

# OHIO CHRISTIAN UNIVERSITY



**COLLEGE OF ADULT AND GRADUATE STUDIES**  
2013-2014 Catalog



# OHIO CHRISTIAN U N I V E R S I T Y

College of Adult and Graduate Studies  
2013-2014 Catalog

# Our Mission

Ohio Christian University prepares students to serve effectively in the church and society by providing a holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.



## A MESSAGE FROM PRESIDENT SMITH

Welcome to Ohio Christian University!

Congratulations! You have chosen the right university to pursue your life dreams and educational goals because OCU wants to invest in your life. Ohio Christian University and its College of Adult and Graduate Studies began offering degree programs for busy adults in 1999. We are keenly aware of the educational goals and unique needs of adult students. Research shows that adult education must be different. It must be convenient, relevant, collaborative, and experientially rich. We have worked hard to craft an education that meets your needs!

At Ohio Christian University, you will be prepared by a regionally accredited university (Higher Learning Commission – North Central Association). OCU offers a dedicated staff to serve you, convenient class times, and access at locations across Ohio and Georgia or online, anytime/anywhere. You will experience relevant course materials and faculty who are highly qualified both academically and experientially. Professors are prepared to help you tie the latest in academic theory with practical application. Whether you are here to continue your education and achieve greater job potential or to satisfy a personal goal of receiving your degree – I guarantee that you will grow more than you can imagine as you journey into the process of life-long learning.

Hope to see you soon!

Dr. Mark A. Smith  
President

# Preparing Christian Servant Leaders





### **Non-Discrimination Policy**

Ohio Christian University admits students of any race, color, national and ethnic origin, or handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the Congress of the United States, Ohio Christian University does not within the context of its religious principles, heritage, mission, or goals discriminate on the basis of sex in the area of employment, admission, educational programs, or other activities. Ohio Christian University complies with all federal and state non-discrimination laws and is an equal opportunity institution. The University reserves the right to, and does, maintain student educational and behavioral standards, and standards based upon religious considerations consistent with its role and mission. For the full policy and process visit <http://www.ohiochristian.edu/about/nondiscriminatory-policy>.

### **Privacy Policy**

OCU complies with federal and state laws governing the privacy of educational records. A copy of the University policy pertaining to the privacy of such records is available from the Provost's Office.

**In the event of errors or changes of policy, Ohio Christian University reserves the right to change the terms and conditions of this publication.**

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# About OCU

## ABOUT OCU

### VISION

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Preparing Christian servant leaders.

### MISSION STATEMENT

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Ohio Christian University prepares students to serve effectively in the church and society by providing a holistic, Christ-centered, biblically integrated education in the Wesleyan tradition.

### OBJECTIVES

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Upon graduation from Ohio Christian University the student should:

1. Articulate a Christian worldview predicated on a working knowledge of contrasting philosophies and religions.
2. Confirm an understanding of a saving and sanctifying knowledge of God through Jesus Christ as Savior and Lord.
3. Seek to reconcile the world to Christ in harmony with the Christian vocational mandate and each person's individual calling and occupational training.
4. Demonstrate God's love for humanity through a life of Christ-like service that seeks to benefit the spiritual, physical, intellectual and social needs of others.
5. Demonstrate scholarship in university-level disciplines inculcating continued intellectual and professional development.
6. Affirm the Bible as the only infallible guide for Christian faith and practice.

### CORE VALUES

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#### Christ Centered

Our community of interdependent students, faculty, and staff seeks to honor and obey Jesus Christ, who is present in Spirit and speaks in Scripture, and to advance God's purposes in the lives of every member.

#### Biblically Based

Our academic and student development programs cultivate a deep and enduring faith that affirms the authority of Scripture and embraces Christ as the authentic center of life.

#### Student Oriented

Our traditional undergraduate and adult curriculum integrates faith and learning in a scholarly environment that fosters critical and creative thinking, academic excellence, and professional competence.

#### Ministry Motivated

Our emphasis on ministry and missions extends beyond the classroom into real-world experiences that prepare students for a lifetime of service in ministry.

#### Leadership Focused

Our students experience and engage the world in ways that prepare leaders to serve and transform their professions, churches, and communities.

#### Academic Excellence

We seek to provide an excellent academic environment for the acquisition of both knowledge and wisdom.

### ACCREDITATION AND RECOGNITION

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α ACCREDITED by

- The Higher Learning Commission and a member of the North Central Association:





# About OCU

<http://www.ncahlc.org>, (312) 263-0456.

- The Association for Biblical Higher Education.
- The Teacher Education Accreditation Council.
- ❑ AUTHORIZED by the Ohio Board of Regents to offer associate, baccalaureate, and masters level education.
- ❑ CHARTERED by the State of Ohio.
- ❑ APPROVED by
  - The United States Office of Education for participation in the federal students financial aid programs.
  - The United States Department of Justice for the education of foreign students.
  - The Internal Revenue Service for Social Security benefits for eligible students.
  - The Department of Veterans Affairs to train Veterans or eligible persons.
- ❑ RECOGNIZED by
  - The Churches of Christ in Christian Union, Primitive Methodist Church, Evangelical Church and Evangelical Methodist Church, for ministerial training.
- ❑ MEMBER of
  - The Ohio College Association.
  - The Service Members Opportunity Colleges.

## OUR DOCTRINE

- ❑ We believe in one God; self-existent in three Persons, co-equal and co-eternal; Father, Son and Holy Spirit.
- ❑ We believe in the Bible, God's infallible Word, fully inspired by the Holy Spirit, the supreme authority for faith and practice.
- ❑ We believe in the deity of Jesus Christ, who became man,

being conceived of the Holy Spirit and born of a virgin. He lived a sinless life and died a substitutionary death as a complete sacrifice for the sins of all mankind. He arose bodily from the dead and ascended to the right hand of the Father where He is now our interceding High Priest.

- ❑ We believe that the Holy Spirit is a Divine Person who reveals Christ, both in a ministry to the world by restraining evil and by convicting of sin, and in a ministry to the Church by indwelling, empowering, guiding, and teaching all Christians.
- ❑ We believe that man was made in the image and likeness of God and by transgression incurred guilt before God, depravity of soul, and spiritual death.
- ❑ We believe in the universal atonement Christ provided for all mankind and that they who do repent and believe on Him are justified and regenerated from the guilt and practice of sin.
- ❑ We believe in entire sanctification as a definite crisis experience subsequent to regeneration. It is wrought on the basis of faith and consecration through the infilling of the Holy Spirit by which the believer is cleansed from all sin and to which the Spirit testifies.
- ❑ We believe in the progressive growth in grace toward Christian maturity through a consistent Christian life of good works which springs from faith in God and obedience to His Word. This growth we believe to be a necessary complement to the above mentioned crisis experience.
- ❑ We believe in the true universal Church as the Body of Christ and Temple of the Holy Spirit. It is composed of all true believers in Christ. It was created by Him for





# About OCU

worship and fellowship and is commissioned by Him to publish the Gospel to all the world.

- We believe in the personal return of Christ who shall come with power and great glory to gather the Church to Himself, to establish His millennial kingdom, and to judge the quick and the dead.
- We believe in the resurrection of the just, who shall enter into an actual eternal heaven, and the resurrection of the unjust, who shall go away into an actual and eternal hell.

## HISTORY

Ohio Christian University was founded in 1948 for the purpose of educating clergy for its sponsoring organization, the Churches of Christ in Christian Union. In 1958 a Board of Trustees was established, and in 1961 the institution was incorporated by the State of Ohio. By the mid-1960s the institution had reached an enrollment of 150 and moved to forty acres on Route 22 east of Circleville. In 1976 the institution received authorization from the Ohio Board of Regents and accreditation through the Association for Biblical Higher Education. Other programs were added such as counseling and music. In 1983 teacher education was initially offered for students interested in Christian school teaching. Later, the program was expanded through articulation agreements with other institutions to enable students to receive state licensure upon completion.

In the late 1990s the institution added a business program. The first nontraditional adult degree completion programs accepted students in January 1999. In 1998 the institution began pursuing dual institutional accreditation with the Higher Learning Commission of the North Central Association and was granted HLC accreditation in 2005.

Following the Higher Learning Commission accreditation in 2005, the Board of Trustees began a search for a new president who would expand the outreach of the University. Under the new president's leadership, the mission of the institution was clarified; new goals were envisioned; assessment plans updated, clarified, and implemented; and programs and partnerships expanded.

Ohio Christian University has remained true to its founders' vision throughout its history. Since its first graduating class of five in 1952, the institution has continued to produce leaders for the church and society. Although the mission, structures, and processes have developed and expanded throughout six decades, the founding goal has remained—that men and women be taught “to value souls more than money and eternity more than time,” producing Christian servant leaders to impact the world.



# Finance

## FINANCE

### FEE SCHEDULE

Application fee	\$25
Tuition per credit hour for Associate degree	\$305
Tuition per credit hour for Bachelor degree	\$398
Tuition per credit hour for RN-BSN	\$350
Tuition per credit hour for MBA and MM	\$435
Tuition per credit hour for MA degree	\$320
Tuition per credit hour for Military*	\$250
Graduation fee	\$100
Withdrawal from program fee	\$100
Drop fee within semester (per class)	\$30
Audit (per Associate/Bachelor onsite class)	\$50
Audit (per Associate/Bachelor online class)	\$100
Audit (per Master class)	\$110
Fee for transcribing PLA credit beyond HU1000/3000 (per credit hour)	\$60
Additional fee per paper	\$25
Fee for transcribing CLEP and SPT credit (per credit hour)	\$50
Directed Study (per credit hour)	\$150
Independent Study (per credit hour)	\$200

\*\$250 tuition per credit hour for military service members, veterans, military spouses, and dependents 23 or under.

Students must pay first semester tuition at registration prior to the first class session OR have made arrangements for payment through school loans, grants, etc. A payment plan is available for those students who qualify.

### PAYMENT PLANS

Financial aid will be applied directly to a student's account charges. The student is responsible for paying the remaining portion of his or her bill. The Financial Aid or Business Office will accept the following forms of payment (which can also be found at <http://www.ohiochristian.edu/financial-aid/payment-options>):

### Payment with Credit/Debit Card, Check, Money Order, or Cash

Credit/Debit Card payments, whether one-time or recurring, can be made/arranged via the following link: <https://secure.qgiv.com/for/ocufa/>.

Checks/Money Orders can be made out to "Ohio Christian University," and delivered/mailed to the University's Business or Financial Aid office.

Cash payments can be made in person to the University's Business or Financial Aid office located on the main campus in Circleville, Ohio.

### Employer Reimbursement

Students must provide the name of the employer, information verifying eligibility to receive reimbursement, and requirements for reimbursement. Invoice requests should be made via the following link: <http://www.ohiochristian.edu/financial-aid/request-invoice>.

The student is ultimately responsible to OCU for payment. Any issues between the student and their employer do not, in any way, alter this responsibility. Should a student fail to successfully make payments, the Financial Aid department will place a hold on the student's account until payment is made in full. No grades, transcripts, or diploma will be released until payment is made in full.

### Third Party Payment

Students who receive a scholarship from a third party, such as a church or scholarship fund, or payment by an agency, such as vocational rehabilitation or the military, must provide official documentation from the third party verifying the amount of the scholarship/payment per semester. This documentation should list any restrictions or additional requirements. Invoice requests can be made via the following link: <http://www.ohiochristian.edu/financial-aid/request-invoice>.

### Tuition Deferment

Tuition Deferment can be used alone, or to complement the Employer Reimbursement payment option. To use this option, the Payment Plan Agreement must be completed and submitted to the University's Financial Aid office prior to course registration. Additional instructions are located on the Agreement, which can be completed and submitted via the following link: <http://www.ohiochristian.edu/financial-aid/payment-plan-agreement>.

# Finance

## FINANCIAL AID

Any student planning to use financial aid to cover school costs must first complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA must have Ohio Christian University's school code – 003030 – in order for the results to be received by the Financial Aid Office. Once the FAFSA is successfully submitted online, the Financial Aid Office will receive that information within 2-3 business days. At this point, the student may contact the Financial Aid Office for estimates of eligibility at [agsfinaid@ohiochristian.edu](mailto:agsfinaid@ohiochristian.edu). The FAFSA must be renewed prior to each school year.

### Grants

#### Federal Pell Grant

A Federal Pell Grant does not have to be repaid. This need-based grant is awarded to undergraduate students who have not earned a bachelor's degree. The amount of the award is based on FAFSA results and enrollment status. Pell Grant funds will be credited directly to the student's account.

### Military Benefits

Ohio Christian University accepts educational benefits through the military (e.g., GI Bill, Ohio National Guard Scholarship Program). To begin the process of determining any applicable benefits, the student should contact the respective educational liaison within the appropriate military organization. Once that action has been taken, the student may contact the Financial Aid Office to proceed with any other applicable processes.

Ohio Christian University accepts DANTES/DSST credits. (See Credit by Examination, p. 25)

### Loans

#### Federal Direct Loans

Direct Loans are federal loans available to students who are attending college at least half-time. The amount a student may borrow is based on year in school, dependency status, and enrollment status.

#### Federal PLUS Loan (Parent Loan)

A parent may borrow a PLUS Loan to help pay the expenses of a child who is a dependent undergraduate student enrolled at least half-time. The parent must pass a credit check to be eligible to receive a PLUS Loan. In the event the parent is

denied the PLUS Loan due to adverse credit, the student generally becomes eligible to borrow an additional amount in an Unsubsidized Federal Stafford Loan.

### Private Student Loans

A student may also obtain private loans to cover education-related expenses. For more details visit <http://www.ohiochristian.edu/financial-aid/payment-options>.

## Satisfactory Academic Progress Requirements for Financial Aid

Students must make Satisfactory Academic Progress (SAP) towards earning a degree as stipulated in the table below to receive financial aid at OCU from all federal and state student aid grants, Work Study and loan programs. Some additional grants and scholarships may also use part or all of the SAP standards as minimum criteria for funding eligibility.

Financial Aid SAP will be measured annually. Students previously in good standing, will be placed on Financial Aid probation if the minimum SAP standards are not met. The student will retain eligibility for aid during the probationary period. Students not meeting the minimum SAP standards by the end of the semester the student was placed on Financial Aid probation will be placed on Financial Aid suspension. Aid eligibility will resume when the student raises his or her cumulative academic measurements to the required levels or has a Financial Aid appeal approved. Financial Aid suspension may be appealed if unusual and/or mitigating circumstances affected their academic progress. Such circumstances may include a severe illness or injury to the student or an immediate family member, the death of a student's relative, student activation into military service or other circumstances as deemed appropriate for consideration by the Financial Aid Appeals Committee. Transfer students with no grade history at OCU will enter on Financial Aid good standing. A Financial Aid SAP calculation, including transfer hours applicable to the current degree pursuit and OCU hours earned, will be run at the next scheduled increment.

To appeal, the student must submit a legible letter, a completed Financial Aid Appeal Form, and supporting documentation to the OCU Financial Aid Office. These must explain in detail why the student failed to meet the minimum academic standards, what unusual and/or mitigating circumstance contributed to the failure, and how the situation has changed to allow the student to meet

# Finance

Financial Aid SAP requirements by the next calculation. Appeals must be received by the Financial Aid office no later than 15 business days before the end of the term for which reinstatement is desired. Early appeal submission is strongly encouraged. A committee will review the appeal and will notify the student in writing of their decision. If an appeal is approved, the student will temporarily regain financial aid eligibility. Continuation of eligibility will be contingent upon the student demonstrating improved academic merit achievement as outlined by the Financial Aid appeals committee through their Academic Plan.

## REFUNDS

### Book Refunds

Refunds will be made for textbooks on the following conditions:

1. The student has officially withdrawn from the course that uses the textbook(s) for which a refund is being requested, and
2. The textbook(s) is returned to Tree of Life (1-888-392-2930) within two weeks from the course start date,
3. No opened software will be refunded.
4. No refunds on shipping and handling.

### Financial Aid Refunds

Qualified students can receive a refund from their student accounts after the following three requirements have been met:

1. One course has been completed in the semester with a passing grade,
2. Student continues to actively participate (see Attendance Policy on p. 21) in registered courses, and
3. Enough financial aid has been received to exceed the semester charges.

Ohio Christian University will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question. For a detailed listing of state-specific refund policies, please visit [www.ohio-christian.edu/financial-aid/refund-policies](http://www.ohio-christian.edu/financial-aid/refund-policies).

## BOOKS AND MATERIALS

All students attending the College of Adult and Graduate Studies are required to receive books as part of their OCU program. Books are to be purchased through the Tree of Life Bookstore only. This service prevents the inadvertent purchase of a wrong edition and also saves time and money shopping around buying books from several sources. Students have the option to make their default new, used, or rental books; some books are consumable and will be available as new only. The precise books students need are delivered to their doorstep.

## UNDERGRADUATE REQUIREMENTS

Semester Hours Attempted	1-16	17-32	33-48	49 and above
Minimum GPA Requirement	1.7	1.8	1.9	2.0
Minimum Pass Rate Percentage	50%	55%	62%	67%
Maximum Total Credit Hours or Time Allowed to Complete Current Primary Degree Requirements	150% of the specified degree program's published length.			



# Finance

Books are shipped one to three weeks prior to the class start date so students will have them in plenty of time. Therefore, if students have an address change or need to withdraw from the course, they must notify OCU at least 21 days before the class is scheduled to begin.

A resource fee is assessed for each course and added to the student bill. If a student qualifies for financial aid, the fees will be paid with whatever financial aid that has been awarded, after tuition. If a student does not qualify for financial aid, the book fee may be paid with tuition.

## SCHEDULE CHANGES

### Leave of Absence

Some students may need to leave school for a period of time. If a student wishes to take a leave of absence may begin the process by contacting the assigned academic advisor or the general agsadvising@ohiochristian.edu account.

### Withdrawals

- ❑ Students who need to withdraw from a course or program should always make an official contact via email with their assigned Academic Advisor.
- ❑ A withdrawal from a course or program often requires adjustments to financial aid, per U.S. Department of Education and/or State of Ohio regulations. The Financial Aid office makes that determination and any necessary adjustments upon receiving documentation of the course or program withdrawal. The student is responsible for any outstanding balance incurred as a result of this process.
  - When dropping a course, a student must inform the Financial Aid office of their continued enrollment intention within 45 days of their last date of attendance, in order to keep his/her financial aid in good standing.
- ❑ Withdrawals affect the student's completion rate. (See GPA Requirements on p. 29.)

### Withdrawals From Program

- The University will retain a fee of \$100 for processing the withdrawal.

### Withdrawals From Individual Courses

- Students who do not attend any sessions of a course for which they have registered should contact their Academic Advisor to be withdrawn from the course,

and their account will be credited for the tuition and be charged a Drop fee.

- If a student does not attend/participate any week of a class, they will be credited one hundred percent of their tuition.
- If a student attends/participates the first week of the class, and notifies their Academic Advisor of withdrawal before the second week, they will be credited eighty percent of their tuition.
- If a student does not participate the first week, but attends/participates the second week, they are no longer eligible to be credited for the tuition.
- If a student withdraws after the second week of the course, they are no longer eligible to be credited for the tuition.
- If a student has already received textbooks for the courses, it is recommended the books be returned immediately for credit. Many courses change books or update editions without notice.

## Course Changes

Students withdrawing from a course after the semester begins will be charged a \$30 drop fee and their tuition adjusted to reflect the number of credits carried for that semester. Please contact the Financial Aid office, as dropping a class from the semester may change aid eligibility.

The addition of a class may add to the student's account and exceed their financial aid limits. Please contact the Financial Aid office prior to adding a class to the semester.

# Student Services Policies



## STUDENT SERVICES POLICIES

### BEHAVIORAL STANDARDS

The University requires that Adult and Graduate Students maintain professional standards of behavior. We expect all members of the community both onsite and online to behave in a civil and respectful manner appropriate to a Christian environment. As such, the following behavioral expectations are based on the standards of civil and Christian behavior and common professional codes of conduct and apply to all students while they are on the University premises, including the virtual campus, or representing AGS program in an official capacity.

#### Standard of Dress

The reasonable standard AGS desires to maintain for its adult students is a neat and modest appearance which projects self-confidence, professionalism and high standards. Students in onsite classes should dress appropriately, within the limits of their work schedule. Students should not wear tank tops to class. Dirty or ragged clothing intended as undergarments are not to be worn externally.

### Firearms And Explosives

There will be no discharging of firearms, weapons, or explosives of any kind on University property. "Firearms/weapons" includes rifles, shotguns, air rifles, BB/pellet guns, slingshots, paintball, and bow and arrows. The University may confiscate firearms, if necessary, to maintain the safety of the campus and its residents.

### Harassment

The university will not tolerate harassment or abuse of any member of the university community against any other. Students who are deemed a serious risk of imminent harm to themselves or others may be dismissed immediately. A student should report any incident via telephone or email to the AGS Director of Student Services or the Vice President for Adult and Graduate Studies. Contact the AGS Director of Student Services for details of the University policy.

### Personal Property

Personal property is the sole responsibility of the individual student. The University assumes no responsibility for the loss of money, valuables, or other personal property.

### Theft/Unlawful Entry

Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property is strictly prohibited, violators may be prosecuted. Unauthorized or improper use of any University property, equipment, facilities, or resources, including unauthorized entry into any University room, building, or premises is strictly prohibited.

### Tobacco & Controlled Substances

The possession and use of alcoholic beverages of any description, nonmedical narcotics or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on the OCU Campus and denominational property. Tobacco use in all forms is prohibited on the University Campus and denominational grounds at all times. Students should adhere to the policy at additional University sites.

# Student Services Policies

## **VIOLATION OF BEHAVIORAL STANDARDS**

### **Disciplinary Process**

The College of Adult and Graduate Studies seeks to utilize disciplinary actions that are reconciling and educative. The following behavior expectations and policies (generally) apply only while College of Adult and Graduate Studies students are at any University sites or in the virtual classroom environment. The University reserves the right, however, to discipline students for conduct off the University premises if such conduct is detrimental to the reputation of the University or its mission.

All offenses will be handled on an individual basis. Any and all disciplinary sanctions may be applied. Some offenses may be considered minor in nature and others are of greater concern and will result in action that is reflective of that. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. Every violation and decision will be discussed with the student.

Students should be aware that all federal, state, and local laws apply as well. Enrollment in no way negates coverage from civil law. Penalty from civil law does not exempt students from further discipline by the University.

### **Discipline Sanctions**

All disciplinary infractions will be considered cumulative across the entire period of a student's enrollment with Ohio Christian University.

Potential actions in the event of irresponsible behavior include:

1. **Written Warning:** Student receives a letter from the University informing them that they have engaged in behavior that is in violation of Ohio Christian University Behavioral Standards. If they should continue to engage in this behavior or any other behavioral that is in violation of the University Behavioral Standards, more serious actions may be taken by the University. Written warnings may take the form of email or regular mail and will be clearly marked such.
2. **Request for Voluntary Withdrawal:** A student may be asked to withdraw for their best interest.
3. **Suspension:** Temporary immediate removal from academic status and other privileges for a designated

period for the purpose of concentrated institutional and personal assessment of the student's ability to benefit from an OCU educational experience. During this assessment period, the student is not allowed on campus nor to access the University virtual campus. Participation in any University sponsored events is prohibited.

4. **Expulsion:** Permanent removal from school and immediate cessation of participation in the University's programs and services. Enrollment will be terminated with immediate departure from campus or inaccessibility to the University virtual campus. The student will not be allowed to return to any Ohio Christian University location nor to participate in any University-sponsored events.

### **Appeal Procedure**

Students are provided the opportunity to appeal any disciplinary decision by submitting their appeal in writing to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) within three days of receiving notification of the disciplinary action taken.

### **Request for Readmission**

If a student is suspended from the University and desires to return, he/she must submit a written request to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) for readmission. The student is to provide a thorough account of the actions that led to his/her dismissal and the student's strategy for successfully continuing studies at the University. An approval for readmission will be subject to any stipulations made by the AGS Director of Student Services and/or Vice President of the College of Adult and Graduate Studies.

## **STUDENT SERVICES POLICES**

### **Accommodations Policy**

Ohio Christian University is committed to its entire student body, including those who need accommodation for disabilities. The 504 Compliance Officer is responsible for coordinating OCU's efforts in complying with applicable Federal and State laws and regulations, including the University's duty to address any inquiries or complaints regarding discrimination or denial of equal access. Information and forms can be located via the following URL: <http://www.ohiochristian.edu/about/nondiscriminatory-policy>.

Additionally, questions or comments may be directed to:  
Ohio Christian University  
Attn: 504 Compliance Officer

# Student Services Policies

1476 Lancaster Pike  
 Circleville, OH 43113  
 Phone Number: 740-477-7803  
 Fax Number: 866-510-2708  
[complianceofficer@ohiochristian.edu](mailto:complianceofficer@ohiochristian.edu)

## Housing and Campus Employment

On campus housing and campus employment is not available for Adult and Graduate Studies students.

## Student Record Information Changes

### Name Change Procedure

The University requires students requesting a name change to provide official documentation to the AGS Registrar's Office. The official documentation must include their new last name and either their social security number or date of birth. A copy of the new driver's license, social security card, a scanned image of their marriage certificate, or dissolution/divorce decree are documentation, approved for the name change to become effective.

### Address and Telephone Number Change Procedure

Students are responsible to update any address or telephone number information in SONIS under the Bio icon.

