours
First in three-course sequence to introduce the theory of differential and integral calculus and their applications utilizing algebraic, including trigonometric, functions. Associated topics from analytic geometry are included**. Prerequisite**: MATH 120 or equivalent.

MATH 225 Statistics II 3 hours
A continuation of Math 125. Topics include correlation, regression, chi-square tests, analysis of variance, nonparametric statistics, sampling, and simulation. Statistical projects are included. **Prerequisite:** MATH 125.

MATH 251 Discrete Mathematics 3 hours
College level non-calculus mathematics with an emphasis on topics useful in computer science, physical and life science, as well as business. Topics include set theory, counting techniques, binary numbers, trees, graphs, and networks. **Prerequisite**: MATH 105 or equivalent.

MATH 317 Analytical Geometry & Calculus II 4 hours
Continuation of MATH 216. Differential and integral calculus of transcendental functions; techniques of integration; indeterminate forms and improper integrals, and series and sequences. Prerequisite: MATH 216.

MATH 318 Analytical Geometry & Calculus III 4 hours
Continuation of MATH 317. Conics and polar coordinates, numerical methods, geometry in a plane and space, partial derivatives, and differential equations. **Prerequisite:** MATH 317.

MATH 325 Linear Algebra 3 hours
A higher algebra course covering linear abstract algebra including such topics as matrices, vectors, and linear programming. **Prerequisite:** MATH 115 or equivalent.

MATH 335 Modern Geometry 3 hours
A study of the axiomatic method, the elements of plane geometry, the parallel postulate, constructions, an introduction to non-Euclidean geometry, finite geometries, and geometric transformations. **Prerequisite:** MATH 251 or equivalent.

MATH 350 Complex Variables 3 hours
A study of functions of complex variables including: properties of complex numbers, analytic functions and their power series expansions, singularities, and internal theorems. **Prerequisites:** MATH 251 and MATH 317.

MATH 401 Differential Equations 3 hours
Introduction to methods of solving differential equations. Several techniques of solving first order differential equations. Differential operators are applied to both homogeneous and non-homogeneous differential equations. Techniques of nonlinear equations are used with general, particular, and singular solutions. **Prerequisite:** MATH 317.

MATH 405 Numerical Analysis 3 hours
Concentrates on computer methods for numerical problem solution using Maple. Topics include number representation and error, interpolation, numerical differentiation and integration, solving nonlinear equations, linear systems, splines, and differential equations. Laboratory programming exercises. **Prerequisites:** MATH 317 and 325.

MATH 410 Seminar in History of Mathematics 3 hours
An examination of the historical development of the main concepts in mathematics including algebraic functions, calculus, congruence theory, number systems, systems of equations, geometry and algebraic proof. Also covered are the cultural contexts in which they were discovered and the key personalities involved. **Prerequisites:** MATH 317 and MATH 335. Senior capstone course for math majors.

MATH 415 Number Theory 3 hours
A study of the positive integers, their properties, and relationships between them. This study will include topics associated with divisibility, congruences, primes and the Fundamental Theorem of Arithmetic, number theoretic functions, Diophantine equations, Pythagorean triples, primitive roots and indices, and quadratic reciprocity. **Prerequisites:** MATH 251.

MATH 430 Secondary Math Methods 3 hours
A course designed to better prepare secondary math education majors to present mathematical topics in lessons. Applies topics in: algebra, geometry, trigonometry, calculus, statistics, and discrete math in various teaching styles demonstrated in lesson plans. **Prerequisites:** MATH 120, 125, 216, 251, and 335.

MATH 445 Topics in Mathematics 3 hours
Designed to provide mathematical topics of interest to students. Possible topics include Advanced Calculus, Programmable Calculator, and Modern Abstract Algebra. Prerequisite: Permission of instructor.

Music (CIP Code 50.0901)
Courses Under-redesign.

MUS 101L Music Fundamentals Lab 0 hours

An introduction to basic musical forms and listening techniques. Taken concurrently with MUS 101T.

MUS 101T Music Fundamentals 2 hours
An introduction to basic musicianship to develop understanding of the elementary aspects of rhythm, notation, scales, key signatures, and intervals.

MUS 101/102/201/202/301/302/401/402 Private Voice 1 hour
Private music lessons.
MUS 103/104/203/204/303/304/403/404 Private Piano 1 hour
Private music lessons.
MUS 109/110/209/210/309/310/409/410 Choir 1 hour
Reading, rehearsal, and performance of various styles of choral literature.

MUS 111 Music Theory I 3 hours
A study of the basic properties of notation (pitch and rhythm), tonality, intervals, triads and inversions, melody, and transportation. Use of computer technology included. Prerequisite: MUS 101T

MUS 111L Music Theory I Lab 0 hours
Sight-singing, dictation, ear training, and keyboard harmony. Taken concurrently with MUS 111.

MUS 112 Music Theory II 3 hours
Continuation of MUS 111. Homophonic textures (part writing in four voices), analyzation, figured bass, harmonic rhythm, dominant seventh chords, and modulation. Use of computer technology included. Prerequisite: MUS 111.

MUS 112L Music Theory II Lab 0 hours
Sight-singing, dictation, ear training, and keyboard harmony. Taken concurrently with MUS 112.

MUS 113 Class Guitar I 1 hour

MUS 114 Class Guitar II 1 hour

MUS 131 Class Voice I 1 hour

MUS 132 Class Voice II 1 hour
Students must test out of Class Voice in order to register for Private Voice.

MUS 133 Class Piano I 1 hour

MUS 134 Class Piano II 1 hour
Students must test out of Class Piano in order to register for Private Piano.

MUS 211 Music Theory III 3 hours
Continuation of MUS 112. Non-dominant seventh chords, secondary-dominants, two-part (binary) and three-part (ternary) forms, popular music (including blues, boogie, and jazz). Use of computer technology included. **Prerequisite**: MUS 112.

MUS 211L Music Theory III Lab 0 hours
Sight-singing, dictation, ear training, and keyboard harmony. Taken concurrently with MUS 211.

MUS 243 Vocal Diction I 1 hour
This course will provide the student with a basic knowledge of diction for the English, Italian, and German Languages. Necessary applications and performance of the vocal literature will be emphasized.

MUS 244 Vocal Diction II 1 hour
This course will provide the student with a basic knowledge of diction for the French, Latin, and Spanish languages. Necessary applications and performance of the vocal literature will be emphasized.

MUS 311 Music Education: Middle School/Junior High 2 hours
Methods and materials for middle school/junior high music teaching. Instruction will focus on curriculum development, special skills materials, and techniques needed to design and teach general music classes.

MUS 313 Counterpoint 3 hours
The study of contrapuntal forms and devices from the Renaissance to the present, with an emphasis on analyzation and composition.

MUS 314 Conducting and Arranging I 2 hours
A beginning course of basic conducting in practical phases of directing a musical ensemble. Classical baton technique will be emphasized.

MUS 316 Conducting and Arranging II 2 hours
An advanced course in practical phases of directing a vocal ensemble. Methods and materials will be emphasized. Taken concurrently with MUS 316. Prerequisite: MUS 314.

MUS 320 Music History & Literature I 2 hours
Covers the ancient roots of Western Art Music as well as the Renaissance, Baroques, and Early Classical Style Periods. Also taught and analyzed are the Invention, Fugue, Passacaglia, and Chaconne forms. Prerequisite: MUS 111.

MUS 321 Music History & Literature II 3 hours
Covers the Late Classical, Romantic, and Post-Romantic (20^{th} Century) Style Periods. Also taught and analyzed are the Sonata Allegro, Theme and Variations, Rondo, Symphony, and Concerto forms. Prerequisite: MUS 111.

MUS 322 Music History & Literature III History of American Music 3 hours
Covers the history of uniquely American musical styles – Spirituals, Jazz, Rock and Roll, Soul (Motown), and Folk. A special emphasis is placed on the development and stylistic periods of Jazz: Cake Walk, Minstrel Music, Ragtime, New Orleans, Blues, Swing, Bebop, Cool, Fusion, Free, and Modern. Prerequisite: MUS 111.

