

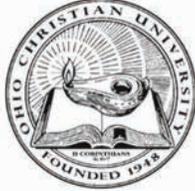


OHIO CHRISTIAN  
UNIVERSITY

# ADULT & GRADUATE STUDIES PROGRAM

2019-2020 CATALOG

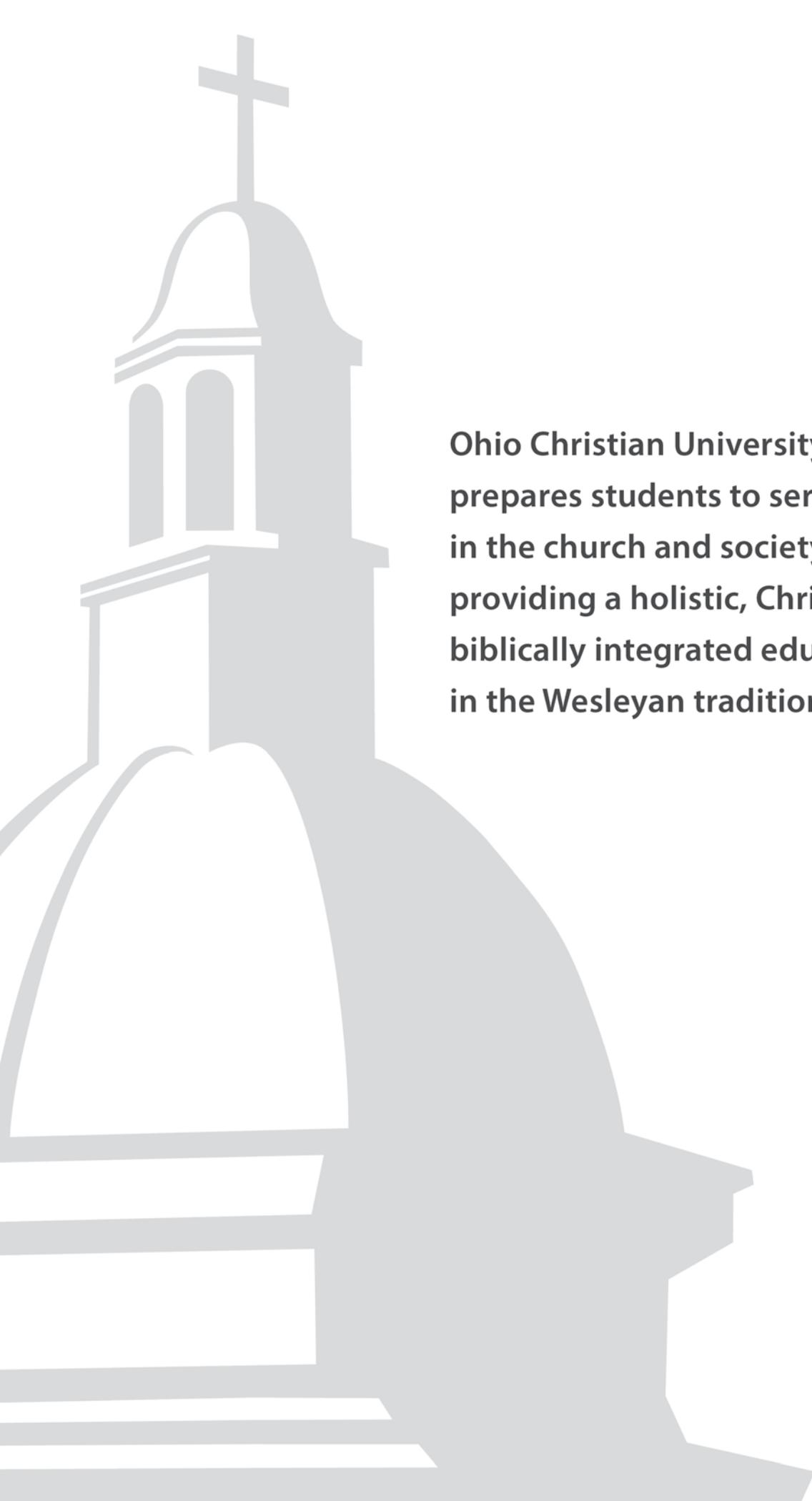




OHIO CHRISTIAN  
U N I V E R S I T Y

2019-2020 Adult & Graduate Studies  
Academic Catalog

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



**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 the President

Welcome to Ohio Christian University!

You are now an OCU Trailblazer!

A trailblazer is a person who prepares a trail for other people to follow. So, in one sense they lead; but in another they serve. They “go before,” so that others can follow in their path.

From its founding in 1948, Ohio Christian University has been committed to open and intense inquiry with a shared understanding that our commitment to learning and knowledge go hand in hand with our commitment to Scripture. We recognize that our most important contributions of discovery, education, engagement, and application rest on our focus on engaging society for the cause of Christ. It’s all about a redeemed mind, a transformed heart, and empowered hands and feet. It’s Knowing and Going. The power of our ideas and influence of our education, regardless of the academic discipline, are aimed at impacting the culture for the Kingdom of Christ.