## Vehicle Regulations

Anyone who drives on the University campus is expected to abide by all posted regulations and use designated parking. Failure to comply with state and campus regulations may result in loss of parking rights. The University does not assume responsibility for any vehicle or its contents while it is on campus.

### Vehicle Operation

Vehicles are to be operated within posted speed limits. The maximum speed limit is 15 miles per hour on the University campus. Vehicles are to be operated only on surfaced roadways and parked only in designated areas. Vehicles may not be parked on lawns.

### Parking On Main Campus & Off-Site

On main campus, no parking is allowed in areas painted or striped with yellow paint. This is done to prevent blocking of driveways, crosswalks, and building entrances. Some parking spaces are reserved from 7:00 AM to 5:00 PM,

Monday-Friday. Resident Director and handicap parking are reserved at all times. Students may use all non-designated spaces.

At off-site campuses, students may be required to purchase parking permits or pay fees. Contact the Adult and Graduate Studies Office for details. For safety, students are encouraged to leave class together at night.

## Visitors in the Classroom

- ❑ Children – Due to the various disruptions and distractions (whether real or potential) associated with the presence of minor children in the classroom setting, no minor children will be permitted to accompany either faculty or students into class sessions.
- ❑ Instructor Observation – An instructor observation may be conducted during class time when a University administrator or mentor observes an instructor for evaluation.
- ❑ Student Assistance – Should a student need special assistance, such as someone to help carry class materials and books or someone to help take notes due to a temporary injury, he/she should notify the instructor of the injury and state the reason for the visitor via email prior to class time.





# Academic Policies

## ACADEMIC POLICIES

Ohio Christian University has developed its College of Adult and Graduate Studies to meet the needs of busy adult students. These students are typically employed full time and interested in completing their degree in the evening, Saturdays, or online, while continuing to work. The opportunity is provided to begin classes at different times of the year and attend class one night or Saturday morning per week or asynchronously online on a year-round basis, thus allowing quicker completion of the degree than through traditional means when attending part-time.

### ONLINE COURSES

To increase access to education and meet the flexibility needs of busy adult learners, all courses and programs are offered through online delivery. Some courses and concentrations are available only online.

In online courses students complete their weekly learning activities (reading, discussions, assignments) in an asynchronous way (i.e., not necessarily at the same time as others). The timeline is similar to onsite courses. Each course contains a complete syllabus and learning activities for each week.

Within the Edvance360 learning management system, the navigation provides easy maneuvering through courses. Communication is available in a variety of methods, including instant chat, email, and the threaded discussion experience similarly found in social media. Students must use Microsoft Word for activities requiring a submission. Microsoft Excel, and Powerpoint are also required for some courses. Communities are also provided for specialty areas, cohorts, and all of the online student body to have continuous resources made available. ([learn.ohiochristian.edu](http://learn.ohiochristian.edu))

### PROGRAM ADVANTAGES

To allow students to fit this program into their already busy lives, the University offers courses one evening a week from 6 to 10 p.m., Saturday from 8:30 a.m. to 12:30 p.m., or asynchronously online for the duration of each program.

Organized into groups called a cohort, students progress through the program together. The University presents the curricula in a series of student guides with detailed assignments for each week.

### INFORMATION SESSIONS

Throughout the year, Ohio Christian University holds Information Sessions on campus and at other locations to inform prospective students about:

- ❑ Program advantages
- ❑ Program format
- ❑ Financial matters, such as:
  - Program costs
  - Loans and grants, and payment plans
  - Employer reimbursement
- ❑ Beginning dates for groups (cohorts)
- ❑ Application procedures

To get dates for Information Sessions or to schedule an individual conversation, please call the College of Adult and Graduate Studies at 740-477-7700 (877-496-8342 toll free).

### FACULTY

Faculty are key to accomplishing program objectives successfully and thus fulfilling the University's mission. Faculty are academically and experientially qualified, spiritually mature, and strongly committed to the mission and purposes of Ohio Christian University. Additionally, they are expected to facilitate adult learning by allowing non-traditional students to learn from peers and resources as well as from the instructor.

To facilitate non-traditional programs at multiple sites and online, the University partners with excellent faculty at several levels: administrative, full-time instructional, full-time affiliate, adjuncts, and mentees. Faculty in all categories are fully qualified in academics and experience, desire to teach adults effectively, and have a committed relationship with God.

### LIBRARY

The Maxwell Library exists to support the curricular needs of students and faculty. The Library is continuing to expand its resources to support the curricula and promote student academic success. Library hours are posted on the

# Academic Policies

University's Web site. The University is a full member of OhioLINK, which gives students online access to multiple electronic materials such as articles, journals, newspapers, theses/dissertations, and even books. Additionally, materials can be shipped from any OhioLINK library in Ohio. Renewals and requests for material can be made by emailing [library@ohiochristian.edu](mailto:library@ohiochristian.edu).

## COMPUTER LAB

Three computer labs are located on the main campus in the Maxwell Library and the Maxwell Center. Access to computer support at off-campus sites varies. Contact the College of Adult and Graduate Studies for specifics.

## INTERNET ACCESS

Students access SONIS student management system for grades and statements of student accounts. Onsite undergraduate students also use SONIS to access syllabi and support documents. All students are expected to use their assigned GroupWise email account. Online undergraduate and all graduate students access learning materials through the Edvance360 course learning system ([learn.ohiochristian.edu](http://learn.ohiochristian.edu)). Some courses require students to have access to the Internet for weekly homework and assignments. It is the student's responsibility to secure access for those courses that require it.

Students must use Microsoft Word documents when submitting assignments. Microsoft Excel and Powerpoint will be needed for some courses.

The University encourages students to use technological advances to enhance their personal educational experience. The IT Helpdesk provides assistance regarding access to the University systems. Students are assigned passwords upon their enrollment and may contact [itworkorder@ohiochristian.edu](mailto:itworkorder@ohiochristian.edu) for access information and other inquiries.

The University reserves the right on the main campus to restrict students from accessing Internet sites that are pornographic in nature or in any way not consistent with the standards of Ohio Christian University. The University further reserves the right to monitor use of the Internet on campus, randomly or systematically, or individual or network. Violations of policy will be handled through the disciplinary process.

## PROGRAM BENEFITS

Students in the College of Adult and Graduate Studies will be able to:

- ❑ Complete an associate, bachelor, or master degree in as little as two years (bachelor programs are in a degree completion format and require two years of previous college work).
- ❑ Convert significant prior learning into undergraduate credits by documenting past training, work-related experience, and prior learning.
- ❑ Attend class only once each week, or asynchronously online, and minimize interference with work schedules and family responsibilities.
- ❑ Improve written, oral, and computer skills, and strengthen their abilities to maximize ministry responsibilities and/or leadership skills.
- ❑ Meet in a collaborative format and benefit from the varied experiences and ideas of classmates.
- ❑ Obtain a degree that opens a wide range of opportunities, including pursuing graduate or post-graduate studies.
- ❑ Attend small classes with the same students, developing team-work skills and mutual support.
- ❑ Receive individualized instruction and specific attention to problem areas.
- ❑ Gain satisfaction by fulfilling an educational goal.

## THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law (section 9528), gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

With certain exceptions FERPA requires Ohio Christian University to obtain written consent prior to the disclosure of personally identifiable information from education records.

## Directory Information

Directory information is generally not considered harmful or an invasion of privacy if released. However, if a student does not want Ohio Christian University to disclose directory information from education records without prior written

# Academic Policies

consent, he/she must notify the University in writing by the first day that classes begin in each semester.

The freedom to publish directory information allows OCU to include students in publications such as the yearbook, honor roll lists, graduation programs and sports news. If a student places a hold on directory information, he/she will have to sign a consent form each time information is released.

In accordance with FERPA guidelines, OCU has designated the following items as directory information:

- ❑ Name
- ❑ Current enrollment
- ❑ Local address as a student
- ❑ Permanent address as a student
- ❑ Local telephone number
- ❑ E-mail addresses
- ❑ Dates of attendance
- ❑ Class standing (e.g., sophomore)
- ❑ Schedule of classes
- ❑ Previous institution(s) attended
- ❑ Field(s) of study
- ❑ Awards and honors
- ❑ Degree(s) and date(s) conferred
- ❑ Full-time or part-time status
- ❑ Photographic or videotaped image
- ❑ Past and present participation in officially recognized sports and activities, and physical factors of athletes (e.g., height, weight).
- ❑ In very limited circumstances, a student ID number, user ID, or other unique personal identifier may be used to communicate in secured ways. (A student's SSN, in whole or in part, may not be used for this purpose.)

## Other Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords certain other rights with respect to education records. These rights are:

- ❑ The right to inspect and review education records within 45 days of the day the college receives a request for access. You may submit to the Registrar a written request identifying the record(s) you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise you of the correct official to whom the request should be addressed.

- ❑ The right to request the amendment of education records that you believe to be inaccurate or misleading. You may request that the university amend a record you believe is inaccurate or misleading. You should write the official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as you requested, you will be notified of the decision and advised of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.
- ❑ The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure without consent to school officials with legitimate educational interests in the information. A school official is a person employed by the university in an administrative, supervisory, academic, or support staff position (including security and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university also is permitted to disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
- ❑ 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 FERPA.

The complete regulations and full definitions of terminology are at the FERPA page on the U.S. Department of Education website. If you have other questions about FERPA, you may visit the website of the Family Policy Compliance Office or you may write to them:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

# Academic Policies

## GRADE APPEAL AND ACADEMIC POLICY GRIEVANCE

A student who wishes to appeal a course grade or an academic policy decision must abide by the procedures that follow.

All academic grievances, with all documents, recommendations, and decisions, will be reported to the Assistant Vice President and Dean. Because the appeal process is a private university, administrative process, legal counsel, or representation is not appropriate.

### Grade Appeal

A final grade appeal involves only those situations in which a student believes that an instructor (a) has not followed fair grading practice or (b) has not followed published grading policy. A student who wishes to appeal a final grade based on one or both of these reasons must follow these procedures:

1. The student must first contact the instructor for full explanation of the grade given and the basis for assigning the grade.
2. If there is no resolution, then the student may file a grade appeal request form, and any supporting documents to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). If a properly completed grade appeal request form is not received by the University within 6 weeks of the end date of the course indicated in Sonis, then the student will forfeit any further right to appeal.
3. After the University receives the grade appeal request form, it will be forwarded to the instructor for response.
4. The Academic Appeals Committee will meet to review the form and submitted documents. The decision of the committee will be final and binding upon all parties.

### Academics Policy Grievance

An academic policy grievance involves those situations in which a student believes that the University has not followed published academic policies (which are contained in the AGS Catalog) regarding an academic decision. A student who wishes to file an academic policy grievance must follow these procedures:

1. It is recommended that the student first contact the person who has made the decision for a full explanation of the policy and how the policy was followed.

2. The student may request that the matter be reviewed by Assistant Vice President and Dean by filing a formal request in writing to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). (If the complaint involves the Assistant Vice President and Dean, then the appeal will be reviewed by the Vice President.) The Assistant Vice President and Dean (or, if applicable, the Vice President) will notify the student of the decision in writing. If a properly completed written request is not received by the university within 30 calendar days of the date on which the event that gave rise or the complaint occurs, then the student will forfeit any further right to appeal.
3. The student may appeal the Assistant Vice President and Dean's (or, if applicable, the Vice President's) decision to the Academic Appeals Committee by submission of a written request to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). If the university does not receive a properly completed written request within 15 calendar days of the date on which the notice in step 2 was sent, then the student will forfeit any further right to appeal. The decision of the Academic Appeals Committee will be final and binding upon all parties.

## ACADEMIC HONESTY POLICY

Students are expected to be honest in all their academic work and are responsible for their own work for course requirements. Scholastic dishonesty is a violation of both academic standards and biblical teachings, and is an affront to other students and the faculty. Academic dishonesty includes the following:

1. Cheating on assignments and tests.
2. Plagiarism. The student is responsible for knowing the legitimate and illegitimate use of source material in written work. (See Plagiarism Policy.)
3. Submitting a paper or project in which part or the entirety was done by someone else. (This does not include designated group assignments in which the student participates.)
4. Submitting the same (or essentially the same) paper or project in more than one course without prior consent of the instructors involved.
5. Any act that violates the rights of other students from completing their academic assignments (e.g., deliberate withholding of necessary academic material, willful harm to another student's work).



# Academic Policies

Students found involved in academic dishonesty will be penalized by the instructor. The penalty may include reduced credit or no credit on the assignment or test, additional assignments, or other measures deemed appropriate by the instructor. All instances of academic dishonesty must be reported to the Assistant Vice President and Dean. A student who feels that the charge is unjust or that the penalty is unfair may appeal through the Academics Policy Grievance process.

## PLAGIARISM POLICY

All instances of plagiarism must be reported to the Assistant Vice President and Dean for recording in the student's permanent file. For a student's first offense, he/she will earn a zero grade on the assignment that was plagiarized. Many times failing a final assignment would result in a failure of the entire course. For the second offense, the student will fail the course. For the third offense, the student will fail the course and be suspended from Ohio Christian University. A student who has been suspended for academic reasons may petition for readmission after six months.

Faculty are expected to be aware of and make decisions on instances of plagiarism. As a general guideline, plagiarism is defined by Lucas (2010) as "presenting another person's language or ideas as one's own." There are three types of plagiarism:

- ❑ Global plagiarism: "stealing a paper or speech entirely from a single source and passing it off as one's own."
- ❑ Patchwork plagiarism: "stealing ideas or language from two or three sources and passing them off as one's own."
- ❑ Incremental plagiarism: "failing to give credit for particular parts of a paper or speech that are borrowed from other people." *The Art of Public Speaking*, 2010, by Stephen E. Lucas, McGraw-Hill, pp. 36-39.

## IDENTITY FRAUD

Enrolled students must complete their own assignments and exams. Any enrolled student who retains a third party to complete assignments and/or exams on the enrolled student's behalf has committed identity fraud. Identity fraud will result in immediate dismissal.

## LATE HOMEWORK POLICY

### Onsite

All assignments must be turned in by 6:30 p.m. the night of class or 9:00 a.m. for Saturday classes. Assignments turned in up to 1 day late will earn a 10% deduction; 2 days late, 20% deduction; 3-7 days late, 50% deduction. Assignments submitted on or after the 8th day will not be graded and will earn zero.

### Online

All assignments are due the last day of each school week; for example, a Tuesday to Monday school week requires all assignments to be submitted by midnight Eastern time each Monday. Assignments turned in up to 1 day late will earn a 10% deduction; 2 days late, 20% deduction; 3-6 days late, 50% deduction. Assignments submitted on or after the 7th day will not be graded and will earn zero.

## CHANGE OF INFORMATION NOTICE

The information contained in this catalog was accurate at the time of publication. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, class schedule, student calendar, program outline, course descriptions, curricula, faculty, student services, administrative policies, and financial assistance.

## DIRECTED STUDY

A student who needs a required course that is not available in the regular schedule may contact their Academic Advisor to schedule a directed study course.

The duration of a Directed Study may be up to 10 weeks from the start date of the course. After 10 weeks, the grade will be finalized as earned. Typically, students are charged a directed study fee per credit hour in addition to regular tuition charges.

The University reserves the right to change classes with small enrollment to Directed Study.

# Academic Policies

## INDEPENDENT STUDY

A student wishing to study a subject matter that is relevant to his/her degree program, but not listed in the catalog, may request an independent study of that subject. The two major criteria are (1) relevance and (2) lack of subject availability through any other course in the catalog. No course listed in the current catalog may be taken as an independent study. Students on any kind of academic restriction will not be considered for an independent study. Students are charged an independent study fee per credit hour in addition to regular tuition charges.

## ATTENDANCE POLICY

### Onsite Students

#### Tardy

Students are expected to be present when class begins and remain the entire class session. Students will be considered tardy if they arrive more than 30 minutes late for a class session or leave earlier than 30 minutes before the end of a class session. Two tardies will equal an absence. In the case of an emergency, a student may be allowed one tardy in courses that are three class sessions or fewer in length. Even if a tardy is excused, participation points will still be deducted. Students exceeding the allowed tardies/absences will be given a withdrawal grade.

#### Absence

Under emergency circumstances, a student may be allowed one absence in courses that are four class sessions or more in length. Students are not allowed an absence for any course that has three class sessions or fewer in length. Even if an absence is permitted or excused, participation points will still be deducted. Homework assignments for the night of absence are still due as scheduled. Students exceeding the allowed tardies/absences will be given a withdrawal grade.

#### Absence Appeal

An absence appeal may be filed for emergency circumstances. Absence appeals are approved in rare instances related to military service, hospitalization, or death in immediate family. Please contact your Academic Advisor to obtain and complete the appropriate form in such situations. Contact must be made and the appeal form submitted within 7 days

of the absence. To be approved, all absences for the class must be for legitimate emergency reasons.

#### Late Instructor

Should an instructor be late for a class session, students are expected to wait a minimum of 30 minutes and contact the site coordinator or Assistant Director of Student Services before leaving. If the instructor arrives within that 30 minute period and any student has left, the student will be counted as absent for the class session. If the instructor does not arrive within the 30 minute period, the students may leave and arrangements will be made to make up those class hours sometime during the time frame of the course or additional assignments will be given.

#### Cancellation Of Onsite Classes

Ohio Christian University offers classes at many different locations throughout the states of Ohio and Georgia. Weather can vary greatly at these campus locations. Each location will constitute a separate evaluation and decision process, and therefore, class cancellations due to weather issues may apply to some but not all students. As possible, school closing will be determined by 3:00 p.m. the day for which classes are scheduled or by Friday evening in relationship to Saturday morning classes.

Students and professors will be notified through their OCU email account and telephone (as possible) if classes at their specific location are canceled. Students may also call the Adult and Graduate Student Services toll free line at 877-496-8342 after 3 p.m. for the most up-to-date information.

If classes are canceled, professors will contact students regarding make-up.

If classes are not canceled, students must make decisions related to their own attendance based on the attendance policy.

### Online Students

#### Absence

Attendance is determined by participation in weekly learning activities. A student is reported absent for a week if there is no participation in course discussions or submission of assignments during that week. Under emergency circumstances, a student may be allowed one absence in courses that are four weeks or more in length. No absences are allowed in courses that are three weeks or shorter in length.

# Academic Policies

Students exceeding the allowed absences will be given a withdrawal grade regardless of the circumstances. The only exception is for military reserve personnel fulfilling annual training requirements.

## Auditors

Students auditing courses are required to complete only the Short Application/Registration Form. Students auditing a course are taking the course for no credit, thus they do not earn a grade. Students are encouraged but not required to attend classes regularly and complete homework assignments.

Students may obtain their own textbooks or purchase textbooks through OCU via Tree of Life Bookstore. Because students auditing courses do not qualify for financial aid, they must make arrangements to pay auditing fees prior to registration.

## Senior Citizens

Senior citizens, age 60 and older, may attend (audit) classes at no tuition charge providing there is space available and the professor gives permission. Book and material costs and course fees are the responsibility of the individual auditing the course. Registration is not required; no grade or credit will be recorded.

## Non-Degree-Seeking Students

Students not desiring a degree or certificate, but wanting to take courses for credit must complete the Short Application/Registration Form. Non-degree-seeking students may earn up to 12 semester hours. If a student desires to continue taking courses after having completed 12 semester hours, the normal admissions process must be completed.

Students registering for undergraduate level courses will be required to confirm only via the application that they have earned a high school diploma or GED. Students registering for graduate level courses will be required to supply a transcript showing a bachelor degree has been earned.

Non-degree seeking students do not qualify for financial aid and must make payment arrangements prior to registration.

## APPLICABLE CATALOG

Catalog requirements may change with each edition of the catalog. The applicable catalog is either the current catalog or the catalog existing at the time of the student’s enrolling or changing of a degree program. (Please refer to the Applicable Catalog table at the bottom of this page.)

APPLICABLE CATALOG

Last Course Completed	Applicable Catalog	Process
Less than 6 months	Previously assigned	Reenroll with a recruiter
6 – 12 months	Current	Reenroll with a recruiter
More than 12 months	Current	Complete application, reenroll with a recruiter

# Undergraduate Studies

## UNDERGRADUATE STUDIES

The College of Adult and Graduate Studies offers a Bachelor of Arts degree with majors in Business, Interdisciplinary Studies, Leadership and Ministry, Psychology, Substance Abuse Counseling, and a Bachelor of Science in Nursing. An Associate of Arts degree is offered with majors in Business, Christian Ministry, and Interdisciplinary Studies. These programs are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

## UNDERGRADUATE PROGRAMS OFFERED

### Associate of Arts Programs

- ❑ Associate of Arts with a major in Business
  - Agribusiness Concentration
  - Business Management Concentration
  - Information Technology Concentration
- ❑ Associate of Arts with a major in Christian Ministry
  - Biblical Studies Concentration
  - Pastoral Ministry Concentration
- ❑ Associate of Arts with a major in Interdisciplinary Studies

### Bachelor Programs

- ❑ Bachelor of Arts Program with a major in Business
  - Business Management Concentration
  - Disaster Management and Relief Concentration
  - Healthcare Management Concentration
  - Information Technology Concentration
  - Logistics Management Concentration
  - Organizational Leadership Concentration
- ❑ Bachelor of Arts with a major in Interdisciplinary Studies
- ❑ Bachelor of Arts with a major in Leadership and Ministry
- ❑ Bachelor of Arts with a major in Psychology
- ❑ Bachelor of Arts with a major in Substance Abuse Counseling
- ❑ Bachelor of Science in Nursing

## ADMISSION REQUIREMENTS

### Application Process

Students may start courses before the admissions process is completed but must have all application file requirements submitted within 10 weeks.

Pieces which must be included in the file before being considered for admission are:

- ❑ Students seeking to complete an associate's degree or having less than 12 semester credits of college work must submit a legible copy of high school transcript, high school diploma, or GED as proof of high school equivalency.
- ❑ Students seeking to complete a degree must submit official transcripts of prior college work from all institutions previously attended. Official transcripts must be sent to the Ohio Christian University College of Adult and Graduate Studies by fax from the sending institution or by mail from the sending institution in a sealed envelope.
- ❑ Completed and signed application and application fee paid (non-refundable).
- ❑ Transcript review of prior college credit (if applicable).
- ❑ Ministry Reference Form (Pastoral Ministry Concentration and Leadership and Ministry major only).

Readmit: See Applicable Catalog p. 22.

### Associate of Arts Programs

1. Legible copy of the high school transcript, high school diploma, or GED as proof of high school equivalency.
2. Application form and payment of Application Fee.

Any applicant not meeting the above-stated requirements may petition for consideration.

### Bachelor of Arts Programs

1. A minimum of 50 semester credits from an institution of higher learning accredited regionally or by ABHE.
2. Official transcript directly from all institutions previously attended.
3. GPA of 2.0 or better (on a 4.0 scale) on all prior work.
4. Application form and payment of Application Fee.

Any applicant not meeting the above-stated requirements may petition for consideration.



# Undergraduate Studies

## Bachelor of Science in Nursing Program

1. A minimum of 50 semester credits from an institution of higher learning accredited regionally or by ABHE. Diploma nursing program graduates will receive individual advising for course equivalency for transfer. A maximum of 80 credit hours may be transferred.
2. Official transcript directly from all institutions previously attended.
3. GPA of 2.0 or better (on a 4.0) on all prior work.
4. Application form and payment of Application Fee.
5. The BSN program requires all candidates to hold a current, unencumbered Registered Nurse License in the state he/she practices throughout the program.

Any applicant not meeting the above-stated requirements may petition for consideration.

## Probationary Admission

Students applying for admission with less than the required cumulative GPA in completed college work may be admitted on GPA Requirements probation until they complete the first semester, after which their status will be re-examined. (See GPA Requirements table on p. 29.)

## Undergraduate Transfer Student Policy

Ohio Christian University welcomes students to apply transfer credits from other institutions. The following provisions govern transferring credits to OCU:

1. The student seeking enrollment by transfer from another college will complete the regular admission process as outlined on page 23 with the addition of a transcript review supplied by OCU.
2. All academic courses in which at least a "C-" grade or its equivalent has been earned are eligible for transfer, subject to discretion of the College of Adult and Graduate Studies, providing the courses were taken at a regionally or ABHE accredited college/university.
3. Credits earned at an institution that does not hold regional or ABHE accreditation will be accepted only after probationary study at OCU of 30 credit hours and achievement of a 2.0 average or better. The maximum number of credits transferable from a school without regional or ABHE accreditation is 60 semester credits.
4. Courses must be for college credit (i.e., not development).
5. Each applicant for transfer admission will be notified of the specific course credits or equivalents to be granted by OCU.

OCU uses semester hours. One quarter hour is worth 0.67 of a semester hour.

## Advanced Standing

A student bringing transfer credit may be granted advanced standing to replace required courses.

- ❑ In undergraduate programs, a student may transfer in up to 4 classes or 12 semester hours (whichever is more advantageous for the student) for advanced standing. (See Undergraduate Transfer Student Policy, p. 24.) The course(s) must be equivalent in content and equal in credit weight to be considered. Students requesting advanced standing for more than 12 credits must petition in writing, outlining why they should be granted additional advanced standing, up to 6 credits, through email via [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu).
- ❑ Students requesting advanced standing should understand that hours granted in advanced standing must be made-up with other hours to meet the graduation requirements (60 hours for associate and 120 hours for bachelor). Advanced standing is normally established at the transcript review. If a student requests additional advanced standing, that request must be made prior to the semester in which the course in question occurs.

