



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

2009-2010 AIM Catalog  
Adult Degree Program

# 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 OUR PRESIDENT

Welcome to Ohio Christian University!

You have chosen the right university to pursue your life dreams and educational goals because OCU wants to invest in your life. Think with me for a moment, there are thousands of colleges and universities, and on many campuses students are just a number! Is that the way you want to be remembered, just a number?

At Ohio Christian University, we promise to spend time with you to get to know you! Our outstanding faculty will not only prepare you academically, but they will challenge you with practical knowledge. You will be prepared at a regionally accredited (HLC-North Central Association) university that has been named in Business First as one of the top of the list. You will also get that personal touch!

See you soon,

Dr. Mark A. Smith

President

# 1000 Leaders for Christ



### **NON-DISCRIMINATION POLICY**

Ohio Christian University admits students of any race, color, national and ethnic origin 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, 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.

### **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 Vice President for Academic Affairs's Office.

**THIS CATALOG IS SUBJECT TO CHANGE,  
ERROR, OMISSION AND REVISION.**

# Contents



## CONTENTS

<b>About OCU</b>	<b>6</b>
<b>Admissions</b>	<b>11</b>
<b>Finance</b>	<b>13</b>
<b>Academics</b>	<b>16</b>
<b>Academic Policies</b>	<b>21</b>
<b>Associate of Arts</b>	<b>25</b>
Business Management	25
Christian Ministry	28
<b>Bachelor of Arts</b>	<b>30</b>
Leadership And Ministry	30
Business	32
Business Management	32
Logistics Management	32
Healthcare Management	33
Psychology	36
Substance Abuse Counseling	39
<b>Index</b>	<b>42</b>

# About OCU

## ABOUT OCU

### UNIVERSITY VISION

Preparing Christian servant leaders.

### MISSION STATEMENT

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.

### AIM PURPOSE

The purpose of Ohio Christian University's AIM Division is to facilitate Christ-centered, biblically integrated learning in a format that is relevant and convenient for busy adults.

### UNIVERSITY OBJECTIVES

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

### 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.



# About OCU

## ACCREDITATION

Ohio Christian University is certified by the Ohio Board of Regents to offer the Associates of Arts with majors in Business Management and Christian Ministry and the Bachelor of Arts with majors in Business (with concentrations in Business Management, Healthcare Management, and Logistics Management), Leadership and Ministry, Psychology, and Substance Abuse Counseling.

OCU is:

- CHARTERED by the State of Ohio.
- APPROVED by the United States Office of Education for participation in the federal students' financial aid programs.
- APPROVED by the United States Department of Justice for the education of foreign students.
- APPROVED by the Internal Revenue Service for Social Security benefits for eligible students.
- APPROVED to train Veterans or eligible persons.
- APPROVED by the Ohio Department of Education to offer teacher education programs.
- AUTHORIZED by the OBR to offer associate, baccalaureate, and masters level education.
- RECOGNIZED by the Churches of Christ in Christian Union, Primitive Methodist Church, Evangelical Church, and Evangelical Methodist Church for ministerial training.
- ACCREDITED MEMBER of the Association for Biblical Higher Education.
- ACTIVE MEMBER of the Ohio College Association.
- ACTIVE MEMBER of the Evangelical Training Association.
- ACCREDITED by the Higher Learning Commission and a MEMBER of the North Central Association.

## WE BELIEVE

- in one God; self-existent in three Persons, co-equal and co-eternal: Father, Son and Holy Spirit.
- in the Bible, God's infallible Word, fully inspired by the Holy Spirit, the supreme authority for faith and practice.
- 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.
- 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.
- that man was made in the image and likeness of God and by transgression incurred guilt before God, depravity of soul, and spiritual death.
- 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.
- 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.
- in the progressive growth in grace toward Christian maturity through a consistent Christian life of good works which springs up from faith in God and obedience to His Word. This growth we believe to be a necessary complement to the above mentioned crisis experience.
- 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 worship and fellowship and is commissioned by Him to publish the Gospel to all the world.
- 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.
- 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.

# About OCU

## HISTORY

At the 1947 annual Council of the Churches of Christ in Christian Union, the foundation was laid for establishing a Christian training college on the Mount of Praise Campground in Circleville, Ohio. Throughout the following year, preparations went forward and the college received its first class of students in September, 1948.

By the mid-sixties it became apparent that the college could no longer fulfill its function if it remained on the Mount of Praise Campground. Thus, plans were made to set aside a 40-acre tract of the church farm on Route 22 east of Circleville as a college campus.

The first building for the administration was occupied in 1966. Building plans progressed rapidly after this time, with the men's dormitory ready for occupancy in 1967, the college chapel in 1968, and the academic building in 1969. By early 1970 the campus center was placed in operation, providing recreational and physical education facilities. In December of 1972 the women's dormitory had become a reality, thus completing the first phase of the new campus development. To improve matters further, a modern, state-approved mobile home park known as Campus Court was in full operation, as well as a limited number of apartments on campus.

The Melvin and Laura Maxwell Library opened in the fall of 1979. In 1999 an addition to the library was completed, which effectively doubled the space available and includes additional classroom space and computer labs.

The Conley Ministry Center, an addition to Johnson Hall, was completed in 2006. This addition houses the music department, classrooms, and the offices of the Dean of Students. Renovations to the girl's residence hall were also completed in 2006, turning the single rooms upstairs into suites with restroom facilities. The Student Center was also expanded in 2006. In 2007 the new Campus Leadership Center and a 48-bed residence hall were completed. The Campus Leadership Center houses the campus athletic program and hosts the denomination's Mount of Praise Camp Meeting; other University and community events are also held in this building.

During the early part of the 1990s, the University began to research the feasibility of beginning a nontraditional Adult Degree Completion Program. In 1998 the board authorized the University to start such a program (AIM). The first student cohort began the program in January 1999 at the Circleville main campus. To serve busy adults who did not have the two years of college necessary to enter the AIM program, the Gateway Program, consisting primarily of general education courses,

began in 2000. AIM began offering Associate of Arts degrees in 2006 and online education in 2007. The AIM programs also began to be offered at Hocking College in 2003, Columbus State in 2005, and sites in Dublin and Lancaster in 2007.

## INTRODUCING ADULT EDUCATION AT OCU

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

AIM offers a Bachelor of Arts degree with programs in Leadership and Ministry, Business Management, Healthcare Management, Logistics Management, Substance Abuse Counseling, and Psychology and an Associate of Arts degree with programs in Christian Ministry and Business Management. These programs are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

## ONLINE COURSES

To increase access to education and meet the flexibility needs of busy adult learners, some courses and programs are offered through online delivery.

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 format is similar to onsite courses (i.e., five weeks long with specific beginning and ending dates). Each course contains a complete syllabus and learning activities for each week.

Within the ANGEL delivery system, navigation buttons provide ease of maneuvering through the course sections. Email allows students to communicate with the instructor, while the electronic bulletin board capabilities allow students and instructor to post, share, and read threaded discussions, questions, and comments. Students must use Microsoft Word documents when submitting assignments. Microsoft Excel, PowerPoint, and Publisher will be needed for some courses.



# About OCU

## PROGRAM BENEFITS

Students in the AIM programs will be able to:

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

## 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 AIM Office at 740-477-7700 (877-496-8342 toll free)

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

## 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 their web page at: <http://www.collegeboard.org/clep/>



# About OCU

## PRIOR LEARNING ASSESSMENT (PLA)

Students who enter an AIM Bachelor of Arts degree completion program could earn credits through a portfolio process. A maximum of 24 semester credit hours may be earned by prior learning assessment (PLA).

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 PLA Portfolio course 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 course work. PLA credits will not apply to Associate of Arts majors.