Ohio Christian University has defined academic disciplines, majors, and modes of thought and has had a transformative impact on fields including ministry, missions, economics, government, law, business, and education. Our diverse student body and quality faculty work together in an interactive, multidisciplinary atmosphere. Our mission is to prepare each OCU student to serve both the church and society. Graduates from our traditional residential campus, as well as those who complete our online, graduate, and professional programs have all been impacted by their education and empowered to lead in virtually every culture shaping arena of society ... and serve.

After all, that’s what Trailblazers do!

A handwritten signature in black ink, appearing to read "Jon S. Kulaga". The signature is stylized with large, sweeping loops and a prominent initial "J".

Jon S. Kulaga Ph.D.

President

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# ABOUT OCU

## VISION

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Preparing world-impacting Christian servant leaders.

## MISSION STATEMENT

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

## UNIVERSITY STUDENT GOALS

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Upon graduation from Ohio Christian University the student should:

- Influence the culture and community through Christ-like character, Biblical Christian faith, and a transformed heart.
- Lead by serving and equipping others to leverage their highest God-given potential.
- Demonstrate discipline-specific competencies and an understanding of the broad fields of knowledge necessary for life-long learning and fulfilling one's calling.
- Exhibit love and respect while engaging and communicating with all people groups.

## CORE VALUES

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### Christ Centered

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

### Biblically Based

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

### Student Oriented

Our 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.

### Academically Excellent

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

## ACCREDITATION & RECOGNITION

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### Accreditation

- Higher Learning Commission
- Teacher Education Accreditation Council

### Authorization

- Ohio Department of Higher Education to offer associate, baccalaureate, and master's level education.

### Charter

- State of Ohio

### Approval

- United States Office of Education for participation in the federal student financial aid programs.
- United States Department of Justice for the education of foreign students.
- Internal Revenue Service for Social Security benefits for eligible students.
- Department of Veterans Affairs to train Veterans or eligible persons.

### Recognition for Ministerial Training

- Churches of Christ in Christian Union
- Primitive Methodist Church
- Evangelical Church
- Evangelical Methodist Church
- Congregational Methodist Church

### Affiliation

- Association for Biblical Higher Education

### Membership

- Association of Independent Colleges and Universities of Ohio
- Council for Christian Colleges and Universities
- Ohio College Association
- Service Members Opportunity Colleges
- Evangelical Training Association



## DOCTRINE

- We believe that the Holy Spirit is a Divine Person who reveals Christ, both in a ministry to the world by restraining evil and by convicting of sin, and in a ministry to the Church by indwelling, empowering, guiding, and teaching all Christians.
- We believe in the deity of Jesus Christ, who became man, being conceived of the Holy Spirit and born of a virgin. He lived a sinless life and died a substitutionary death as a complete sacrifice for the sins of all mankind. He arose bodily from the dead and ascended to the right hand of the Father where He is now our interceding High Priest.
- We believe in the Bible, God's infallible Word, fully inspired by the Holy Spirit, the supreme authority for faith and practice.
- We believe in one God; self-existent in three Persons, coequal and coeternal; Father, Son and Holy Spirit.
- We believe that man was made in the image and likeness of God and by transgression incurred guilt before God, depravity of soul, and spiritual death.
- We believe in the universal atonement Christ provided for all mankind and that they who do repent and believe on Him are justified and regenerated from the guilt and practice of sin.
- We believe in entire sanctification as a definite crisis experience subsequent to regeneration. It is wrought on the basis of faith and consecration through the infilling of the Holy Spirit by which the believer is cleansed from all sin and to which the Spirit testifies.
- We believe in the progressive growth in grace toward Christian maturity through a consistent Christian life of good works which springs from faith in God and obedience to His Word. This growth we believe to be a necessary complement to the above-mentioned crisis experience.
- We believe in the true universal Church as the Body of Christ and Temple of the Holy Spirit. It is composed of all true believers in Christ. It was created by Him for worship and fellowship and is commissioned by Him to publish the Gospel to all the world.
- We believe in the personal return of Christ who shall come with power and great glory to gather the Church to Himself, to establish His millennial kingdom, and to judge the quick and the dead.
- We believe in the resurrection of the just, who shall enter into an actual eternal heaven, and the resurrection of the unjust, who shall go away into an actual and eternal hell.

## HISTORY

Ohio Christian University was founded in 1948 to educate clergy for its sponsoring organization, the Churches of Christ in Christian Union. In 1958 a Board of Trustees was established, and in 1961 the institution was incorporated by the State of Ohio. By the mid-1960s the school had reached an enrollment of 150 and moved to forty acres on Route 22 east of Circleville.