## International Student Policy

The University complies with U.S. government regulations for foreign students. Due to strict government regulations, the University has detailed requirements pertaining to foreign students. It is the responsibility of foreign students to obtain the proper documents and to furnish the University with these documents. Before a student can receive his/her I20 to obtain a visa, certain requirements must be met:

1. The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:
  - a. Test of English as a Foreign Language (TOEFL): minimum score of 500 paper based, 178 computer based, or 70 internet based.
  - b. IELTS - minimum 5.5.

# Undergraduate Studies

2. The students must show, at the university's discretion, the ability to finance his/her education for the entire length of their program.

## Credit By Examination

The University accepts credit for knowledge demonstrated by CLEP exams. College Level Examination Program (CLEP) is a national set of exams on selected topics, offered on a regular schedule. For more information consult the web page at <http://www.collegeboard.org/clep/>. The University also accepts DANTES or DSST credits. Please see <http://www.getcollegecredit.com/> for more information.

## Prior Learning Assessment (PLA)

Students can earn credits through a portfolio process. A maximum of 12 semester credit hours for associate-level, which does count toward Advanced Standing, or 24 semester credit hours for bachelor-level may be earned by prior learning assessment (PLA). In most cases, PLA credit is used for elective credit.

These credits can come from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs, and work experiences. The University evaluates and grants appropriate credits for the student's learning (not just the experience) from these sources.

A three-credit course HU1000/3000 Portfolio Development is offered at various times throughout the year. Students taking this course will be instructed in prior learning assessment and how to write for college credit based upon their background and training. Students may write for up to 12 credit hours as part of the initial course work. Bachelor students may write for up to an additional 12 credits thereafter.

## PLA Requirements

1. Students requesting PLA credit must request to be enrolled in HU1000/3000 Portfolio Development and complete paper(s) approved for credits. Students earn three-credit hours for a passing grade (P) for HU1000/3000 course and additional credits for acceptable paper(s) submitted which are added to the student's transcript.
2. Students must finish ALL work for HU1000/3000 within the course timeline. Failure to do so may result in loss of credit for HU3000 and/or fees being charged for the completed paper(s)/credit hours.

3. Students desiring PLA credit beyond that achieved in the HU1000/3000 course must contact their Academic Advisor and agree to specific start and end dates for submission of all work.
4. Submission of additional work not within the HU1000/3000 course will accumulate an additional charge of \$60.00 per credit hour for evaluation and \$25 per paper for recording.
5. No more than 12 semester credit hours for associate-level or 24 semester credit hours for bachelor-level may come from PLA. PLA credit is not available toward graduate degree requirements.

## Sponsored Pastoral Training (SPT)

1. Adults entering with completed home study credits, authenticated by their denomination or church leadership, and combined with active ministry experience, may receive one credit hour for each course completed. **SPT credit is used for general elective credit only.**
2. In addition to transcribed course work, receipt of credit hinges upon the students' participation in Christian Ministry on the following basis:
  - for 0 year experience, the total number of credits accepted would not exceed 3
  - for 1-3 years, the total number of credits would not exceed 12,
  - for bachelors-level only, those with more than 3 years of experience the total number of credits would not exceed 24.
3. Classes for which SPT credit is given cannot be considered for PLA credit.
4. Official denominational or church transcript for course work must be submitted directly from the organization to the University.
5. Students wishing to receive SPT credit must contact their Academic Advisor to apply and provide supporting documentation prior to start of second semester in program.
6. All SPT credit will be charged \$50 per credit hour for evaluation and recording.
7. No more than 24 semester credit hours for bachelor-level may come from SPT. SPT credit is not available toward graduate degrees.

# Undergraduate Studies

## Military Service

Some courses provided by the armed forces may earn college credit. The Guide to the Evaluation of Educational Experience in the Armed Services, published by the American Council on Education, is used to determine what credit might be granted.

The University accepts DANTES or DSST credits. (See Credit by Examination, p. 25)

## Segmented Transcript Policy

A student who re-enrolls at Ohio Christian University after an absence of six or more years may petition to have the transcript segmented. If the petition is approved, all courses will remain on the record, but the grades earned earlier will be removed temporarily from the cumulative grade-point average, while the hours earned will be carried forward.

Subsequent gaps of six or more years will not, however, result in further segmentation of the student's transcript.

The following provisions apply toward this policy:

1. A student must be re-enrolled and complete a minimum of 30 credit hours at Ohio Christian University before graduation.
2. The new, temporary grade point average will be used for determining GPA Requirements status.
3. All grades that had been temporarily removed by segmentation will be reinstated and included in determining the official grade point average for graduation. A cumulative GPA of 2.00 is required for graduation. All grades will appear on the transcript.
4. The grade point average used for consideration for entrance to academic programs and eligibility for scholarships and honor societies will be determined by the relevant officials or committees; they may at their discretion use both current and previous grade point averages or only the new, temporary grade point average.

## COURSE LOAD

The normal course load is 12-15 credit hours per semester, taken one course at a time. After successful completion of the first semester, the Director of Student Services may approve the following:

- ❑ Overlapping of courses provided the student's cumulative GPA is 2.70 or higher.
- ❑ A course load of 17-18 hours provided the student cumulative GPA is 2.70 or higher.
- ❑ A course load of 19-21 hours provided the student's cumulative GPA is 3.00 or higher.

## GENERAL EDUCATION REQUIREMENTS

**36 OR 39 CREDITS**

### FINE ARTS OR HUMANITIES 9 CREDITS

Includes courses in Literature, Biblical Literature, History, Philosophy, Music, Art, and Drama.

#### Requires:

New Testament Biblical Literature	3 credits
Old Testament Biblical Literature	3 credits

### COMMUNICATION SKILLS 9 CREDITS

Includes courses in Communication, English Composition, and Oral Communication.

#### Requires:

Oral Communication	2 credits
English Composition	6 credits

### REASONING SKILLS 9 OR 12 CREDITS

Includes courses in Biological Science (e.g., Biochemistry, Biology, Ecology), Formal/Symbolic Logic, Mathematics, Physical Science (e.g., Astronomy, Chemistry, Earth Science, Physics), Statistics, and Technology.

#### Associate of Arts and Bachelor of Arts Requires:

Mathematics, Statistics, or Logic	3 credits
Biological or Physical Science	3 credits

#### Bachelor of Science in Nursing Requires:

Mathematics or Statistics	3 credits
Biological or Physical Science	9 credits

### UNDERSTANDING OF SELF & SOCIETY 9 CREDITS

Includes courses in Behavioral Science (e.g., Anthropology, Economics, Geography, Sociology) and Social Science (e.g., Archaeology, Organizational Theory, Political Science).

# Undergraduate Studies

## MULTIPLE DEGREES, MAJORS, CONCENTRATIONS, AND CERTIFICATES

### Obtaining a Second Bachelor's Degree

Students can obtain a second bachelor's degree. It is not generally in the best interest of students to do so as a master's degree will usually be more advantageous. The following conditions apply:

1. An earned baccalaureate degree from an institution that holds regional or ABHE accreditation.
2. Earn a minimum of thirty (30) credit hours beyond the first degree.
3. Complete general education and Bible/theology requirements associated with the degree declared.
4. Complete the specific requirements associated with the degree declared.
5. Complete two-thirds of the major courses within the second bachelor degree program at OCU.
6. Meet the residency requirement.
7. If the original bachelor's has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in eligibility to participate in commencement.

### Obtaining a Second Major

Students can obtain a second major while completing their degree with their originally declared major. Second majors are fully different programs (e.g. Business major as well as Psychology major). The following conditions apply:

1. Complete the specific requirements of the original major declared.
2. Complete two-thirds of the major courses within the second major's program at OCU.
3. Meet the residency requirement.
4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

### Obtaining Additional Concentrations

Students can obtain additional concentrations while completing their degree with their originally declared major and concentration. Additional concentrations must be within the same major (e.g., Business major with concentrations in Business Management as well as Organizational Leadership). The following conditions apply:

1. Complete the specific requirements of all concentrations declared.
2. Complete all of the courses within the additional concentrations at OCU.
3. Meet the residency requirement.
4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

### Obtaining Certificate(s)

Students can obtain certificate(s) in a separate discipline area while completing their degree with their originally declared major and concentration. Certificates are earned in an area that is not formally associated with the originally declared major and concentration (e.g., Business major with a concentration in Business Management and a certificate in Counseling). The following conditions apply:

1. Complete the specific requirements of all certificates declared.
2. All of the courses within the additional certificates must be completed at OCU.
3. Must meet the residency requirement.
4. If the original degree has already been conferred by OCU, must reapply for admission and enter under the respective catalog. Completion will result in notation on transcript only.

## GRADING SYSTEM

Grades are due from the Instructor to the AGS Registrar's Office 15 days after the end date listed in SONIS. They may take several days to administratively process. Grade changes are subject to additional approvals and may take up to 10 days to administratively process.

The University operates on a four-point grading system as defined below.



# Undergraduate Studies

## Grade Definition

- A Superior Work. Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.
- B Above Average. Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth of insight that A-level work has.
- C Average. Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well reasoned, and inconsistently demonstrates comprehension of basic concepts and principles
- D Inferior but Passing. Implies poor thinking and performance in a course. D-level work is inconsistently clear, precise, and well-reasoned. It does not display a depth of insight or consistent competence.
- F Failure. Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.
- I Incompletes are recorded temporarily in extenuating circumstances after student request and administrative approval.
- W Withdrawal. This grade is not used in computing the student's GPA.
- WP Withdrawal Passing. This grade is not used in computing student's GPA.
- WF Withdrawal Failing. This grade is used in computing the student's GPA.
- AU Audit. No credit is earned. This grade is not used in computing the student's GPA.
- P Passing. Credit given for a credit/no credit course. This grade is not used in computing the student's GPA.
- NC No credit. No credit is given for a credit/no credit course. This grade is not used in computing the student's GPA.

## Removal Of "D" Or "F" Grades

Students may repeat a course in which a "D" or an "F" is received for the purpose of earning a higher grade point average. When a course is repeated, the new grade will supersede the earlier grade in computing the cumulative

GPA. Courses carrying a "D" or an "F" grade will remain on the transcript but the cumulative GPA will be computed using only the latest grade. This procedure is of special value to students who are placed on GPA probation or suspension. It is strongly recommended that students retake "D" or "F" courses to raise the cumulative grade point average.

## Incompletes

The following policy is to be applied to all students in the University who receive an "I" for incomplete work in a course.

1. A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as military service, hospitalization, or death in the immediate family. The student should demonstrate that the majority of work has already been accomplished. Some work, such as participatory activities, team exercises, and online discussions, can not be made up.
2. It is the student's responsibility to request an "I" grade by emailing the request and rationale to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). The request must be made no later than the last week of the course. If the emergency occurs in the last week of the course, the request must be made no later than 14 days after the end date of the course as noted in SONIS.
3. The student, instructor, and advisor will be notified regarding approval or denial of the appeal.
4. Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the course. The deadline for submitting work is five weeks from the end date of the course as noted in SONIS.
5. Failure to submit the incomplete work by this deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly.

## Computing Grade Point Averages (GPA)

Letter grades are assigned numerical values according to the chart below.

A	=	4.00	94-100 percent
A-	=	3.70	91-93 percent
B+	=	3.30	88-90 percent
B	=	3.00	84-87 percent

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B-	=	2.70	81-83 percent
C+	=	2.30	78-80 percent
C	=	2.00	74-77 percent
C-	=	1.70	71-73 percent
D+	=	1.30	68-70 percent
D	=	1.00	64-67 percent
D-	=	0.70	61-63 percent
F	=	0.00	60 percent or below
I	=	0.00	temporary
W	=		no grade point value assigned
WP	=		no grade point value assigned
WF	=	0.00	
AU	=		no grade point value assigned
P	=		no grade point value assigned
NC	=		no grade point value assigned

## GPA Requirements

1. GPA Probation required as per chart at the bottom of this page.
  - a. Automatically applied to incoming students with less than required cumulative GPA on college transcripts.
  - b. Students on probation may not register for more than 15 credits per semester with no overlapping courses while on probation.

2. GPA suspension appeal to remain immediately enrolled may be submitted to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) within one month of notification of suspension. It should describe the extenuating circumstances, such as military service, hospitalization, or death in the immediate family.
3. Readmission: A student who has been suspended for GPA reasons may reapply after six months from the end date of the last course.

(Please refer to the table at the bottom of this page.)

## GPA Requirements for Eligibility

Students on GPA probation are ineligible to participate in intercollegiate athletic competition, university sponsored public relations groups, or other groups that represent the University to the public. Students on GPA probation are ineligible to hold any appointed or elected office with student government or organizations.

## ACADEMIC HONORS

Academic excellence is promoted within the student body. A concerted effort is made to encourage students to succeed in their scholastic work and to experience affirmation in their college careers. There are several honors given to outstanding students.

## GPA REQUIREMENTS

Semester Hours Attempted	GPA Probation	GPA Suspension
1-16	Cumulative GPA Below 1.70	
17-32	Cumulative GPA Below 1.80	Cumulative GPA Below 1.70
33-48	Cumulative GPA Below 1.90	Cumulative GPA Below 1.80
49-60	Cumulative GPA Below 2.00	Cumulative GPA Below 1.90
61 and above		Cumulative GPA Below 2.00

# Undergraduate Studies

## Dean's List

Students enrolled in at least 12 “graded” credit hours who achieve a semester GPA of at least 3.50 are included on this list published on the OCU website following each fall and spring semester.

## Pinnacle Honor Society

Bachelor students qualify for membership in the National Pinnacle Honor Society. Students apply for membership in the spring of each year. Membership is limited by the national society rules, so the top students who apply will be selected. To qualify for membership students should:

- ❑ Be a graduating senior
- ❑ Have a minimum cumulative GPA of 3.0
- ❑ Have been involved in at least three campus, community, or church ministries
- ❑ Demonstrate leadership, persistence, and future promise
- ❑ Maintain the highest ethical standards
- ❑ Submit resume

## GRADUATION HONORS

### OCU AGS Honor Graduate

The College of Adult and Graduate Studies Honor Graduate is elected by the faculty and must represent all the ideals of Ohio Christian University. This bachelor graduate must have distinguished himself/herself in academic achievement, Christian service, and leadership potential.

### Latin Honors

The following honors are designed for bachelors graduates. Summer bachelor graduates are eligible for these honors, but cannot be recognized at the spring commencement because their grades for summer classes are not yet completed. Those who complete associate and graduate programs are not eligible.

Students who have earned at least 60 credit hours in residency in course work which assign letter grades that affect the student's cumulative GPA must meet the following criteria:

- ❑ *Summa Cum Laude* (with highest honors): cumulative grade point average of 3.90 or above.
- ❑ *Magna Cum Laude* (with high honors): cumulative grade point average of 3.75-3.89.
- ❑ *Cum Laude* (with honors): cumulative grade point average of 3.50-3.74.

Students who have earned between 40 and 59.9 credit hours in residency in course work which assign letter grades that affect the student's cumulative GPA must meet the following criteria:

- ❑ *Summa Cum Laude* (with highest honors): cumulative grade point average of 3.95 or above.
- ❑ *Magna Cum Laude* (with high honors): cumulative grade point average of 3.80-3.94.
- ❑ *Cum Laude* (with honors): cumulative grade point average of 3.55-3.79.

## GRADUATION REQUIREMENTS

To graduate a student must:

1. Complete the approved course of study for one of the programs offered.
2. Complete the additional hours required in the areas of general education and general electives. The Bachelor degrees require 120 semester credits. The Associate degree requires 60 semester credits.
3. Achieve a cumulative GPA of at least 2.0 or better (on a 4.0 scale) on all course work.
4. Complete all CLEP and PLA credits.
5. Satisfy all financial obligations to the University and be in good standing with the University.
6. Submit Graduation Application by published deadline, accompanied by the non-refundable Graduation Fee. Graduates may participate in commencement exercises.

Graduation requirements are subject to change.

Curriculum requirements serve as a guide to program planning and are also subject to change. Every effort will be made to communicate changes to all concerned students in a reasonable manner.

OCU reserves the right to deny graduation to any student whose character is contrary to the testimony, doctrine, and standards of the University.

## Residency Requirements

In order to graduate from Ohio Christian University, candidates must have taken:

- ❑ At least 15 semester credits from OCU and have completed the final 12 credits at OCU for an associate's degree.

# Undergraduate Studies

- 30 semester credits from OCU and have completed the final 24 credits at OCU for a bachelor's degree.

## DEGREE CONFERRAL

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Degrees are conferred in a rolling process to allow students who complete all program requirements to have their final transcript and diploma. Typically conferral happens monthly. Those with degrees already conferred are encouraged to participate in the next commencement ceremony.

## COMMENCEMENT CEREMONY

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Ohio Christian University conducts a commencement ceremony to celebrate the graduation of the students who completed their programs within the prior year. A student's name may be listed in a commencement program only once for any one degree.

Students wishing to participate in the commencement ceremony must:

1. Lack no more than nine credit hours to complete in summer classes.
2. Take all remaining course work from Ohio Christian University.
3. Have all requirements completed by September 1.





# Associate Programs

## ASSOCIATE PROGRAMS

### BUSINESS

The Business major is for adults who want to equip themselves with an education in business-related skills. The inclusion of a core of Bible/Christian Worldview classes ensures this education is morally and ethically grounded. There are three concentrations from which a student must choose: Agribusiness, Business Management, and Information Technology.

#### 60 Semester Credits

#### Core Business Course List

- ❑ **PS1100 College Study Skills (3 credits) *Onsite Only* or PS1001 College Success Skills (3 credits) *Online Only***
- ❑ **IT1100 Technology Skills for College (3 credits) *Onsite Only* or IT1002 Computer Skills for College (3 credits) *Online Only***
- ❑ **EN1010 English Composition I (3 credits)**
- ❑ **MG1000 Introduction to Management (3 credits)**
- ❑ **EN2010 English Composition II (3 credits)**
- ❑ **GB1000 Bible Study Methods (3 credits)**
- ❑ **PH1000 Worldviews (3 credits)**
- ❑ **SP2000 Oral Communication (3 credits)**
- ❑ **NT2000 New Testament Survey (3 credits)**
- ❑ **SI1000 Introduction to Math Systems (3 credits)**
- ❑ **OT1000 Old Testament Survey (3 credits)**
- ❑ **MG1070 Introduction to Economics (3 credits)**
- ❑ **MG2050 Business Math (3 credits)**
- ❑ **PS2000 Introduction to Psychology (3 credits)**
- ❑ **SI2010 Earth Science (3 credits)**
- ❑ **ET2800 Business Ethics (3 credits)**

#### Core Business Course Descriptions

##### **PS1100 College Study Skills (3 credits) 5 weeks (Onsite only)**

This five-session orientation course is designed to help students understand both what Ohio Christian University expects and how to maximize their potential. The focus of the course is to serve as an introduction to the Ohio Christian University experience and culture.

##### **PS1001 College Success Skills (3 credits) 5 weeks (Online only)**

This orientation course introduces adult students to learning techniques to ensure academic success with Ohio Christian University's online learning program. Topics covered include communication skills, research methodology, critical thinking, and life management. Additionally, students master the use of the Edvance360 online learning system.

##### **IT1100 Technology Skills for College (3 credits) 5 weeks (Onsite only)**

This course provides an overview of the technology skills that are required for students to be successful throughout the Ohio Christian University experience. Students will have the opportunity for practical application of technology skills in the areas of hardware, software, the internet, web applications, and communication tools. Upon completion of this course, students will be familiar with Microsoft Office Products and be able to use this software effectively to complete college-level work. A special emphasis will be placed on performing scholarly research and writing scholarly papers using the APA format.

##### **IT1002 Computer Skills for College (3 credits) 5 weeks (Online only)**

This course introduces learners to computing skills that support academic and professional success. This course focuses on leveraging Microsoft Office 2010, specifically Word and PowerPoint, for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

##### **EN1010 English Composition I (3 credits) 5 weeks**

This course is an introductory study of composition emphasizing writing as a process. Assignments in this course will focus on the different styles and uses of argument. Students will gain and refine skills of developing a thesis, organizing content, controlling tone, and expressing ideas in a clearly communicated language. In addition, students will learn to incorporate researched material into papers using APA format.

*(Prerequisite: PS1100 or PS1001)*

##### **MG1000 Introduction to Management (3 credits) 5 weeks**

This course facilitates students in understanding and applying the basic principles of management. Students will be introduced to four functions of management; planning, organizing, leading, and controlling (evaluating). This course will also expose the student to the tools and the foundational knowledge necessary to manage an organization in the twenty-first century.

# Associate Programs

## **EN2010 English Composition II (3 credits) 5 weeks**

This course is an intermediate course designed to extend and refine students' expository and creative writing experiences. Student writing will reflect university-level writing skills, such as principles of logical/critical thinking and reasoning, effective organization, APA research and documentation, and content-rich development of ideas.

*(Prerequisite: EN1010 English Composition I)*

## **GB1000 Bible Study Methods (3 credits) 5 weeks**

This course introduces the principles, methods, and practice of Bible study skills. Students will grasp the basic principles and methods of observation, interpretation, and application in the study of the Bible.

## **PH1000 Worldviews (3 credits) 5 weeks**

This course provides an introduction to worldviews through exploring the major worldviews that have impacted 20th and 21st century western culture and history. Attention will be given to how each of these worldviews affect one's thinking about God, reality, knowledge, moral order and humanity.

## **SP2000 Oral Communication (3 credits) 5 weeks**

The principles of speech composition, outlining, and delivery are discussed. There is practice in preparing and presenting speeches that can inform, persuade, demonstrate, and actuate. The student will be encouraged to make immediate application of principles within the current work environment.

## **NT2000 New Testament Survey (3 credits) 5 weeks**

This course provides a general survey of the New Testament. Special emphasis is placed on the historical background of the New Testament, the beginning of Christianity, and the development of the apostolic church.

## **SI1000 Introduction to Math Systems (3 credits) 6 weeks**

The purpose of this course is to provide the tools to create a deeper understanding and appreciation of mathematical procedures for the student with limited mathematical background. In this survey course we will discuss numeration systems, number theory, rational numbers, introduction to algebra, geometry, and statistics. There will also be a session on consumer math. The students will be able to apply the appropriate mathematical formulae to the various components of everyday life.

## **OT1000 Old Testament Survey (3 credits) 5 weeks**

Old Testament Survey is an overview of the background, events, people, and theology of the Old Testament with reflection on connections to the New Testament and application to Christian faith and life.

## **MG1070 Introduction to Economics (3 credits) 5 weeks**

This is an introductory course to basic economics, both within an organization and in the larger market arena. Issues involving scarcity and choice, price, production, cost, competition, money, income, business cycles, the United States economy, and international economics are included.

## **MG2050 Business Math (3 credits) 6 weeks**

This course will focus on math as it is used in the real-world, and begins with a review of the basic math functions. Students will then study the fundamentals of banking, pricing, payroll, interest, reading and analyzing financial statements, taxes, insurance, and investments, and learn to apply them to situations that occur in business and personal life.

## **PS2000 Introduction to Psychology (3 credits) 5 weeks**

This course gives an overview study of the fundamental concepts of psychology; including biological processes, development, behavior, learning and memory, personality, psychological disorders, therapy and social psychology. Throughout the course case examples, DVD case demonstrations, group interaction and related self-study exercises help prepare the students to develop their own personalized view of psychology and the workmanship of God. The student will be taught how to examine this subject through a Christian and biblical worldview.

## **SI2010 Earth Science (3 credits) 5 weeks**

A study of Earth science: including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophic aspects of the subject matter, with a Biblical worldview.

## **ET2800 Business Ethics (3 credits) 5 weeks**

This course examines the theoretical and practical problems of ethical behavior in the field of business, explores their influences in the workplace and develops a biblically based framework to address the moral and ethical issues inherent in business life.

# Associate Programs

## AGRIBUSINESS CONCENTRATION

This program prepares individuals for careers in the agricultural business segment of the agricultural industry. It provides an understanding of basic business and management concepts and principles as they are applied to the agricultural industry. Students will also learn the basic concepts and principles of agricultural production. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales, store managers, farm operations, and office managers of agricultural products marketing firms.

### Program Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Apply business and management functions and skills in practical agribusiness situations.

### Concentration Course List

- ❑ **AB2200 Introduction to the Animal and Poultry Industries (3 credits)**
- ❑ **AB2302 Field Crop Production (3 credits)**
- ❑ **AB2100 Agribusiness Sales (3 credits)**
- ❑ **AB2000 Farm Management (3 credits)**

### Concentration Course Descriptions

#### **AB2200 Introduction to the Animal and Poultry Industries (3 credits) 5 weeks**

This course is a general introduction to nutrition, reproduction, breeding, management and description of marketing channels of animals and poultry. Also, it equates live animal and carcass characteristics with market specifications. Factors of pre- and post-slaughter treatment are related to the shelf life of fresh and processed meats.

#### **AB2302 Field Crop Production (3 credits) 5 weeks**

This course is a general introduction to the management of field crops, including growth and development, establishment, rotation of crops and chemicals, harvesting, and storage. Also it examines pest management, as well as, environmental and societal issues related to field crops.

#### **AB2100 Agribusiness Sales (3 credits) 5 weeks**

A study of the basic principles and concepts of marketing and selling within various agribusiness markets including an in-depth look at selling various agriculture commodities as well as the development of a marketing and sales plan.

#### **AB2000 Farm Management (3 credits) 5 weeks**

This course is a study of the effective organizational and management principles involved in a farming operation with emphasis given to developing a farm operation business plan, management of farm resources, farm finances, and practices for an effective farm operation. This course will assist students in developing strategies for the present and future success of a farming operation.