## PLA STUDENT REQUIREMENTS

1. Students requesting PLA credit must take HU1000 Portfolio Course and complete at least two papers approved for a minimum of six credits. This qualifies as a passing grade for HU1000, which results in 3 credit hours of electives being added to the student's transcript.
2. Students must finish ALL work for HU1000 by four weeks after the last scheduled class date. Failure to do so may result in loss of credit for HU1000 and/or fees being charged for the completed papers/credit hours.
3. All Portfolio credit applicable to graduation needs to be completed no later than April 1 of the graduating year.
4. Students desiring PLA credit above and beyond that achieved in the Portfolio Course, must make personal contact with the Portfolio instructor who taught their Portfolio Course or one approved by the AIM department and sign an agreement fixing the start and end dates for submission of all work. Submission of work going beyond the set end date will accumulate an additional charge.
5. All PLA credit beyond the Portfolio Course will be charged \$60.00 per credit hour for evaluation and \$25.00 per paper for the recording process.
6. No more than 24 credit hours may come from PLA.
7. PLA credit may not be used toward AA requirements.

## SPONSORED PASTORAL TRAINING (SPT)

1. Adults entering AIM Bachelor programs with completed home study credits, authenticated by their denomination's Board of Ministerial Studies and combined with active ministry experience, will receive one credit hour for each course completed, the total not to exceed 24 total hours.
2. In addition to course work, receipt of credit hinges upon the student's participation in Christian Ministry on the following basis: for 0 years 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 those with more than 3 years of experience the total number of credits would not exceed 24.
3. These hours will only be applied in the area of electives and will not qualify for advanced standing in AIM nor satisfy general education requirements.
4. Classes for which credit is given may not be considered for additional PLA credit.
5. Supporting documentation for each class taken must be submitted (syllabus, samples or course work/tests) along with denominational transcript for credit to be granted.
6. Students wishing to receive SPT credit must fill out the application (available in AIM office) and include supporting documentation prior to initial registration in program.
7. Hours accepted by this method will be charged \$50/hour evaluation/recording fee.

## 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.

# Admissions

## ADMISSIONS

### ADMISSION REQUIREMENTS ASSOCIATE PROGRAMS

1. Proof of high school graduation or GED certificate.
2. Application form and payment of Application Fee.

### BACHELOR PROGRAMS

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

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

Students applying for admission with less than a 2.0 cumulative GPA in completed high school or college work will be admitted on a probation basis until they complete the first semester, after which their status will be re-examined.

### APPLICATION PROCESS

Students may start courses before the admissions process is completed but must have all pieces submitted by the end of the **first** course.

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

- High school transcript or GED (if applying for AA or student has less than 24 semester credits of college credit).
- Student seeking to complete a bachelors degree must submit official transcript of prior college work mailed in sealed enveloped from all institutions previously attended.
- Completed and signed application and application fee paid (non-refundable).
- Transcript review of prior college credit (if applicable).
- Ministry Reference Form (Christian Ministry and Leadership and Ministry programs).

## 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. The University does not have available special funding to assist foreign students in financing their education. 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 paperwork 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:
  - Test of English as a Foreign Language (TOEFL) - minimum score of 500 is required on the paper based test and 178 on the computer based test.
  - ASPECT - minimum, level 6
  - APIEL - minimum, level 3
2. The students must show, at the university's discretion, the ability to finance his/her education for the entire length of their program.

## 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 11, with the addition of a college 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 the discretion of AIM, providing the courses were taken at a regionally or nationally accredited college/university.
3. Credits earned at a non-regionally accredited college will be accepted only after probationary study at OCU of 30 credit hours and achievement of 3.0 average or better. The maximum number of credits transferrable from a non-accredited school is 60 semester credits.
4. Each applicant for transfer admission will be notified of the specific course credits or equivalents to be granted by OCU.
5. Courses must be 100 level or higher.
6. Students enrolled in the AA program may not use transfer credits to satisfy any of the program requirements.

# Admissions

## **ADVANCE STANDING**

A student bringing transfer credit from an accredited institution of higher learning may be granted advance standing in up to four (4) courses in AIM Bachelor programs. Students requesting advance standing for more than four (4) courses must petition the AIM Assistant Vice President of Adult Education in writing, outlining why they should be granted additional advance standing. Students requesting advance standing should understand that hours granted in advance standing must be made-up with other hours to meet the graduation requirements (124 hours for BA). Advance standing is normally established at the transcript review. If a student requests additional advance standing, that request must be made prior to the semester in which the course in question occurs. Transfer hours from non-accredited colleges or universities do not qualify for advance standing unless the course has been completed within the last five years and received a grade of “B” or better.

No advanced standing or transfer credits may be applied to the Associate of Arts programs.

## **AUDITORS/NON-DEGREE/ SENIOR CITIZENS**

Senior Citizens (age 65 and older) or those auditing a course are only required to complete a Short Form Application as long as the student is enrolled in no more than 3 credit hours per semester. Students enrolled for more than 3 credit hours or students who plan to enroll in consecutive semesters under one of the above categories are required to complete the entire application process. Individuals may audit a course on a space available basis.

# Finance

## FINANCE

### FEE SCHEDULE

Application fee	\$25
Tuition per credit hour for Associate degree	\$260
Tuition per credit hour for Bachelor degree	\$390
Graduation fee	\$100
Withdrawal from program fee	\$100
Drop fee within semester (per class)	\$30
Audit (per onsite class)	\$100
Audit (per online class)	\$150

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. (For information about loans and grants, see the Student Financial Assistance section.)

### BOOKS AND MATERIALS

This program delivers the precise books you need to your doorstep. They are shipped two weeks prior to your start date so you will have them in plenty of time. Therefore, if you have an address change or need to withdraw from the course, please notify us at least 15 days before your class is scheduled to begin. A resource fee is assessed for each course and simply added to your bill. If you qualify for financial aid the fees will be paid with whatever financial aid you have been awarded, after tuition. If you do not qualify for financial aid you may pay your book fee when you pay your tuition. This service prevents the inadvertent purchase of a wrong edition and also saves time and money shopping around buying books from several sources. Additionally many of our textbooks will not even be available elsewhere.

## WITHDRAWALS

### WITHDRAWALS FROM PROGRAM

Students using financial aid:

- Students withdrawing after completing at least one course in the semester are not considered to have withdrawn and no return of federal funds is necessary under section 34 CFR 668.22 for the Return of Federal Title IV aid. However, return of Pell awards and FSEOG money is necessary based on their revised cost of education and enrollment status.
- Students withdrawing before completing one course are considered to have withdrawn and return of Federal Title IV funds calculation is necessary unless the school has received confirmation that the student will continue in the program by attending at least one course later in the semester.
- Students withdrawing before completing at least one course in one semester must return all federal funds to the Department of Education, and any balance due is the student's responsibility.
- Students must complete all requirements for their specific program within 3 years. No aid will be awarded to students after 3 years of enrollment in any one program.

Students not using financial aid, follow the rules in the following section, Withdrawals from Individual Courses.

The University will retain a fee of \$100,000 for processing the withdrawal.

### WITHDRAWALS FROM INDIVIDUAL COURSES

Students who do not attend any sessions of a course for which they have registered will be withdrawn from the course, and their account will be credited for the tuition and be charged a Drop fee. Students formally dropping a course after the first week but before the second week will receive an 80% credit on tuition.

If you have already received your textbooks for the courses it is recommended that you return them for credit. Many books change without notice and we don't want you to have the wrong edition when you are scheduled to take the course at a later date.

### DROP FEE

Students withdrawing from a course after the semester begins will be charged a drop fee and their tuition adjusted to reflect the number of credits carried for that semester.



# Finance

## 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 the university within two weeks from the course start date, and
3. The textbook(s) has not been marked or damaged in any way. Essentially the textbook(s) must still be in a “new” condition.
4. No opened software will be refunded.
5. Books will not be “bought back” from students nor will book fees be waived for books purchased independently by students.