In 1976 the institution received authorization from the Ohio Board of Regents and accreditation through the Association for Biblical Higher Education. Other programs were added such as counseling and music. In 1983 teacher education was offered for students interested in Christian school teaching. Later, the program was expanded through articulation agreements with other institutions to enable students to receive state licensure on completion. In the late 1990s the institution added a business program. The first nontraditional adult degree completion programs (AIM Adult Degree Program, now the College of Adult and Graduate Studies) accepted students in January 1999. In 1998 the institution began pursuing institutional accreditation with the Higher Learning Commission and was granted HLC accreditation in 2005.

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

## SITE LOCATIONS

Site coordinators are available for students at each satellite location to assure student and faculty needs are met. If there is a problem, these site coordinators report to Academic Services and an administrator will review the concern(s). There are also regular focus groups, visits from recruiters, and other assessments completed at all sites to ensure high quality Classroom, Administrative, and Common Space.

### OHIO SITE LOCATIONS

#### Circleville – Main Campus

1476 Lancaster Pike, Circleville, OH

The College of Adult & Graduate Studies utilizes classroom space on the residential campus located in



Circleville, OH, where evening and weekend classes are scheduled.

The Maxwell Center with its Science & Logistics wing is the largest building on campus, consisting of over 83,000 square feet. Johnson Hall contains classrooms, offices, and lounge areas totaling 15,500 square feet. The Maxwell Library provides several classrooms and computer labs in its 11,000 square-foot facility.

There are an additional 21,300 square feet in the Adult and Graduate Studies buildings. All classrooms include a laptop, projector and screen, whiteboard, and internet access.

In addition to the on-campus buildings in Circleville, OCU offers several satellite locations throughout Ohio as well as a campus and satellite location in Georgia. These sites are in the following cities.

#### **Chillicothe - Brookside Church**

*2215 Egypt Pike, Chillicothe, OH*

OCU utilizes four classrooms at the Brookside Church. Classroom sizes vary, accommodating 9-50 students with each room providing a multi-media cart with a laptop, projector and screen, whiteboard, and internet access.

#### **Chillicothe - PACCAR Education Center**

*446 Hospital Road, Chillicothe, OH*

OCU utilizes two classrooms at the PACCAR Education Center building. Classroom sizes vary, seating 14-32 students. Each classroom is equipped with a teaching station computer, projector and screen, integrated audio, whiteboard, and internet access.

#### **Columbus - Columbus State Community College**

*100 East Spring Street, Columbus, OH*

OCU utilizes four classrooms at the Workforce Development Building on the Columbus State Community College campus. The classroom sizes vary, accommodating 20-35 students. Each classroom is equipped with a teaching podium and computer, projector and screen, large speaker, and internet access.

#### **Columbus - First Church of God**

*3480 Refugee Road, Columbus, OH*

OCU utilizes five classrooms at First Church of God. Classrooms vary in size, accommodating 15-20 students. Each classroom is equipped with a computer, projector and screen, whiteboard and internet access.

#### **Columbus - Lighthouse Ministries Center**

*2295 South High Street, Columbus, OH*

OCU utilizes six classrooms at the Lighthouse Ministries Center. Classroom sizes vary, accommodating 6-18 students per classroom. Each classroom is equipped

with an overhead projector and screen, computer, whiteboard, and internet access.

#### **Columbus - Nationwide Children's Hospital**

*575 South 18th Street, Columbus, OH*

OCU utilizes seven classrooms at the Nationwide Children's Hospital. The classroom sizes vary, accommodating 24-98 students. Each classroom is equipped with a projector and screen, teaching podium with a computer, whiteboard, and internet access.

#### **Grove City - Grove City Church of the Nazarene**

*4770 Hoover Rd., Grove City, OH*

OCU utilizes classrooms at the Grove City Church of the Nazarene. State-of-the-art classroom sizes vary and are all equipped with comfortable seating, internet access, and audio/visual technology.

#### **Hillsboro - Southern State Community College, Central Campus**

*100 Hobart Drive, Hillsboro, OH*

OCU utilizes three classrooms at the Southern State Community College's Central Campus. Classroom sizes vary, accommodating 24-70 students. Each classroom is equipped with a computer, projector and screen, sound system, and internet access.

#### **Lancaster - Fairfield Christian Church**

*1965 North Columbus Street, Lancaster, OH*

OCU can utilize up to twelve classrooms at the Fairfield Christian Church. Each classroom seats 24 students, has a teaching station with computer, projector and screen, inter-active whiteboard, classroom computer, and internet access.

#### **Lancaster - Fairfield Medical Center**

*401 North Ewing Street, Lancaster, OH*

Classrooms at the Fairfield Medical Center can accommodate up to 24 students. All classrooms are equipped with a computer, projector, screen, sound system, and internet access.

#### **Logan - Hocking Valley Community Hospital**

*601 State Route 664 N, Logan, OH*

At the Hocking Valley Community Hospital, classroom sizes vary and are all equipped with a computer, projector and screen, sound system, and internet access.

#### **Mt. Orab - Southern State Community College, Brown County Campus**

*351 Brooks-Malott Road, Mt. Orab, OH*

Classrooms at the Brown County Campus of the Southern State Community College are utilized for OCU classes. Classroom sizes vary and are all equipped with a computer, projector and screen, sound system, and internet access.