*(Prerequisites: AB2200, AB2302, AB2100)*

## BUSINESS MANAGEMENT CONCENTRATION

This program prepares individuals for careers in business management positions. It provides an understanding of basic business and management concepts and principles as they are applied to a variety of organizations.

### Program Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Apply business and management functions and skills to practical situations

# Associate Programs

## Concentration Course List

- ❑ **MG1050 Introduction to Marketing (3 credits)**
- ❑ **MG2000 Management Principles (3 credits)**
- ❑ **MG2020 Accounting 1 (3 credits)**
- ❑ **MG2200 Entrepreneur Basics (3 credits)**

## Concentration Course Descriptions

### **MG1050 Introduction to Marketing (3 credits) 5 weeks**

This course is designed around the interacting marketing activities of analysis, planning, implementation, and control. The course focuses on competitive and customer analysis, marketing strategy development, and implementations for decision making in both domestic and global organizations. The course incorporates current developments in marketing to acquaint students with the present-day challenges of marketing activities, including the social, legal, ethical, and technological environments of marketing. Finally, students apply these skills and understanding to a real marketing situation and make recommendations for future marketing strategy and tactics.

### **MG2000 Management Principles (3 credits) 5 weeks**

A study of the five parts of managing organizations: planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations.

### **MG2020 Accounting 1 (3 credits) 6 weeks**

This course introduces the student to the double-entry system of bookkeeping and the basic accounting cycle. An examination of the fundamental concepts and procedures utilized by entities to communicate financial information according to generally accepted accounting principles. Individual effort is emphasized through the use of a workbook and practice set. *(Prerequisite: MG2050 Business Math)*

### **MG2200 Entrepreneur Basics (3 credits) 5 weeks**

This course centers on investigating business feasibility. Areas of study will include recognizing business opportunities, developing the business concept, and testing an opportunity for feasibility. Startup and takeover situations will be studied. Business plans will be created.

## INFORMATION TECHNOLOGY CONCENTRATION

This program prepares individuals for careers in the information technology segment of the business industry. It provides an understanding of basic business and IT concepts and principles as they are applied to a variety of organizations.

## Program Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Correlate information technology functions and skills in practical business situations.

## Concentration Courses

- ❑ Students tailor this concentration to their needs, using the information technology courses available through The Computer Workshop, located onsite in Dublin, Ohio or online in synchronous format. Students will take the equivalence of 14 semester credit hours to customize their concentration. Visit <http://www.tcworkshop.com/CourseCategories.aspx> for details of information technology course offerings and dates. \*
- ❑ PS2700 Career Development (1 credit)

*\*Students in this concentration do not take the OCU IT1100/1002 course.*

## Concentration Course Description

### **PS2700 Career Development (1 credit) 3 weeks**

This course is designed to help students understand how to maximize their career potential. Students will develop an individual program for their short- and long-term career, with application based on students' areas of emphasis in the major.



# Associate Programs

## CHRISTIAN MINISTRY

The Christian Ministry major is for adults who want to increase their effectiveness to lead as Christians in their arenas of influence, be they secular, religious, professional, or personal. There are two concentrations from which a student must choose: Biblical Studies and Pastoral Ministry.

### 60 Semester Credits

#### Core Christian Ministry Course List

- ❑ **PS1100 College Study Skills (3 credits) *Onsite Only* or PS1001 College Success Skills (3 credits) *Online Only***
- ❑ **IT1100 Technology Skills for College (3 credits) *Onsite Only* or IT1002 Computer Skills for College (3 credits) *Online Only***
- ❑ **EN1010 English Composition I (3 credits)**
- ❑ **TH1000 Theology of Christian Experience (3 credits)**
- ❑ **EN2010 English Composition II (3 credits)**
- ❑ **GB1000 Bible Study Methods (3 credits)**
- ❑ **PH1000 Worldviews (3 credits)**
- ❑ **SP2000 Oral Communication (3 credits)**
- ❑ **NT2000 New Testament Survey (3 credits)**
- ❑ **SI1000 Introduction to Math Systems (3 credits)**
- ❑ **OT1000 Old Testament Survey (3 credits)**
- ❑ **CM1400 Personal Stewardship (3 credits)**
- ❑ **NT2010 Life of Christ/Gospels (3 credits)**
- ❑ **PS2000 Introduction to Psychology (3 credits)**
- ❑ **CM2020 Evangelism and Discipleship (3 credits)**
- ❑ **SI2010 Earth Science (3 credits)**

#### Core Christian Ministry Course Descriptions

##### **PS1100 College Study Skills (3 credits) 5 weeks (Onsite only)**

This five-session orientation course is designed to help students understand both what Ohio Christian University expects and how to maximize their potential. The focus of the course is to serve as an introduction to the Ohio Christian University experience and culture.

##### **PS1001 College Success Skills (3 credits) 5 weeks (Online only)**

This orientation course introduces adult students to learning techniques to ensure academic success with Ohio Christian University's online learning program. Topics covered include communication skills, research methodology, critical thinking, and life management. Additionally, students master the use of the Edvance360 online learning system.

##### **IT1100 Technology Skills for College (3 credits) 5 weeks (Onsite only)**

This course provides an overview of the technology skills that are required for students to be successful throughout the Ohio Christian University experience. Students will have the opportunity for practical application of technology skills in the areas of hardware, software, the internet, web applications, and communication tools. Upon completion of this course, students will be familiar with Microsoft Office Products and be able to use this software effectively to complete college-level work. A special emphasis will be placed on performing scholarly research and writing scholarly papers using the APA format.

##### **IT1002 Computer Skills for College (3 credits) 5 weeks (Online only)**

This course introduces learners to computing skills that support academic and professional success. This course focuses on leveraging Microsoft Office 2010, specifically Word and PowerPoint, for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

##### **EN1010 English Composition I (3 credits) 5 weeks**

This course is an introductory study of composition emphasizing writing as a process. Assignments in this course will focus on the different styles and uses of argument. Students will gain and refine skills of developing a thesis, organizing content, controlling tone, and expressing ideas in a clearly communicated language. In addition, students will learn to incorporate researched material into papers using APA format.

*(Prerequisite: PS1100 or PS1001)*

##### **TH1000 Theology of Christian Experience (3 credits) 5 weeks**

A survey course in theology designed to give each student an understanding of the nature of sin, new birth, and baptism with the Holy Spirit.

##### **EN2010 English Composition II (3 credits) 5 weeks**

This course is an intermediate course designed to extend and refine students' expository and creative writing experiences. Student writing will reflect university-level writing skills, such as principles of logical/critical thinking and reasoning, effective organization, APA research and documentation, and content-rich development of ideas.

*(Prerequisite: EN1010 English Composition I)*

# Associate Programs

## **GB1000 Bible Study Methods (3 credits) 5 weeks**

This course introduces the principles, methods, and practice of Bible study skills. Students will grasp the basic principles and methods of observation, interpretation, and application in the study of the Bible.

## **PH1000 Worldviews (3 credits) 5 weeks**

This course provides an introduction to worldviews through exploring the major worldviews that have impacted 20th and 21st century western culture and history. Attention will be given to how each of these worldviews affect one's thinking about God, reality, knowledge, moral order and humanity.

## **SP2000 Oral Communication (3 credits) 5 weeks**

The principles of speech composition, outlining and delivery are discussed. There is practice in preparing and presenting speeches that can inform, persuade, demonstrate, and actuate. The student will be encouraged to make immediate application of principles within the current work environment.

## **NT2000 New Testament Survey (3 credits) 5 weeks**

This course provides a general survey of the New Testament. Special emphasis is placed on the historical background of the New Testament, the beginning of Christianity, and the development of the apostolic church.

## **SI1000 Introduction to Math Systems (3 credits) 6 weeks**

The purpose of this course is to provide the tools to create a deeper understanding and appreciation of mathematical procedures for the student with limited mathematical background. In this survey course we will discuss numeration systems, number theory, rational numbers, introduction to algebra, geometry, and statistics. There will also be a session on consumer math. The students will be able to apply the appropriate mathematical formulae to the various components of everyday life.

## **OT1000 Old Testament Survey (3 credits) 5 weeks**

A survey of the background, events, people, and theology of the Old Testament with reflection on connections to the New Testament and application to Christian faith and life.

## **CM1400 Personal Stewardship (3 credits) 5 weeks**

This course is designed to assist the student in being a good steward of God-given resources. While mainly concentrating on finances (budgeting, debt, giving, investing), this course will also lead the student to better choices concerning careers, honesty, wise counsel, time management, and planning for

the future. The student will complete an analysis of his/her current situation and develop an effective plan to become a better steward.

## **NT2010 Life of Christ/Gospels (3 credits) 5 weeks**

A study of the Gospels focusing upon the life and ministry, and leadership, of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one's everyday life.

## **PS2000 Introduction to Psychology (3 credits) 5 weeks**

This course gives an overview study of the fundamental concepts of psychology; including biological processes, development, behavior, learning and memory, personality, psychological disorders, therapy and social psychology.

## **CM2020 Evangelism and Discipleship I (3 credits) 5 weeks**

A study of evangelism, focusing on examples of effective evangelism in the First Century, and applying those principles into an effective methodology for the Twenty- First Century, with special emphasis on the foundation of spiritual revival, prayer, building healthy relationships, and starting the convert on the journey of discipleship.

## **SI2010 Earth Science (3 credits) 5 weeks**

A study of Earth science: including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophic aspects of the subject matter, with a Biblical perspective.

## **BIBLICAL STUDIES CONCENTRATION**

This program provides a solid Bible foundation and a Christian orientation to life. Courses provide a foundational knowledge of the Old and New Testament, which affords a basis on which to construct a well-reasoned theology and personal application.

## **Program Objectives**

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.

# Associate Programs



3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Exhibit knowledge and understanding of God's word.

## Concentration Course List

- ❑ **NT2900 Acts of the Apostles (3 credits)**
- ❑ **NT2300 Life in New Testament Bible Times (3 credits)**
- ❑ **NT2200 Pauline Epistles (3 credits)**
- ❑ **OT2100 Pentateuch (3 credits)**

## Concentration Course Descriptions

### **NT2900 Acts of the Apostles (3 credits) 5 weeks**

A study of the book of Acts that specifically follows the historical expansion of the church through doctrinal development, growth in understanding, evangelism, and geographical expansion through the missionary activities of its members. We will become acquainted with the activities of the great church leaders of the first century (i.e., Peter, James, and Paul).

### **NT2300 Life in New Testament Bible Times (3 credits) 5 weeks**

A study of the contexts of the New Testament, including cultural and geographical settings. Students use knowledge of these significant background issues in the various cultures and political arena of the New Testament.

### **NT2200 Pauline Epistles (3 credits) 5 weeks**

This course will examine the letters of the New Testament ascribed to the apostle Paul. Attention will be given to how

Paul's conversion experience impacted his ministry and writings, the historical and cultural settings of the epistles, and a survey of the major theological themes found within the epistles.

### **OT2100 Pentateuch (3 credits) 5 weeks**

This course introduces the first five books of the Bible through a survey of its contents, with attention to its social and historical contexts, distinctive literary forms and features, major themes and theological assertions, and enduring message and relevance.

## PASTORAL MINISTRY CONCENTRATION

This program provides a solid foundation of ministry skills and the ability to provide leadership for various ministries within today's church and society.

## Program Objectives

Upon completion of this program, a student should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Assume a position of ministry in a local church.

## Concentration Course List

- ❑ **CM1040 Principles of Worship (3 credits)**
- ❑ **CM2040 Christian Ministry Administration (3 credits)**
- ❑ **CM1000 Survey of Christian Education (3 credits)**
- ❑ **CM2800 Ministry Practices (3 credits)**

## Concentration Course Descriptions

### **CM1040 Principles of Worship (3 credits) 5 weeks**

Class instruction in scriptural principles and methods of worship, coupled with field experience exposing the student to varied worship styles, and are employed to equip the student to critically analyze worship practices.

### **CM2040 Christian Ministry Administration (3 credits) 5 weeks**

This is a study of the multiple roles of leaders in Christian ministry in the context of the Church and its varied

# Associate Programs

ministries. Special emphasis will be given to the impact that lay and pastoral leaders have on the quantitative growth of the Church.

## **CM1000 Survey of Christian Education (3 credits) 5 weeks**

This is a study of the biblical introductory and contemporary basics of evangelical Christian education. The study will be a comprehensive overview of the field of Christian education with a focus on the teaching/learning process in the local church. A secondary emphasis will be on Christian education in the family and other settings.

## **CM2800 Ministry Practices (3 credits) 5 weeks**

This course summarizes the life and work of the pastor.  
(Prerequisites: CM1040, CM2040, CM1000)

## INTERDISCIPLINARY STUDIES

This degree is a customized, interdisciplinary degree. Students receive individualized academic advising and a broad educational experience with coursework from a variety of academic disciplines. The program includes general education requirements and an area of concentration but not a specific major. The concentration area can be tailored to prepare students for entry into a particular career area. The degree provides maximum flexibility for students who have well-defined career objectives and wish to determine the content of their degree rather than pursue one of the established majors at OCU. The degree serves as a bridge to numerous higher degree programs and prepares students for employment in areas not requiring specific associate degrees. **Students in this major are not eligible to graduate with a double major.**

## Program Objectives

Upon completion of this program, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Demonstrate a proficiency in the broad range of academic knowledge and skills required by the various academic disciplines.
4. Identify problems and analyze, diagnose, and develop solutions from a broad-based perspective.

5. Use the acquired academic knowledge and skills as the foundation for success in future educational and/or vocational plans.
6. Explain their individualized program of study and academic training to a prospective employer or an admissions officer of a baccalaureate program.

## 60 Semester Credits

### Core Courses

#### **IS1000 Interdisciplinary Studies Foundations 1 (1 credit) 3 weeks**

Students will develop an explanation of the need for an individual program. A persuasive proposal will include the reasoning behind choosing the particular focus and what the course of study is intended to accomplish. With guidance from an academic advisor, students will develop a model timetable for completion of their degree.

#### **IS2800 Interdisciplinary Studies Capstone 1 (3 credits) 5 weeks**

Examination of interdisciplinary scholarship and problem solving, with application based on students' areas of emphasis in the major.

(Prerequisite: IS1000 Interdisciplinary Foundations I)

### Other Course Requirements

General Education Requirements (see p. 26) 36 credits

Bible, Biblical Literature, or Theology 6 credits

Automatically one concentration.

Concentration 12 credits

Credits with same or related academic discipline. Cannot be

Bible, Biblical Literature, or Theology.

General Electives 2 credits

At least 21 credits must be at the 2000 or higher level. At least 21 credits must be earned with OCU, including IS1000 Interdisciplinary Studies Foundations 1 and IS2800 Interdisciplinary Studies Capstone 1.



# Bachelor Programs

## BACHELOR PROGRAMS

### BUSINESS

The Business major is focused on equipping the student for management roles in both profit and non-profit organizations. The inclusion of a core of Bible/Christian Worldview classes ensures this education is morally and ethically grounded. There are six concentrations within the Business major: Business Management, Disaster Management and Relief, Healthcare Management, Information Technology, Logistics Management, and Organizational Leadership.

#### 120 Semester Credits

- 36 General Education
- 39 General Electives
- 45 Program Requirements

#### Core Business Course List

- ❑ CM3000 Christian Excellence (3 credits)
- ❑ IT1100 Technology Skills for College (3 credits)  
*Onsite Only* or IT1002 Computer Skills for College (3 credits) *Online Only*
- ❑ PH3000 Transformed Worldview (3 credits)
- ❑ CM3100 Concepts of Leadership (3 credits)
- ❑ MG4030 Economics and the Manager (3 credits)
- ❑ MG4010 Accounting II (3 credits)
- ❑ TH4000 Introduction to Theology (3 credits)
- ❑ MG3040 Business Information Systems (3 credits)
- ❑ MG3050 Business Law (3 credits)
- ❑ MG4000 Financial Management (3 credits)
- ❑ ET3000 Ethics (3 credits)
- ❑ MG4800 Management Capstone (3 credits)

#### Core Business Course Descriptions

##### CM3000 Christian Excellence (3 credits) 5 weeks

This orientation course introduces the setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective and Christian personal management.

##### IT1100 Technology Skills for College (3 credits) 5 weeks (Onsite only)

This course provides an overview of the technology skills that are required for students to be successful throughout the Ohio Christian University experience. Students will have the opportunity for practical application of technology skills in the areas of hardware, software, the internet, web applications, and communication tools. Upon completion of this course, students will be familiar with Microsoft Office Products and be able to use this software effectively to complete college-level work. A special emphasis will be placed on performing scholarly research and writing scholarly papers using the APA format.

##### IT1002 Computer Skills for College (3 credits) 5 weeks (Online only)

This course introduces learners to computing skills that support academic and professional success. This course focuses on leveraging Microsoft Office 2010, specifically Word and PowerPoint, for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

##### PH3000 Transformed Worldview (3 credits) 5 weeks

The course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation), special revelation (the Scriptures), and experiences God at work in the modern world.

##### CM3100 Concepts of Leadership (3 credits) 5 weeks

The course is a study involving strategies from the business-for-profit, the non-profit sector, and the moral and spiritual arena. Application of the concepts will influence personal and career goals.

##### MG4030 Economics and the Manager (3 credits) 5 weeks

This course focuses on the use of economics in managerial decisions both within an organization and in the larger market arena. Students will learn to apply the foundation topics in microeconomics and industrial organization essential for making both the day-to-day business decisions that maximize profit as well as the strategic decisions designed to create and protect profit in the long run.

*(Recommendation: prior college level economics course)*

##### MG4010 Accounting II (3 credits) 6 weeks

The acquisition, analysis, and reporting of financial information is important to the individual manager and the organization. Special attention will be given to the planning and

# Bachelor Programs

control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision making.

*(Recommendation: prior college level accounting course)*

## **TH4000 Introduction to Theology (3 credits) 5 weeks**

This course will be a systematic study of the doctrines of God, Christ, the Holy Spirit, man, sin, salvation and other related topics. These themes will be examined through various passages of scripture within the context of scripture.

## **MG3040 Business Information Systems (3 credits)**

This course will examine computerized information systems and how data is captured, processed, and communicated. Students will learn about the fundamental concepts and technologies used in business information systems. A practical hands-on look at how (intermediate) Microsoft Excel and (beginning) Microsoft Access can be integrated within business information systems will be covered.

## **MG3050 Business Law (3 credits) 5 weeks**

Business law is a study of the fundamental principles and practices of law, and how it impacts business situations. This course emphasizes the dynamic interaction between the individual, organization, and society. The concepts of Christian ethics and proper business conduct will be emphasized throughout the course.

## **MG4000 Financial Management (3 credits) 5 weeks**

The financial principles and accepted practices which need to be mastered by all managers including banking, money, credit, financial instruments, investments, financial planning, internal and external auditing, profit, stocks, bonds, and other financial forms will be examined.

*(Prerequisite: MG4010 Accounting II)*

## **ET3000 Ethics (3 credits) 5 weeks**

This course presents an overview of some of the main classical philosophical views that have shaped Western norms, values, and beliefs. Christian Ethics will be the primary focus of this course. There will be a direct correlation drawn between ethics and morals. Decisions or choices are made based on a system of beliefs. In Christian Ethics, the Bible is used to prescribe how a person ought to live.

## **MG4800 Management Capstone (3 credits) 5 weeks**

Offers an overall view of managing an organization by challenging students to integrate learning from all course work in solving complex management problems.

*(Prerequisites: MG4010, MG4030, MG4000)*

## **BUSINESS MANAGEMENT CONCENTRATION**

The concentration in Business Management prepares individuals for supervisory or middle management careers in business. It provides an understanding of basic business and management concepts and principles as they are applied to a variety of organizations.

### **Program Objectives**

Upon completion of the Business major and Business Management concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply management principles to work with people and processes within an organization.

### **Concentration Course List**

- ❑ **LG3000 Logistics Management (3 credits)**
- ❑ **MG3020 Managers in Organizations (3 credits)**
- ❑ **MG4040 Human Resources for Managers (3 credits)**
- ❑ **MG4020 Marketing Concepts and Applications (3 credits)**

### **Concentration Course Descriptions**

#### **LG3000 Logistics Management (3 credits) 5 weeks**

Offers an overall view of managing an organization by challenging students to integrate learning from all course work in solving complex management problems.

#### **MG3020 Managers in Organizations (3 credits) 5 weeks**

This course covers the roles managers can and do play (past, present, future) to create and modify organizations in their quest to fulfill the organizational mission. An analysis of the interaction of an organization with the goals, priorities and strategies of employees is studied as well.

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## **MG4040 Human Resources for Managers (3 credits) 5 weeks**

This course analyzes the major human resource management functions in an organization. It presents the various components of the human resource management process, and the associated activities to perform these functions. The course highlights the human resource management responsibilities of all managers and emphasizes leadership responsibilities and competencies, job analysis, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

## **MG4020 Marketing Concepts and Applications (3 credits) 5 weeks**

This class covers the role of marketing research, analysis of marketing opportunities, selection of target markets, development of marketing mix variables, management of the marketing effort, and development of the market plan.

## **DISASTER MANAGEMENT AND RELIEF CONCENTRATION**

The Disaster Management and Relief Program is designed to develop leadership abilities in management, to be utilized in all types of disaster situations, emphasizing Christ-like service to those in need. Graduates of this program will be trained to serve all stages of human suffering from immediate relief through community rebuilding and redevelopment.

### **Program Objectives**

Upon completion of the Business major and Disaster Management and Relief concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply key elements of disaster management strategies, theories, and concepts to simulated and practical situations.

## **Concentration Course List**

- ❑ **DM3001 Introduction to Disaster Response and Recovery (3 credits)**
- ❑ **DM4001 Natural and Man-made Disasters (3 credits)**
- ❑ **DM4101 Trauma: Understanding and Intervention (3 credits)**
- ❑ **PS4201 Conflict (3 credits)**

## **Concentration Course Descriptions**

### **DM3001 Introduction to Disaster Response and Recovery (3 credits) 5 weeks - Online Only**

This course introduces and explores the field of emergency/disaster management. It provides background for dealing with disasters, victimization, and economic losses from disasters in organized ways. It examines how organizations serve communities and individuals from a service prospective.

### **DM4001 Natural and Man-made Disasters (3 credits) 5 weeks - Online Only**

This course will focus on the causes and consequences of naturally occurring and man-made disasters as well as preparedness for and prevention of such occurrences. Time will be spent on a wide range of issues including, but not limited to, the economic and social impacts on society and post-war issues.

*(Prerequisite: DM3001)*

### **DM4101 Trauma: Understanding and Intervention (3 credits) 5 weeks - Online Only**

The issue of trauma is something that any good disaster worker needs to understand and know how to identify. This class will focus on the trauma that is experienced by those directly affected by the traumatic experience as well as those there to deliver aid.

*(Prerequisite: DM3001)*

### **PS4201 Conflict (3 credits) 5 weeks**

This course is designed as an exploration on the emergence and management of human conflict, at different levels of analysis, and on the alternative methods of dispute resolution available. The course will focus on all stages of conflict resolution and transformation, interpersonal to international.

# Bachelor Programs

## HEALTHCARE MANAGEMENT CONCENTRATION

The concentration in Healthcare Management develops the managerial skills required to work in today's regulated, complex healthcare field. Graduates will have a solid foundation to meet the challenges of increasing quality while decreasing cost in healthcare delivery. The program prepares graduates for supervisory or middle management positions in hospitals, managed care organizations, community health centers, physical group practices, pharmaceutical companies, and other types of facilities.

### Program Objectives

Upon completion of the Business major and Healthcare Management concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply management principles to healthcare organizations.

### Concentration Course List

- ❑ **HM4000 The Healthcare Industry (3 credits)**
- ❑ **MG3020 Managers in Organizations (3 credits)**
- ❑ **MG4040 Human Resources for Managers (3 credits)**
- ❑ **HM4010 Legal and Regulatory Issues in Healthcare (3 credits)**

### Concentration Course Descriptions

#### **HM4000 Healthcare Industry (3 credits) 5 weeks**

This course provides a comprehensive overview of the healthcare industry including healthcare organizations and structures, public policy makers, and healthcare operations. Emphasis is placed on rapid changes in healthcare delivery systems as a response to increased healthcare costs, aging of the population, advanced medical science and technology, changing disease patterns, consumer demands, and distribution and use of the healthcare workforce.

#### **MG3020 Managers in Organizations (3 credits) 5 weeks**

This course covers the roles managers can and do play (past, present, future) to create and modify organizations in their

quest to fulfill the organizational mission. An analysis of the interaction of an organization with the goals, priorities and strategies of employees is studied as well.

#### **MG4040 Human Resources for Managers (3 credits) 5 weeks**

This course analyzes the major human resource management functions in an organization. It presents the various components of the human resource management process and the associated activities to perform these functions. The course highlights the human resource management responsibilities of all managers and emphasizes leadership responsibilities and competencies, job analysis, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

#### **HM4010 Legal And Regulatory Issues In Healthcare (3 credits) 5 weeks**

This course is an introduction to legal and regulatory standards governing healthcare organizations. Topics include legal requirements, responsibilities, and constraints related to health provider/patient relationships, medical records, malpractice insurance, and licensure of health professionals.

## INFORMATION TECHNOLOGY CONCENTRATION

The concentration in Information Technology prepares individuals for supervisory or middle management careers in the IT segment of the business industry. It provides an understanding of basic business and management concepts and principles as they are applied to a variety of organizations.