MUS 323 History of Church Music I 2 hours
A survey of the development of church music from the early church to the present, including the major historical and musical periods: Renaissance, Baroque, Classical, Romantic, and 20^{th} century.

MUS 324 Survey Of Music Instruments 2 hours
A study of the objectives and pedagogical approaches to instrumental music in school musical

ensembles.

MUS 329 History of Church Music II 2 hours
A study of the development of hymns from the early church through the 20th century. Includes the examination of texts, tunes, and hymn singing practices that evolved in the church. Designed to present choral church music literature that parallels the major historical and musical periods.

MUS 326 Church Music for Youth & Children 3 hours
A survey of choral church music specifically for youth and children. Includes the use of choir materials, drama, and art activities appropriate for youth and children.

MUS 341 Half Recital 1 hour
A half recital is required of Performance majors and minors. The recital should be composed of Classical repertoire, memorized, and performed with appropriate accompaniment. **MUS 341V = Voice; MUS 341P = Piano.**

MUS 350 Music Education: Secondary 1 hour
Methods and materials for secondary music teaching. Instruction will focus on curriculum development, special skills, and materials and techniques needed to design and teach general music classes to secondary students.

MUS 435 In-Service Field Work 3 hours
Prospective church music directors will spend one (1) semester in internship with a church. Students will observe, assist, plan, and direct choir rehearsals. One conducting project will involve directing a choir for a worship service or program. This is the capstone course for church music majors. It requires an in-depth paper related to the field.)

MUS 441 Full Recital 2 hours
A full recital is required of Performance majors. The recital should be composed of a majority of Classical repertoire, memorized, and performed with appropriate accompaniment. **MUS 441V = Voice; MUS 441P = Piano.** (This is the capstone course for music performance majors. It requires an in-depth paper related to the recital.)

MUS 445 Studies in Music 1-3 hours
A course designed to provide music topics and studies of interest to music students. (Capstone for General Music and Music Education.) It requires an in-depth paper as part of the course.

Applied Music
Applied music for Music majors and minors (individual instruction in voice, piano, and chour). All Music majors study voice and/or piano for at least six (6) semesters. Music minors study for four (4) semesters. The content of instruction for each course is designed to meet the needs of the individual student. Detailed information about each semester's requirements for voice and piano, is available from the Music Department. Each course carries one (1) hour credit.

VOICE	PIANO	CHOIR
101	103	109
102	104	110
201	203	209
202	204	210

301	303	309
302	304	310
401	403	409
402	404	410

Music Technology

MUT 200 Media Production 2 hours
This course combines music with visual media using the capabilities of a computer workstation. Concepts include synchronization of music to picture , tempo selection, and sound source selection/manipulation.

MUT 210 Sound Mixing & Critical Listening 3 hours
Explores current technologies and techniques involved in modern sound mixing/sound reinforcement. Topics include club revenue and large concert systems, ear-training and aesthetics for sound engineers. Class activities involve listening and analysis of a wide variety of music genres as well as specialized ear-training materials and the development of a vocabulary for communication of aural impressions. Field work required.

MUT 215 Lighting Technology 1 hour
Exploration of methods and theories of lighting design with a strong emphasis on practical projects, design process, and critical methods of study.

MUT 220 Recording Technology 3 hours
Project-based course emphasizing creative and aesthetic aspects of multi-track music recording. Emphasis on MIDI sequencing and virtual instruments within Pro Tools and other music production software, and drum machines, synthesizers, samplers, and other electronic instruments used to create a commercial music track. Topics also include microphone techniques, rough mixing, and signal processing.

Networking (CIP Code 52.0407)

NET 104 Introduction Computer Networking 3 hours
Students are introduced to the fundamental concepts in the design and implementation of computer communication networks, their protocols, and applications. Topics covered include: overview of network architectures, applications (HTTP, FTP), network programming interfaces, transport (TCP, UDP), flow control, congestion control, IP, routing , data link protocols, error detection/ correction, multiple access, LAN, Ethernet, wireless networks, and network security. (Correctional Facility Only)

Office Administration (CIP Code 52.0407)

OA 101 Keyboarding 2 hours
This course offers basic instruction on touch-typing on the alpha-numeric keyboard, using microcomputer and word processing software. An introduction to typing a letter, a simple table, and a simple report and to the numeric keypad is included. Students needing to operate a computer terminal keyboard will receive basic skills that will allow them to input information into a computer efficiently. The course is required for all Business majors unless they demonstrate a typing proficiency of at least 30 words per minute on the initial placement test.

OA 102 Basic Keyboarding Applications 2 hours
This course emphasizes the development of keyboarding speed and accuracy, using a microcomputer and word processing software. Skill is applied to composition at the keyboard, straight-copy materials and a variety of documents, some with special features, at increased rates of productivity. Prerequisite: OA 101 or documented keyboarding skills of at least 30 words per minute.

OA 151 Word Processing 3 hours
This course emphasizes advanced keyboarding applications and mastery of word processing software commands. Topics include formatting complex documents, correcting edited documents, machine transcription, proofreading skills, production keyboarding, office simulations, basic DOS commands, and creating and managing subdirectories. Prerequisite: OA 102 or documented keyboarding skills of at least 40 words per minute.

OA 152 Spreadsheets 3 hours
This course offers a general introduction to basic data manipulation skills and techniques used with spreadsheets, such as editing, computing, and charting.

OA 153 Database Management 3 hours
This course is designed to provide the student with the knowledge, skills, and experience required to use Microsoft Office Access in an effective manner in the business environment. The course will cover the fundamentals of database architecture, database management systems, and database systems. Principles, theories, and methods of database design and techniques for the effective development of a functional database will be emphasized.

OA 252 Document Processing 3 hours
This course emphasizes processing original, edited, and digital documents. The course includes assembling documents from multiple source documents; processing a series of documents in polished form in a production environment; and application of grammar, punctuation, vocabulary building, formatting, spelling, and proofreading to the document preparation process. Prerequisite: OA 151 and documented keyboarding skills of at least 50 words per minute.

OA 295 Desktop Publishing 3 hours
This course is devoted to acquiring the knowledge and skills necessary to develop newsletters, annual reports, brochures, and promotional materials by using office-standard personal computers and appropriate software. This course will be a practical hands-on introduction to the hardware and software used to perform electronic page layout. A variety of advertising, business, and informational reports and similar documents will be created, modified, and manipulated with page layout and drawing programs. Development of knowledge will include the basic principles of design and layout. The course will provide students with the skills necessary to become productive users of Windows Publisher.

OA 299 Studies in Office Administration 1-3 hours
This course is designed to study new and changing patterns of technology use within the workplace.

OA 445 Studies in Office Administration 1-3 hours
This course is designed to provide an in-depth study of office administration topics. Possible areas of study include integrated office procedures, desktop publishing, and records management. The course may be taken for credit more than once when the area of study is different.

OSHA (CIP Code 51.2202)

OSH 101 Introduction to OSH 3 hours
This course is an introduction to the field of Occupational Safety and Health. It will examine the chemical, physical, and biological agents which affect the health and safety of employees as well as control measures needed for protection to limit potential toxicology issues. Prerequisites: CHEM 101 and/or instructor's approval.

OSH 110 OSHA Standards I 3 hours
Students will become familiar with the OSHA standards and other safety and health standards where applicable. Students will study safety and health principles and information that will prepare them to recognize, abate or control a variety of hazardous conditions specific to the factors facing the workplace.

OSH 111 OSHA Standards II 3 hours
Students continue to study OSHA standards to gain a more in-depth understanding of the standards and requirements.

OSH 115 Accident Investigation 3 hours
Students explore and develop essential skills needed to prevent occupational injuries and illnesses. Students will examine accident/incident analysis techniques, risk assessment, accident investigation and reporting techniques, identifying unsafe acts and conditions, safety and health hazard recognition, analyzing accidents/incidents, with an emphasis on accident prevention.

OSH 215 Occupational Safety 3 hours
Course methods of accident prevention and hazard control. Students are introduced to safety programs, workers' compensation, emergency preparedness and accident investigation.