### Washington Court House - Southern State Community College, Fayette Campus

*1270 US Highway 62 SW, Washington Court House, OH*

OCU utilizes one classroom at Southern State Community College's Fayette Campus. This classroom seats 26 students, has a computer, projector and screen, whiteboard, and internet access.

### Wilmington-Southern State Community College, North Campus

*1850 Davids Drive, Wilmington, OH*

OCU utilizes one classroom at Southern State Community College's North Campus. This classroom seats 38 students, has a ceiling mounted projector, instructor laptop/desktop station, and Internet access.

## GEORGIA SITE LOCATION

### Morrow Campus

*1550 Southlake Parkway, Morrow, GA*

OCU utilizes 10 classrooms at the 53,766-square-foot building located in Morrow, GA, which offers plenty of space to expand. Each classroom has a computer, overhead projector and screen, and internet access.

## CONTACT INFORMATION

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We welcome your questions and comments. You may contact us using the following methods:

### Main Campus Address

1476 Lancaster Pike, Circleville, Ohio 43113

### Phone Numbers

- Answer Center: 1-844-7-ANSWER  
1-844-726-7937
- Adult and Graduate Studies Admissions:
  - Toll Free 1-855-628-4723
  - Fax 1-877-242-3637
- OCU Online Plus Admissions:
  - Toll Free 1-740-477-7701
  - enroll@ohiochristian.edu
- BlazerTech (IT support): 1-740-420-5907
- Campus Security: 1-740-412-5337

### Website

[www.OhioChristian.edu](http://www.OhioChristian.edu)







# FINANCIAL INFORMATION

A Christ-centered, biblically based education is an excellent investment. A college degree opens doors, broadens horizons, and deepens understanding. OCU students have the unique experience of integrating a Biblical worldview rooted in the Wesleyan tradition with their chosen academic major. This experience enables students to impact the church, the community, and the world.

## TUITION & FEE SCHEDULE

Following is a table of tuition and fees for the 2019-2020 academic year.

Description of Service	Amount
Application Fee (for new students)	\$30
Tuition per credit hour for Associate Degrees	\$380
Tuition per credit hour for Bachelor and RN-BSN Degrees	\$416
Tuition per credit hour for MBA and MA in Leadership Degrees	\$530
Tuition per credit hour for MA in Ministry Degree	\$338
Tuition per credit hour for active military members*	\$250
Tuition per semester for OCU Online Plus program (12-18 hours, see p. 65)	\$4,500
Materials Fee (per credit hour)	\$10
Technology Fee (per semester)	\$250
Withdrawal from Program Fee	\$100
Drop Fee within semester (per class)	\$75
Audit Fee	\$75
Transcription fee for Prior Learning Assessment or Certificate-to-credit (per credit hour)	\$100
Transcription fee for College Level Examination Program (CLEP) (per 3-credit hour course)	\$50
Transcription fee for Sponsored Pastoral Training (SPT) (per credit hour)	\$50
Directed Study (per credit hour)	\$150
Independent Study (per credit hour)	\$200

\*Inactive military service members, veterans, military spouses, and dependents 23 or under may be eligible for a military scholarship. Contact the Financial Aid Office at 740-420-5944 or AGSFinAid@ohiochristian.edu for details.

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

## PAYMENT PLANS

At Ohio Christian University, we believe the benefits of a college education far outweigh the costs, but we do understand that getting money to pay for college may be one of a student's biggest challenges. The Financial Aid Department is prepared to help students meet these financial needs.

The financial aid program assists students in finding financial resources to cover the cost of college. The U.S. Department of Education and the University believe that a student's education is a family investment requiring realistic student, spousal, and family support.

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

### PAYMENT WITH CREDIT/DEBIT CARD, CHECK, MONEY ORDER, OR CASH

Credit/Debit Card payments, whether one- time or recurring, can be arranged via the following link: [secure.qgiv.com/for/ocufa](http://secure.qgiv.com/for/ocufa).

Checks/Money Orders can be made out to "Ohio Christian University," and sent to the university's Business Office or Financial Aid Office.

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

### EMPLOYER REIMBURSEMENT

To receive an invoice for employer reimbursement, students must complete a web form at: [www.ohiochristian.edu/form/financial-aid/request-invoice](http://www.ohiochristian.edu/form/financial-aid/request-invoice). In the Special Instructions section, provide (a) the name of the employer, (b) information verifying eligibility to receive reimbursement, and (3) the requirements for reimbursement. The student is ultimately responsible to OCU for payment.

Any issues between the student and their employer do not, in any way, alter this responsibility. Should a student fail to successfully make payments, the Financial Aid department will place a hold on the student's



account until payment is made in full. No grades, transcripts, or diploma will be released until payment is made in full.

### THIRD PARTY PAYMENT

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

[www.ohiochristian.edu/form/financial-aid/request-invoice](http://www.ohiochristian.edu/form/financial-aid/request-invoice).