### Program Objectives

Upon completion of the Business major and Information Technology concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Correlate information technology functions and skills in practical business situations.



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## Concentration Courses

Students tailor this concentration to their needs, using the information technology courses available through The Computer Workshop, located onsite in Dublin, Ohio or online in synchronous format. Students will take the equivalence of 12 semester credit hours (maximum of 29 semester credits) to customize their concentration. Visit <http://www.tcworkshop.com/CourseCategories.aspx> for details of information technology course offerings and dates. \*

*\*Students in this concentration do not take the OCU IT1100/1002 course.*

## LOGISTICS MANAGEMENT CONCENTRATION

Logistics Management is concerned with the movement, storage, and processing of materials and information across the whole of the supply chain, from acquisition of raw materials and components, through manufacturing, to delivery of finished products to end users. The Logistics

Management concentration prepares graduates for careers in purchasing and supplier management; manufacturing logistics; transportation management; inventory, distribution, and warehouse management; information management; and customer service management.

## Program Objectives

Upon completion of the Business major and Logistics Management concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply management principles to logistics and supply chain organizations.

## Concentration Course List

- ❑ **LG3000 Logistics Management (3 credits)**
- ❑ **LG4000 Transportation Systems (3 credits)**
- ❑ **LG4012 Warehousing and Terminal Management (3 credits)**
- ❑ **LG4020 Strategic Procurement (3 credits)**

## Concentration Course Descriptions

### **LG3000 Logistics Management (3 credits) 5 weeks**

Offers an overall view of managing an organization by challenging students to integrate learning from all course work in solving complex management problems.

### **LG4000 Transportation Systems (3 credits) 5 weeks**

Develops an understanding of the strategic role of freight transportation systems in supply chain networks. Emphasis is given to the components of transportation systems, including inter-modal and intra-model competition, their technological features, operational processes and cost conditions, the buyer-seller channels for acquiring transportation services, and the strategic and tactical alternatives for transport procurement.  
(Prerequisite: LG3000)



# Bachelor Programs

## **LG4012 Warehousing and Terminal Management (3 credits) 5 weeks**

Focuses on the administration of warehouse and inventory management in logistics systems with analysis of customer service, forecasting inventory, investment, layout design, and operation.

*(Prerequisite: LG3000)*

## **LG4020 Strategic Procurement (3 credits) 5 weeks**

Offers special emphasis on the analysis of supply markets, supplier selection, building and maintaining key supplier relationships for long-term success, strategic planning, and use of information technology. This course develops an understanding of the strategic framework, managerial issues, and best practices related to the planning and execution of "source" processes.

*(Prerequisite: LG3000)*

## **ORGANIZATIONAL LEADERSHIP CONCENTRATION**

The concentration in Organizational Leadership prepares individuals for positions of leadership in businesses. Graduates will have a solid foundation to meet the challenges of leading organizations in a changing global environment.

### **Program Objectives**

Upon completion of the Business major and Organizational Leadership concentration, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply business concepts in a business environment.
4. Analyze a business operation and provide recommendations for improvement.
5. Apply leadership theory and techniques to facilitate change within an organization.

### **Concentration Course List**

- ❑ **PL3101 Organizational Leadership (3 credits)**
- ❑ **PL4301 Leadership Communication (3 credits)**
- ❑ **PL4001 Leading Change (3 credits)**
- ❑ **PL4101 Global Leadership (3 credits)**

## **Concentration Course Descriptions**

### **PL3101 Organizational Leadership (3 credits) 5 weeks - Online Only**

This course addresses effective models of organizational leadership by examining the impact of administrative structure, power and politics, conflict resolution, and motivation within the context of the organizational culture.

### **PL4301 Leadership Communication (3 credits) 5 weeks - Online Only**

This course demonstrates communication techniques used by effective leaders by analyzing classic speeches, correspondence, and other modes of communication. Communication development opportunities will be available for students to practice personal skills. Students will also explore personality and emotions throughout communication.

### **PL4001 Leading Change (3 credits) 5 weeks - Online Only**

Change is an ever present reality in the 21st century and a certain requirement for organizational growth. Corporations and non-profits alike are challenged to successfully respond to their external environments and internal realities with new and effective ways of doing business. This course examines classic theoretical constructs of leadership, systems of organizational culture, and models and processes involved in successful organizational change. The learner will make application of this theory in his or her own organizational setting.

### **PL4101 Global Leadership (3 credits) 5 weeks - Online Only**

This course will consider current issues and trends in global leadership as well as the challenges that arise while leading in a global setting. The course will assist students in developing their knowledge, attitudes, skills, and aspirations regarding the theory and practice of leadership in the context of the challenges created by global organizations and societies.

## **INTERDISCIPLINARY STUDIES**

This degree is a customized, interdisciplinary degree. Students receive individualized academic advising and a broad educational experience with coursework from a variety of academic disciplines. The program includes general education requirements and an area of concentration but not a specific major. The concentration area can be tailored to prepare students for entry into a particular career area. The degree provides maximum flexibility for students who have well-defined

# Bachelor Programs

career objectives and wish to determine the content of their degree rather than pursue one of the established majors at OCU. The degree serves as a bridge to numerous higher degree programs and prepares students for employment in areas not requiring specific baccalaureate degrees. **Students in this major are not eligible to graduate with a double major.**

## Program Objectives

Upon completion of this program, students should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Demonstrate a proficiency in the broad range of academic knowledge and skills required by the various academic disciplines.
4. Identify problems and analyze, diagnose, and develop solutions from a broad-based perspective.
5. Use the acquired academic knowledge and skills as the foundation for success in future educational and/or vocational plans.
6. Explain their individualized program of study and academic training to a prospective employer or an admissions officer of a graduate program.

## 120 Semester Credits

### Course Descriptions

#### IS3000 Interdisciplinary Studies Foundations 2 (1 credit) 3 weeks

Students will develop an explanation of the need for an individual program. A persuasive proposal will include the reasoning behind choosing the particular focus and what the course of study is intended to accomplish. With guidance from an academic advisor, students will develop a model timetable for completion of their degree.

#### IS4800 Interdisciplinary Studies Capstone 2 (3 credits) 5 weeks

Examination of interdisciplinary scholarship and problem solving, with application based on students' areas of emphasis in the major.

*(Prerequisite: IS3000 Interdisciplinary Studies Foundations 2)*

#### Other Course Requirements:

General Education Requirements (p. 26)	36 credits
Bible or Theology	12 credits
Concentrations	30 credits

Each concentration consists of 15 credits with the same or related academic discipline.

General electives 38 credits

At least 30 credits must be at the 3000 or higher level. At least 30 credits must be earned with OCU, including IS3000 Interdisciplinary Studies Foundations 2 and IS4800 Interdisciplinary Studies Capstone 2.

## LEADERSHIP AND MINISTRY

The Leadership and Ministry major is for the student who has felt a calling into ministry. This program provides the necessary information for students to effectively lead a church, a ministry within a church, or even a non-profit organization.

## Program Objectives

Students who complete the Leadership and Ministry major should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Articulate a doctrinal position and its relevance to ministry.
4. Lead a local ministry.
5. Demonstrate skills in communicating the gospel in a variety of contexts and to various audiences.
6. Apply practical ministry skills to meet the pastoral needs of a local congregation.

Students within the following categories can obtain a form from their OCU Academic Advisor to apply for the "Internship by PLA" process: a) five or more years in a paid full time pastoral role with a local church or b) ten or more years in staff/associate positions and currently serving in a paid pastoral position with a local church. This form must be submitted prior to the completion of the student's first scheduled class.

## 120 Semester Credits

- 36 General Education
- 39 General Electives
- 45 Program Requirements

# Bachelor Programs

## Core Course List

- ❑ **CM3000 Christian Excellence (3 credits)**
- ❑ **IT1100 Technology Skills for College (3 credits)**  
**Onsite Only or IT1002 Computer Skills for College (3 credits) Online Only**
- ❑ **PH3000 Transformed Worldview (3 credits)**
- ❑ **CM3100 Concepts of Leadership (3 credits)**
- ❑ **CM3050 & CM4050 Internship Part I (2 credits) & Part II (1 credit)**
- ❑ **NT4020 General Epistles (3 credits)**
- ❑ **CM3030 Evangelism and Discipleship II (3 credits)**
- ❑ **TH4000 Introduction to Theology (3 credits)**
- ❑ **CM3025 Foundations of Teaching and Preaching (3 credits)**
- ❑ **MI3000 Theology of Missions (3 credits)**
- ❑ **PS3040 Pastoral Care and Counseling (3 credits)**
- ❑ **ET3010 Pastoral Ethics (3 credits)**
- ❑ **OT4040 Old Testament Prophets (3 credits)**
- ❑ **CM3015 Church Administration (3 credits)**
- ❑ **CM4200 Sacraments and Rituals in the Evangelical Church (3 credits)**
- ❑ **CM4800 Ministry Capstone (3 credits)**

## Core Course Descriptions

### **CM3000 Christian Excellence (3 credits) 5 weeks**

This orientation course introduces the setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective and Christian personal management.

### **IT1100 Technology Skills for College (3 credits) 5 weeks (Onsite only)**

This course provides an overview of the technology skills that are required for students to be successful throughout the Ohio Christian University experience. Students will have the opportunity for practical application of technology skills in the areas of hardware, software, the internet, web applications, and communication tools. Upon completion of this course, students will be familiar with Microsoft Office Products and be able to use this software effectively to complete college-level work.

A special emphasis will be placed on performing scholarly research and writing scholarly papers using the APA format.

### **IT1002 Computer Skills for College (3 credits) 5 weeks (Online only)**

This course introduces learners to computing skills that support academic and professional success. This course focuses on leveraging Microsoft Office 2010, specifically Word and PowerPoint, for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

### **PH3000 Transformed Worldview (3 credits) 5 weeks**

The course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation) and special revelation (the Scriptures) and experiences God at work in the modern world.

### **CM3100 Concepts of Leadership (3 credits) 5 weeks**

The course is a study involving strategies from the business-for-profit, the non-profit sector, and the moral and spiritual arena. Application of the concepts will influence personal and career goals.

### **CM3050 & CM4050 Internship Part I (2 credits) 1 week & Part II (1 credit) 1 week**

Practical application and further development of ministry concepts as part of a one-year internship in a ministry setting under the direct guidance of a ministry supervisor. This educational experience allows students to learn by being involved in the observation, contemplation, and practice of ministry.

*(Prerequisite for CM4050: CM3050 Internship Part I)*

### **NT4020 General Epistles (3 credits) 5 weeks**

This module is a study of Hebrews; James; I and II Peter; I, II and III John; Jude; and Revelation with a special emphasis given to correct hermeneutical principles and procedures. Personal application of Scripture will be stressed.

### **CM3030 Evangelism and Discipleship II (3 credits) 5 weeks**

A study of the nature, purpose, and process of biblical evangelism and its application to various ministries; a study of New Testament discipleship principles and their application, with a special emphasis upon building discipling relationships and small group ministry.



# Bachelor Programs

## **TH4000 Introduction to Theology (3 credits) 5 weeks**

This course will be a systematic study of the doctrines of God, Christ, the Holy Spirit, man, sin, salvation, and other related topics. These themes will be examined through various passages of scripture within the context of scripture.

## **CM3025 Foundations of Teaching and Preaching (3 credits) 5 weeks**

This course introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. Practical application assignments will be made, and reports/presentations will be given.

## **MI3000 Theology of Missions (3 credits) 5 weeks**

A study of the Word of God as set forth through God's promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, and personal challenges of cross-cultural missions.

## **PS3040 Pastoral Care and Counseling (3 credits) 5 weeks**

Pastoral care focuses on skills utilizing Christian resources to sustain and empower parishioners and congregations as well as counseling skills appropriate to traditional ministry settings. Topics include relational, life-span issues, and crisis situations.

## **ET3010 Pastoral Ethics (3 credits) 5 weeks**

This course is designed for the persons in traditional ministry settings. Ministry as both a career and profession will be highlighted in addition to the minister's relationship with family, friends, and parishioners. Boundaries, collegiality, and sexual conduct will be compared and contrasted against various clergy ethical codes.

## **OT4040 Old Testament Prophets (3 credits) 5 weeks**

A study of the prophetic books (Isaiah through Malachi) from a chronological study of the prophets. Special attention will be given to historic context and the religious, social, political, and apocalyptic messages of the prophets.

## **CM3015 Church Administration (3 credits) 5 weeks**

A study of the concepts, principles, and methods needed to organize the ministries of a local church. Special emphasis will be given to understanding and being able to apply the practices necessary to construct a strategic plan for a local congregation.

## **CM4200 Sacraments and Rituals in the Evangelical Church (3 credits) 5 weeks**

This course introduces the biblical and theological concepts of sacraments in the life of God's people and enables students to design meaningful ways to celebrate both sacraments and other spiritual rituals in congregational worship and life.

## **CM4800 Ministry Capstone (3 credits) 5 weeks**

Offers an overall view of leadership in religious ministry by challenging students to integrate learning from all course work in solving complex leadership and ministry problems and clarifying their ministry philosophy.

*(Prerequisites: CM3100, CM3015, PS3040)*

# PSYCHOLOGY

The Psychology major is focused on preparing the student for graduate school. This program seeks to equip the student with a foundational understanding of human behavior and mental processes.

## Program Objectives

Students who complete the Psychology major should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Identify effective interpersonal relationship skills.
4. Summarize major counseling, developmental, and personality counseling theories.
5. Apply psychological theories to life situations.

## 120 Semester Credits

- 36 General Education
- 32 General Electives
- 52 Program Requirements

## Core Course List

- ❑ **CM3000 Christian Excellence (3 credits)**
- ❑ **IT1100 Technology Skills for College (3 credits)**  
*Onsite Only or IT1002 Computer Skills for College (3 credits) Online Only*
- ❑ **PS3010 Life Span Psychology (3 credits)**
- ❑ **PS3020 Theories of Personality (4 credits)**

# Bachelor Programs

- ❑ **TH4000 Introduction to Theology (3 credits)**
- ❑ **PS4030 Spiritual Dimensions of Illness and Recovery (3 credits)**
- ❑ **PS3030 Social Psychology (2 credits)**
- ❑ **PS4100 Theories and Techniques of Individual Counseling (4 credits)**
- ❑ **PS3600 Abnormal Psychology (3 credits)**
- ❑ **PS4010 Learning, Memory and Cognition (3 credits)**
- ❑ **PS3050 Integrative Seminar I (1 credit)**
- ❑ **PS3060 Statistics for Social Sciences (3 credits)**
- ❑ **PS3000 Methods of Counseling (3 credits)**
- ❑ **PS4020 Perspectives on Diversity in Counseling (3 credits)**
- ❑ **PH3000 Transformed Worldview (3 credits)**
- ❑ **CD3600 Diagnostic Evaluation and Personal Assessment (3 credits)**
- ❑ **CD3000 Ethical and Legal Issues in Counseling (3 credits)**
- ❑ **CD4200 Theories and Techniques of Group Counseling (3 credits)**
- ❑ **PS4050 Integrative Seminar II (3 credits)**

## Core Course Descriptions

### **CM3000 Christian Excellence (3 credits) 5 weeks**

This orientation course introduces the setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective and Christian personal management.

### **IT1100 Technology Skills for College (3 credits) 5 weeks (Onsite only)**

This course provides an overview of the technology skills that are required for students to be successful throughout the Ohio Christian University experience. Students will have the opportunity for practical application of technology skills in the areas of hardware, software, the internet, web applications, and communication tools. Upon completion of this course, students will be familiar with Microsoft Office Products and be able to use this software effectively to complete college-level work. A special emphasis will be placed on performing scholarly research and writing scholarly papers using the APA format.

### **IT1002 Computer Skills for College (3 credits) 5 weeks (Online only)**

This course introduces learners to computing skills that support academic and professional success. This course focuses on leveraging Microsoft Office 2010, specifically Word and PowerPoint, for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

### **PS3010 Life Span Psychology (3 credits) 5 weeks**

The approach of this course is a holistic study of the individual in the total span of life from birth through senior adulthood. This course is designed to provide a foundation for understanding human personality. It describes the process of human growth and development, studies the needs in the major life stages and integrates the Biblical perspective of human personality and development.

### **PS3020 Theories of Personality (4 credits) 7 weeks**

This course is designed to both explain the major personality theories and stimulate critical thinking about them. A concise picture of the major features of each theory and focus on the structural content that underlies these features will be presented. Throughout the course comparison will be made between the theories and principles of Scripture.

*(Prerequisite: any introductory psychology course)*

### **TH4000 Introduction to Theology (3 credits) 5 weeks**

This course will be a systematic study of the doctrines of God, Christ, the Holy Spirit, man, sin, salvation, and other related topics. These themes will be examined through various passages of scripture within the context of scripture.

### **PS4030 Spiritual Dimensions of Illness and Recovery (3 credits) 5 weeks**

This course explores dynamics of spirituality and religion that can impact the counseling process. The material is presented from a Christian perspective. 12-Step spirituality model of recovery will be included.

### **PS3030 Social Psychology (2 credits) 3 weeks**

This course is an intensive look at social group influences on individual behavior. Behavioral expressions such as aggression, prejudice, attitude change, and affiliation are studied from the viewpoint of social science and Scripture.

*(Prerequisite: any introductory psychology course)*

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## **PS4100 Theories and Techniques of Individual Counseling (4 credits) 6 weeks**

This course is an introductory course for methods and techniques common to the counseling setting with individuals. Specific interventions will be covered along with emphasis upon three commonly used theories of counseling that include Person Centered Therapy, Reality Therapy, and Cognitive Behavioral Therapy. Self-awareness will be stressed because the tool that the counselor has to work with primarily is his/her personality. Biblical principles will be examined as the student begins to integrate a Christian worldview into a model of counseling.

*(Prerequisite: any introductory psychology course)*

## **PS3600 Abnormal Psychology (3 credits) 5 weeks**

This course will explore abnormal behavior as defined by the current Diagnostic Manual of Mental Disorders. Included is the analysis of causation and behavioral abnormality, and methods of therapy. Special emphasis will be placed upon disorders that frequently co-exist with substance abuse/dependence disorders.

## **PS4010 Learning, Memory and Cognition (3 credits) 5 weeks**

This course gives an overview of fundamental concepts regarding how we learn, think and store memory. We will explore cognitive processes of comprehension and memory along with an examination of learning styles and methods. Throughout the course case examples, DVD demonstrations, group interaction and related self-study exercises help prepare the students to develop their own comprehension of this aspect of counseling, psychology and God's workmanship. The student will be taught how to examine this subject through a Christian and Biblical worldview.

## **PS3050 Integrative Seminar I (1 credit) 2 weeks**

The Integrative Seminar is the first of two seminars designed to allow the student to focus efforts on a specific topic of his/her own choosing. Some areas to consider are specific mental health issues, counseling theories, personality theories, etc. The primary focus of the Integrative Seminar is to assist in the development of a topic and to introduce the APA writing style necessary to research and write the final project that will be presented in Integrative Seminar II.

*(Prerequisite: any introductory psychology course)*

## **PS3060 Statistics for Social Sciences (3 credits) 6 weeks**

This course provides an introduction to basic psychological research techniques and methodology. Methods

of collecting, organizing, and analyzing psychological data for quantitative research will be explored. The course will also introduce statistical reasoning with a focus on fundamental concepts and statistical methods used in psychological research.

*(Recommendation: prior college level math course)*

## **PS3000 Methods of Counseling (3 credits) 5 weeks**

This course gives an overview of several main concepts, practices and applications of counseling theories while looking at both ethical and professional issues confronting the counselor today. Constructs of how the counselor as a person prepares themselves and integrates theory with Christian and Biblical views will be examined. Throughout the course, case examples, DVD case demonstrations, group interaction and related self-study workbook exercises help prepare the students to develop their own personalized counseling style.

## **PS4020 Perspectives on Diversity in Counseling (3 credits) 5 weeks**

This course will examine the unique aspects of understanding and counseling people from culturally diverse populations. Several cultures will be studied for to understand varying backgrounds, acculturation processes and personal perspectives in the counseling setting. Possible approaches for meeting counseling problems with these groups will be examined with current theory and research applied.

*(Prerequisite: any introductory psychology course)*

## **PH3000 Transformed Worldview (3 credits) 5 weeks**

The course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation), special revelation (the Scriptures), and experiences God at work in the modern world.

## **CD3600 Diagnostic Evaluation and Personal Assessment (3 credits) 5 weeks**

This course gives an overview of the counselor functions of screening, intake, orientation, assessment and diagnosis. The processes of interviewing and assessment and related ethical, legal and professional issues will be explored. The course will also examine and practice the use of tests, assessment instruments and the DSM-IV-TR in the process of Diagnostic Evaluation and Personal Assessment of a client.

## **CD3000 Ethical and Legal Issues in Counseling (3 credits) 5 weeks**

This course is designed to introduce the student to the

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interrelated concepts of professionalism, ethics, and legal issues which present themselves in the context of counseling, with particular emphasis on the area of substance abuse counseling. Students will examine and analyze professional issues in counseling from both a legal and an ethical perspective by engaging in a variety of learning activities fashioned to encourage active, rather than passive learning.

## **CD4200 Theories and Techniques of Group Counseling** (3 credits) 5 weeks

This course gives an overview of several main group theories, explains and demonstrates techniques associated with those theories and reviews the main theorists associated with each. Video demonstrations, case examples, group related self-study, and actual group counseling experiences help prepare the students for the final exam. Additionally, these areas of study will be addressed with a Christian and Biblical worldview.

## **PS4050 Integrative Seminar II (2 credits) 3 weeks**

The Integrative Seminars are designed to allow the student to focus efforts on a specific topic of his/her own choice in any related area such as mental health issues, counseling theories, personality theories, etc as a capstone project. Integrative Seminar II occurs approximately one year after Seminar I and is the culmination of this capstone project allowing the student to demonstrate the fruit of his/her labor. The intent of both seminars is to better prepare the student for work at the graduate level, sharpening skills that will positively impact performance in the pursuit of advanced degrees. Students will use APA style competently, create papers that reflect critical thinking, and engage peers in constructive dialogue.  
(Prerequisites: PS3050, CD3000, CD4200)

## **SUBSTANCE ABUSE COUNSELING**

The Substance Abuse Counseling Major is designed to equip the person entering the addiction recovery field and to meet the 270 hours of chemical dependency education required for licensure in the State of Ohio.

To be licensed in the field of chemical dependency counseling in Ohio, there are three requirements that must be met. They include:

- ❑ Completion of education specific to chemical dependency counseling. The BA degree program meets more than the

minimum hours required. Ohio Christian University's degree program is designed to meet this requirement of chemical dependency counseling education.

- ❑ Appropriate supervision of chemical dependency counseling while employed in a treatment facility. For many students, this process begins after completion of the degree program.
- ❑ Successful completion of the licensure test that is administered by the State of Ohio.

Potential students are encouraged to read the Ohio Credentialing Board's requirements at <http://www.ocdp.ohio.gov> and familiarize themselves with the process. Those who live outside of Ohio or plan to relocate to another state, should contact the appropriate state licensure board to learn of requirements unique to that state. The names of the boards can be found online at the International Certification and Reciprocity Consortium at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

## **Program Objectives**

Students who complete the Substance Abuse Counseling major should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Identify the needs of persons using assessment techniques, diagnostic criteria, and treatment planning.
4. Utilize appropriate counseling techniques with individuals, families, and groups.
5. Provide chemical dependency specific education to clients, families, groups and the community.
6. Design and provide aftercare.

## **120 Semester Credits**

- 36 General Education
- 36 General Electives
- 48 Program Requirements

## **Core Course List**

- ❑ **CM3000 Christian Excellence (3 credits)**
- ❑ **IT1100 Technology Skills for College (3 credits)**  
*Onsite Only* or **IT1002 Computer Skills for College (3 credits) Online Only**
- ❑ **CD3100 Introduction to Substance Abuse (3 credits)**
- ❑ **CD3300 Psychopharmacology of Drugs (3 credits)**



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- ❑ **PH3000 Transformed Worldview (3 credits)**
- ❑ **CD3000 Ethical and Legal Issues in Counseling (3 credits)**
- ❑ **CD3500 Prevention Strategies (3 credits)**
- ❑ **PS3600 Abnormal Psychology (3 credits)**
- ❑ **TH4000 Introduction to Theology (3 credits)**
- ❑ **CD3600 Diagnostic Evaluation and Assessment (3 credits)**
- ❑ **CD4100 Individual Chemical Dependency Counseling (4 credits)**
- ❑ **PS3000 Methods of Counseling (3 credits)**
- ❑ **CD3700 Case Management (2 credits)**
- ❑ **CD3200 Family Dynamics in Substance Abuse (3 credits)**
- ❑ **PS4030 Spiritual Dimensions of Illness and Recovery (3 credits)**
- ❑ **CD4200 Theories and Techniques of Group Counseling (3 credits)**
- ❑ **CD4800 Preparation for the State Test (3 credits)**

## Course Descriptions

### **CM3000 Christian Excellence (3 credits) 5 weeks**

This orientation course introduces the setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective and Christian personal management.

### **IT1100 Technology Skills for College (3 credits) 5 weeks (Onsite only)**

This course provides an overview of the technology skills that are required for students to be successful throughout the Ohio Christian University experience. Students will have the opportunity for practical application of technology skills in the areas of hardware, software, the internet, web applications, and communication tools. Upon completion of this course, students will be familiar with Microsoft Office Products and be able to use this software effectively to complete college-level work. A special emphasis will be placed on performing scholarly research and writing scholarly papers using the APA format.