### TUITION REFUNDS

Students are eligible for refund or “overage” checks after the following two requirements have been met:

1. One course has been completed in the semester with a passing grade.
2. Enough financial aid has been received to exceed the semester charges.

The student should submit a refund request to the AIM Financial Aid Advisor by email (AIMfinaid@ohiochristian.edu) or letter.

## PAYMENT PLANS

### OPTION 1: PAYMENT IN FULL BY FIRST CLASS SESSION (START OF FIRST WEEK OF ONLINE COURSES)

First semester payment is made in full by the first class session (before the first week starts in online courses). Payment must be made by check (made out to Ohio Christian University), by calling the Business Office at 740-477-7724 to pay by credit card, or online at <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55129>. You will need to register for an account and follow the online instructions.

### OPTION 2: ONLINE PAYMENT PLAN

This plan must be signed up for before your second week of classes. Please visit “<http://www.ohiochristian.edu/finaid>” [www.ohiochristian.edu/finaid](http://www.ohiochristian.edu/finaid) and click on “Pay Your Bill” to set up this payment plan. You may use the Online Payment Plan in combination with another payment option if you would prefer, however everything will need to be completed before the second week of classes.

### OPTION 3: SIGNATURE LOAN

A Signature Loan is offered by the Sallie Mae Company. The interest rate on this loan is variable. To use the Signature Loan to cover the remainder of your school balance, you must have applied for the loan no later than the second class session (start of second week in online courses) of your first course. You may apply for the Signature Loan by visiting [www.salliemae.com](http://www.salliemae.com).

### OPTION 4: EMPLOYER REIMBURSEMENT

You must send a copy of your employer’s reimbursement policy to the OCU Financial Aid Department to be considered for this option.



# 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 “<http://www.fafsa.ed.gov>” [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 his or her eligibility at 1-877-496-8342 or [aimfinaid@ohiochristian.edu](mailto:aimfinaid@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 grant is awarded to undergraduate students who have not earned a bachelor’s degree. The amount of the award is based on your FAFSA results and enrollment status. Pell Grant funds will be credited directly to your student account.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The SEOG does not have to be repaid. This grant is awarded to Pell-eligible students who demonstrate the greatest financial need. Valid FAFSA results must be received in the Financial Aid Office to receive consideration. The SEOG funds will be credited directly to your student account.

## MILITARY BENEFITS

Ohio Christian University accepts educational benefits through the military, e.g. GI Bill, Ohio National Guard Scholarship Program, etc. To begin the process of determining any applicable benefits, the student should contact his or her 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.

## LOANS

### FEDERAL STAFFORD LOANS

Stafford Loans are low-interest federal loans available to students who are attending college at least half-time. The funds are borrowed from a bank, but the majority of the loan application process is handled through the Financial Aid Office. 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.

### STUDENT SIGNATURE LOANS

A student may also obtain private loans to cover education-related expenses. Contact the Financial Aid Office for more details.

# Academics

## ACADEMICS

### FACULTY

From its earliest days, the University has recognized the need for faculty who are academically prepared, spiritually-mature, and strongly committed to the mission and purposes of Ohio Christian University. The AIM Program continues that tradition. In addition to the regular OCU faculty, the University employs adjunct faculty who are fully qualified academically and experientially, can teach adults effectively, model Christian leadership, and make a positive contribution to the life of students.

### LIBRARY

OCU's Library exists to support the curricular needs of students and faculty. The Library is continuing to expand its resources to support the curriculum and promote student academic success. Library hours are posted on the 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 to any OhioLINK library in Ohio. Renewals and requests for material can be made via the Internet. The AIM Office provides access information to students.

### COMPUTER LAB

A Computer Lab is located on the main campus in the Library, and students in the Adult Degree Program are welcome to use these computers. Access to computer support at off-campus sites varies. Contact the AIM Office for specifics.

## ATTENDANCE POLICY ONSITE COURSES

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 one half hour late for a class session or leave earlier than one half hour before the end of a class session. Two tardies will equal an absence. Students must be present at least two hours to be counted as present.

Under emergency circumstances, a student may be allowed one absence in courses that are four class sessions or more in length. Students need to contact the faculty member regarding make up work.

A student is allowed one tardy in courses that are three class sessions or fewer in length. Students are not allowed an absence.

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).

Should an instructor be late for a class session, students are expected to wait a minimum of 30 minutes before leaving. If the instructor arrives within that 30 minute period and any student has left, he/she 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.

## ONLINE COURSES

Attendance is determined by participation in weekly learning activities. A student is reported absent for a week if he/she does not participate in course discussions or submit assignments during that week. Under emergency circumstances, a student may be allowed one absence in courses that are four class sessions or more in length. No absences are allowed in courses that are three class sessions or fewer in length.

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).

## CANCELLATION OF CLASSES

If the OCU campus has been closed, AIM classes are automatically closed on that same day. AIM classes may be cancelled even when OCU has been open. Whenever possible, school closing will be determined by 2:00 p.m. each evening for which AIM classes are scheduled. Whenever possible, school closing will be determined Friday evening for Saturday morning classes.

# Academics

If classes are not canceled and the student determines that attendance is not possible due to safety reasons, his/her is encouraged to use his/her one absence per course for this reason (this means that the student should be cautious in using up these class absences for any other reasons during the winter months).

If OCU is open and the student does not feel able to attend for safety reasons, but it is the second absence in one course (of a five week course), the student may petition in writing to the Assistant Vice President of Adult Education to be allowed to continue in that course. Factors that will contribute to the petition being granted include issued snow advisories and recorded snowfall/icy conditions in the student's home area. NOTE: In no case can a student miss three class sessions of a five week course and be allowed to complete the course. In no case can a student miss more than one class session of a two week or three week course and be allowed to complete the course.

Cancellation at all locations will be announced as follows: Weather conditions and closings are announced on WCMH TV (channel 4), WTVN (610 AM) Radio, WSNY (94.7 FM) Radio, and on the University's automatic phone system: Toll Free (877) 496-8342 or Local (740) 477-7700.

## 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.

## DEAN'S LIST

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

## PINNACLE HONOR SOCIETY

AIM 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 that apply will be selected. To qualify for membership students should:

- Be at least 25 years of age
- Be a graduating senior
- Have a minimum cumulative GPA of 3.0
- Have been involved in at least three campus, community activities, or church ministries
- Demonstrate leadership, persistence, and future promise
- Maintain the highest ethical standards

## GRADUATION HONORS OHIO CHRISTIAN UNIVERSITY HONOR GRADUATE:

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

## VALEDICTORIAN

The Valedictorian is the graduating senior who has taken 90 or more credit hours in residence and has the highest cumulative grade point average on all course work accepted for transfer and all work taken at the University. A monetary award is given to the valedictorian.

## SALUTATORIAN

The Salutatorian is the graduating senior who has taken 90 or more credit hours in residence and has the second highest cumulative grade point average on all course work accepted for transfer and all work taken at the University. A monetary award is given to the salutatorian.

*To graduate with the following honors, graduates must have taken the last two years in residence, of which 52 credit hours must be in course work which assign letter grades that affect the student's cumulative GPA:*

## SUMMA CUM LAUDE

Graduation with highest honors requires a cumulative grade point average of 3.90 or above.

## MAGNA CUM LAUDE

Graduation with high honors requires a cumulative grade point average of 3.75-3.89.

## CUM LAUDE:

Graduation with honors requires a grade point average of 3.50-3.74.

# Academics

## GRADING SYSTEM

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
- “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” Incomplete. Courses for which an “I” grade has been recorded must be completed within 5 weeks from the last day of class in which it was received. Failure to submit the incomplete work by this deadline will result in earning zero points for incomplete work, and the final grade will be awarded accordingly.
- “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 students’ 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 academic warning or probation. It is strongly recommended that students retake “D” or “F” courses to raise their 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. Incomplete may be granted when the student is prevented from finishing course work on time by extenuating circumstances.
2. It is the student’s responsibility to request an “I” grade and the professor’s to determine whether the circumstances merit an incomplete grade.
3. Students who receive a grade of incomplete for any course (some or all assigned work not turned in) will be required to turn in the completed work to the professor who taught the course. The deadline for submitting work is five weeks from the last day of class for the course in which the student received an incomplete.
4. Failure to submit the incomplete work by this deadline will result in earning zero points for incomplete work, and the final grade will be awarded accordingly.