### TUITION DEFERMENT

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

## COLLEGE OF ADULT & GRADUATE STUDIES SCHOLARSHIPS

Specific documentation is required before scholarship eligibility can be awarded. Students are limited to one scholarship per semester and the financial aid office will award the greater of eligible scholarships.

### Alumni Scholarship - \$250 or \$500 per semester (continuing)

Eligibility – full-time students who have graduated from Ohio Christian University or Circleville Bible College in the past. Undergraduate Students must maintain a 2.5 semester or cumulative GPA or it drops to \$250 in the following semester. Undergraduate Students must maintain a GPA to retain any scholarship. Graduate students must maintain a 3.0 GPA to retain any scholarship. Part-time students may receive \$250 per semester if GPA requirements are met.

### Business Partnership Scholarship - \$250 or \$500 per semester (continuing)

Eligibility – those who are employees of businesses that are OCU partnering organizations. Undergraduate Students must maintain a 2.5 semester or cumulative GPA or it drops to \$250 in the following semester.

Undergraduate Students must maintain a 2.0 GPA to retain any scholarship. Graduate students must maintain a 3.0 GPA to retain any scholarship.

### Kingdom Builders Scholarship - \$250 Or \$500 per semester (continuing)

Eligibility – full-time students who are members of churches at an OCU partnering organization. Undergraduate Students must maintain a 2.5 semester or cumulative GPA or it drops to \$250 in the following semester. Undergraduate Students must maintain a 2.0 GPA to retain any scholarship. Graduate students must maintain a 3.0 GPA to retain any scholarship. Part-time students may receive \$250 per semester if GPA requirements are met.

### Military Scholarship (continuing)

Eligibility - inactive military members, veterans, and spouses or dependents of military member or veterans.

- Full time - \$1,500 per semester
- Part time - \$1,125 per semester
- Half time - \$ 750 per semester

### STRONG START SCHOLARSHIP - \$250 (1st semester only)

Eligibility – those who complete a full file by the first day of class.

## FINANCIAL AID

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

The FAFSA must be renewed prior to each school year.

### Grants

#### Federal Pell Grant

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



## Federal Supplemental Education Opportunity Grant

The Federal Supplemental Opportunity Grant (FSEOG) is intended to supplement the Pell Grant. It is provided by the federal government to eligible full-time students based on need.

### Ohio College Opportunity Grant

The Ohio College Opportunity Grant is a need-based grant for some Pell Grant recipients who are Ohio residents. This is granted to full-time or part-time students.

### Military Benefits

Ohio Christian University accepts educational benefits through the military (e.g., GI Bill, Ohio National Guard Scholarship Program). To begin the process of determining any applicable benefits, the student should contact the respective educational liaison within the appropriate military organization.

Once that action has been taken, the student may contact the Financial Aid Office to proceed with any other applicable processes.

Ohio Christian University accepts DANTES/DSST credits. (See Credit by Examination, p. 30)

### Veterans Benefits and Transition Act of 2018

In this section, a "covered individual" refers to any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation, or Chapter 33, Post 9/11 GI Bill Benefits of this act. This policy applies only to the portion of funds paid by the Veteran's Administration. It does not affect the student's other financial obligations to the university. Further information is available from the VA Certifying Official in the OCU Office of Financial Aid.

In compliance with the Veterans Benefits and Transition Act of 2018, Ohio Christian University permits any individual covered under chapter 31 or 33 of this act to participate in their course of education as specified in the Act. In accordance with this Act, OCU will not impose any penalty (including late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds) on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapter 31 or 33.

This protection begins on the date on which the individual provides a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ends on the earlier of the following dates:

- The date on which payment from the VA is made to the institution.
- 90 days after the date the institution certified tuition and fees following the receipt of the COE.

## LOANS

### Federal Direct Loans

Direct Loans are federal loans available to students who are attending college at least half-time. The amount a student may borrow is based on year in school (defined by completed credit hours), dependency status, enrollment status, Cost of Attendance (COA), and remaining aggregate loan limit eligibility.

### Federal PLUS Loan (GRAD or 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. Similarly, a Graduate student can apply for a GRAD plus loan by completing application and credit check online.

### Private Student Loans

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

## Satisfactory Academic Progress (SAP) Requirements for Financial Aid

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

### Designation of Grade Definition

- Graduate students
  - Attempted credit hours and considered to be successful completion: A, A-, B+, B, B-, C+, C, S, and P.
  - Attempted credit hours and not considered to be successful completion: F, FA, WF, W grade with EN enrollment code, WP, and U.
  - Attempted credit hours not considered attempted: NC, AU, and W with a WD enrollment code.
- Undergraduate students
  - Attempted credit hours and considered to be successful completion: A, B, C, and D.