Philosophy (CIP Code 38.001)

PHIL 105 Critical Thinking 3 hours
This course introduces the student to principles of sound reasoning, focusing on informal techniques utilized in writing sound arguments and formal techniques utilized in logic.

PHIL 110 Introduction to Philosophy 3 hours
This course will introduce students to those philosophers who stand out in the tradition and their most influential ideas. These philosophers will be encountered through a study of philosophical topics rather than an historical timeline. The course will discuss such questions as the nature of reality, the nature of knowledge, the existence of God, free-will, and art.

PHIL 210 Faith and Reason 3 hours
This is an introduction to the philosophy of religion, and it addresses such perennial issues as the nature of religious experience, religious language, proofs for the existence of God, and the problem of evil. The connection between each issue is whether or not religious claims and arguments are to be understood as an exercise of our faith, our reason, or some combination of both.

PHIL 220 Introduction to Ethics 3 hours
Ethics is defined as the principles that govern morals. This course will introduce the student to those ethical principles that have been formulated by philosophers of the Western tradition.

PHIL 301 Christian Ethics 3 hours
This course is an introduction to the field of Christian ethics, addressing various approaches in biblical and theological ethics. The application of a variety of approaches to social issues such as abortion, euthanasia, capital punishment, and social justice, among other issues, will be considered. Special attention will be given to the history of Christian ethics as well as to current options for Christian ethical systems.

PHIL 310 History of Philosophy I – Ancient to Medieval 3 hours
Study of selected philosophers' primary works from the Ancient and Medieval periods. Material will be presented according to the historical timeline, focusing on the interaction of ideas from one philosopher to the next.

PHIL 320 History of Philosophy II – Modern Philosophy 3 hours
Study of selected philosophers' primary works from the Modern period. Material will be presented according to the historical timeline, focusing on the interaction of ideas from one philosopher to the next.

PHIL 401 Concentrated Special Topic Study 3 hours
This course will be guided by a single topic chosen by the instructor for the length of the semester. Potential topics could be post-structuralism, onto-theology, philosophy's influence on Christianity.

PHIL 402 Concentrated Study of a Philosopher 3 hours
This course will be a concentrated study of a philosopher who has left an indelible mark on the tradition. This course not only will show the development of a philosopher's thought, but it will also teach the methodological model for intently studying all other philosophers.

PHIL 420 Christianity and Postmodernism 3 hours
This course will look at the way Christian thinkers are dealing with those questions put forth by philosophers who are typically considered to be postmodern. Topics for this course will include the following: 1. Is anything absolute? 2. Is one person's or group's "truth" as good as another's? 3. Does postmodernism exist? 4. Can one be both Christian and postmodern?

PHIL 450 Contemporary Continental Philosophy 3 hours
This course reviews the main ideas of 20th century continental philosophy with a special focus on its impact on theology.

Physical Science (CIP Code30.0101)

PHSC 101 Introduction to Physical Science 3 hours
Introduces the student to the topics of physics, chemistry, astronomy, weather, and geology. A student taking this course is expected to have competency in algebra. Prerequisite: MATH 101 or equivalent.

PHSC 110 Studies in Physical Science 3 hours
Topics are offered primarily for those who are interested in basic topics in the physical sciences. The subject matter may change with each offering of the course.

Physics (CIP Code 40.0801)

PHY 101 General Physics I 3 hours

Topics include mechanics, laws of motion, energy, momentum, solids and fluids, vibrations, and waves and sound. **Prerequisites:** MATH 115 with basic trigonometry **Co-requisite**: PHY 101L.

PHY 101L General Physics I Lab 1 hour
Basic course covering topics of collection, organization, and summarization of data as it relates to physics. **Co-requisite**: PHY 101.

PHY 102 General Physics II 3 hours
Topics include thermal physics and laws of thermo dynamics, capcitance, electricity and magnetism, current and resistance, AC and DC current, reflection and refraction of light, mirror, lenses and wave optics. **Prerequisites:** MATH 115 with basic trigonometry. **Co-requisite**: PHY 102L.

PHY 102L General Physics II Lab 1 hour
Basic course covering topics of collection, organization, and summarization of data as it relates to physics**. Co-requisite**: PHY 102.

Practical Studies (CIP Code 39.0602)

PS 100 Introduction to Ministry and the Church 3 hours
Orientation to Christian ministry and various aspects of the roles played by the Christian minister and the issues common to Christian ministry. Emphasis is placed on issues of leadership, the call to ministry, the minister's personal life, and the spirituality of the minister. This class is intended as an entry-level class for Religious Studies majors and should be taken in the fall semester of the freshman year. (Includes a $50.00 lab fee.)

PS 300 Pastoral Counseling 3 hours
This class deals with various methods of counseling that may be helpful to the pastor of the local church. Discussion will relate to the varying counseling theories used in practicing psychotherapy by the secular world. Efforts will be made to introduce the student to recognize and accepted techniques of counseling that apply to the church world. Case studies, role play activities, and video-taped review of the student actually working in a counseling situation will be employed to give students an opportunity to understand and enhance these counseling skills.

PS 310 Introduction to Preaching 3 hours
Detailed study of the construction and delivery of sermons, including the functional elements and the various objectives in sermonizing. Sermon content, structure, and style are examined. Practicum is not included in this course.

PS 311 Preaching Practicum 3 hours
Students preach with evaluation by instructor and class. Prerequisite: PS 310.

PS 445 Practicum in Ministry 3 hours
The primary goal of this practicum is to give the student an opportunity to work in various areas of ministry. The student enrolled in this practicum will be required to select a specific area of ministry (chosen by the student and approved by the class instructor). This involvement will allow the student to serve and develop ministry in an environment that offers both support and strict supervision by a qualified mentor in the chosen area of ministry.

Psychology (CIP Code45.0101)

PSY 101 General Psychology 3 hours
A broad introduction to the many approaches to the study of human behavior and the effects of drugs, health, culture, etc. This includes new trends in research and professional fields and an awareness of the embryonic nature of psychology studies.

PSY 125 Social Science Statistics I 3 hours
Basic course covering topics of collection, organization, and summarization of data; basic probability; probability distributions; sampling distributions; confidence intervals; and tests of hypothesis. (Same as MATH 125 and SOC 125.)

PSY 201 Introduction to Counseling 3 hours
This course provides an overview of the counseling profession. Focus is placed upon various approaches to counseling, including Cognitive, Behavioral, and Solution-focused counseling. Time will be spent discussing types of counseling, such as marital, addictions, and career counseling. **Pre-requisite**: PSY 101.

PSY 212 Sports Psychology 3 hours
This course explores the role of psychology as it is related to the enhancement of athletic performance. Various mental training skills that can enhance one's athletic performance will be covered. Some of the areas related to this course that will be explored include motivation, self-confidence, goal setting, burnout, stress and anxiety, leadership, imagery, healthy attitudes towards sports participation and other sports-related activity. Personality as it relates to competition will also be investigated. **Pre-requisite**: PSY 372 or CJ 215.

PSY 220 Social Welfare Policies 3 hours
This course introduces students to social welfare policies and issues in the United States. The economic, religious, political, and other socio-cultural influences of social welfare policies and services, as they relate to individual and institutions, are explored.

PSY 225 Social Science Statistics II 3 hours
Expands upon PSY 125. This course includes descriptive and inferential statistics, correlational analysis, analysis of variance, and nonparametric statistics. (Same as MATH 225 and SOC 225. **Pre-requisite**: PSY 125.

PSY 251 Industrial/Organizational Psychology 3 hours
This course will conduct an in-depth study of the scientific psychological principles, procedures, and methods applied to human behavior in organizations. Throughout the course, students will learn to apply the methods and principles of I-O Psychology to improve job satisfaction, maximize employ efficiency and motivation, and develop management style of supervising employee performance.

PSY 290 Social & Cultural Diversity 3 hours
This course examines various cultures and diverse societies, with an emphasis on differences in race, age, social class, religion, and family. Students will gain insight into how social and cultural differences impact an individual's ability to acclimate into new environments as well as empathize with individuals coming into their environment from another culture. (Same as SOC 290.)