### **IT1002 Computer Skills for College (3 credits) 5 weeks (Online only)**

This course introduces learners to computing skills that support academic and professional success. This course

focuses on leveraging Microsoft Office 2010, specifically Word and PowerPoint, for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

### **CD3100 Introduction to Substance Abuse (3 credits) 5 weeks**

This course gives an overview of fundamental concepts related to chemical dependency and addiction treatment. It includes views from science, sociology, criminology, and family studies, as well as a Christian and biblical worldview. Students will be encouraged to develop their own personalized view of chemical dependency, addiction and treatment.

### **CD3300 Psychopharmacology (3 credits) 5 weeks**

This course is designed to provide background, instruction, and practical understanding of substances with addictive or abusive potential. Current medical guidelines will be evaluated in light of biblical truth to allow for a holistic approach to patient care. The primary emphasis of this course will be on legal and illegal drugs that elicit a pharmacologic effect in the central nervous system. Both pharmacokinetic (e.g., drug absorption, distribution, metabolism and excretion) and pharmacodynamic (e.g., psychotropic effects) will be discussed in a practical manner. Drugs will be categorized by common classifications to facilitate learning and retention.

*(Prerequisite: CD3100 Introduction to Substance Abuse)*

### **PH3000 Transformed Worldview (3 credits) 5 weeks**

The course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation), special revelation (the Scriptures) and experiences God at work in the modern world.

### **CD3000 Ethical and Legal Issues in Counseling (3 credits) 5 weeks**

This course is designed to introduce the student to the inter-related concepts of professionalism, ethics, and legal issues which present themselves in the context of counseling, with particular emphasis on the area of substance abuse counseling. Students will examine and analyze professional issues in counseling from both a legal and an ethical perspective by engaging in a variety of learning activities fashioned to encourage active, rather than passive, learning.

### **CD3500 Prevention Strategies (3 credits) 5 weeks**

This course focuses on the discipline of prevention. It will show the dynamics of prevention and how certain prevention

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programs are researched and science based. There will be both general and specific introductions to various forms and types of prevention programs and activities.

*(Prerequisite: CD3100 Introduction to Substance Abuse)*

## **PS3600 Abnormal Psychology (3 credits) 5 weeks**

This course will explore abnormal behavior as defined by the current Diagnostic Manual of Mental Disorders. Included is the analysis of causation and behavioral abnormality, and methods of therapy. Special emphasis will be placed upon disorders that frequently co-exist with substance abuse/dependence disorders.

## **TH4000 Introduction to Theology (3 credits) 5 weeks**

This course will be a systematic study of the doctrines of God, Christ, the Holy Spirit, man, sin, salvation, and other related topics. These themes will be examined through various passages of scripture within the context of scripture.

## **CD3600 Diagnostic Evaluation and Personal Assessment (3 credits) 5 weeks**

This course gives an overview of the counselor functions of screening, intake, orientation, assessment and diagnosis. The processes of interviewing and assessment and related ethical, legal and professional issues will be explored. The course will also examine and practice the use of tests, assessment instruments and the DSM-IV-TR in the process of Diagnostic Evaluation and Personal Assessment of a client.

## **CD4100 Individual Chemical Dependency Counseling (4 credits) 6 weeks**

This course begins to develop skill in counseling through an analysis of various approaches such as Cognitive Behavioral, Rational Emotive Therapy, Gestalt, Control Theory, Reality Therapy, and Person Centered Therapy. A very important part of this course is to develop skills and practical approaches in order to be able to conduct individual sessions.

*(Prerequisite: CD3100 Introduction to Substance Abuse)*

## **PS3000 Methods of Counseling (3 credits) 5 weeks**

This course gives an overview of several main concepts, practices and applications of counseling theories while looking at both ethical and professional issues confronting the counselor today. Constructs of how the counselor as a person prepares themselves and integrates theory with Christian and Biblical views will be examined. Throughout the course, case examples, DVD case demonstrations, group interaction and related self-study workbook exercises

help prepare the students to develop their own personalized counseling style.

## **CD3700 Case Management (2 credits) 3 weeks**

Procedures and accepted practices for case management will be presented in a practical context to educate each participant in the wide variety of ways in which to provide case management as a service that is acceptable to private and public entities.

*(Prerequisite: CD3100 Introduction to Substance Abuse)*

## **CD3200 Family Dynamics in Substance Abuse (3 credits) 5 weeks**

This course explores the impact of chemical dependency and substance abuse upon the family system. Enabling as a dynamic that reinforces dysfunctional patterns will be examined. Attention is given to treatment options and interventions for not only the family member with the Substance Use Disorder, but the other family members impacted by their use as well. Additionally, substance use issues related to adolescents and children will be addressed. These dynamics will be addressed with a Christian and Biblical worldview.

## **PS4030 Spiritual Dimensions of Illness and Recovery (3 credits) 5 weeks**

This course explores dynamics of spirituality and religion that can impact the counseling process. The material is presented from a Christian perspective. 12-Step spirituality model of recovery will be included.

## **CD4200 Theories and Techniques of Group Counseling (3 credits) 5 weeks**

This course gives an overview of several main group theories, explains and demonstrates techniques associated with those theories and reviews the main theorists associated with each. Video demonstrations, case examples, group related self-study and actual group counseling experiences help prepare the students for the final exam. Additionally, these areas of study will be addressed with a Christian and Biblical worldview.

## **CD4800 Preparation for the State Test (3 credits) 5 weeks**

This course is designed to provide a general review of material that you have learned throughout your curriculum at OCU and to familiarize you with the content, construction, and requirements for passing the Ohio Chemical Dependency Professional Board's State Licensure Examination.

*(Prerequisites: CD3200, CD4100, CD4200)*

# Bachelor Programs

## BACHELOR OF SCIENCE IN NURSING

The RN-BSN Nursing Completion program at Ohio Christian University (OCU) redefines and prepares professional nurses to deliver holistic Christian caring for individual clients and communities locally and across the globe. The vision is to be recognized as an excellent RN-BSN Completion Program with compassionate graduates that consistently exemplify Christian Servant Leadership in the communities they serve.

### Program Objectives

Upon completion of the RN-BSN Program, the graduate should be able to:

1. Synthesize Christian principles, evidence-based practice, and interdisciplinary perspectives to make decisions across complex issues for improved outcomes for clients across the life span and organizations.
2. Utilize theories and concepts from the arts, humanities, and the Bible to improve critical thinking, teaching-learning effectiveness, and leadership/management strategies.
3. Demonstrate Christian caring and client-centered care as priority professional practice values.
4. Apply information and communication technologies to facilitate client-focused, culturally diverse self-care management.
5. Articulate state, national, and global healthcare trends in policy, finance, and regulatory environments.
6. Analyze the value of life-long learning and service to the profession and the community.

### 120 Semester Credits

- 39 General Education
- 31 General Electives
- 50 Program Requirements

### Core Course List

- ❑ **CM3000 Christian Excellence (3 credits)**
- ❑ **IT1100 Technology Skills for College (3 credits)**  
*Onsite Only* or **IT1002 Computer Skills for College (3 credits)** *Online Only*
- ❑ **NR3000 Emerging Issues in Nursing (3 credits)**
- ❑ **PH3000 Transformed Worldview (3 credits)**
- ❑ **PS4010 Learning, Memory and Cognition (3 credits)**

- ❑ **NR3100 Information and Health Literacy (3 credits)**
- ❑ **NR3200 Nursing Theory (3 credits)**
- ❑ **NR3300 Unlocking Evidence-Based Practice (3 credits)**
- ❑ **NR3400 Advanced Clinical Concepts I: Health Assessment and Pharmacology (3 credits)**
- ❑ **SI4000 Pathophysiology for Nurses (3 credits)**
- ❑ **TH4000 Introduction to Theology (3 credits)**
- ❑ **NR4100 Environmental Applications for Nursing (3 credits)**
- ❑ **NR4200 Community-Oriented Nursing Concepts (4 credits)**
- ❑ **ET3000 Ethics (3 credits)**
- ❑ **CM3100 Concepts of Leadership (3 credits)**
- ❑ **NR4400 Advanced Clinical Concepts II: Health Promotion and Vulnerable Populations (3 credits)**
- ❑ **NR4800 Christian Servant Leadership for Nursing (4 credits)**

### Course Descriptions

#### **CM3000 Christian Excellence (3 credits) 5 weeks**

This orientation course introduces the setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective and Christian personal management.

#### **IT1100 Technology Skills for College (3 credits) 5 weeks - Onsite only**

This course provides an overview of the technology skills that are required for students to be successful throughout the Ohio Christian University experience. Students will have the opportunity for practical application of technology skills in the areas of hardware, software, the internet, web applications, and communication tools. Upon completion of this course, students will be familiar with Microsoft Office Products and be able to use this software effectively to complete college-level work. A special emphasis will be placed on performing scholarly research and writing scholarly papers using the APA format.

#### **IT1002 Computer Skills for College (3 credits) 5 weeks - Online Only**

This course introduces learners to computing skills that support academic and professional success. This course focuses on leveraging Microsoft Office 2010, specifically

# Bachelor Programs

Word and PowerPoint, for academic writing. Students will also be introduced to research and Internet tools for practical academic and professional application.

## **NR3000 Emerging Issues in Nursing (3 credits) 5 weeks**

This contemporary course examines local, national and global health care issues and trends and their impact on the delivery of health care and on nursing practice. Emphasis is on the nurse's role in healthcare issues. Topics covered include the evolution of legal and ethical issues, trends in legislation affecting health care, risk management, fiscal/ stewardship responsibilities, and the process of collaborative decision making. Students will also explore non-traditional roles of nursing professionals including parish nursing, disaster preparedness, and nursing missions.

## **PH3000 Transformed Worldview (3 credits) 5 weeks**

The course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation), special revelation (the Scriptures) and experiences God at work in the modern world.

## **PS4010 Learning, Memory and Cognition (3 credits) 5 weeks**

This course gives an overview of fundamental concepts regarding how we learn, think and store memory. We will explore cognitive processes of comprehension and memory along with an examination of learning styles and methods. Throughout the course case examples, DVD demonstrations,

group interaction and related self-study exercises help prepare the students to develop their own comprehension of this aspect of counseling, psychology and God's workmanship. The student will be taught how to examine this subject through a Christian and Biblical worldview.

## **NR3100 Information and Health Literacy (3 credits) 5 weeks**

This course introduces the nurse to informatics applications in clinical practice arenas, nursing administration, client education and research. The student will use examples from practice and apply informatics to enhance the teaching and learning of client outcomes or organizational outcomes. Resources to assist the nurse in evaluating the readability level and appropriateness of web content will be identified and explored.

## **NR3200 Nursing Theory (3 credits) 5 weeks**

This course affords exploration of concepts and theories that have influenced the development of Nursing as a profession. Students will have exposure to different philosophies of nursing and opportunity to identify those still prevalent in the various practice arenas. Professionalism as a key characteristic of the BSN graduate will be explored.

## **NR3300 Unlocking Evidence-Based Practice (3 credits) 5 weeks**

This course provides foundational knowledge to identify, interpret and implement empirical data to facilitate best practices to promote client outcomes. Research competencies will be examined including: interpreting and using





# Bachelor Programs

of research in nursing practice, evaluating research, and conducting research.

## **NR3400 Advanced Clinical Concepts I: Health Assessment and Pharmacology (3 credits) 5 weeks**

This course offers exploration and expansion of the practicing nurse's skills of advanced health assessment, cultural competency, and communication. An overview of genetic concepts will be presented and implications for pharmacological therapy reviewed. A focus on client-centered communication is key and will be practiced within the advanced cultural and health history assessments.

## **SI4000 Pathophysiology for Nurses (3 credits) 5 weeks**

Concepts of homeostatic changes that occur with disease and the implications of those changes will be presented as practicing nurses study the relationships between holistic persons and their environments in times of physical stress. Emphasis is placed on how the specific pathological condition effects the functioning of the system involved as well as its impact on all other body systems.

## **TH4000 Introduction to Theology (3 credits) 5 weeks**

This course will be a systematic study of the doctrines of God, Christ, the Holy Spirit, man, sin, salvation, and other related topics. These themes will be examined through various passages of scripture within the context of scripture.

## **NR4100 Environmental Applications for Nursing (3 credits) 5 weeks**

This unique course focuses on the environmental domain and its implications for promoting wellness or illness among individuals and communities. Basic ecological principles as applied to human activities and contemporary environmental issues will be explored. Students will explore opportunities in applying the nursing process to the environment effectively.

## **NR4200 Community-Oriented Nursing Concepts (4 credits) 6 weeks**

A clinical course integrating nursing and community-oriented health to designated populations. Various determinants of health are explored and applied through virtual and actual community assessments. Epidemiological thinking will provide a background for assessing various community aspects affecting health care. Emphasis is placed upon promotion of wellness and how to modify patient behavior as a basis for improving health care delivery within the community. (Clinical Course: 3 theory credits, 1 clinical credit, 45 clock hours of clinical experience required.)

## **ET3000 Ethics (3 credits) 5 weeks**

This course presents an overview of some of the main classical philosophical views that have shaped Western norms, values, and beliefs. Christian Ethics will be the primary focus of this course. There will be a direct correlation drawn between ethics and morals. Decisions or choices are made based on a system of beliefs. In Christian Ethics, the Bible is used to prescribe how a person ought to live.

## **CM3100 Concepts of Leadership (3 credits) 5 weeks**

The course is a study involving strategies from the business-for-profit, the non-profit sector, and the moral and spiritual arena. Application of the concepts will influence personal and career goals.

## **NR4400 Advanced Clinical Concepts II: Health Promotion and Vulnerable Populations (3 credits) 5 weeks**

This course focuses on teaching-learning as a core professional nurse skill. Prevention as well as health promotion will be highlighted in the care of the geriatric and vulnerable populations. Students will have opportunity to apply teaching-learning strategies, literacy concepts and client-centered care through development and implementation of a health teaching program in the local community.

## **NR4800 Christian Servant Leadership for Nursing (4 credits) 6 weeks**

A clinical course designed to develop leadership and management skills in practicing nurses. Considers dynamics and management of individual, group, and organizational behavior in health-care agencies. Examines issues in management: power and conflict resolution, work stress, discrimination, group dynamics, organizational change, and other topics. Final capstone course in which students demonstrate their professional growth through integration of knowledge and skills showing achievement of program outcomes. (Clinical course: 3 theory credits, 1 clinical credit, 45 clock hours of clinical experience required.)

*(Prerequisites: NR4100, NR4200, NR4400)*

# Electives

## ELECTIVES

### Course Descriptions

#### **EN0999 Writing Skills (3 credits) 5 weeks**

This course provides a foundation for successful writing at the collegiate level. Special emphasis is given on students' particular needs in grammar, sentence construction, and the writing process. This course will allow students to be mentored in writing skills concurrently with another course. The expectation is that student(s) may immediately integrate the writing skills into an academic course and see progress during that experience. Not for graduation credit.

#### **HI1000 History of Civilization (3 credits) 5 weeks**

This course studies the development of the Western world and its institutions and ideas. The student will be challenged to consider the positive and negative impact of Western thinking and to formulate a sense of personal responsibility within society.

#### **HI1100 Church History (3 credits) 5 weeks**

Church History is a study of the development of Christianity from its inception to the time of Reformation. Special emphasis is given to the leading characters and major turning points in history throughout this time frame.

#### **HU1000/3000 Portfolio Development (3 credits) 5 weeks**

The concept of Prior Learning Assessment (PLA) is based upon the assumption that adult learners have learned from a number of experiences in their past and that some of this learning is on the collegiate level. This course is an introductory study of composition utilizing the KOLB model writing process. (Pass/Fail)

#### **HU1201 US History: 1877- Present (3 credits) 5 weeks - Online Only**

This course surveys the political, economic, and social factors that shaped the United States. This course examines the broad themes of expansionism, imperialism, isolationism, nationalism, and internationalism. Those themes are used to help better understand our nation's history and identify the Christian influences on those themes.

#### **IT2020 Business Applications (2 credits) 4 weeks**

This course is designed to utilize an exercise-oriented approach that allows for the development of the student's knowledge about Microsoft Excel. In particular, this course will emphasize the many features and components of the

application. The course will facilitate the student's learning beyond introductory knowledge of Excel and begin to explore and master the more complex functions and features.

#### **IT3000 Workgroup Technology (3 credits) 5 weeks**

This course will take a practical and hands-on look at workgroup technologies and discuss various applications. Students will learn about how technology can assist workgroups to achieve greater success and have the opportunity to problem solve workgroup scenarios using different technologies. Intermediate Microsoft Excel and beginning Microsoft Access will be covered in class.

#### **LG4030 Logistics Security (3 credits) 5 weeks**

This course offers special emphasis on the analysis of security as it relates to the business supply chain and related logistics processes including domestic and international activities. The course examines the strategic framework, managerial issues, and best practices related to the planning and execution of supply chain and logistics security methods.

*(Prerequisite: LG4000)*

#### **MG4060 International Studies (3 credits) 5 week**

This intensive, international study course includes a required trip of approximately one week during which students deal with the management challenges of companies outside of the United States. Areas of study include special challenges for global management, marketing, political and economic risk management, supply chains, cultures and human resources. Special emphasis is on the discussion of similarities and comparisons of the aforementioned aspects of the country visited to those experienced and studied in the United States.

#### **MG6060 International Studies (3 credits) 6 week**

This intensive, international study course includes a required trip of approximately one week during which students deal with the management challenges of companies outside of the United States. Areas of study include special challenges for global management, marketing, political and economic risk management, supply chains, cultures and human resources. Special emphasis is on the critical analysis of similarities and comparisons of the aforementioned aspects of the country visited to those experienced and studied in the United States. This course is an option to replace MM6040 Leading Multi-National Business Ventures or MB6070 Global Business Environment.

# Electives

## **PH2000 Introduction to Philosophy (3 credits) 5 weeks**

An overview of philosophical vocabulary and concepts, followed by an historical survey of the development of Western philosophy. The course gives the student a basic understanding of the main currents in Western thought and how these currents are related. The underlying purpose of the course focuses on teaching critical thinking through philosophy. By making use of philosophical discussion, this course will lead the student through various domains (i.e., knowledge, comprehension, application, analysis, synthesis, and evaluation.)

## **PL3001 Personal Leadership (3 credits) 5 weeks - Online Only**

This course addresses effective models of organizational leadership by examining the impact of administrative structure, power and politics, conflict resolution, and motivation within the context of the organizational culture.

## **PL4201 Psychology of Leadership (3 credits) 5 weeks - Online Only**

This course presents the psychological underpinning of leadership. Classic experiments on obedience, conformity, social influence, impression management, and will be presented to demonstrate how the power of situation influences leader and follower behavior.

## **PS2700/PS3700 Career Development (1 credit) 3 weeks**

This course is designed to help students understand how to maximize their career potential. Students will develop an individual program for their short- and long-term career, with application based on students' areas of emphasis in the major.

## **SI1061 Beginning Algebra (3 credits) 5 weeks - Online Only**

This course introduces the student to the fundamental ideas of algebra. This survey course will develop an understanding of algebraic expressions, equations, inequalities, and graphs. Polynomials, rational expressions, and radicals will also be introduced. Additionally, the course will explore how math is viewed in a biblical worldview specifically in this course's area of study.

## **SI2040 Chemistry (4 credits) 7 weeks**

This course is designed to help students develop a basic understanding of chemistry and how it is related to our environment and our everyday lives.

## **S02000 Introduction to Sociology (3 credits) 5 weeks**

This course is a beginning study of sociology. Sociology is a scientific study of societies and human social behavior: individuals, groups, social forces/movements, and cultural aspects that influence behavior. Students will be able to integrate personal experiences while studying the principles that constitute a society.

## **S02010 Marriage and Family (2 credits) 3 weeks**

Study on the foundational principles of marriage and family relationships. Concepts learned will apply to personal marriage and family issues. A Christian perspective will be emphasized.

## **S02100 Introduction to Rural Sociology (2 credits) 3 weeks**

This course will provide a broad overview of the sociological issues and perspectives within rural sociology as it relates to both America and the global arena. Rural power, government, and development will be outlined. Specific emphasis will be given to the illustration and impact of social stratification within rural communities including the varying rural capitals.

## **TH2001 Holiness Literature (3 credits) 5 weeks - Online Only**

This course explores the historical development of the doctrine of "holiness" that is often referred to as "Christian Perfection" and/or "Sanctification". While the development of this doctrine has occurred throughout the history of the Christian Church, attention and focus will be on the 18th through 20th century and its influence upon the church within modern culture.

# EQUIP® Leadership Certificate

## EQUIP® LEADERSHIP CERTIFICATE

### EQUIP® LEADERSHIP CERTIFICATE

This certificate prepares individuals to be informed by a Christian vision of transforming leadership.

#### Admissions

- ❑ Completed OCU online registration form
- ❑ Proof of payment

#### Certificate Objective

Upon completion of the EQUIP® Leadership Certificate, students should be able to foster leadership qualities within and in others.

#### Courses (Available online only)

- ❑ PL1000 EQUIP® Leadership I (1 credit)
- ❑ PL1100 EQUIP® Leadership II (1 credit)
- ❑ PL1200 EQUIP® Leadership III (1 credit)

#### Course Descriptions

##### PL1000 EQUIP® Leadership I

Overview of biblical leadership principles that are timeless and universal. Introduces students to the characteristics of leaders, developing leadership skills, and providing needed tools to lead.

##### PL1100 EQUIP® Leadership II

Deeper understanding of biblical leadership principles. Addresses the contents of Dr. John C. Maxwell's books *Today Matters*, *Winning With People*, *The 360-Degree Leader*, *Thinking for a Change*, *Failing Forward*, and *Talent is Never Enough*.

(Prerequisite: PL1000)

##### PL1200 EQUIP® Leadership III

Application of biblical leadership principles through an in-depth study of Dr. John C. Maxwell's book *The 21 Irrefutable Laws of Leadership*.

(Prerequisite: PL1100)

#### Cost

\$19 per course.

#### Completion

An EQUIP® Leadership Certificate will be granted to students who have successfully completed all three courses.

Degree-seeking students can request (1) semester credit per EQUIP® course (for a total of 3 credits). Transcription fee will apply.

Dr. John Maxwell  
OCU Alumnus, International Leadership Expert  
and acclaimed author with 20 million books sold





# Associate Level Certificates

## ASSOCIATE LEVEL CERTIFICATES

### Admissions Requirements for Associate Level Certificates

- ❑ Completed OCU application
- ❑ 12 credit hours **or** 1 year of relevant work experience
- ❑ Those with less than 12 hours of college experience must submit a copy of a high school transcript, high school diploma, or GED
- ❑ Proof of payment

### Certificates Offered

- **Agribusiness**
- **Ministry Skills**
- **Management Skills**
- **Old Testament**
- **New Testament**
- **Theology and Worldview**

### AGRIBUSINESS CERTIFICATE

This certificate prepares individuals for careers in the agricultural business segment of the agricultural industry.

#### Certificate Objective

Upon completion of the Agribusiness Certificate, students should be able to manage the fundamental principles of agricultural production.

#### Required Courses

- ❑ **AB2200 Introduction to the Animal and Poultry Industries (3 credits)**
- ❑ **AB2302 Field Crop Production (3 credits)**
- ❑ **AB2100 Agribusiness Sales (3 credits)**
- ❑ **AB2000 Farm Management (3 credits)**

#### Course Descriptions

##### **AB2200 Introduction to the Animal and Poultry Industries (3 credits) 5 weeks**

This course is a general introduction to nutrition, reproduction, breeding, management and description of marketing channels of animals and poultry.

Also, it equates live animal and carcass characteristics with market specifications. Factors of pre- and post-slaughter treatment are related to the shelf life of fresh and processed meats.

##### **AB2302 Field Crop Production (3 credits) 5 weeks**

This course is a general introduction to the management of field crops, including growth and development, establishment, rotation of crops and chemicals, harvesting, and storage. Also it examines pest management, as well as, environmental and societal issues related to field crops.

##### **AB2100 Agribusiness Sales (3 credits) 5 weeks**

A study of the basic principles and concepts of marketing and selling within various agribusiness markets including an in-depth look at selling various agriculture commodities as well as the development of a marketing and sales plan.

##### **AB2000 Farm Management (3 credits) 5 weeks**

This course is a study of the effective organizational and management principles involved in a farming operation with emphasis given to developing a farm operation business plan, management of farm resources, farm finances, and practices for an effective farm operation. This course will assist students in developing strategies for the present and future success of a farming operation.

*(Prerequisites: AB2200, AB2302, AB2100)*

#### Cost

Associate degree charge per credit hour.

#### Completion

An Agribusiness Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Agribusiness courses with a cumulative GPA of at least 2.5 in the designated courses.

### MANAGEMENT SKILLS CERTIFICATE

This certificate prepares individuals to exhibit skills for careers in business management positions.

#### Certificate Objective

Upon completion of the Management Skills Certificate, students should be able to apply management functions and skills to practical situations.

# Associate Level Certificates

## Required Courses

- ❑ **MG1000 Introduction to Management (3 credits)**
- ❑ **MG2000 Management Principles (3 credits)**
- ❑ **MG1050 Introduction to Marketing (3 credits)**
- ❑ **MG2200 Entrepreneurial Basics (3 credits)**

## Course Descriptions

### **MG1000 Introduction to Management (3 credits) 5 weeks**

This course facilitates students in understanding and applying the basic principles of management. Students will be introduced to four functions of management; planning, organizing, leading, and controlling (evaluating). This course will also expose the student to the tools and the foundational knowledge necessary to manage an organization in the twenty-first century.