# Academics

## COMPUTING GRADE POINT AVERAGES (GPA)

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

A	=	4.00
A-	=	3.70
B+	=	3.30
B	=	3.00
B-	=	2.70
C+	=	2.30
C	=	2.00
C-	=	1.70
D+	=	1.30
D	=	1.00
D-	=	0.07
F	=	0.00
I	=	no grade point value assigned
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

## GRADUATION REQUIREMENTS

To graduate a student must:

1. Complete the approved course of study for one of the AIM majors offered.
2. Complete the additional hours required in the areas of general education and general electives. The Bachelor of Arts requires 124 semester credits. The Associate of Arts requires 62 semester credits.
3. Achieve a cumulative GPA of at least 2.0 or better (on a 4.0 scale) on all course work.
4. All CLEP and PLA credits must be completed by April 1 for spring graduation.
5. Satisfy all financial obligations to the University and be in good standing with the University.
6. Submit an Intent to Graduate Form before mid-term of the last semester before graduation, accompanied by the non-refundable Graduation Fee. Graduates may participate in commencement exercises.

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

## SUMMER GRADUATION

Students wishing to participate in the spring graduation ceremony as “summer graduates” must: (1) lack no more than nine credit hours to complete in summer school, (2) take all remaining course work from Ohio Christian University, and (3) have all requirements completed by September 1. Summer graduation diplomas will be issued in mid-September. Students who do not complete all requirements by September 1 will not be eligible to receive a diploma until May of the following year.

# Academics

## BA GENERAL EDUCATION REQUIREMENTS (36 CREDITS)

- Fine Arts or Humanities – 9 credits  
At least 6 credits are required in Biblical Literature, one course from the New Testament and one from the Old Testament. Includes courses in Literature, Biblical Literature, History, Philosophy, Music, Art, and Drama.
- Communication Skills – 9 credits
  - o Oral Communication – 3 credits
  - o English Composition – 6 credits
- Reasoning Skills – 9 credits
  - o Mathematics – 3 credits
  - o Computer Literacy – 2-3 credits
  - o Science – 3-4 credits
- Understanding of Self & Society – 9 credits  
Includes courses in Anthropology, Archaeology, Cultural Studies, Ethnic Studies, Economics, Geography, Political Science, Psychology, and Sociology.

## INTERNSHIP

To graduate, each BA in Leadership and Ministry student must participate in a one-year internship in a ministry/service setting under the direct guidance of a field mentor. Students that have significant pastoral experience may petition for a waiver. This educational experience allows students to apply and develop ministry concepts learned in class. Students will engage in regular meetings with the field mentor for activities and observations throughout the year and will conclude by writing a final internship report summarizing the experience. As a rule, students will serve approximately 150 hours in the internship over the course of the year (i.e., 3 hours average per week for 50 weeks). Students may include their reading and preparation time in the expected total number of hours. An introductory Internship session will meet for one week (three or four hours) immediately following Course 4, and again for two weeks at the end of the internship period approximately one year later, at the beginning of the fourth semester.

Encouragement and specific guidance are provided by the AIM Internship Instructor/Supervisor and the mentor.



# Academic Policies

## ACADEMIC POLICIES

### 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 enrollment in a degree program, provided it has been no more than three years. The applicable catalog for students whose enrollments are disrupted is the existing catalog of the student's most recent enrollment.

### COURSE LOAD

The normal course load is 12-15 credit hours per semester. A student's academic advisor may approve a course load of 17-18 hours provided the student's cumulative GPA is 2.70 or higher. Students desiring a course load of 19-21 hours must have a cumulative GPA of 3.00 or higher and the permission of both his or her academic advisor and the Assistant Vice President of Adult Education.

### RESIDENCY REQUIREMENTS

In order to graduate from Ohio Christian University with a bachelor's degree, candidates must have taken at least 30 credits from OCU and have completed the final 24 credits at Ohio OCU (or under the supervision of OCU faculty).

### ACADEMIC PROBATION AND SUSPENSION

1. Academic Probation:
  - a. Academic probation due to grades less than 2.0: A student is placed on academic probation if his/her cumulative GPA is not above 2.0 at the end of a semester. If cumulative GPA is not above 2.0 by end of the next semester, the student will be dismissed from the program.
  - b. Automatically applied to incoming students with less than a 2.0 cumulative GPA on high school or college transcripts.
  - c. Students on probation may not register for more than 15 credits per semester while on probation with no overlapping courses.

2. Readmission: A student who has been dismissed for academic reasons may petition for readmission after six months.

### GRADE APPEAL AND ACADEMIC POLICY GRIEVANCE

A student who wishes to appeal a course grade or an academic policy decision (including one believed to be discriminatory based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504), must abide by the procedures that follow.

Each stated time frame will be the ordinary process. More time may be necessary in the event of a lengthy investigation, hearing, illness, or other unforeseen circumstances. All grievances, with all documents, recommendations, and decisions, will be reported to the Assistant Vice President of Adult Education. Because the appeal process is a private university, administrative process, legal counsel or representation is not appropriate.

### GRADE APPEAL

A 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 his/her published grading policy. A student who wishes to appeal a 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 making the grade.
2. If there is no resolution, then the student may file a grade appeal request form, which can be obtained from the AIM Office. If a properly completed grade appeal request form is not received by the University within 30 days of the date the student's grade was posted, 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 along with a faculty grade appeal response form.
4. If the instructor does not agree that the grade should be changed, the University will notify the student and send a request for subcommittee review form. If the University does not receive the form from the student within 15 days of the date the form was sent, then the student will forfeit any further right to appeal.
5. The subcommittee will meet to review the form and may call upon the instructor and/or student to clarify any details before rendering a decision. The decision of the subcommittee will be final and binding upon all parties.

# Academic Policies

## ACADEMICS POLICY GRIEVANCE

An academics policy grievance involves those situations in which a student believes that the university has not followed published policies regarding an academic decision or discrimination based on race, national origin, color, sex, disability, or age, including Title VI, Title IX, and Section 504. A student who wishes to file an academic policy grievance must follow these procedures:

1. The student must first contact the person who has made the decision for a full explanation of the policy and how the policy was followed. If the policy has been followed, then the student has no further recourse.
2. If the policy was not followed or the student disputes the way in which the policy was applied, then the student may request that the matter be reviewed by the Assistant Vice President of Adult Education by filing a formal request in writing. If the complaint involves the Assistant Vice President, the student may request that the Executive Vice President review the matter. If a properly completed form is not received by the university within 30 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. The Assistant Vice President (or, if applicable, the Executive Vice President) will notify the student of the decision.
3. If the matter is not satisfactorily resolved, then the student may request that the Academic Appeals Subcommittee review the matter by filing a request for subcommittee review form, which can be obtained from the Assistant Vice President. If the university does not receive a properly completed form within 15 days of the date on which the notice in step 2 was sent, then the student will forfeit any further right to appeal. The Academic Appeals Subcommittee will notify the student of its decision, which will be final.

## 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 grade point average will be used for determining academic probation and academic dismissal 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 grade point average.
5. A student receiving the benefit of segmentation must meet the qualifications found under Academic Honors in the catalog to be chosen as Valedictorian or Salutatorian.

## ACADEMIC DISHONESTY

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.
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).

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. A student who feels that the charge is unjust or that the penalty is unfair may appeal to the AIM Committee. The instructor may refer the student to the AIM Committee who may invoke a penalty that could include academic failure in the course and suspension from the University.