PSY 301 Child Psychology 3 hours
The course surveys the major forms of children's learning and cognitive processes, examining both the empirical data base and the theoretical formulations used to account for the findings.

Topics covered include: conditioning in infancy and early childhood, language acquisition, behavior modification, discrimination reversal learning, verbal learning, concept learning, and learning to read.

PSY 301 Addictions Theory 3 hours
This course will introduce students to the theoretical approaches to addictions counseling. In addition to substance abuse, students will learn about food, gambling, and sexual addiction. Biological, psychological, social, and spiritual influences will be discussed. **Pre-requisite:** PSY101

PSY 302 Adolescent Psychology 3 hours
This course explores the psychological effect of physical maturity on the interests and intellectual development of the adolescent, considered in depth, including study of the recreational activities, educational needs, and the social and emotional problems of the age group.

PSY 312 Sensation and Perception 3 hours
This course examines the processes by which organisms form concepts of the environment through the senses. It includes a study of the physical stimuli, the nature of the sensory organs and related networks, and the effects of learning on perception in humans**. Pre-Requisite:** PSY 101.

PSY 335 Substance Abuse and Dependency 3 hours
This course addresses the use and abuse of all mood altering chemicals. This includes the historical aspects of chemical use and the various dimensions of contemporary use. The physical, individual, and social, as well as the intellectual, emotional, and spiritual dimensions form the framework for understanding the dependency process. Differential patterns of use and abuse among families, cultures, races, genders, ages, professions, and areas of the country are among the special issues addressed. Legal issues are also covered, as well as current research in the field. The role of the social worker and psychologist in assessment and intervention is examined. (Same as SOC 330**). Pre-Requisite:** PSY 101.

PSY 340 Addictions Counseling 3 hours
This course will introduce students to the field of addictions counseling, with an emphasis on intervention, treatment, education, and prevention of addictive behavior. Current research will be explored in order to educate students about addictive behavior and how to best help individuals struggling with addiction. **Pre-requisites:** PSY101 & PSY335

PSY 351 Psychological Tests and Measures 3 hours
This course examines the nature and functions of psychological testing, and the interpretation of test scores by using related clinical and research hypotheses is examined. Intelligence, aptitude, and personality tests are covered, with particular emphasis on clinical interpretation. Pre-Requisite PSY 101.

PSY 352 Physiological Psychology 3 hours
This course explores an introductory level of the structure and function of the nervous system and explores the biological bases of perception, consciousness, hunger, sexuality, sleep, memory, and reward. **Prerequisites:** BIO 301 and PSY 101.

PSY 360 Life Span Human Behavior and Development 3 hours
A survey of human development over the total life span from conception to death is considered. Emphasis is placed on psycho-social development, biological and socio-cultural contexts, and

methods for studying human development. Theories that address developmental changes in cognition, behavior, personality, social roles, and interpersonal relationships are explored. **Pre-Requisite:** PSY 101.

PSY 372 Abnormal Psychology 3 hours
This course examines the major theoretical approaches to the understanding of behavior as they are explored and applied to a systematic discussion of the major forms of psychopathology as categorized by the DSMIV-R.

PSY 380 Treatment Planning 3 hours
This course is designed to provide students with an understanding of empirically based treatments of psychological disorders with a special emphasis on addiction. The course will emphasize the importance of how to construct a treatment plan, explore the different types of treatment plans, the importance of a treatment plans for psychotherapy, and emphasize why treatment plans are an essential part of the standard of care for clients. Students will also acquire a basic understanding of the application of a multi-axial system of diagnosis. **Pre-requisites:** PSY 101 & PSY372.

PSY 390 Psychoactive drugs 3 hours
This course is intended to provide students with a deeper understanding of the physiological, psychological, and social effects of drug use and abuse. Students will become familiar with the various classes of psychoactive drugs, and will receive an overview of treatment options, including strengths and weaknesses of using psychoactive drugs. **Pre-requisites:** PSY101 & BIO301

PSY 401 Social Psychology 3 hours
This course provides an introduction to social psychological theory, research, and application. Topics covered include: attitude formation and change, social influence processes, social cognition, moral development, interpersonal attraction, aggression, prejudice, and political psychology. Basic social issues, concepts, theories, and research findings from the field of psychology are applied to understand major social problems confronting the contemporary world, such as genocide, poverty, and international conflict. (Same as SOC 401.) Class is only for juniors and seniors. **Pre-Requisites:** PSY 101 and SOC 201.

PSY 405 Personality and Individual Differences 3 hours
This course examines the various approaches to personality as defined by Freud, Adler, Jung, Horney, Sullivan, Allport, Rogers, Maslow and Kelly. Class is only for juniors and seniors. **Pre-Requisite:** PSY 101.

PSY 410 Seminar and Internship in Psychology 3 hours
Through work in an appropriate supervised placement setting, students are provided an opportunity to become acquainted with the application of theories, principles, and empirical findings in the area of clinical psychology. Class is only for juniors and seniors. **Pre-Requisite:** PSY 101.

PSY 412 Criminal Psychology 3 hours
This course will explore the role of psychology as it relates to criminal behavior. Various topics of criminal psychology will be explored that include forensic psychology, exploring criminal behavior and criminal profiling, understanding maladaptive behavior, and criminal law.

PSY 420 Practicum I 3 hours
Through work in an approved addictions based, supervised placement setting, students are

provided an opportunity to become acquainted with the application of theories, principles, and empirical findings in the area of addictions counseling. Students will be required to participate in 175 hours of supervised field experience. **Pre-Requisite:** PSY 101.

PSY 420 Practicum II 3 hours
Through continued work in an approved addictions based, supervised placement setting, students are provided an opportunity to become acquainted with the application of theories, principles, and empirical findings in the area of addictions counseling. Students will be required to participate in 175 hours of supervised field experience. **Pre-Requisite:** PSY 101.

PSY 440 Ethics & Professional Development 3 hours
This course provides an introduction to ethical dilemmas faced by psychology professionals. Students will be challenged to think critically about situations that may not have obvious solutions. Additionally, students will examine career options, job outlook, and will gain tools that will assist them with becoming a successful professional. **Pre-requisite:** PSY 101.

PSY 445 Studies in Psychology 1-3 hours
An in-depth consideration of a specialized topic from current research literature in psychology. Topics vary each semester. Class is only for juniors and seniors**. Pre-Requisite:** PSY 101.

Religious Studies (CIP Code 38.0201)

RS 101 General Baptist Life 3 hours
This course has as its primary objective the instruction of General Baptist students in the faith, policies, and practices of their denomination; its history, articles of faith, and practice; and selected social issues.

RS 445 Seminar in Religious Studies 3 hours
This course is an interdisciplinary survey of the various social science disciplines which include sociology, psychology, economics, history, geography, as well as political science. This course explores the relationship between the various disciplines the use of the scientific method, and the different perspectives, concepts, and theories. Several aspects of American society and institutions will be discussed as the course progresses. Broad in scope, this class provides the foundation for additional study in the various social science disciplines.

Social Science (CIP Code 45.0101

SS 101 Social, Economic, and Political Institutions 3 hours
The social, economic, and political institutions of the United States are studied in relation to contemporary American society.

Sociology (CIP Code 45.1301)

SOC 125 Social Science Stats I 3 hours
Same as MATH 125 and PSY 125.

SOC 201 Introduction to Sociology 3 hours
A survey of the basic concepts, theories, methods, and research associated with the sociological analysis of society. Emphasis will be placed on the study of primary forms of human association and interaction, as well as social structures and processes that affect the individual.

SOC 202 Introduction to Counseling 3 hours
This course provides an overview of the counseling profession. Focus is placed upon various approaches to counseling, including Cognitive, Behavioral, and Solution-focused counseling. Time will be spent discussing types of counseling, such as marital, addictions, and career counseling. **Pre-requisite:** PSY 101.