### **MG2000 Management Principles (3 credits) 5 weeks**

A study of the five parts of managing organizations: planning, organizing, staffing, leading, and controlling/evaluating—with the study of principles for application to both not-for-profit and for-profit organizations and applications in organizations.

### **MG1050 Introduction to Marketing (3 credits) 5 weeks**

This course is designed around the interacting marketing activities of analysis, planning, implementation, and control. The course focuses on competitive and customer analysis, marketing strategy development, and implementations for decision making in both domestic and global organizations. The course incorporates current developments in marketing to acquaint students with the present-day challenges of marketing activities, including the social, legal, ethical, and technological environments of marketing. Finally, students apply these skills and understanding to a real marketing situation and make recommendations for future marketing strategy and tactics.

### **MG2200 Entrepreneur Basics (3 credits) 5 weeks**

This course centers on investigating business feasibility. Areas of study will include recognizing business opportunities, developing the business concept, and testing an opportunity for feasibility. Startup and takeover situations will be studied. Business plans will be created.

## Cost

Associate Degree charge per credit hour.

## Completion

A Management Skills Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Management courses with a cumulative GPA of at least 2.5 in the designated courses.

## MINISTRY SKILLS CERTIFICATE

This certificate prepares individuals to exhibit skills for various ministries within today's church and society.

## Certificate Objective

Upon completion of the Ministry Skills Certificate, students should be able to assume a position of ministry in a local church.

## Required Courses

- ❑ **CM1100 Survey of Children's Ministry (3 credits)**
- ❑ **CM1200 Survey of Youth Ministry (3 credits)**
- ❑ **CM2020 Evangelism and Discipleship 1 (3 credits)**
- ❑ **CM1040 Principles of Worship (3 credits)**

## Course Descriptions

### **CM1100 Survey of Children's Ministries (3 credits) 5 weeks**

A study of the nature and needs of childhood with special attention to nurturing and enriching the moral and spiritual development of the child. Students will gain skills in the practical application in planning the Church's ministry to and for children.

### **CM1200 Survey of Youth Ministries (3 credits) 5 weeks**

This course will explore current trends in youth ministry found within the evangelical church and youth culture abroad, while giving special emphasis to practical tools and techniques that may be implemented to grow the youth ministry programs of a local church and beyond.

### **CM2020 Evangelism and Discipleship I (3 credits) 5 weeks**

A study of evangelism, focusing on examples of effective evangelism in the First Century, and applying those principles into an effective methodology for the Twenty-First Century, with special emphasis on the foundation of spiritual revival, prayer, building healthy relationships, and starting the convert on the journey of discipleship.

### **CM1040 Principles of Worship (3 credits) 5 weeks**

Class instruction in scriptural principles and methods of worship, coupled with field experience exposing the student

# Associate Level Certificates

to varied worship styles, and are employed to equip the student to critically analyze worship practices.

## Cost

Associate Degree charge per credit hour.

## Completion

A Ministry Skills Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Ministry courses with a cumulative GPA of at least 2.5 in the designated courses.

## NEW TESTAMENT CERTIFICATE

This certificate prepares individuals with a foundational knowledge of the New Testament.

## Certificate Objective

Upon completion of the New Testament Certificate, students should be able to exhibit knowledge and understanding of the New Testament.

## Required Courses

- NT2000 New Testament Survey (3 credits)
- NT2010 Life of Christ/Gospels (3 credits)
- NT2200 Pauline Epistles (3 credits)
- NT2900 Acts of the Apostles (3 credits)

## Course Descriptions

### NT2000 New Testament Survey (3 credits) 5 weeks

This course provides a general survey of the New Testament. Special emphasis is placed on the historical background of the New Testament, the beginning of Christianity, and the development of the apostolic church.

### NT2010 Life of Christ/Gospels (3 credits) 5 weeks

A study of the Gospels focusing upon the life and ministry, and leadership, of Jesus Christ and His death and resurrection, with a view toward applying His life-changing principles to one's everyday life.

### NT2200 Pauline Epistles (3 credits) 5 weeks

This course is designed to acquaint the student to the writings of Paul. Attention will be given to both the historical setting of each book as well as their theological significance.

### NT2900 Acts of the Apostles (3 credits) 5 weeks

A study of the book of Acts that specifically follows the historical expansion of the church through doctrinal development, growth in understanding, evangelism, and geographical expansion through the missionary activities of its members. We will become acquainted with the activities of the great church leaders of the first century (i.e., Peter, James, and Paul).

## Cost

Associate Degree charge per credit hour.

## Completion

A New Testament Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of New Testament courses with a cumulative GPA of at least 2.5 in the designated courses.

## OLD TESTAMENT CERTIFICATE

This certificate prepares individuals with a foundational knowledge of the Old Testament.

## Certificate Objective

Upon completion of the Old Testament Certificate, students should be able to exhibit knowledge and understanding of the Old Testament.

## Required Courses

- OT1000 Old Testament Survey (3 credits)
- OT1100 Covenant and Promise (3 credits)
- OT2100 Pentateuch (3 credits)
- OT4040 Old Testament Prophets (3 credits)

## Course Descriptions

### OT1000 Old Testament Survey (3 credits) 5 weeks

A survey of the background, events, people, and theology of the Old Testament with reflection on connections to the New Testament and application to Christian faith and life.

### OT1100 Covenant & Promise (3 credits) 5 weeks

This introductory course uses the various covenants found throughout the Bible as an interpretative paradigm for understanding how God has worked and continues to work with his creation, particularly humankind, leading to redemption.

# Associate Level Certificates



## **OT2100 Pentateuch (3 credits) 5 weeks**

This course introduces the first five books of the Bible through a survey of its contents, with attention to its social and historical contexts, distinctive literary forms and features, major themes and theological assertions, and enduring message and relevance.

## **OT4040 Old Testament Prophets (3 credits) 5 weeks**

A study of the prophetic books (Isaiah through Malachi) from a chronological study of the prophets. Special attention will be given to historic context and the religious, social, political, and apocalyptic messages of the prophets.

## **Cost**

Associate degree charge per credit hour with the exception of OT4040 which will be charged at the bachelor degree charge per credit hour.

## **Completion**

An Old Testament Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Old Testament courses with a cumulative GPA of at least 2.5 in the designated courses.

## **THEOLOGY AND WORLDVIEW CERTIFICATE**

This certificate prepares individuals to understand the foundation of theology within the contexts of various worldviews.

## **Certificate Objective**

Upon completion of the Theology and Worldview Certificate, students should be able to apply theology within the contexts of various worldviews.

## **Required Courses**

- ❑ **PH1000 Worldviews (3 credits)**
- ❑ **TH1000 Theology of Christian Experience (3 credits)**
- ❑ **TH4000 Introduction to Theology (3 credits)**
- ❑ **PH3000 Transformed Worldview (3 credits)**

## **Course Descriptions**

### **PH1000 Worldviews (3 credits) 5 weeks**

This course provides an introduction to worldviews through exploring the major worldviews that have impacted 20th and 21st century western culture and history. Attention will be given to how each of these worldviews affect one's thinking about God, reality, knowledge, moral order and humanity.

### **TH1000 Theology of Christian Experience (3 credits) 5 weeks**

A survey course in theology designed to give each student an understanding of the nature of sin, new birth, and baptism with the Holy Spirit.

### **TH4000 Introduction to Theology (3 credits) 5 weeks**

This course will be a systematic study of the doctrines of God, Christ, the Holy Spirit, man, sin, salvation, and other related topics. These themes will be examined through various passages of scripture within the context of scripture.

### **PH3000 Transformed Worldview (3 credits) 5 weeks**

The course will explore ways in which the student can develop a positive relationship with God as he/she explores the role of general revelation (the creation) and special revelation (the Scriptures) and experiences God at work in the modern world.

## **Cost**

Associate degree charge per credit hour for PH1000 and TH1000. Bachelor degree charge per credit hour for TH4000 and PH3000.

## **Completion**

A Theology and Worldview Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Theology and Worldview courses with a cumulative GPA of at least 2.5 in the designated courses.



# Bachelor Level Certificates

## BACHELOR LEVEL CERTIFICATES

### Admissions for Bachelor Level Certificates

- ❑ Completed OCU application
- ❑ 24 credit hours **or** 2 years of relevant work experience
- ❑ Proof of payment

### Certificates Offered

- **Business Management**
- **Counseling**
- **Disaster Management and Relief (Online only)**
- **Healthcare Management**
- **Logistics Management**
- **Ministry Leadership**
- **Organizational Leadership (Online only)**

### Cost

All bachelor level certificates are charged the bachelor cost per credit hour.

## BUSINESS MANAGEMENT CERTIFICATE

This certificate prepares individuals to understand basic business management concepts and principles as they are applied to a variety of organizations.

### Certificate Objective

Upon Completion of the Business Management Certificate, students should be able to apply business concepts in a business environment.

### Required Courses

- ❑ **MG3020 Managers in Organizations (3 credits)**
- ❑ **LG3000 Logistics Management (3 credits)**
- ❑ **MG4040 Human Resources for Managers (3 credits)**
- ❑ **MG4020 Marketing Concepts and Applications (3 credits)**

### Course Descriptions

#### **MG3020 Managers in Organizations (3 credits) 5 weeks**

This course covers the roles managers can and do play (past, present, future) to create and modify organizations in their quest to fulfill the organizational mission. An analysis of the

interaction of an organization with the goals, priorities and strategies of employees is studied as well.

#### **LG3000 Logistics Management (3 credits) 5 weeks**

Offers an overall view of managing an organization by challenging students to integrate learning from all course work in solving complex management problems.

#### **MG4040 Human Resources for Managers (3 credits) 5 weeks**

This course analyzes the major human resource management functions in an organization. It presents the various components of the human resource management process (planning, recruitment, selection, training/development, compensation, performance appraisal, labor relations, employee relations, global HR management), and the associated activities to perform these functions. The course highlights the human resource management responsibilities of all managers and emphasizes leadership responsibilities and competencies, job analysis, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

#### **MG4020 Marketing Concepts and Applications (3 credits) 5 weeks**

This class covers the role of marketing research, analysis of marketing opportunities, selection of target markets, development of marketing mix variables, management of the marketing effort, and development of the market plan.

### Completion

A Business Management Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Business Management with a cumulative GPA of at least 2.5 in the designated courses.

## COUNSELING CERTIFICATE

This certificate prepares individuals to have a foundational understanding of human behavior in various settings.

The Counseling Certificate verifies successful completion of the required courses. It does not constitute a certificate or license as referenced in Chapters 4757 or 4758 of the Ohio Revised Code that would enable one to engage in the practice of professional counseling or act as a Chemical Dependency Counselor for a fee, salary or other consideration in the State of Ohio or any other state. Students are strongly encouraged to research the licensing requirements within the state in which they intend to practice prior to providing such services.

# Bachelor Level Certificates

## Certificate Objective

Upon completion of the Counseling Certificate, students should be able to apply counseling theories to life situations.

## Required Courses

- ❑ **PS3000 Methods of Counseling (3 credits)**
- ❑ **PS3010 Life Span Psychology (3 credits)**
- ❑ **CD3200 Family Dynamics in Substance Abuse (3 credits)**
- ❑ **PS4030 Spiritual Dimensions of Illness and Recovery (3 credits)**

## Course Descriptions

### **PS3000 Methods in Counseling (3 credits) 5 weeks**

This course gives an overview of several main concepts, practices and applications of counseling theories while looking at both ethical and professional issues confronting the counselor today. Constructs of how the counselor as a person prepares themselves and integrates theory with Christian and Biblical views will be examined. Throughout the course, case examples, DVD case demonstrations, group interaction and related self-study workbook exercises help prepare the students to develop their own personalized counseling style.

### **PS3010 Life Span Psychology (3 credits) 5 weeks**

The approach of this course is a holistic study of the individual in the total span of life from birth through senior adulthood. This course is designed to provide a foundation for understanding human personality. It describes the process of human growth and development, studies the needs in the major life stages and integrates the Biblical perspective of human personality and development.

### **CD3200 Family Dynamics in Substance Abuse (3 credits) 5 weeks**

This course explores the impact of chemical dependency and substance abuse upon the family system. Enabling as a dynamic that reinforces dysfunctional patterns will be examined. Attention is given to treatment options and interventions for not only the family member with the Substance Use Disorder, but the other family members impacted by their use as well. Additionally, substance use issues related to adolescents and children will be addressed. These dynamics will be addressed with a Christian and Biblical worldview.

### **PS4030 Spiritual Dimensions of Illness and Recovery (3 credits) 5 weeks**

This course explores dynamics of spirituality and religion that can impact the counseling process. The material is presented from a Christian perspective. 12-Step spirituality model of recovery will be included.

## Completion

A Counseling Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of counseling courses with a cumulative GPA of at least 2.5 in the designated courses.

## DISASTER MANAGEMENT AND RELIEF

This certificate prepares individuals to serve all stages of human suffering from immediate relief through community rebuilding and redevelopment.

## Certificate Objective

Upon completion of the Disaster Management and Relief Certificate, students should be able to apply key elements of disaster management strategies, theories, and concepts to simulated and practical situations.

## Required Courses

- ❑ **DM3001 Introduction to Disaster Response and Recovery (3 credits)**
- ❑ **DM4001 Natural and Man-made Disasters (3 credits)**
- ❑ **DM4101 Trauma: Understanding and Intervention (3 credits)**
- ❑ **PS4201 Conflict (3 credits)**

## Course Descriptions

### **DM3001 Introduction to Disaster Response and Recovery (3 credits) 5 weeks - Online Only**

This course introduces and explores the field of emergency/disaster management. It provides background for dealing with disasters, victimization, and economic losses from disasters in organized ways. It examines how organizations serve communities and individuals from a service prospective.

### **DM4001 Natural and Man-made Disasters (3 credits) 5 weeks - Online Only**

This course is designed to learn more about the causes and consequences of naturally occurring and man-made disasters.

# Bachelor Level Certificates

Time will be spent on a wide range of issues including man's impact on the earth, post-war issues, etc.

(Prerequisite: DM3001)

## **DM4101 Trauma: Understanding and Intervention (3 credits) 5 weeks - Online Only**

The issue of trauma is something that any good disaster worker needs to understand and know how to identify. This class will focus on the trauma that is experienced by those directly affected by the traumatic experience as well as those there to deliver aid.

(Prerequisite: DM3001)

## **PS4201 Conflict (3 credits) 5 weeks**

This course is designed as an exploration on the emergence and management of human conflict, at different levels of analysis, and on the alternative methods of dispute resolution available. The course will focus on all stages of conflict resolution and transformation, interpersonal to international.

## **Completion**

A Disaster Management & Relief Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Disaster Management & Relief courses with a cumulative GPA of at least 2.5 in the designated courses.

## **HEALTHCARE MANAGEMENT CERTIFICATE**

The certificate in Healthcare Management develops the managerial skills required to work in today's regulated, complex healthcare field.

## **Certificate Objective**

Upon completion of the Healthcare Management Certificate, students should be able to apply management principles to healthcare organizations.

## **Required Courses**

- ❑ **HM4000 Healthcare Industry (3 credits)**
- ❑ **MG3020 Managers in Organizations (3 credits)**
- ❑ **MG4040 Human Resources for Managers (3 credits)**
- ❑ **HM4010 Legal and Regulatory Issues in Healthcare (3 credits)**

## **Course Descriptions**

### **HM4000 Healthcare Industry (3 credits) 5 weeks**

This course provides a comprehensive overview of the healthcare industry including healthcare organizations and structures, public policy makers, and healthcare operations. Emphasis is placed on rapid changes in healthcare delivery systems as a response to increased healthcare costs, aging of the population, advanced medical science and technology, changing disease patterns, consumer demands, and distribution and use of the healthcare workforce.

### **MG3020 Managers in Organizations (3 credits) 5 weeks**

This course covers the roles managers can and do play (past, present, future) to create and modify organizations in their quest to fulfill the organizational mission. An analysis of the interaction of an organization with the goals, priorities and strategies of employees is studied as well.

### **MG4040 Human Resources for Managers (3 credits) 5 weeks**

This course analyzes the major human resource management functions in an organization. It presents the various components of the human resource management process, and the associated activities to perform these functions. The course highlights the human resource management responsibilities of all managers and emphasizes leadership responsibilities and competencies, job analysis, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

### **HM4010 Legal And Regulatory Issues In Healthcare (3 credits) 5 weeks**

This course is an introduction to legal and regulatory standards governing healthcare organizations. Topics include legal requirements, responsibilities, and constraints related to health provider/patient relationships, medical records, malpractice insurance, and licensure of health professionals.

## **Completion**

A Healthcare Management Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Healthcare Management courses with a cumulative GPA of at least 2.5 in the designated courses.

# Bachelor Level Certificates

## LOGISTICS MANAGEMENT CERTIFICATE

This certificate prepares individuals to manage various aspects of logistics.

### Certificate Objective

Upon completion of the Logistics Management Certificate, students should be able to apply management principles to logistics and supply chain organizations.

### Required Courses

#### ❑ LG3000 Logistics Management (3 credits)

Three of the following:

#### ❑ LG4000 Transportation Systems (3 credits)

#### ❑ LG4012 Warehousing and Terminal Management (3 credits)

#### ❑ LG4020 Strategic Procurement (3 credits)

#### ❑ LG4030 Logistic Security (3 credits)

### Course Descriptions

#### LG3000 Logistics Management (3 credits) 5 weeks

Offers an overall view of managing an organization by challenging students to integrate learning from all course work in solving complex management problems.

#### LG4000 Transportation Systems (3 credits) 5 weeks

Develops an understanding of the strategic role of freight transportation systems in supply chain networks. Emphasis is given to the components of transportation systems, including inter-modal and intra-model competition, their technological features, operational processes and cost conditions, the buyer-seller channels for acquiring transportation services, and the strategic and tactical alternatives for transport procurement.

*(Prerequisite: LG3000)*

#### LG4012 Warehousing and Terminal Management (3 credits) 5 weeks

Focuses on the administration of warehouse and inventory management in logistics systems with analysis of customer service, forecasting inventory, investment, layout design, and operation.

*(Prerequisite: LG3000)*

#### LG4020 Strategic Procurement (3 credits) 5 weeks

Offers special emphasis on the analysis of supply markets, supplier selection, building and maintaining key supplier

relationships for long-term success, strategic planning, and use of information technology. This course develops an understanding of the strategic framework, managerial issues, and best practices related to the planning and execution of “source” processes.

*(Prerequisite: LG3000)*

#### LG4030 Logistics Security (3 credits) 5 weeks

This course covers the vulnerabilities of and measures to secure the domestic and global transportation and supply chain networks. Topics covered include security organizations, security-related legislation and strategies, security programs, maritime transportation security, containerized cargo security, land transportation security, food chain security, pharmaceutical chain security, utilities security, cyber security, first response and recovery, and supply-chain security technologies.

*(Prerequisite: LG3000)*

### Completion

A Logistics Management Certificate will be printed on the transcript of those students who have successfully completed 12 credits of Logistics Management option courses with a cumulative GPA of at least 2.5 in the designated courses.

## MINISTRY LEADERSHIP CERTIFICATE

This certificate prepares individuals to lead in various ministries within today’s church and society.

### Certificate Objective

Upon completion of the Ministry Leadership Certificate, students should be able to apply leadership concepts to serve the pastoral needs of a local congregation.

### Required Courses

#### ❑ ET3010 Pastoral Ethics (3 credits)

#### ❑ CM3015 Church Administration (3 credits)

#### ❑ CM3100 Concepts of Leadership (3 credits)

#### ❑ PS3040 Methods of Pastoral Care and Counseling (3 credits)

### Course Descriptions

#### ET3010 Pastoral Ethics (3 credits) 5 weeks

This course introduces to those called to ministry in traditional settings ethical codes that inform the critical thinking



# Bachelor Level Certificates

of care givers. The parameters that will be discussed through the use of case studies are designed to challenge ministers to a higher level of both thinking and acting as representatives of Jesus Christ. Such practices protect both the pastor and those to whom he or she ministers.

## **CM3015 Church Administration (3 credits) 5 weeks**

A study of the concepts, principles, and methods needed to organize the ministries of a local church. Special emphasis will be given to understanding and being able to apply the practices necessary to construct a strategic plan for a local congregation.

## **CM3100 Concepts of Leadership (3 credits) 5 weeks**

The course is a study involving strategies from the business-for-profit, the non-profit sector, and the moral and spiritual arena. Application of the concepts will influence personal and career goals.

## **PS3040 Methods of Pastoral Care and Counseling (3 credits) 5 weeks**

This course is written for pastors who serve in traditional settings. Basic techniques of counseling, ethical care, transference, grief process, and referral are among the topics to be covered.

## **Completion**

A Ministry Leadership Certificate will be printed on the transcript of those students who have successfully completed these 12 credits of Ministry Leadership courses with a cumulative GPA of at least 2.5 in the designated courses.

## **ORGANIZATIONAL LEADERSHIP CERTIFICATE**

This certificate prepares individuals to lead in various businesses and organizations.

## **Certificate Objective**

Upon completion of the Organizational Leadership Certificate, students should be able to apply leadership theory and techniques within an organization.

## **Required Courses**

**Four of the following:**

- ❑ **PL3101 Organizational Leadership (3 credits)**
- ❑ **PL4301 Leadership Communication (3 credits)**
- ❑ **PL4001 Leading Change (3 credits)**
- ❑ **PL4101 Global Leadership (3 credits)**

❑ **PL3001 Personal Leadership (3 credits)**

❑ **PL4201 Psychology of Leadership (3 credits)**

## **Course Descriptions**

### **PL3101 Organizational Leadership (3 credits) 5 weeks - Online Only**

This course addresses effective models of organizational leadership by examining the impact of administrative structure, power and politics, conflict resolution, and motivation within the context of the organizational culture.

### **PL4301 Leadership Communication (3 credits) 5 weeks - Online Only**

This course demonstrates communication techniques used by effective leaders by analyzing classic speeches, correspondence, and other modes of communication. Communication development opportunities will be available for students to practice personal skills. Students will also explore personality and emotions throughout communication.

### **PL4001 Leading Change (3 credits) 5 weeks - Online Only**

Change is an ever present reality in the 21st century and a certain requirement for organizational growth. Corporations and non-profits alike are challenged to successfully respond to their external environments and internal realities with new and effective ways of doing business. This course examines classic theoretical constructs of leadership, systems of organizational culture, and models and processes involved in successful organizational change. The learner will make application of this theory in his or her own organizational setting.

### **PL4101 Global Leadership (3 credits) 5 weeks - Online Only**

This course will consider current issues and trends in global leadership as well as the challenges that arise while leading in a global setting. The course will assist students in developing their knowledge, attitudes, skills, and aspirations regarding the theory and practice of leadership in the context of the challenges created by global organizations and societies.

### **PL3001 Personal Leadership (3 credits) 5 weeks - Online Only**

This course focuses on developing personal leadership skills by exploring self-concept, self-esteem, personal values, time and stress management, as well as self management in conflict situations. Habits for effectiveness in personal leadership will also be covered.

# Bachelor Level Certificates

**PL4201 Psychology of Leadership (3 credits) 5 weeks - Online Only**

This course presents the psychological underpinning of leadership. Classic experiments on obedience, conformity, social influence, impression management, and will be presented to demonstrate how the power of situation influences leader and follower behavior.

**Completion**

An Organizational Leadership Certificate will be printed on the transcript of those students who have successfully completed 12 credits of Organizational Leadership option courses with a cumulative GPA of at least 2.5 in the designated courses.

# Graduate Studies

## GRADUATE STUDIES

### INTRODUCING GRADUATE EDUCATION AT OCU

Graduate-level work is a rigorous undertaking, requiring high expectation of learning and an advanced level of thinking. As graduate students engage in research and discussion, the expectation is that their critical thinking skills will demonstrate a high quality of articulated reasoning.

### GRADUATE PROGRAMS OFFERED

#### Master of Arts

- ❑ Master of Arts with a Major in Ministry
  - Pastoral Care and Counseling Concentration
  - Practical Theology Concentration

#### Master of Business Administration Master of Management

These programs are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

### ADMISSION REQUIREMENTS

#### Application Process

Students may start courses before the admissions process is completed but must have all pieces submitted within 10 weeks.

Pieces which must be included in the file before being considered for graduate admission are:

- ❑ Official transcripts from the baccalaureate degree-granting institution and any institution where prerequisite courses (for Master of Arts in Ministry) were taken. Transcripts are also required from any graduate institutions if a student is transferring hours to OCU. Transcripts must come directly from the sending institution to OCU's College of Adult and Graduate Studies via fax or via mail in a sealed envelope.
- ❑ Completed and signed application and application fee paid (non-refundable).

- ❑ 2 Ministry Reference Forms (Master of Arts program only)

Readmit: See Applicable Catalog on p. 22.

#### Master of Arts

Applicants should meet the following admissions criteria:

- ❑ Hold a bachelor's degree from a regionally or ABHE accredited institution with minimum overall GPA of 2.75
- ❑ Minimum of 2 years of pastoral or lay leader experience
- ❑ Minimum of 6 semester credits in Bible (may be at the undergraduate level)
- ❑ Minimum of 3 semester credits in Theology (may be at the undergraduate level)

Applicants not meeting the required credits in Bible or Theology may be permitted to begin their courses but may not enroll in Bible and/or Theology courses within the Master of Arts in Ministry until the requirement has been met.