# Academic Policies

## PLAGIARISM POLICY

All instances of plagiarism must be reported to the Assistant Vice President of Adult Education. In an effort to curtail plagiarism at our institution we are mandating a 3-strikes Plagiarism Policy. For a student's first offense, he or she will receive a 0 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 be dismissed from Ohio Christian University. A student who has been dismissed for academic reasons may petition for readmission after six months.

As a general guideline, plagiarism is defined by Lucas (2009) 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;" and incremental plagiarism "failing to give credit for particular parts of a paper or speech that are borrowed from other people" Lucas (2009). All definitions of plagiarism were taken from "The Art of Public Speaking, 2009, by Stephen E. Lucas, McGraw-Hill p. 36-39.

## ACADEMIC INELIGIBILITY

Students on academic 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 academic probation are ineligible to hold any appointed or elected office with student government or organizations.

## LATE HOMEWORK

All assignments must be turned in by 6:30 pm the night of class. Assignments turned in 24 hours late equals a 10% deduction. If an assignment is 48 hours late, there will be a 20% deduction. Turning in assignments 3-7 days late constitutes as 50% deduction. If you have not turned in an assignment by the 8th day, you will receive a zero for the assignment.

## POLICY OF NONDISCRIMINATION

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.

## 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, curriculum, faculty, student services, administrative policies, and financial assistance.

## PRIVACY RIGHTS

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 Office of the Registrar.

## DISABLED STUDENTS POLICY

It is the student's responsibility to contact the AIM Office if in need of consideration for any disability and to document that need if requesting additional or special services.

## STANDARD OF DRESS

The University requires that AIM students maintain as professional a standard as possible given their work/school schedules. Students are specifically directed not to wear tank tops to class. Dirty, ragged, patched, or faded clothing, or clothes intended as undergarments are not to be worn externally.

# Academic Policies

## CHILDREN IN CLASSROOMS

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 OCU class sessions.

## PERSONAL PROPERTY

The University will exercise reasonable precautions to protect personal property left at any of its locations, but cannot assume responsibility for the loss of money, valuables, or other personal property. Please report all losses on main campus to the Administrative Assistant to the Assistant Vice President of Adult Education. On off-site campuses, report loss to that campus AIM Director/Liaison.

## INTERNET ACCESS

All AIM classes require students to access the ANGEL Course Management System through the Internet for their Student Guides, and SONIS (student management program) to access grades and statements of student accounts. Some AIM 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.

The University encourages students to use technological advances to enhance their personal educational experience. The computer lab provides access to the Internet. Students may contact [helpdesk@ohiochristian.edu](mailto:helpdesk@ohiochristian.edu) for assignment of a password and other access information.

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 on campus, randomly or systematically, individual or network use of the Internet. Violations of policy will be handled through the disciplinary process.

## 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.

## POSSESSION & USE OF 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, or by any student of the University. Tobacco use is prohibited on the University Campus and denominational grounds at all times.

## VEHICLE REGULATIONS

Anyone who drives on the OCU campus is expected to abide by all posted regulations and use designated parking. Failure to comply with state and campus regulations may result in suspension of the registration. The motor vehicle must then be removed from campus. OCU does not assume responsibility for any vehicle or its contents while it is on campus.

## OPERATION

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

## PARKING

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 other spaces.

## OFF-SITE

Students enrolled at off-site campuses for AIM classes may be required to purchase parking permits for that campus. Contact the AIM Office for details.

## HOUSING

On campus housing is not available for AIM students.



# Associate of Arts

## ASSOCIATE OF ARTS

### BUSINESS MANAGEMENT

The Business Management major is for adults who want to equip themselves with a basic education in business related skills. The inclusion of a core of Bible/Christian Worldview classes ensures that this education is morally and ethically grounded.



### PROGRAM OBJECTIVES

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

1. Integrate Christian principles in critical thinking and decision making.
2. Apply management functions and skills to practical situations.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Pursue a business-related baccalaureate degree.

### COURSE DESCRIPTIONS

#### 62 SEMESTER CREDITS

##### PS1000 COLLEGE STUDY SKILLS (1 CREDIT) 3 WEEKS

This three-session course is designed to help you understand both what this institution expects of you as a student and how you can maximize your potential as a student. The three-session format is possible because students in the Degree Completion Program have already performed academically on the college level. The focus of the course is to review and reinforce skills that are necessary for college students.

##### IT1000 INTRODUCTION TO COMPUTERS (3 CREDITS) 5 WEEKS

This course will present a historical background of computing, including the evolution of the personal computer and the history of the internet. It will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, computer maintenance, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software application, dealing specifically with learning how to use Microsoft Office Professional. Primary attention will be given to word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

##### EN1010 ENGLISH COMPOSITION I (3 CREDITS) 5 WEEKS

This course will serve as a foundation for the adult student to learn and review the standards of the practice and the process of expository writing. Special emphasis is given to the writing process, the essay format, the research process, and the writing of papers using the APA style of manuscript format and documentation.

##### GB1000 BIBLE STUDY METHODS (3 CREDITS) 5 WEEKS

This course of study introduces the principles, methods, and practice of Bible study skills.

##### SI1000 INTRODUCTION TO MATH SYSTEMS (3 CREDITS) 6 WEEKS

The purpose of this course is to create a deeper understanding and appreciation of mathematical procedures for the student with limited mathematical background. In this survey course we will learn numeration systems, number theory, rational numbers, introduction to algebra, geometry, and statistics. There will also be a session on consumer math.

##### SI2010 EARTH SCIENCE (3 CREDITS) 5 WEEKS

Earth science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophic aspects of the subject matter. Lectures, demonstrations, and group work are all part of a well-rounded course.

##### EN2010 ENGLISH COMPOSITION II (3 CREDITS) 5 WEEKS

This course is an intermediate writing course designed to extend and refine students' experiences with expository and creative writing. Emphasis is given to the development of a writing portfolio.

# Associate of Arts

## **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.

## **PS2000 INTRODUCTION TO PSYCHOLOGY (3 CREDITS) 5 WEEKS**

A study of the fundamental concepts of psychology including biological processes, development, behavior, learning and memory, personality, psychological disorders, and social psychology.

## **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.

## **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.

## **SO2010 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 and be useful for lay counseling/ministry challenges. A Christian perspective will be emphasized.

## **IT2020 BUSINESS APPLICATIONS (2 CREDITS) 4 WEEKS**

This course examines business information systems used for decision-making, collecting business data, and reporting of financial and qualitative data. Specific emphasis will be given to the value of spreadsheets, Internet strategies, databases, and enterprise resource planning systems. Additional attention will be given to the impact of information systems on financial reporting, supply-chain efficiency, production, and process improvement. Students after taking this course will be able to explain the impact on managerial decision-making by various information management systems through the collection, analysis, and reporting of financial, process, production, and qualitative data and information.

## **SI2050 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.

## **MG2020 ACCOUNTING 1 (3 CREDITS) 6 WEEKS**

Introduction 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.

## **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.

## **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 is designed to give the student a basic understanding of the main currents in Western thought and how these currents are related. The underlying purpose of the course is to teach 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).

## **MG2000 MANAGEMENT PRINCIPLES (3 CREDITS) 5 WEEKS**

An in-depth study of the five functions 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.



# Associate of Arts

## **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.

## **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.

## **MG1070 INTRODUCTION TO ECONOMICS (3 CREDITS) 5 WEEKS**

This is an introductory survey course in economics. The main purpose of the course is to expose students to the fundamentals of economic analysis. During the study of this course, you will be introduced to basic economic concepts such as scarcity, opportunity cost, market mechanism, and price determination. In the area of microeconomics, analysis of production and costs, market structure, and government regulations of markets will be included. In macroeconomics, discussions include Gross Domestic Product, financial markets, and the Federal Reserve System and its policies. In addition, we will discuss the unemployment and inflation problem, and government stabilization policies. Finally, you will be introduced to international aspect of our economy. The emphasis throughout will be real economic applications of these basic concepts.