SOC 215 Introduction to Criminology 3 hours
Past and present theories exploring the causes of crime are examined in the context of how to deal with crime and criminals in our society. Criminal behavior causes, sociological and psychological, are examined. (Same as CJ 215)

SOC 225 Social Science Stats II 3 hours
Same as PSY 225 and MATH 225

SOC 260 Marriage and the Family 3 hours
This course is designed to strengthen the student's knowledge of family dynamics, modes of intervention, and the family systems perspective. Intervention theories and practice skills are studied and applied. Emphasis is placed on appreciation of diversity in family life and the beginning of competency in problem solving with families. Self-awareness about a student's own family will be required in course work. Skills in interviewing, problem identification, and communication are emphasized, with the primary focus on marriage and the family unit.

SOC 290 Social & Cultural Diversity 3 hours
This course examines various cultures and diverse societies, with an emphasis on differences in race, age, social class, religion, and family. Students will gain insight into how social and cultural differences impact an individual's ability to acclimate into new environments as well as empathize with individuals coming into their environment from another culture. (Same as PSY 290.)

SOC 292 Terrorism 3 hours
This course will examine terrorism as a political weapon, defining terrorism, examining the causes of terrorism, precepts of domestic and international terrorism, and the religious foundations of terrorism as well as examine the potential for terrorism locally, in the region, state, and nation

SOC 301 Contemporary Social Problems 3 hours
A sociological analysis of such current issues such as war, population, poverty, health, medical care, and ageism. This class is intended for sophomores and above.

SOC 320 Cultural Geography 3 hours
An examination of the meaning of culture, language, religion, ethnicity, folk and popular culture, patterns of economy, urban systems, the political ordering of space, and the human impact on the natural systems. This class is intended for sophomores and above. (Same as GEO 320.)

SOC 330 Substance Abuse and Dependency 3 hours
This course addresses the use and abuse of all mood altering chemicals. This includes the historical aspects of chemical use and the various dimensions of contemporary use. The physical, individual, and social, as well as the intellectual, emotional, and spiritual dimensions form the framework for understanding the dependency process. Differential patterns of use and abuse among families, cultures, races, genders, ages, professions, and areas of the country are among the special issues addressed. Legal issues are also covered, as well as current research in

the field. The role of the social worker and psychologist in assessment and intervention is examined. (Same as PSY 335.) Pre-requisite PSY 101.

SOC 401 Social Psychology 3 hours
This course provides an introduction to social psychological theory, research, and application. Topics covered include: attitude formation and change, social influence processes, social cognition, moral development, interpersonal attraction, aggression, prejudice, and political psychology. Basic social issues, concepts, theories, and research findings from the field of psychology are applied to understand major social problems confronting the contemporary world, such as genocide, poverty, and international conflict. (Same as PSY 401.) Class is only for juniors and seniors**. Pre-Requisites:** PSY 101 and SOC 201.

SOC 412 Criminal Psychology 3 hours
This course will explore the role of psychology as it relates to criminal behavior. Various topics of criminal psychology will be explored that include forensic psychology, exploring criminal behavior and criminal profiling, understanding maladaptive behavior, and criminal law.

SOC 440 Contemporary Criminal Justice Problems 3 hours
Students will explore selected issues, topics, and current events not covered in depth in other courses. Areas of study include gang violence, teenage crime, drugs and crime, the impact of AIDS in our society, and a comparative look at our CJ system as opposed to other countries' CJ systems. This course is intended for juniors and seniors only. Can be repeated if the topic is different. (Same as CJ 440.)

SOC 445 Studies in Sociology 1-3 hours
A study of significant topics in sociology may include: poverty, gender issues, ethnicity, discrimination, family structure, religion, etc. This class is intended for juniors and seniors only. Can be repeated if the topic is different.

Spanish (CIP Code 16.0905)

SPAN 101 Beginning Spanish 4 hours
This course introduces students to Spanish culture and language through a combination of text and tapes. Equal emphasis is placed on developing skills in areas of grammar, reading, and speaking this increasingly important language.

SPAN 102 Beginning Spanish II 4 hours
This course continues practice in the listening, speaking, reading, and writing skills that were taught in SPAN 101. **Prerequisite:** SPAN 101 or equivalent.

SPAN 201 Intermediate Spanish I 3 hours
This course is an integrated study of the language and cultures of the Spanish-speaking world. Accuracy in oral, aural, reading, and writing skills will be stressed as a means to the expression and comprehension of the language. **Prerequisite:** SPAN 102 or equivalent.

SPAN 202 Intermediate Spanish II 3 hours
This course continues the integrated study of the Spanish language. Prerequisite: SPAN 201 or equivalent.

Special Education (CIP Code13.0301)

SPED 101 Introduction to Special Education 3 hours
Explores the types of exceptional students and how to help them learn (learning disabled, mildly handicapped, hearing impaired, etc.). Includes theories, practices, and teaching techniques for producing optimal growth. Explores public policy, mainstreaming, inclusion, early intervention, and individual education plans.

SPED 135 Cultural Competency 1 hour
This course explores cultural competence of educators as a critical component in teaching students from diverse populations. Appropriate methodologies in teaching students from different cultures, genders, religions, ethnic backgrounds, low socioeconomic status, and non-English language backgrounds will be explored. (Freshman Block: Must be taken with EDUC 134 and SPED 136)

EDUC 136 English Language Learners 1 hour
This freshman level course will help students understand the concept of ELL and appreciate an educator's need to effectively incorporate appropriate education for all students in the classroom. Methods for teaching English language learners will be introduced. (Freshman Block: Must be taken with EDUC 134 and SPED 135)

SPED 265 Characteristics of Mildly and Learning Disabled 3 hours
Study of the mildly disabled and learning disabled learners in the context of their exceptionality, ability, and achievement. Emphases on definition, identification/assessment, placement, and IEP program development are included. Students complete a supervised field experience with mildly and learning disabled students.

SPED 270 Methods and Materials for Mildly and Learning Disabled 3 hours
Provides understanding of the development and acquisition of knowledge, as well as an appreciation for the ways children learn. Explores and evaluates materials, methods, and techniques used to foster learning across the spectrum of exceptionalities.

SPED 284 Characteristics of Emotional and Behavioral Disorders 3 hours
Characteristics of the person with emotional disturbance and behavioral disorders. Emphasis on social, psychological, and biological theories of causality, assessment, and education, with a variety of emotional and/or behavioral problems.

SPED 295 Differentiated Instruction 3 hours
This course will facilitate differentiated instruction as an instructional approach in meeting the instructional needs of all students, including special needs and second language populations. Topics examined include: the characteristics and dynamics of differentiated instruction; implementation plans for meaningful instruction; identification of techniques for differentiating content, process, and product; exploration of how to differentiate on the basis of student's readiness, interest, and learning modalities; and reflection on one's personal beliefs and practices of instruction.

SPED 302 Diagnostic Assessment 3 hours
Both qualitative and quantitative assessment procedures are studied in diagnosing learning problems. Strategies to accommodate special needs students are included. Candidates are expected to be able to construct a variety of tests, as well as develop authentic evaluative materials (i.e. portfolio), as well as administer and interpret achievement, diagnostic, and intelligence tests. Candidates develop a personal philosophy of assessment. (Course taken in lieu of EDUC 301 for Special Education majors only.)

SPED 306 Legal Issues in Special Education 3 hours
Explores the laws that relate to special needs learners and their implications in program and curricular design. IEPs, due process, and student and parent rights will be studied. Students will also study teacher rights and responsibilities as they relate to the law.

SPED 312 Corrective Reading 3 hours
Designed to examine current research, assessment, and methods designed to assist academically challenged children in attaining essential reading skills. Included are both qualitative and quantitative assessment procedures. Field experiences are designed to assist the pre-service teacher in developing skills for working with children with reading problems. (Same as EDUC 312.)

SPED 329 Emerging Literacy 2 hours
Provides understanding of the development and acquisition of language, as well as an appreciation for the ways in which children use language. Explores and evaluates materials, methods, and techniques used in nurturing young children's language growth. (Same as EC 329 and EDUC 329.)