Any applicant not meeting the above-stated requirements may petition for consideration.



# Graduate Studies

## Master of Business Administration and Master of Management

The University has set the following requirements for these graduate programs:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the ABHE verified on original transcripts sent by the institution directly to Ohio Christian University.
- An undergraduate grade point average (GPA) of 2.5 or higher from the baccalaureate degree granting institution.

Any applicant not meeting the above-stated requirements may petition for consideration.

## International Student Policy

The University complies with U.S. government regulations for foreign students. Due to strict government regulations, the University has detailed requirements pertaining to foreign students. It is the responsibility of foreign students to obtain the proper documents and to furnish the University with these documents. Before a student can receive his/her I20 to obtain a visa, certain requirements must be met: The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:

- a. Test of English as a Foreign Language (TOEFL): minimum score of 550 paper based, 213 computer based, or 79 internet based.
- b. IELTS - minimum 6.0.

The students must show, at the university's discretion, the ability to finance his/her education for the entire length of their program.

## Advanced Standing

Ohio Christian University may accept up to six graduate semester credits in transfer from a regionally accredited institution. Students requesting advanced standing for more than 6 credits must petition in writing outlining why they should be granted additional advanced standing for up to 3 credits, through email via [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). If graduate credit is from an institution that is not regionally accredited but meets all other stipulations, the credit will be accepted only after probationary study at OCU of 18 graduate credit hours and achievement of 3.0 average or better. The following criteria are used to assess transfer credit:

- The course is no more than 10 years old.
- The course is equivalent to the course being substituted.
- A minimum grade of "B-" was earned for the course.
- The course was not earned for a degree that was already conferred.

## Probationary Admission

If an applicant meets all other requirements except GPA, the applicant may be accepted on GPA probation. Students placed on GPA probation who do not have an overall GPA of at least 3.0 after attempting 9 credits will be suspended from the program.

## COURSE LOAD

The minimum full-time student load is 18 graduate semester credits per year.

## GRADING SYSTEM

Grades are due from the Instructor to the AGS Registrar's Office 15 days after the end date listed in SONIS. They may take several days to administratively process. Grade changes are subject to additional approvals and may take up to 10 days to administratively process.

The University operates on a four-point grading system as defined below.

### Grade Definition

- |   |   |
|---|---|
| A | Superior Work. Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.   |
| B | Above Average. Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth of insight that A-level work has.                        |
| C | Average. Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well reasoned, and inconsistently demonstrates comprehension of basic concepts and principles |
| F | Failure. Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.  |



# Graduate Studies

I	Incomplete. Incompletes are recorded temporarily in extenuating circumstances after student request and administrative approval.
W	Withdrawal. This grade is not used in computing the student's GPA, but does affect completion rate.
WP	Withdrawal Passing. This grade is not used in computing student's GPA, but does affect completion rate.
WF	Withdrawal Failing. This grade is used in computing students' GPA, but does affect completion rate.
AU	Audit. No credit is earned. This grade is not used in computing the student's GPA.

## Computing Grade Point Average (GPA)

Letter grades are assigned numerical values according to the chart below.

A	=	4.00	94 - 100 percent
A-	=	3.70	91 - 93 percent
B+	=	3.30	88 - 90 percent
B	=	3.00	84 - 87 percent
B-	=	2.70	81 - 83 percent
C+	=	2.30	78 - 80 percent
C	=	2.00	74 - 77 percent
F	=	0.00	73 percent and below
I	=	0.00, temporary	
W	=	No grade point value assigned	
WP	=	No grade point value assigned	
WF	=	0.00	
AU	=	No grade point value assigned	

## Incompletes

The following policy is to be applied to all students in the University who receive an "I" for incomplete work in a course.

1. A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as military service, hospitalization, or death in the immediate family. The student should demonstrate that

the majority of work has already been accomplished. Some work, such as participatory activities, team exercises, and online discussions, can not be made up.

2. It is the student's responsibility to request an "I" grade by emailing the request and rationale to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu). The request must be made no later than the last week of the course. If the emergency occurs in the last week of the course, the request must be made no later than 14 days after the end date of the course as noted in SONIS.
3. The student, instructor, and advisor will be notified regarding approval or denial of the appeal.
4. Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the course. The deadline for submitting work is five weeks from the end date of the course as noted in SONIS.
5. Failure to submit the incomplete work by this deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly.

## GPA Requirements

1. GPA Probation Status:
  - a. Students admitted on a probationary basis because they do not meet the minimum GPA for regular admission are placed on GPA Probation.
  - b. A student is placed on GPA probation if his/her cumulative GPA is not at least 3.0 at the end of a semester. If cumulative GPA is not at least 3.0 after attempting 9 more credits, the student will be suspended.
  - c. No more than 6 credits may be earned with course grades of C or C+. Additional courses with a grade of C or C+ must be retaken.
2. GPA suspension appeal may be submitted to [agsappeal@ohiochristian.edu](mailto:agsappeal@ohiochristian.edu) within one month of notification of suspension, and should describe the extenuating circumstances, such as military service, hospitalization or death in the immediate family.
3. Readmission: A student who has been suspended for GPA reasons may reapply after six months from the end date of the last course.

## GRADUATION REQUIREMENTS

Students are personally responsible for meeting all requirements for graduation. To graduate a student must:

# Graduate Studies

1. Complete the approved course of study for one of the graduate programs offered.
2. Achieve a cumulative GPA of at least 3.0 or better (on a 4.0 scale) on all course work.
3. Satisfy all financial obligations to the University and be in good standing with the University.
4. Submit Graduation Application by published deadline, accompanied by the non-refundable Graduation Fee. Graduates may participate in commencement exercises.

Graduation requirements are subject to change.

Curriculum requirements serve as a guide to program planning and are also subject to change. Every effort will be made to communicate changes to all concerned students in a reasonable manner.

OCU reserves the right to deny graduation to any student whose character is contrary to the testimony, doctrine, and standards of the University.

## Residency Requirements

In order to graduate from Ohio Christian University with a master's degree, candidates must have taken at least 23 graduate semester credits (for MA) or 27 credits (for MBA or MM) from OCU. Students must complete all program requirements within seven years.

## DEGREE CONFERRAL

Degrees are conferred in a rolling process to allow students who complete all program requirements to have their final transcript and diploma. Typically conferral happens monthly. Those with degrees already conferred are encouraged to participate in the next commencement ceremony.

## COMMENCEMENT CEREMONY

Ohio Christian University conducts a commencement ceremony to celebrate the graduation of the students who completed their programs within the prior year. A student's name may be listed in a commencement program only once for any one degree.

Students wishing to participate in the commencement ceremony must:

1. Lack no more than four credit hours to complete in summer.
2. Take all remaining course work from Ohio Christian University.
3. Have all requirements completed by September 1.



# Master Programs

## MASTER PROGRAMS

### MASTER OF ARTS IN MINISTRY

Ohio Christian University has developed its Master of Arts with a major in Ministry to enhance the ministry skills of pastors and lay leaders in the local church. The program will prepare students to serve even more effectively in the church and society, whether they are in paid or lay ministry.

The Master of Arts with a major in Ministry program consists of a core requirement (8 courses) and concentrations (Practical Theology or Pastoral Care and Counseling), each consisting of 4 courses. All courses contribute to the ability to enhance students' ministry skills. All graduates of this program must be grounded in the Bible, theology, and historical thought and context of the church.

#### Program Objectives

Upon completion of the graduate program a student should be able to:

1. Demonstrate a deep love for God by continually practicing spiritual disciplines.
2. Analyze Christian theological thinking through the centuries and its effects on the church and culture and the effects of culture and church on Christian theological thinking.
3. Conduct independent research and evaluation of biblical and theological literature and apply knowledge to enhance ministry practices.
4. Analyze situations and choose the proper interventions to help others cope with crises. (Pastoral Care and Counseling)
5. Demonstrate skills in church administration, preaching/teaching, handling sacraments and rituals, and care giving in the local church. (Practical Theology)
6. Conduct research that leads to enhanced ministry practices.

### 32 Semester Credits Core Course List

- ❑ MA5001 Graduate Ministry Introduction (1 credit)
- ❑ MA5100 Pastoral Care Giver (3 credits)
- ❑ MA5200 Worship in the Church (3 credits)
- ❑ MA5300 New Testament History and Interpretation (3 credits)
- ❑ MA5400 Old Testament History and Interpretation (3 credits)
- ❑ MA5500 History of Christian Thought (3 credits)
- ❑ MA5600 Theology of John Wesley (3 credits)
- ❑ MA6801 Ministry Capstone (1 credit)

### Course Descriptions

#### MA5001 Graduate Ministry Introduction (1 credit) 3 weeks

An orientation to the University and the program. Introduction to research, use of the University's library, writing at the graduate level, and proper formatting of papers. Students will develop goals for their program.

*(This course is the prerequisite for the remaining courses in the MA program.)*

#### MA5100 Pastoral Care Giver (3 credits) 6 weeks

Undertakes the task of forming pastoral care givers who focus on the value of persons and their relationships, who know the history of pastoral care, the major therapeutic models, and the application of biblical principles to pastoral care and counseling, with the result that they can identify basic human problems and respond appropriately through pastoral care and counseling.

#### MA5200 Worship in the Church (3 credits) 6 weeks

This course is an exploration of corporate Christian worship: the acts and expressions flowing from a biblical Christian understanding of who God is, and how he has chosen to relate with people, especially those he has redeemed. It is supplemented by a review of worship's historical development, and incorporates application of these principles to planning for corporate expression of worship.

#### MA5300 New Testament History and Interpretation (3 credits) 6 weeks

This course acquaints the students with the results of modern research on the New Testament. It will provide a study of the origin and nature of the New Testament canon

# Master Programs

with special attention being given to the relationship of the synoptic Gospels, the purpose and integrity of Acts, and the authorship and dates of the epistles.

*(Prerequisite: 6 credits undergraduate Bible)*

## **MA5400 Old Testament History and Interpretation (3 credits) 6 weeks**

Acquaints the student with the results of modern research on the Old Testament. The literary approaches to the biblical material are studied, focusing primarily on the Pentateuch, Isaiah, Daniel, and the Psalms.

*(Prerequisite: 6 credits undergraduate Bible)*

## **MA5500 History of Christian Thought (3 credits) 6 weeks**

Traces the development of the Church's doctrines from the close of the Apostolic Age through the modern period. Emphasis is given to the development of the ecumenical creeds and to the distinctive doctrines of the Reformation.

*(Prerequisite: 3 credits undergraduate Theology)*

## **MA5600 Theology of John Wesley (3 credits) 6 weeks**

The course provides a fuller understanding of the Wesleyan theological heritage through its spiritual and ideological construction found at the inception of Methodism. This study is intended to offer a critical explanation and evaluation of the origins and development of Methodism's richest resources, while encouraging its adequate communication in preaching, teaching, scholarship, and holy living.

*(Prerequisite: 3 credits undergraduate theology)*

## **MA6801 Ministry Capstone (1 credit) 3 weeks**

As the culmination of this program, students will integrate everything learned to create a Personal Credo and Philosophy of Ministry.

*(Prerequisites: MA5400, MA5500, MA5600)*

## **PASTORAL CARE AND COUNSELING CONCENTRATION**

The Pastoral Care and Counseling Concentration is designed for those ministers who are called to a counseling ministry. The program is not designed to qualify the graduate to work as a licensed counselor. Rather it is designed for those in ministry to develop their counseling skills.

### **Concentration Course List**

- ❑ **PS6000 Methods of Pastoral Counseling (3 credits)**
- ❑ **PS6400 Spiritual Issues in**

### **Pastoral Counseling (3 credits)**

- ❑ **PS6200 Ethical and Legal Issues in Pastoral Counseling (3 credits)**
- ❑ **PS6600 Pastoral Intervention in Crisis (3 credits)**

## **Concentration Course Descriptions**

### **PS6000 Methods of Pastoral Counseling (3 credits) 6 weeks**

This course bridges the gap between theory and application by confronting the learner with challenges of practical counseling methodologies. Emphasis will be placed on the counseling process of relational, assessment, goal setting, intervention, and termination stages. Role-play practice counseling, verbatim work, and video analysis will be part of this learning experience.

### **PS6400 Spiritual Issues in Pastoral Counseling (3 credits) 6 weeks**

This course focuses on spiritual issues that can positively or negatively impact a person's wellbeing. Christian and secular models of spirituality will be examined.

### **PS6200 Ethical and Legal Issues in Pastoral Counseling (3 credits) 6 weeks**

This course examines the highest ethical standards required for persons in counseling professions. Various ethical codes and landmark court cases will be discussed to help shape the student's thought process.

### **PS6600 Pastoral Intervention in Crisis (3 credits) 6 weeks**

This course is designed to provide the student with an understanding of the dynamics of crisis intervention. Several types of crises common to humanity will be considered along with models of appropriate pastoral intervention. The student will learn to relate biblical truth to the spiritual challenges that occur during a time of crisis and apply pastoral care skills appropriate to various situations. Processes for ministering to those experiencing crisis will also be examined.

## **PRACTICAL THEOLOGY CONCENTRATION**

The Practical Theology Concentration is designed for those who are employed as pastors in their churches. It is expected that most of these will be ministers who have ordination credentials. Consequently, the program is planned to enhance those ministry skills and increase their effectiveness in their careers. A second category of persons who may be interested in this program are those who have limited experience in ministry but feel called to dedicate their lives to the



# Master Programs

work of ministry and may be employed full-time or part-time by a church in a ministry role. The program is planned to continue the development of their ministry skills in practical theology.

## Concentration Course List

- ❑ **CM6100 Biblical Preaching (3 credits)**
- ❑ **CM6300 Pastoral Leadership (3 credits)**
- ❑ **CM6500 Spiritual Disciplines (3 credits)**
- ❑ **CM6700 Mission in the Western World (3 credits)**

## Concentration Course Descriptions

### **CM6100 Biblical Preaching (3 credits) 6 weeks**

This course is intended to concentrate on the dual tasks of biblical exegesis and sermon delivery. Students will be expected to preach at least twice in class using various literary genres taken from both testaments. The course will give particular attention to expository preaching.

### **CM6300 Pastoral Leadership (3 credits) 6 weeks**

This course is designed to explore pastoral leadership by focusing upon the implications of the biblical servanthood model as it pertains to the pastor/leader in the practice of ministry. This course seeks to guide the student into a better understanding not only of what the pastor as leader does but also of who the pastor as leader is within the context of Christian ministry as well as to develop a more unified model of a Servanthood Theology of Ministry model.

### **CM6500 Spiritual Disciplines (3 credits) 6 weeks**

The course will involve study and experience of practices that historically have aided the development of spiritual formation.

### **CM6700 Mission in the Western World (3 credits) 6 weeks**

This course equips students for mission to non-Christian people in contemporary Western society. The course draws on insights from Scripture and the social sciences. Emphasis will be given to understanding the social and cultural influences, attitudes, beliefs, values, and worldviews of people in “post-modern” and “post-Christian” America.

## MASTER OF BUSINESS ADMINISTRATION

The MBA program provides the leaders of today and tomorrow with the knowledge and skills required to succeed

in a competitive business environment. The program emphasizes critical and strategic thinking, business management skills, ethics, and real-world applications.

## Program Objectives

Upon completion of the MBA program, the graduate should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Implement business concepts in a business environment.
4. Apply business management principles to work with people and processes within a business organization.
5. Evaluate operations and provide recommendations to improve performance.

## 36 Semester Credits Core Course List

- ❑ **MB5000 MBA Essentials (3 credits)**
- ❑ **MG5030 Economics for Managers (3 credits)**
- ❑ **MG5010 Marketing and Advertising for Managers (3 credits)**
- ❑ **MG5020 Project Management (3 credits)**
- ❑ **MG5050 Legal and Regulatory Environment (3 credits)**
- ❑ **MB6030 Managing and Leading Operations (3 credits)**
- ❑ **MB6010 Advanced Managerial Accounting (3 credits)**
- ❑ **MG6500 Ethics in Leadership (3 credits)**
- ❑ **MB6070 Global Business Environment (3 credits)**
- ❑ **MB6050 Quantitative and Analytic Methods (3 credits)**
- ❑ **MG5060 Managerial Finance and Analysis (3 credits)**
- ❑ **MB6800 Applied Business Administration Capstone (3 credits)**

## Course Descriptions

### **MB5000 MBA Essentials (3 credits) 10 weeks**

Leaders, managers, and professionals enter the Ohio Christian University MBA with a wide variety of academic, work, and life experiences. As the first course for all entering students, MB5000 MBA Essentials begins the process of capitalizing on these differences and assures the skills and tools necessary to succeed in the remainder of the program. The orientation course is a rigorous overview of accounting,

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economics, finance, marketing, and operations, while building the student's self-awareness and skills in use of information technology, written and verbal communications, group and leadership styles, and problem solving.

*(This course is the prerequisite for the remaining courses in the MBA program.)*

## **MG5030 Economics for Managers (3 credits) 6 weeks**

This course is an overview of basic economic theory necessary for establishing, revising, and interpreting business policy. Students will identify and interpret appropriate economic indicators and macroeconomic and microeconomic phenomena that aid sound decision-making for management. The course will also deal with political influences on the performance of markets, currency exchange, and economic growth.

## **MG5010 Marketing and Advertising for Managers (3 credits) 6 weeks**

This course is a study of Marketing Management with emphasis on analyzing marketing mix variables for problem solving in both domestic and international markets. Also it explores and analyzes consumer behavior as well as captures customer value through improving product management, maximizing channels and establishing customer-driven marketing strategies. Evaluation of digital marketing strategies is included in the course.

## **MG5020 Project Management (3 credits) 6 weeks**

This course develops a foundation of principles and solutions that support project management through all lifecycle phases, including initiation, planning, executing, monitoring and controlling, and closing. It also includes a strategic view of best practice project management techniques, processes, and activities.

## **MG5050 Legal and Regulatory Environment (3 credits) 6 weeks**

This course reviews various regulatory and legal systems and their causal effect on the legal environment of business. The course will analyze relevant court cases and legal principles as a basis for understanding the depth and breadth of the law's influence on the free market enterprise systems.

## **MB6030 Managing and Leading Operations (3 credits) 6 weeks**

This course investigates the importance and impact of individual and organizational behavior upon the culture, climate, and structure of an organization. Motivational techniques used to increase the performance and engagement of people, groups, and teams within organizations will be analyzed.

The course deals with basic and advanced concepts of leading organizations through the use of established management practices and techniques.

## **MB6010 Advanced Managerial Accounting (3 credits) 6 weeks**

The course examines the use of financial information in the internal operations of an organization. Approaches to management decision-making, organizational planning, and performance evaluation through the use of internal financial information are covered.

## **MG6500 Ethics in Leadership (3 credits) 6 weeks**

This course will analyze and evaluate ethical, legal, and moral dilemmas facing individuals and businesses by applying a Christian worldview. Students will critically examine the challenges for leaders to implement an ethical culture into a business culture.

## **MB6070 Global Business Environment (3 credits) 6 weeks**

This course deals with the management challenges of global enterprises. Areas of study include special challenges for global management, marketing, political and economic risk management, supply chains, cultures, and human resources. It addresses challenges and controversies related to globalization, offshoring, outsources, and emerging markets, as well as managing subsidiaries and affiliates in diverse cultures.

*This course may be substituted with MG6060 International Studies which may be viewed in the Electives Section, p. 57.*

## **MB6050 Quantitative and Analytic Methods (3 credits) 6 weeks**

The application of quantitative methods to managerial decisions. Applications include optimization, modeling, and simulation with a focus on using the computer for analysis and decision-making.

## **MG5060 Managerial Finance and Analysis (3 credits) 6 weeks**

This course provides a framework for analysis of investment and financing decisions, through an understanding of financial theory and strategies. Emphasis is placed on the application of financial theory to management decision making and problem solving.

## **MB6800 Applied Business Administration Capstone (3 credits) 6 weeks**

Skills and competencies are applied to actual business problems. Students develop cross-functional business solutions. This course serves as the culmination and integration of the learning from all MBA courses. There will be a

# Master Programs

synthesis of business administration strategies and practices from organizational behavior, leadership, marketing, financial analysis, ethics, and finance.

*(Prerequisites: MB6010, MB6050, MG5060)*

## MASTER OF MANAGEMENT

The MM program prepares professionals who want to enhance their career path in a variety of profit or not-for-profit organizations. The program emphasizes critical and strategic thinking, ethics, and real-world application of management principles.

### Program Objectives

Upon completion of the MM program, the graduate should be able to:

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Apply management principles to work with people and processes within a profit or not-for-profit organization.
4. Evaluate operations and provide recommendations to improve performance.

### 36 Semester Credits Core Course List

- ❑ **MM5000 Management Essentials (3 credits)**
- ❑ **MG5030 Economics for Managers (3 credits)**

- ❑ **MG5010 Marketing and Advertising for Managers (3 credits)**
- ❑ **MG5020 Project Management (3 credits)**
- ❑ **MG5050 Legal and Regulatory Environment (3 credits)**
- ❑ **MM6060 Theory and Practice of Leadership (3 credits)**
- ❑ **MM6020 Advanced Organizational Behavior (3 credits)**
- ❑ **MM6500 Ethics in Leadership (3 credits)**
- ❑ **MM6040 Leading Multi-National Business Ventures (3 credits)**
- ❑ **MM6080 Strategic Leadership (3 credits)**
- ❑ **MG5060 Managerial Finance and Analysis (3 credits)**
- ❑ **MM6800 Applied Management Capstone (3 credits)**

### Course Descriptions

#### **MM5000 Management Essentials (3 credits) 10 weeks**

Leaders, managers, and professionals enter the Ohio Christian University Master of Management program with a wide variety of academic, work, and life experiences. As the first course for MM students, Management Essentials begins the process of capitalizing on these differences and assures the skills and tools necessary to succeed in the remainder of the program. The orientation course is a rigorous overview of economics, finance, marketing, management theories, and operations, while building the student's self-awareness and skills in communication, team collaboration, leadership, and problem solving.

*(This course is the prerequisite for the remaining courses in the MM program.)*

#### **MG5030 Economics for Managers (3 credits) 6 weeks**

This course is an overview of basic economic theory necessary for establishing, revising, and interpreting business policy. Students will identify and interpret appropriate economic indicators and macroeconomic and microeconomic phenomena that aid sound decision-making for management. The course will also deal with political influences on the performance of markets, currency exchange, and economic growth.

#### **MG5010 Marketing and Advertising for Managers (3 credits) 6 weeks**

This course is a study of Marketing Management with emphasis on analyzing marketing mix variables for problem solving in both domestic and international markets. Also it explores and analyzes consumer behavior as well as



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captures customer behavior as well as captures customer value through improving product management, maximizing channels and establishing customer-driven marketing strategies. Evaluation of digital marketing strategies is included in the course.

## **MG5020 Project Management (3 credits) 6 weeks**

This course includes internal operations analysis, planning and control, and logistical considerations including supply/value chain management of both manufacturing and service industries. It also includes a strategic review of project management techniques, processes, and activities.

## **MG5050 Legal and Regulatory Environment (3 credits) 6 weeks**

This course reviews various regulatory and legal systems and their causal effect on the legal environment of business. The course will analyze relevant court cases and legal principles as a basis for understanding the depth and breadth of the law's influence on the free market enterprise systems.

## **MM6060 Theory and Practice of Leadership (3 credits) 6 weeks**

This course will investigate the importance and impact of leadership on the function and performance of organizations. The topics covered will also include organizing, leading, and controlling groups and organizations, along with a survey of current literature on the topic of leadership.

## **MM6020 Advanced Organizational Behavior (3 credits) 6 weeks**

This course investigates the importance and impact of individual and organizational behavior upon the culture, climate, and structure of an organization. The practical application of human resource theories in the organization is introduced, emphasizing the relevance of the theories to contemporary events.

## **MG6500 Ethics in Leadership (3 credits) 6 weeks**

This course will analyze and evaluate ethical, legal, and moral dilemmas facing individuals and businesses by applying a Christian worldview. Students will critically examine the challenges for leaders to implement an ethical culture into a business culture.

## **MM6040 Leading Multi-National Business Ventures (3 credits) 6 weeks**

This course deals with the challenges of leading multi-national enterprises. Areas of study include special challenges for leading international operations, marketing, political and economic risk management, supply chains, cultures,

and human resources. It addresses challenges and controversies related to globalization, offshoring, outsourcing, and emerging markets, as well as managing subsidiaries and affiliates in diverse cultures.

*This course may be replaced with MG6060 International Studies which may be viewed in the Electives Section, p. 57.*

## **MM6080 Strategic Leadership (3 credits) 6 weeks**

This course includes an examination of the processes and approaches of strategic leadership beginning with the setting of direction through the defining of the organization's mission and vision. The analysis of the development, implementation, and attainment of measurable strategic goals will include a review of how managers' evaluate internal and external environments as part of this process.

## **MG5060 Managerial Finance and Analysis (3 credits) 6 weeks**

This course provides a framework for analysis of investment and financing decisions, through an understanding of financial theory and strategies. Emphasis is placed on the application of financial theory to management decision making and problem solving.

## **MM6800 Applied Business Management Capstone (3 credits) 6 weeks**

Skills and competencies are applied to actual management situations. Students develop cross-functional business solutions. This course serves as the culmination and integration of the learning from all MM courses. There will be a synthesis of organizational and management strategies and practices from organizational behavior, leadership, marketing, financial analysis, and ethics

*(Prerequisites: MG6500, MM6020, MM6080)*



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