## **ET1040 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 of Arts

## CHRISTIAN MINISTRY

The Christian Ministry major is for adults who want to increase their effectiveness in Christian ministry at both the paid and lay level. The curriculum is designed to provide a solid foundation of ministry skills and the ability to provide leadership for various ministries within the Church.



## PROGRAM OBJECTIVES

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

1. Integrate Christian principles in critical thinking and decision making.
2. Assume a position of ministry in a local church.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Pursue a ministry-related baccalaureate degree.

## COURSE DESCRIPTIONS

### 62 SEMESTER CREDITS

#### PS1000 COLLEGE STUDY SKILLS (1 CREDIT) 3 WEEKS

This three-session course is designed to help you understand both what this institution expects of you as a student and how you can maximize your potential as a student. The three-session format is possible because students in the Degree Completion Program have already performed academically on the college level. The focus of the course is to review and reinforce skills that are necessary for college students.

#### IT1000 INTRODUCTION TO COMPUTERS (3 CREDITS) 5 WEEKS

This course will present a historical background of computing, including the evolution of the personal computer and the history of the internet. It will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, computer maintenance, and the most important parts of

a computer. The major focus of the course will be upon desktop computing and software application, dealing specifically with learning how to use Microsoft Office Professional. Primary attention will be given to word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

#### EN1010 ENGLISH COMPOSITION I (3 CREDITS) 5 WEEKS

This course will serve as a foundation for the adult student to learn and review the standards of the practice and the process of expository writing. Special emphasis is given to the writing process, the essay format, the research process, and the writing of papers using the APA style of manuscript format and documentation.

#### GB1000 BIBLE STUDY METHODS (3 CREDITS) 5 WEEKS

This course of study introduces the principles, methods, and practice of Bible study skills.

#### SI1000 INTRODUCTION TO MATH SYSTEMS (3 CREDITS) 6 WEEKS

The purpose of this course is to create a deeper understanding and appreciation of mathematical procedures for the student with limited mathematical background. In this survey course we will learn numeration systems, number theory, rational numbers, introduction to algebra, geometry, and statistics. There will also be a session on consumer math.

#### SI2010 EARTH SCIENCE (3 CREDITS) 5 WEEKS

Earth science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophic aspects of the subject matter. Lectures, demonstrations, and group work are all part of a well-rounded course.

#### EN2010 ENGLISH COMPOSITION II (3 CREDITS) 5 WEEKS

This course is an intermediate writing course designed to extend and refine students' experiences with expository and creative writing. Emphasis is given to the development of a writing portfolio.

#### 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.

# Associate of Arts

## **PS2000 INTRODUCTION TO PSYCHOLOGY (3 CREDITS) 5 WEEKS**

A study of the fundamental concepts of psychology including biological processes, development, behavior, learning and memory, personality, psychological disorders, and social psychology.

## **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.

## **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.

## **SO2010 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 and be useful for lay counseling/ministry challenges. A Christian perspective will be emphasized.

## **RE2100 SPIRITUAL FORMATION (2CREDITS) 4 WEEKS**

This course focuses on the spiritual development of the student. The course will deal with issues of basic Christian beliefs, commitment to prayer and Bible study, and personal accountability paradigms.

## **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.

## **CM2200 MINISTRY PRACTICES (3 CREDITS) 5 WEEKS**

This course is an introduction to the life and work of the pastor.

## **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 council, 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.

## **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 is designed to give the student a basic understanding of the main currents in Western thought and how these currents are related. The underlying purpose of the course is to teach 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).

## **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.

## **NT2010 LIFE OF CHRIST/GOSPELS (3 CREDITS) 5 WEEKS**

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

## **CM2020 EVANGELISM AND DISCIPLESHIP I (3 CREDITS) 5 WEEKS**

A study of evangelism, focusing on examples of effective evangelism in the Twenty-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 to varied worship styles, is 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 ministries. Special emphasis will be given to the impact that lay and pastoral leaders have on the quantitative growth of the church.

# Bachelor of Arts

## BACHELOR OF ARTS

### LEADERSHIP AND MINISTRY

The Leadership and Ministry major is for the adult student who has felt a calling into ministry. This concentration 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. Articulate a doctrinal position and its relevance to ministry.
3. Lead a local ministry.
4. Demonstrate skills in communicating the gospel in a variety of contexts and to various audiences.
5. Apply practical ministry skills to meet the pastoral needs of a local congregation (e.g., administer the sacraments, perform rituals, visitation, etc.).

### COURSE DESCRIPTIONS

#### 51 SEMESTER CREDITS

##### CM3000 CHRISTIAN EXCELLENCE (3 CREDITS) 5 WEEKS

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.

##### IT1000 INTRODUCTION TO COMPUTERS (3 CREDITS) 5 WEEKS

This course will present a historical background of computing, including the evolution of the personal computer and the history of the internet. It will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, computer maintenance, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software application, dealing specifically with learning how to use Microsoft Office Professional. Primary attention will be given to word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

##### 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 postmodern world.

##### CM3100 CONCEPTS OF LEADERSHIP (3 CREDITS) 5 WEEKS

The course Concepts of leadership 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.



# Bachelor of Arts

## **CM3050 & CM4050 INTERNSHIP PART I (1 CREDIT) 1 WEEK & PART II (2 CREDITS) 2 WEEKS**

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.

## **NT4020 GENERAL EPISTLES & REVELATION (3 CREDITS) 5 WEEKS**

This module is a study of Hebrews; James; I and II Peter; I, II and III John; and Jude 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.

## **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, and salvation as well as other related topics. These themes will be examined through various passages of scripture within the context within the context of scripture.

## **NT3000 ACTS OF THE APOSTLES (3 CREDITS) 5 WEEKS**

A study of the Acts of the Apostles 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).

## **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, scope, and current challenges of cross-cultural missions.

## **PS3000 METHODS OF COUNSELING (3 CREDITS) 5 WEEKS**

This course seeks to see the (W)holistic view (emotional, physical, mental, spiritual, relational, and social) of issues confronting the Biblical Counselor from the context of Scripture and applies a model of Biblical Counseling.

## **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.

## **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.

# Bachelor of Arts

## BUSINESS

The Business major of the AIM Program is focused on equipping the student for management roles in both profit and non-profit organizations. There are three concentrations within the Business major: Business Management, Healthcare Management and Logistics Management.

## BUSINESS MANAGEMENT CONCENTRATION



### 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. Apply the management principle of planning, which includes being able to identify needs, develop and analyze options, and recommend a solution.
3. Identify the existing and desired structure, climate, and culture of an organization.
4. Implement strategies to meet organizational needs.
5. Establish performance standards, measure and report actual performance, compare the two and take corrective or preventive action as necessary.

## 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. Apply management functions and skills.
3. Explain modal (motor carrier, railroad, air, water and pipeline) and intermodal characteristics, transportation policy and regulations, transportation pricing and costing, and service.
4. Use the principles of inventory management to improve an organization's bottom line.
5. Employ the principles of purchasing to obtain the right materials, of the right quality, in the right quantity, at the right time, at the right price, from the right source.



# Bachelor of Arts

## HEALTHCARE MANAGEMENT CONCENTRATION

The OCU Bachelor of Arts in Business with a 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. Explain the healthcare environment to include delivery models, economics, policy, risk management, and outcome measurement in healthcare.
3. Use business skills of financial management, human resources, and information technology.
4. Apply management functions and skills to a healthcare organization.
5. Integrate knowledge of legal, regulatory, and ethical responsibilities into the management role in the healthcare setting.

## COURSE DESCRIPTIONS

### 51 SEMESTER CREDITS

#### CM3000 CHRISTIAN EXCELLENCE (3 CREDITS) 5 WEEKS

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.