SPED 330 Middle & Secondary Reading Problems and Remediation 3 hours
Reading problems encountered by students in middle school and high school are studied. Assessment of student ability, learning styles, and potential are covered. A field experience is required. Pre-service teachers will mentor small groups of students.

SPED 345 Teaching Strategies in Secondary Content Areas 2 hours
Explores and evaluates materials, methods, and techniques used to foster learning in the content areas. Students are expected to review current research as to appropriate methods and their application with special needs adolescents and young adults.

SPED 360 Math Concepts & Manipulatives 2 hours
Investigation of the development of mathematic concepts in the education of young children, emphasizing methods of teaching and use of instructional materials, particularly manipulatives. (Same as EC 360 and EDUC 360.)

SPED 375 Classroom and Behavior Management 3 hours
An in-depth study of behavioral management techniques. Exploration of ways to adapt the techniques to be used with a specific student. Review of psychological processes involved in punishment and reinforcement. Field experiences required. SPED majors take this course in lieu of EDUC 250.

SPED 418 Seminar in Special Education 2 hours
The pre-service teacher is required to develop an autobiography and review a philosophy of education. Pre-service teachers will study legal issues, classroom management, collaborative learning techniques, lesson plan development, assessment of student academic performance, and parent-teacher conferences. The students' portfolios are finalized and submitted.

SPED 426 Six Week K-4 All-Grade Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the elementary school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher. **(For physical education majors only).**

SPED 427 Six Week 5-12 All-Grade Student Teaching 5 hours
The pre-service teacher is expected to complete a minimum of six (6) weeks of student teaching at the middle or high school developmental level. The pre-service teacher is expected to develop lessons, work as a team member, develop a unit, manage students, assess student performance , and complete any tasks expected of a teacher. **(For physical education majors only).**

SPED 440 Senior Field Experience 3 hours
This course consists of directed observation and participation in selected attendance centers. Candidate is expected to be able to develop lessons, deliver them, manage students, assess student learning, and complete any tasks expected of a teacher.

SPED 445 Topics in Special Education 3 hours
Student will explore a specific content area(s) as it relates to special needs learners and the learning environment.

SDUC 450 Special Education Senior Capstone Course 3 hours
The Special Education Capstone course is for senior special education students. The course will include writing a research paper in a current topic in education. Research design and APA format will be taught.

Sports Administration (CIP Code 31.0504)

SA 101 Introduction to Sports Administration 3 hours
This course is a basic overview and preface to the widely growing sports industry. An examination of the broad spectrum of career opportunities available in the sports administration profession is covered. Special emphasis is on career planning, sport management terminology, and an overview of specific skills and knowledge required for professional preparation in sports administration.

SA 301 Sports Law 3 hours
This course focuses on legal issues applicable to sport administration, including tort law, risk management, negligence, and constitutional law. Relevant legal cases and concepts will be incorporated. Additional areas of study include: regulations of amateur athletics, public relations of sports activities, legal relationships in professional sports, enforcement of professional sports contracts, antitrust aspects of sports activities, and liability for injuries in sports activities. **Prerequisite:** SA 101.

SA 320 Promotions and Marketing 3 hours
The course will introduce the student to the fundamentals and dynamics of the relationships that exist between the organization and its various consumers. The course will focus on the application of these fundamentals in planning and implementing marketing strategies designed to enhance the relationships with the consumers and consumer groups. Decision making and planning from the manager's perspective and the impact of promotions on the organization will be covered. (Same as MKT 320.) Prerequisites: SA 101 and MKT 201.

SA 325 Sponsorship and Licensing 3 hours
This course is an analysis of the current factors and issues related to sponsorship, including: sponsorship planning, sales and negotiations, and sponsorship proposals and evaluations. The student will prepare a comprehensive sponsorship plan for a property. A managerial approach to licensing products and services will be taken. The student will learn how to move products and

services through licensing channels from concept to project completion. (Same as MKT 325.) **Prerequisites:** SA 101 and MKT 201.

SA 425 Athletic Administration 3 hours
This course introduces the student to the structure and administration of physical education and athletics. Some laboratory administration is involved. The responsibilities of key personnel, including the athletic director, business manager, sports information director, and athletic trainer, are presented and discussed. (Same as PE 425.) **Prerequisites:** SA 101 and MGT 201.

SA 445 Seminar in Sports Administration 3 hours
This course is an examination of current trends and issues in the study of sports administration. The field of sports administration is in a dynamic state. New theories, practices, and processes are being developed. Different perspectives on these new ideas will be analyzed by drawing on current literature and research for in-depth consideration of these contemporary issues. **Prerequisites:** SA 101 and MGT 201.

University Studies (CIP Code 24.0102)

T 100 Basic Study Skills 1 hour
A course designed for entering freshmen adults to enhance basic study skills and habits, time management, and library skills. Sets the tone for the University's expectations of students.

T 101 Freshman Foundations 3 hours
Freshman Foundations is an introduction to the culture and academic environment of Oakland City University for the purpose of assisting new students with the transition to college. The course will consist of 3 units: "The Head", "The Heart", and "The Hands", based on the foundations of the University's mission. The course introduces OCU campus resources and follows with an overview of academic fundamentals. The course also examines the mental, physical, and spiritual demands of college life and the importance of becoming engaged through on-campus, community, and philanthropic activities. The course capstone involves the application of the aforementioned areas through a team-developed paper and presentation.

T 105 Study Skills 1 hour
A credit, referral course to assist students having difficulty in basic subjects or needing help in the acquisition of study skills.

T 110 Intro to American Culture 1-3 hours
Designed for foreign students making their first visit to the US. Students will be introduced to the American culture.

T 401 American Travel Seminar 3 hours
Travel to a specified part of the United States accompanied by assigned readings and background lectures on the significance of the area visited. Students can take one (1) or two (2) courses, each worth three (3) credits, which apply to the division offering the seminar. Twenty percent tuition reduction for the course.

T 405 Overseas Travel Seminar 3 hours
Travel outside the United States to a specified part of the world accompanied by assigned readings and background lectures on the significance of the area visited. Students can take one (1) or two (2) courses, each worth three (3) credits, which apply in the division offering the seminar. Twenty percent tuition reduction for the course.

T 410 Teaching and Learning in the Online Classroom 3 hours
Best practices in teaching in the online classroom are examined in light of current and developing issues and trends on online learning. Teaching techniques and courseware designs that foster a community of learning in web-based context are emphasized. The development of online classrooms to meet the learning needs in schools, higher education, and church education settings is explored.

T 425 Senior Seminar 3 hours
Focuses on contemporary world problems in light of one's experience in higher education. Taken during the senior year. The topics considered may change each semester. Conducted by a faculty committee.

T 445 Independent Study 1-3 hours
A student possessing a 3.0 GPA or better and who is a last semester junior or in the senior year may apply to take Independent Study. The student will prepare a fully outlined proposal for the course and submit it to the Provost together with a request for a faculty tutor. If the Provost approves and the requested faculty tutor agrees, the student may then pursue his or her study under the tutor's supervision for one (1) semester or a longer pre-arranged time. Full tuition for the course is charged and the study cannot substitute for any required course in a student's program. No faculty member may serve as a tutor to more than three students at any one time. At the conclusion of this course, it is expected that a general invitation will be extended to the University community to hear the results.

Welding (CIP Code 48.0508)

W 101 Oxy-Acetylene Welding Theory 2 hours
This course is a basic class in the theory of oxy-acetylene welding and cutting, including the correct use and maintenance of oxy-acetylene equipment and accessories. Proper techniques of welding, cutting, and brazing ferrous and nonferrous metals, with emphasis on safe welding practice, are covered extensively.

W 102 Oxy-Acetylene and Gas Tungsten Arc Welding 5 hours
Basic and advanced techniques of fuel gas welding and cutting will be instructed. Types of welds covered include: stringer beads, tee lap, and butt joints on light gauge steel. These welds will be made in the flat, horizontal, vertical, and overhead positions in the forehand technique. Gas tungsten arc welding will also be covered with the same welds and positions on aluminum and steel because of the similarities in technique to OAW.