- Attempted credit hours and not considered to be successful completion: F, FA, WF, W grade with EN enrollment code, WP, and U.
- Attempted credit hours not considered attempted: NC, AU, and W with a WD enrollment code.
- **All students**
  - GPA will not be rounded. Pass rate completion percentage will be rounded to the nearest whole number.
  - The Financial Aid SAP committee will contact the registrar in the event of an I grade to determine if this will be moved to a different grade. If it will not be moved to a different grade, then the I grade will be considered as attempted credit hours not successfully completed at the time of Financial Aid SAP annual review.
  - Courses that are repeated will count toward attempted and if a passing grade is received, completed credit hours. The better grade will count toward the cumulative GPA standards.
  - Changes in degree programs have no effect on SAP. The student must always maintain SAP.
  - Pursuit of a second degree has no effect on SAP. The student must always maintain SAP.

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

To appeal, the student must submit a legible letter, a completed Financial Aid SAP Appeal Form, and supporting documentation to the OCU Financial Aid Office. These must explain in detail why the student failed to meet the minimum academic standards, what

unusual and/or mitigating circumstance contributed to the failure, and how the situation has changed to allow the student to meet Financial Aid SAP requirements by the next calculation. Upon notification of financial aid suspension, immediate appeal submission is strongly encouraged. A committee will review the appeal and will notify the student in writing of their decision. If an appeal is approved, the student will temporarily regain financial aid eligibility. Continuation of eligibility will be contingent upon the student demonstrating improved academic merit achievement as outlined by the Financial Aid appeals committee through their Academic Plan.

Transfer students with no grade history at OCU will enter on Financial Aid SAP good standing. A Financial Aid SAP calculation, including transfer hours applicable to the current degree pursuit and OCU hours earned, will be run at the next scheduled increment.

#### Financial Aid Satisfactory Academic Progress

Semester Hours Attempted	Amount
Minimum GPA Requirement	2.0 Undergraduate / 3.0 Graduate
Minimum Pass Rate Percentage	6.7%
Maximum Total Credit Hours or Time Allowed to Complete Current Primary Degree Requirements	150% of the specified degree program's published length

## REFUNDS

### Financial Aid Refunds

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

- Student continues to actively participate in registered courses (see Attendance Policy)
- Enough financial aid has been received to exceed the semester charges

Students should reasonably expect to receive a financial aid refund at the end of their second course, as long as all of the above requirements have been met. Absences will delay the processing of the funds.

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



## BOOKS AND MATERIALS

The Adult & Graduate Studies and the OCUOnline Plus programs serve the needs of busy students juggling numerous responsibilities. With this in mind, our normal processes within the majority of our programs include procuring all of the required textbook and resource materials for our students and shipping them directly to the address most convenient for the student. This is a service we are happy to provide and is one that we believe allows our students to focus more of their valuable time on their coursework and learning. OCU's materials policies and practices include the following:

1. OCU is continuing its partnership with Tree of Life Bookstores and we provide a flat fee structure in order to save students money and make it easier for students to plan their personal budget. As has been true previously, students will receive materials in time for their next class and return materials using the Tree of Life envelope enclosed with their latest course materials. The University's objective is to provide textbook services at or near cost rather than as a revenue generating device and we will strive to maintain or reduce materials costs over time.
2. A Materials fee of \$10 per credit hour will be placed on student accounts - (\$30 for a three-credit hour course). The fee will be charged for every course, regardless of the type of resource materials required for the course.
3. For courses that have printed materials, there is a \$14.99 shipping fee that will be assessed per course. This cost has been reduced from \$19.99 per course, saving students \$5 per course. This covers both the price to ship & return.
4. Courses with purely online resource materials will not have the shipping fee.
5. Students will need to return their materials to the Tree of Life Bookstore. Tree of Life provides a return envelope. Late charges will be applied to a student's account if the materials are not returned on time. Students can buy the materials for the difference between the rental and purchase price.
6. Students who desire primarily printed material (hard-copy books and not e-books) may choose to pay an additional \$9.99 per credit hour and Tree of Life will deliver printed material when available. There will be times, however, when the only materials available are electronic.
7. Students still have the right to "Opt Out" of the textbook system provided by Ohio Christian University and purchase resources on their own. See Opt-Out Option in this section.

8. If a student withdraws from a course, the materials fee refund policy will mirror the tuition refund policy, so that 100% of the fee will be returned if the student withdraws prior to the first week of class; 80% if the withdraw occurs during the first week of class, and 0% if a student withdraws during the second week of class or thereafter.
9. The materials fee will be reviewed every 6 months to ensure that costs are aligned with fee income and adjustment to the fee may be made semi-annually.

### OPT-OUT OPTION

For courses which do not have an e-book bundle, we do, however, understand the desire for individual students to seek to maximize their educational dollars in various ways. This need, along with compliance to the regulations referenced above, prompts OCU to allow students the opportunity to choose their own personal textbook and materials procurement option if desired. This choice will allow a student to opt out of Ohio Christian University's standard textbook and materials procurement and distribution processes and secure their required materials in whatever manner they so decide. More information about this option may be obtained by contacting AGSAdvising@ohiochristian.edu.