#### IT1000 INTRODUCTION TO COMPUTERS (3 CREDITS) 5 WEEKS

This course will present a historical background of computing, including the evolution of the personal computer and the history of the internet. It will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, computer maintenance, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software application, dealing specifically with learning how to use Microsoft Office Professional. Primary attention will be given to word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

#### 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 postmodern world.

#### CM3100 CONCEPTS OF LEADERSHIP (3 CREDITS) 5 WEEKS

The course Concepts of Leadership 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 making managerial decisions both within an organization and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles, and international trade are included.

# Bachelor of Arts

## **MG4010 ACCOUNTING FOR MANAGERS (3 CREDITS) 5 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 control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision making.

## **TH4000 INTRODUCTION TO THEOLOGY (3 CREDITS) 5 WEEKS**

A systematic study of such Bible doctrines as God, Christ, the Holy Spirit, man, sin, salvation, and society. The concepts related topics. These themes will be examined through the focus of Christian ethics New Testament literature, predominately from the epistles.

## **NT3000 ACTS OF THE APOSTLES (3 CREDITS) 5 WEEKS**

A study of the Acts of the Apostles 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).

## **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.

## **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.

## **MG4015 FINANCIAL MANAGEMENT (3 CREDITS) 5 WEEKS**

The financial principles and accepted practices that 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.

## **ET3000 ETHICS (3 CREDITS) 5 WEEKS**

A study of theoretical and proper business practical problems of moral conduct will be emphasized throughout the course and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities.

## **MG4800 MANAGEMENT CAPSTONE (3 CREDITS) 5 WEEKS**

A course that is the culmination and integration of the learning from all business courses taken for the Bachelor of Arts in Business. This course synthesizes the management strategies and practices from organizational behavior, leadership, human resources, marketing, logistics, financial analysis, ethics, and business law. This course incorporates a major business simulation that requires the student to exercise a “big picture” view of a global business enterprise. Students will make a big picture through a competitive, business simulation where a student will execute competitive strategies and decision-making in order to manage a theoretical business over the duration of the course.

# **BUSINESS MANAGEMENT CONCENTRATION (12 CREDITS)**

## **LG3000 LOGISTICS MANAGEMENT (3 CREDITS) 5 WEEKS**

An introductory course that provides an overview of key logistics and supply chain management practices, processes, concepts, and methodologies. Emphasis is given to the framework for supply chain management, the analysis of logistics cost and service trade-offs among inventory, transportation, and warehousing activities, the strategic role of information technology in supply chains, the use of third-party logistics providers, differences between international and domestic logistics, and methods of measuring value of logistics performance.

## **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**

The organization's effort to find, motivate, and retain effective people who will have a commitment to being part of a team to accomplish the organizational mission.

# Bachelor of Arts

## **MG4020 MARKETING CONCEPTS AND APPLICATIONS (3 CREDITS) 5 WEEKS**

The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product, and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

## **LOGISTICS MANAGEMENT CONCENTRATION (12 CREDITS)**

### **LG3000 LOGISTICS MANAGEMENT (3 CREDITS) 5 WEEKS**

An introductory course that provides an overview of key logistics and supply chain management practices, processes, concepts, and methodologies. Emphasis is given to the framework for supply chain management, the analysis of logistics cost and service trade-offs among inventory, transportation, and warehousing activities, the strategic role of information technology in supply chains, the use of third-party logistics providers, differences between international and domestic logistics, and methods of measuring value of logistics performance.

### **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.

### **LG4010 WAREHOUSING AND TERMINAL MANAGEMENT (3 CREDITS) 5 WEEKS**

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

### **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.

Special attention is given to the capabilities, methodologies and key measurement criteria, relationships, levers, and methods needed for responsive, flexible, and efficient procurement strategies and operations.

## **HEALTHCARE MANAGEMENT CONCENTRATION (12 CREDITS)**

### **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**

The organization's effort to find, motivate, and retain effective people who will have a commitment to being part of a team to accomplish the organizational mission.

### **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.

# Bachelor of Arts

## PSYCHOLOGY

The Psychology major of the AIM Program 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. Identify effective interpersonal relationship skills
3. Summarize major counseling, developmental, and personality counseling theories.
4. Apply psychological theories to life situations.

## COURSE DESCRIPTIONS

### 54 SEMESTER CREDITS

#### CM3000 CHRISTIAN EXCELLENCE (3 CREDITS) 5 WEEKS

This course focuses on 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. Additionally, 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 will be covered. The integration of how goals, priorities, and attitudes can lead to effective and Christian personal management.

#### 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

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

#### 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, and salvation as well as other related topics. These themes will be examined through various passages of scripture within the context within the context of scripture.

#### PS4000 SPIRITUAL DIMENSIONS OF ILLNESS AND RECOVERY (2 CREDITS) 3 WEEKS

This course explores the spiritual factors involved in the process of healing and recovery from various psychological conditions. Issues related to faith, spirituality (broadly defined), and more specifically, a Christian worldview can enhance or negatively impact the counseling process. The purpose of this course is to introduce the student and counselor to this important area.

#### PS3030 SOCIAL PSYCHOLOGY (2 CREDITS) 3 WEEKS

An intensive look at social group influences on individual behavior. Behavioral expressions such as aggression, prejudice, attitude changes, and affiliation are studied from the viewpoints of social science and Scripture.



# Bachelor of Arts

## **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 noted along with emphasis upon three commonly used theories of counseling. Because the tool that the counselor has to work with primarily is his/her personality, self-awareness will be stressed. Biblical principles will be examined as the student begins to integrate a Christian worldview into a model of counseling.

## **PS2600 ABNORMAL PSYCHOLOGY (3 CREDITS) 5 WEEKS**

Students 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 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. Course objectives will be accomplished through lecture, readings, class discussions and participation in a variety of demonstration experiments.

## **PS3050 INTEGRATIVE SEMINAR I (1 CREDIT) 2 WEEKS**

The Integrative Seminar is the first of two seminars designed to allow the student to focus learning 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 goal of the Integrative Seminar is the development of a topic, research, and writing the final project, which will be presented in Integrative Seminar II. The final paper also serves as a tool to further prepare persons who are planning to attend graduate school.

## **SI3050 STATISTICS (3 CREDITS) 6 WEEKS**

This course provides an introduction to the fundamental concepts of descriptive and inferential statistics for the student with limited mathematical background. In this survey course, the student will develop an understanding of basic statistical processes including analyzing descriptive data, graphing data, and interpreting inferential data.

## **PS3000 METHODS OF COUNSELING (3 CREDITS) 5 WEEKS**

This course seeks to see the (W)holistic view (emotional, physical, mental, spiritual, relational, and social) of issues confronting the biblical counselor from the context of Scriptures and applies a model of biblical counseling.

## **PS4020 MULTI-CULTURAL PERSPECTIVES IN COUNSELING (3 CREDITS) 5 WEEKS**

This course will examine the unique aspects of understanding and counseling people from culturally diverse populations. Several particular cultures will be studied for their 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.

## **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 postmodern 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. We will explore the processes of interviewing and assessment and related ethical, legal and professional issues. We 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. Course objectives will be accomplished through lecture, reading, discussions, assessment reviews, and diagnostic exercises that help prepare the student for the final exercise.

## **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 that 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.



# Bachelor of Arts

## **NT3000 ACTS OF THE APOSTLES (3 CREDITS) 5 WEEKS**

A study of the Acts of the Apostles 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).

## **CD4200 THEORIES AND TECHNIQUES OF GROUP COUNSELING (3 CREDITS) 6 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.

## **PS4050 INTEGRATIVE SEMINAR II (3 CREDITS) 3 WEEKS**

Integrative Seminar II occurs approximately one year later and is the culmination of this capstone project allowing the student to demonstrate the fruit of his/her labor. It consists of two parts. The Major Paper, worth 50% of the final grade, will be submitted for evaluation by the instructor. An oral presentation, also worth 50% of the final grade, will be made to peers who will also have the opportunity to evaluate the quality of the work in addition to the professor's assessment of the oral presentation.