W 103 Shielded Metal Arc Welding Theory 2 hours
Theory of arc welding including: correct use and maintenance of arc welding equipment, study of different types of welding machines, and the correct method of setting each will be covered. Proper electrode selection for weld type and size to be used in a weldment, study of the use of various types of electrode, cutting procedures including oxy-gas cutting and air arc, study of structural shapes and their uses, and standard welding practices including arc welding safety are subjects to be examined.

W 104 Shielded Metal Arc Welding I 5 hours
Proper welding techniques are explored using both AC and DC current to make stringer beads. Padding, tee, lap, and butt welds with E6013 electrodes are included. Positions accomplished will be flat, horizontal, vertical down, vertical up, and overhead. Single and multiple pass welds on

various gauges of mild steel will be performed with emphasis on safety practices. Test plates will be made for progress evaluation.

W 105 Mathematics for Welders **2 hours**
The course provides valuable and necessary practice in solving typical welding problems. Essential steps performed prior to welding include measuring materials, determining angles for cutting, and finding the weights of materials to be used. Geometry and the basic principles of trigonometry as related to industry will be covered. All problems will relate to actual shop situations.

W 106 Blueprint Reading for Welders **2 hours**
The course covers the basic types of working drawings; basic lines and views; dimensioning with whole numbers, fractions and decimals; a study of structural shapes as related to blueprints and fabrication; and includes extensive instruction on the weld symbols, their uses, and dimensioning. Also covered will be basic layout, detail, and assembly prints; section views; and abbreviations found on blueprints, as applied to the welding trade.

W 107 Shielded Metal Arc Welding II **3 hours**
The correct welding techniques of welding tee, lap, and open groove welds with E6010 electrodes are covered. All groove joints are to be welded in all positions and with 100% uniform penetration. Test plates will be made for progress evaluation.

W108 Gas Metal Arc Welding **4 hours**
The course is designed to cover the operation of gas metal arc welding (MIG) equipment. This will include all settings, adjustments, and maintenance needed to weld with a wire feed system. Instruction on both short-arc and spray-arc transfer methods will be covered. Tee, lap, and open groove joints will be done in all positions with solid, flux core, and aluminum wire. Test plates will be made for progress evaluation.

W 109 Welding Metallurgy **2 hours**
The class includes the study of the fundamentals of metal science, basic properties of metal, and how they affect the strength and workability of a weldment; methods of identifying metals and the differences in their structures; and factors related to working and shaping, forging, fabrication, machining, and grinding of metals. Also covered will be heat treatment, annealing, harden ability, tempering, aging, and surface hardening.

W 110 Inert Gas Welding Theory **2 hours**
The class includes the study of coverage of gas metal arc welding (MIG) including types of MIG welding equipment and how to adjust the units for proper operation; gas and electrode wire selection; care and maintenance of MIG equipment; and coverage of gas tungsten arc welding (TIG) including type of TIG welding equipment, adjustment, maintenance, and proper selection of gas and electrodes used on various applications. The joining of non-ferrous metals with instructions in all-position welding is also covered.

Worship and Praise Ministry (CIP Code 50.0903)

WPA 100 Introduction to Praise and Worship **3 hours**
This is an introduction to Praise and Worship Ministry. It will review the contemporary movement including blended styles, worship evangelism and worship teams. The use of multi-media and drama in worship, and the use of sound systems and lighting will be examined.

WPA 105 Praise and Worship Ensemble 1 hour
Reading, rehearsal, and performance of praise and worship music.

WPA 106 Praise and Worship Ensemble II 1 hour
Reading, rehearsal, and performance of praise and worship music.

WPA 240 Praise and Worship Internship 3 hours
Students will spend one (1) semester in internship with a church. Students will observe, assist, plan, and direct praise and worship rehearsals along with multi-media used in the worship service.

Administration and Faculty

Administrative Officers

Ray G. Barber, D. Min.	President
Robert Yeager, Ed. D.	Vice President for Administration and Finance
Jeff McNabb	Provost
Patty Endicott, M.S.	Compliance Officer
Marc Grimes, M. Div.	Campus Minister and Assistant to the Executive Office
Beth Barber, M.A.T.	Chief Financial Officer
James Pratt, D. Min.	Director of Campus Life
Brian Baker, M.S.M.	Director of Development

Administrative Staff

Mona Allen	Administrative Assistant – Financial Aid
Mary Jo Beauchamp, Ed. D.	Dean, School of Education
Lora Beck, B.S.	Assistant Financial Aid Director
Becki Benson, B.S.O.M	Executive Secretary to the President
Pam Bolen, M.S.M.	Admissions Representative, AEL Rockport
Betty Burns, M.S.	Registrar
	Dean, School of Business
Liz Carlisle, B.A.	Assistant Chief Financial Officer
Claudine Cutchin, Ph.D.	Dean, School of Arts and Science
John Gabriel, M.A.	Athletic Trainer
	Director of Admissions
Charity Julian, M.A.T	Director of College and Career Services
Douglas Low, Ph.D.	Dean, School of Religious Studies
Anita Miskell, B.S.O.M.	Supervisor of Collections
David Morris	Women's Soccer Coach
Cassidy Nalley, M.S.W.	Campus Counselor & Men and Women's Cross Country Coach
Mary Nossett, A.S.	Administrative Assistant to Vice President Admin. & Finance
Mary Padgett, M.A.T.	Director of Upward Bound Program
Morris Pelzel, Ph.D.	Director of Institutional Research
Cinda Phillips, M.S.M.	Director of Student Support Services
Denise J. Pinnick, Ed. D.	Director of Library
Kris Pratt, B.S.O.M.	Human Resource Coordinator
Dino Raso, M.B.A.	Men's Soccer Coach
Carlotta Reynolds, Ed. D.	Assistant to Provost
Norm Reynolds, Ed. D.	Dean, School of Business
Caren Richeson, B.S	Director of Financial Aid
Wayne Rowland, B.A.	Director of Maintenance
Donald C. Royal, Ed. D,	Director, MAT Program
Michael E. Sandifar, Ed. D.	Athletic Director and Men's Basketball Coach
Amy Satterly, Ed. D.	Director of University Assessment
Kristie Stewart, M.S.	Director of MBA Program
Susan Sullivan, M.S.M.	Director of Alumni Affairs
Katheryn Webb, Ph.D.	Director, ED.D. Program

Jamie Wilkerson, B.S.	Director, Bookstore
Clint Woolsey, B.S.	Network Administrator
Kara Woolsey, B.S.	Human Resource Manager

Faculty

Michael J. Atkinson, (2000), Professor of Biology; Ed. D., Ball State University, 1985; M.A., Ball State University, 1982; B.S., Indiana University, 1979.

Robert L. Asa, (1984), Professor of Religious Studies; Ph.D., Southern Baptist Theological Seminary, 1983; M.Div., Southern Baptist Theological Seminary, 1979; M.A., University of Evansville, 1994; B.A., Belmont College 1975; University of Louisville, 1982;Oakland City College, 1992, 1994.

Ray G. Barber, (1999), President, Professor of Religious Studies; D. Min., Asbury Theological Seminary, 1999; M.Div., Oakland City University, 1988; B.A., Oakland City University, 1985.

Mary Jo Beauchamp, (2007), Dean, Assistant Professor of Special Education; Ed. D., Oakland City University, 2007. M.S., University of Evansville, 1974; B.A., University of Evansville, 1969.

Sharen Buyher, (2006), Lecturer in English; M.A., Ed. S., Indiana State University, 1994; Indiana State University, 1971; M.L.S., Indiana State University, 1974; B.S., Oakland City University, 1969;

Claudine D. Cutchin, (1997), Dean, School of Arts and Sciences, Professor of Social Science; Ph.D., Southern Illinois University, 1984-86, 1997-2001; Ph.D. (cand.), University of Caen, 1994-present; M.A., Southern Illinois University, 1984; M.A., University of Caen, 1982; B.A., University of Caen, 1981;

Camy N. Davis, (1999), Assistant Professor of Education; Ed. D. Oakland City University, 2008; M.S., Indiana Wesleyan University, 1999; B.S., University of Southern Indiana, 1997.