### DELIVERY AND PAYMENT

For the OCU inclusive textbook system, books and materials will be provided for each student, and will be delivered on or prior to the initial class session. Therefore, if students have an address change, they must ensure it is updated in SONIS at least 21 days before the class is scheduled to begin. "Sharing of materials" is not an option and all books/materials must be purchased directly from OCU by each student. Students receive payment schedules during the registration process which indicate the estimated costs for books and materials. A resource fee is assessed for each course and added to the student bill. If a student qualifies for financial aid, the fees will be paid with whatever financial aid has been awarded, after tuition. If a student does not qualify for financial aid, the book fee may be paid when tuition is paid.

### RETURNING BOOKS OR COURSE MATERIALS

Please note: Textbook changes are inevitable. Should it become necessary for a student to withdraw from a course, all books and materials should be returned immediately, if eligible, to avoid additional charges if/when the course is taken at a later date. If materials are not returned, and course materials change in the time between withdrawal and reentry, the student will be charged for new materials.



## Materials Refunds

Refunds will be made for textbooks on the following conditions:

- The student has officially withdrawn from the course that uses the textbook(s) for which a refund is being requested, and
- Upon withdrawal, students have one week to contact Tree of Life Customer Support
- (1-888-392-2930) to authorize the return and receive a prepaid shipping label. Then, students have five business days to ship the item(s) back.
- No opened software will be refunded.
- No refunds on shipping and handling.







# STUDENT SERVICES & POLICIES

## ACCOMMODATIONS POLICY

Ohio Christian University is committed to its entire student body, including those who need accommodation for disabilities. The Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Compliance Officer is responsible for coordinating OCU's efforts in complying with applicable Federal and State laws and regulations, including the university's duty to address any inquiries or complaints regarding discrimination or denial of equal access. Information and forms can be located via the following URL: [www.ohiochristian.edu/about-ocu/general-institutional-information/disability-services](http://www.ohiochristian.edu/about-ocu/general-institutional-information/disability-services).

Additionally, questions or comments may be directed to:

- Ohio Christian University  
Attn: 504 Compliance Officer  
1476 Lancaster Pike
- Circleville, OH 43113
- Phone Number: 740-477-7803  
Fax Number: 866-510-2708
- E-mail: [ComplianceOfficer@ohiochristian.edu](mailto:ComplianceOfficer@ohiochristian.edu)

## HOUSING AND CAMPUS EMPLOYMENT

On campus housing and campus employment is not available for Adult and Graduate Studies students, except for those under 27 years old who are enrolled in the OCUOnline Plus Program.

## STUDENT RECORD INFORMATION CHANGES

### Name Change Procedure

The university requires students requesting a name change to provide official documentation to the AGS Registrar's Office by emailing [AGSRegistrar@ohiochristian.edu](mailto:AGSRegistrar@ohiochristian.edu).

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

### Address and Telephone Number Change Procedure

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

## VEHICLE REGULATIONS

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

### Vehicle Operation

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

### Parking - Main Campus & Off-Site

On main campus, no parking is allowed in areas painted or striped with yellow paint. This is done to prevent blocking of driveways, crosswalks, and building entrances. Some parking spaces are reserved from 7:00 AM to 5:00 PM, Monday-Friday. Resident Director and handicap parking are reserved at all times. Students may use all non-designated spaces. At off-site campuses, students may be required to purchase parking permits or pay fees. Contact the Adult and Graduate Studies Office for details. For safety, students are encouraged to leave class together at night.

## VISITORS IN THE CLASSROOM

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



e-mail or through a written statement prior to a course start. Such assistance should be temporary as the continual distraction of non-student visitors detracts from the academic environment.

## SCHEDULE CHANGES

### Leave of Absence

Some students may need to leave school for a period of time. Currently, students are eligible to incorporate a break of up to six months into their schedule. However, they must be scheduled to take a course after the leave to avoid being considered dormant and being withdrawn from the university. If a student wishes to take a leave of absence, they may begin the process by contacting their assigned academic advisor or emailing the general advising department's address: AGSAdvising@ohiochristian.edu.

### Withdrawal

Students who need to withdraw from a course or program should always make an official contact via email with their assigned Academic Advisor.

A withdrawal from a course or program often requires adjustments to financial aid, per U.S. Department of Education and/or State of Ohio regulations. The Financial Aid office makes that determination and any necessary adjustments upon receiving documentation of the course or program withdrawal. The student is responsible for any outstanding balance incurred as a result of this process.

- When dropping a course, a student must inform the Financial Aid office of their continued enrollment intention within 45 days of their last date of attendance, in order to keep his/her financial aid in good standing.
- Withdrawals affect the student's completion rate. (See GPA Requirements on p. 34)

### Withdrawals from Program

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

### Withdrawals from Individual Courses

Students withdrawing from a course after the semester begins will be charged a \$75 drop fee and their tuition adjusted to reflect the number of credits carried for that semester. Please contact the Financial Aid Office, as dropping a class from the semester may change aid eligibility.

- Students can only withdraw up to the course end date listed in Sonis if they want to receive a grade of

“W” for the course. Students withdrawing after that date will receive the earned grade in the course.