# Bachelor of Arts

## SUBSTANCE ABUSE COUNSELING

The Substance Abuse Counseling major of the AIM Program is focused on equipping the student to meet the state standards for (LCDC II) License Chemical Dependency Counselor II and to confidently take that qualifying exam. This major is designed for students who want to work in addiction recovery services.



## 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. Identify the needs of persons using assessment techniques, diagnostic criteria, and treatment planning.
3. Utilize appropriate counseling techniques with individuals, families, and groups.
4. Provide chemical dependency specific education to clients, families, groups and the community.
5. Design and provide aftercare.

## COURSE DESCRIPTIONS

### 54 SEMESTER CREDITS

#### CM3000 CHRISTIAN EXCELLENCE (3 CREDITS) 5 WEEKS

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.

#### IT1000 INTRODUCTION TO COMPUTERS (3 CREDITS) 5 WEEKS

This course will present a historical background of computing, including the evolution of the personal computer and the history of the internet. It will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, computer maintenance, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software application, dealing specifically with learning how to use Microsoft Office Professional. Primary attention will be given to word processing (Word), spreadsheets (Excel), and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

#### CD1000 INTRODUCTION TO SUBSTANCE ABUSE (3 CREDITS) 5 WEEKS

This course focuses on chemical dependency as a paradigm for understanding alcoholism and drug addiction. Showing the dynamics of CD (Chemical Dependency) as a personal and family illness that is progressive, chronic and fatal, and treatable. There will be a general introduction to interventions for the person who is abusing Alcohol and other Drugs (AoD) and dependent on AoD. This class will also include an introduction to the 12 step approach.

#### CD2200 PSYCHOPHARMACOLOGY OF DRUGS (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 illicit 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.

#### 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 postmodern world.

# Bachelor of Arts

## **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 that 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.

## **CD2500 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 programs are researched and science based. There will be both general and specific introductions to various forms and types of prevention programs and activities.

## **PS2600 ABNORMAL PSYCHOLOGY (3 CREDITS) 5 WEEKS**

Students 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.

## **NT3000 ACTS OF THE APOSTLES (3 CREDITS) 5 WEEKS**

A study of the Acts of the Apostles 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).

## **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, and salvation as well as other related topics. These themes will be examined through various passages of scripture within the context within the context of scripture.

## **CD3600 DIAGNOSTIC EVALUATION AND ASSESSMENT (3 CREDITS) 5 WEEKS**

This course gives an overview of the counselor functions of screening, intake, orientation, assessment and diagnosis. We will explore the processes of interviewing and assessment and related ethical, legal and professional issues. We 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. Course objectives will be accomplished through lecture, readings, discussions, assessment reviews and diagnostic exercises which help prepare the student for the final exercise.

## **CD4100 THEORIES AND TECHNIQUES OF INDIVIDUAL 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.

## **PS3000 METHODS IN COUNSELING (3 CREDITS) 5 WEEKS**

This course seeks to see the (W)holistic view (emotional, physical, mental, spiritual, relational, and social) of issues confronting the biblical counselor from the context of Scripture and applies a model of biblical counseling.

## **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.

## **CD3200 FAMILY DYNAMICS IN SUBSTANCE ABUSE (3 CREDITS) 5 WEEKS**

This course explores the impact of chemical dependency and substance abuse on the family. Family systems of various cultures and diversity will be examined to enhance the student's practical use and understanding of theoretical frameworks. Attention is given to treatment options and interventions within the family unit. This course provides an insight to the problems associated with adolescents and addictions and the impact/affect within the family. The material and exercises will increase one's understanding of codependency and its impact on family dynamics and substance abuse.

## **CD4000 SPIRITUAL DIMENSIONS OF ILLNESS AND RECOVERY (3 CREDITS) 5 WEEKS**

This course explores the spiritual factors involved in the process of healing and recovery from substance abuse, chemical dependency, and other addictions. A continuum of becoming ill will be examined from the standpoint of addictions and developmental factors. The course emphasizes that there must be a spiritual awakening for true recovery and over-all health to live a satisfied and optimal life. The 12 steps will be taught as a basis for growth as a sober person.

# Bachelor of Arts

## **CD4200 THEORIES AND TECHNIQUES OF GROUP COUNSELING (3 CREDITS) 6 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.

## **CD4800 STATE TEST (3 CREDITS) 5 WEEKS**

The State Exam course focuses on the written State Examination for Chemical Dependency professionals in the State of Ohio. This reciprocity test must be passed before a person can be licensed in the State of Ohio in Chemical Dependency. This course will also briefly introduce the written State examination for Prevention Professionals in the State of Ohio.

## **ELECTIVE COURSE DESCRIPTIONS**

### **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.

### **SO2000 INTRODUCTION TO SOCIOLOGY (3 CREDITS) 5 WEEKS**

This course is a beginning study of sociology. Sociology is a scientific study of human 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.

### **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.

### **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.

### **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.

# Index

## INDEX

### ACADEMIC POLICIES 21

Academic Dishonesty	22
Academic Ineligibility	23
Academic Probation And Suspension	21
Academics Policy Grievance	22
Applicable Catalog	21
Change Of Information Notice	23
Children In Classrooms	24
Course Load	21
Disabled Students Policy	23
Firearms And Explosives	24
Grade Appeal	21
Grade Appeal And Academic Policy Grievance	21
Housing	24
Internet Access	24
Late Homework	23
Off-Site	24
Operation	24
Parking	24
Personal Property	24
Plagiarism Policy	23
Policy Of Nondiscrimination	23
Possession & Use Of Tobacco & Controlled Substances	24
Privacy Rights	23
Residency Requirements	21
Segmented Transcript Policy	22
Standard Of Dress	23
Vehicle Regulations	24

### ACADEMICS 16

Academic Honors	17
Attendance Policy	16
BA General Education Requirements (36 Credits)	20
Cancellation Of Classes	16
Computer Lab	16
Computing Grade Point Averages (GPA)	19
Dean's List	17
Faculty	16
Grade Definition	18
Grading System	18
Graduation Honors	17
Graduation Requirements	19
Incompletes	18
Internship	20
Library	16
Online Courses	16
Onsite Courses	16
Removal Of "D" Or "F" Grades	18
Summer Graduation	19

### ABOUT OCU 6

Accreditation	7
AIM Purpose	6
Core Values	6
Credit By Examination	9
History	8
Information Sessions	9
Introducing Adult Education At OCU	8
Military Service	10
Online Courses	8
Prior Learning Assessment (PLA)	10
Program Advantages	9
Program Benefits	9
Sponsored Pastoral Training (SPT)	10
University Objectives	6
University Vision	6



# Index

## **ADMISSIONS 11**

Admission Requirements	11
Advance Standing	12
Application Process	11
Associate Programs	11
Auditors/Non-Degree/ Senior Citizens	12
Bachelor Programs	11
International Student Policy	11
Transfer Student Policy	11

## **ASSOCIATE OF ARTS 25**

Business Management	25
Christian Ministry	28

## **BACHELOR OF ARTS 30**

Business	32
Business Management Concentration	32
Healthcare Management Concentration	33
Leadership And Ministry	30
Logistics Management Concentration	32
Psychology	36
Substance Abuse Counseling	39

## **FINANCE 13**

Book Refunds	14
Books And Materials	13
Drop Fee	13
Federal Pell Grant	15
Federal Plus Loan (Parent Loan)	15
Federal Stafford Loans	15
Federal Supplemental Educational Opportunity Grant (SEOG)	15
Fee Schedule	13
Financial Aid	15
Grants	15
Loans	15
Military Benefits	15
Payment Plans	14
Refunds	14
Student Signature Loans	15
Tuition Refunds	14
Withdrawals	13
Withdrawals From Individual Courses	13
Withdrawals From Program	13