Daniel Dunivan, (2006), Assistant Professor in Religious Studies; Ph.D. St. Louis University. 2011; M.Div., Oakland City University, 2003;B.A., Oakland City University, 1999.

Marilyn Enlow, (2005), Lecturer in Business; M.S., Indiana University, 1975; B.S. Oakland City University, 1970.

A. John Gabriel, (2009), Lecturer in Physical Education and Health; Athletic Trainer; M.A., University of Northern Iowa, 1977; B.A. University of Northern Iowa, 1975.

Cathy Gonzales, (1999), Assistant Professor of Education; Ed. D., Oakland City University. M.A.T., Oakland City University, 2000;B.A., Oakland City University,1982.

Kiev S. Gracias, (2009), Assistant Professor of Biology; Ed. D., Ball State University, 2007, M.S. Louisiana Tech University, 2002, B.S., Louisiana Tech University, 2000.

Donna S. Hazelwood, (1989), Professor of Art; Ph.D., Indiana University, 1999; M.S., Indiana University, 1984; B.A., Oakland City College,1982.

Catherine Jones, (2008), Lecturer in Business; M.B.A., University of Evansville, 1990; B.S., Texas Womens University, 1987; A.S., Vincennes University, 1981.

Thomas E. Leuze, (1995), Associate Professor of Religious Studies, Ed. D., Southern Baptist Theological Seminary, 1995; M.Div., Southern Baptist Theological Seminary, 1982; B.A., University of Tennessee, 1978.

Douglas A. Low, (1990), Professor of Religious Studies; Ph.D., Southern Baptist Theological Seminary, 1988; M.Div., Southern Baptist Theological Seminary, 1982; B.A., Southeast Missouri State University, 1979.

Bernard M. Marley, (1986), Professor of Education; Ph.D., Southern Illinois University, 1982; Ed. S., Western Illinois University, 1975; ; M.S., Western Illinois University, 1972; M.S., Indiana State University, 1993; B.S., Quincy College, 1969;A.A., Springfield College, 1967.

Linda G. Marley, (1989), Professor of Education; Ph.D., Indiana State University, 1995; M.S., Indiana State University, 1989; B.M., Milliken University, 1973.

Chuck McKinney, (2010), Assistant Professor of Biology; D. Min., Trinity Episcopal School, 2002; Ph.D., Texas A & M, 1992; M. Div., Asbury Theological Seminary, 1998; M.S., Stephen F. Austin University, 1973; B.S. Stephen F. Austin University, 1972.

Jessica Mehringer, (2006) Lecturer in Business; M.S.M., Oakland City University, 1998; B.S., Oakland City University, 1994.

Ronald L. Mercer Jr., (2008), Associate Professor of Philosophy and Religious Studies; Ph.D., University of Kentucky, 2007; M.A., University of Kentucky, 2002; M.A., University of Kentucky, 1998; M.Div., Southern Baptist Theological Seminary,1996; B.A., University of Kentucky, 1993.

Randy K. Mills, (1983), Professor of Social Science; Ed. D., Indiana University, 1994; M.A.T., Indiana University, 1976; B.A., Oakland City College, 1973; University of Evansville, 1981.

Roxanne Mills, (2008), Assistant Professor of English; Ed. D., Oakland City University, 2008; M.S., Indiana University, 1986; B.A., Oakland City University,1977.

Christy Moore, (2007), Assistant Professor of Education; Ed. D., Oakland City University, 2009; M.A.T., Oakland City University; B.S., Indiana State University, 1995.

Cassidy Nalley (2009), Lecturer in Psychology and Campus Counselor,

Herb Neighbors, (2005), Lecturer in Social Sciences; M.A., University of Evansville, 1978; B.A., University of Evansville,1972.

Bruce Nichols, (2008), Lecturer in Business; Women's Soccer Coach; M.S. St. Thomas University, 1987; B.S., Florida Southern College, 1981.

Denise Pinnick, (1999), Associate Professor of Library Services; Ed. D., Oakland City University, 2006; M.L.S., Indiana University, 1997; B.A., Oakland City University, 1990.

James Pratt, (2002), Assistant Professor of Religious Studies; D. Min., Oakland City University, 2003; M.Div. Oakland City University, 1987; M.A.R., Oakland City University, 1986; B.A., Oakland City University, 1984.

Dino Raso, (2010), Lecturer in Business, Men's Soccer Coach; M.B.A., Eastern Illinois University, 1993; M.S., Barry University, 2003; B.S., Eastern Illinois University, 1992.

Carlotta Reynolds, (2004), Assistant Professor of Business; Ed. D., Oakland City University, 2008; M.S.M., Oakland City University, 2001; B.S., Oakland City University,1996.

Norm Reynolds, (2005), Assistant Professor of Business; Ed. D., Oakland City University, 2008; M.S.M., Oakland City University, 2001; B.S., Murray State University, 1970.

Michael E. Sandifar, (1987), Associate Professor of Physical Education; Ed. D, Oakland City University, 2006; M.A., Indiana University, 1977; B.S., Oklahoma Panhandle University, 1971; Other study; Southwestern College.

Tammy Scheller, (2005), Lecturer in Religious Studies; M.Div., Oakland City University, 2005; B.S., Indiana State University, 1980.

Devon Schlottman, (2004), Assistant Professor of Mathematics; Ed. D., Oakland City University, 2007; M.S., Indiana State University, 2004; B.S., Indiana State University, 2002.

Joseph C. Smith, (1977), Professor of Art; M.F.A., Indiana State University, 1983; M.S., Indiana University, 1977; B.F.A., Philips University, 1974.

Carolyn E. Spitler, (1966, 1973), Associate Professor of Music; M.M., University of Cincinnati, 1972; B.M., University of Cincinnati, 1965.

Patricia Swails, (1975). Professor of Education, NCATE Coordinator; Ph.D., Indiana State University, 1998; M.A., California State University, 1995; B.A., Oakland City University, 1990.

Thomas Walls, (2003), Assistant Professor of Religious Studies; Ph. D., Southern Baptist Theological Seminary, 1992; M.Div., Anderson University-School of Theology, 1984; M.A., Anderson University-School of Theology, 1978; B.A., Anderson University, 1976.

Rebecca N. Wright, (2000), Assistant Professor of Mathematics; Ed. D., Oakland City University, 2007; M.A.T., University of Idaho, 2002; B.S., Oakland City University, 2000.

Robert Yeager, (2008), Assistant Professor of Education and Business; Ed. D., Oakland City University, 2006; Ed. S., Indiana State University, 2002; M.S., Indiana State University, 1981; B.S., Indiana State University, 1977.

Emeritus Faculty

Alpha L. Beckett, Assistant Professor of Welding Technology Emeritus

Richard V. Beesley, Ed. D., D.D., Litt.D., Executive Vice President of the University Emeritus and Professor of Religious Studies Emeritus

William R. Hasselbrinck, Ph.D., and Ph.D., Distinguished Professor of Social Science

Emeritus

Marie M. McCord, Ed.D., Professor of Art Emerita

James W. Murray, Ph.D., Chancellor/President of the University Emeritus and Professor of Psychology Emeritus

Patricia D. Schafer, Ph.D., Associate Professor of Physical Education Emerita

Alma E. Shufflebarger, Ph.D., Professor of Education and Psychology Emerita

Equal Employment Opportunity/Affirmative Action Policy

Oakland City University is committed to the achievement of equal opportunity within OCU. In this regard, OCU will recruit, hire, promote, educate, and provide services to persons on the basis of their individual qualifications. OCU prohibits discrimination based on arbitrary considerations of characteristics such as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, or veteran status.

OCU also takes affirmative action in compliance with applicable federal, state, and local laws, statutes, regulations, and executive orders to attract, to employ, to advance in employment, and to ensure equality of opportunity in all aspects of employment for individuals who are minority, female, individuals with disabilities, disabled veterans, and veterans of the Vietnam era.