- Students who do not attend any sessions of a course for which they have registered should contact their Academic Advisor to be withdrawn from the course, and their account will be credited for the tuition.\*
- If a student does not attend/participate any week of a class, they will be credited one hundred percent of their tuition.\*
- If a student attends/participates the first week of the class, they will be credited eighty percent of their tuition.\*
- If a student does not participate the first week, but attends/participates the second week, they are no longer eligible to be credited for the tuition.\*
- If a student participates in the first and second week and withdraws they are eligible for 60% tuition credit. If a student participates in three weeks and withdraws they will not receive tuition credit.\*
- If a student has already received textbooks for the courses, it is recommended the books be returned immediately for credit. Many courses change books or update editions without notice.

\*Amounts credited to Georgia students may vary slightly.

### Course Changes

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

### Changes to Administratively-Initiated Cohort or Individual Schedules

The university reserves the right to change a cohort schedule and/or an individual's schedule including, but not limited to, moving cohorts or individuals from an onsite location to online, moving cohorts from one site location to another, or combining cohorts and thereby terminating one schedule and creating a new schedule. Cohort schedule changes should be rare but are done occasionally to provide a better learning experience for students, eliminate disruptions, or to maintain financial viability for the institution.

## CONTINUAL ACADEMIC PROGRESS (CAP)

Students must continue to make progress toward earning a degree or certificate by enrolling and passing at least one course every four months. Students who do not meet this basic enrollment requirement may be suspended or dismissed from the university.



Students who are dismissed due to this policy may reapply after the period of suspension is served. Students who are readmitted will remain on Continual Academic Progress (CAP) probation until they have enrolled and passed their first class. Students who successfully appeal CAP Suspension and return on continual academic progress probation must successfully complete with a passing grade the first class for which they register, or they will be dismissed from the program. Once a student successfully completes a course, the probation status will be lifted.

Students have the opportunity to appeal CAP Suspension by following the instructions outlined in the Appeals Policies Quick Reference section (p. 31).

## BEHAVIORAL STANDARDS

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

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

### Professional Behavior in The Classroom

Students are expected to act with professionalism and respect in the face-to-face or virtual classroom context, both toward peers and instructors. Behavior such as yelling or screaming, threats, crude remarks, uncooperative actions or attitudes, and hateful or demeaning language in written or verbal form will not be tolerated. Actions or words that can reasonably be interpreted as physical threats will likely be reported to local authorities and may lead to the immediate dismissal from the program.

### Profile Photographs and Pictures Shared in Class

Photographs shared in the learning management system, OCU e-mail, or other OCU sponsored technology for OCU classes or activities must be professional in character and non-provocative.

### Standard of Dress

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

### Firearms and Explosives

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

### Harassment

The university will not tolerate harassment or abuse of any member of the university community against any other. Students who are deemed a serious risk of imminent harm to themselves or others may be dismissed immediately. A student should report any incident via telephone or email to the Assistant Vice President (AVP) of AGS Student Services. Questions regarding the Harassment Policy may be directed to the AVP of AGS Student Services.

### Personal Property

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

### Theft/Unlawful Entry

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



## Possession and Use of Controlled Substances and Tobacco

The possession and use of alcoholic beverages of any description, non-medical narcotics, or hallucinogenic drugs, including marijuana, is completely and strictly prohibited on the campus of Ohio Christian University and denominational grounds at all times. Students should adhere to the policy at additional university sites. Those in violation risk immediate dismissal and will be subject to civil penalty as well.

All tobacco is prohibited on the university campus and denominational grounds at all times. It is expected that any student that has a habit of tobacco use will make every effort to quit. Counseling and other assistance is available. The use of e-Cigarettes is also prohibited inside any site owned or rented by the university.

The university reserves the right to enforce accountability guidelines when deemed necessary. Ohio Christian University is a drug, alcohol, and tobacco free environment. For further information, access the Alcohol and Drug Abuse Prevention Handbook at [www.ohiochristian.edu/file/drug-alcohol-abuse-prevention-handbook-3pdf](http://www.ohiochristian.edu/file/drug-alcohol-abuse-prevention-handbook-3pdf).

## Felony Arrests

Students indicted on felony charges by a local, state, or by the federal government may be suspended pending the outcome of a trial. Students convicted of a felony will be dismissed from the program.

## Copyright Infringement

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. Students, faculty, staff, or employees who engage in illegal or unauthorized distribution of copyrighted materials using the school's information technology system will OCU's copyright policy web page includes a description of the school's policies, including disciplinary actions that are taken against offenders, and may be viewed at [www.ohiochristian.edu/about-ocu/copyright-policy](http://www.ohiochristian.edu/about-ocu/copyright-policy).

## Netiquette

OCU expects students to treat one another with dignity and respect. This applies to the etiquette used to communicate via the internet, also known as Netiquette. Shea (1994) created ten basic core rules of Netiquette, listed below:

- Rule 1: Remember the human
- Rule 2: Adhere to the same standards of behavior online that you follow in real life
- Rule 3: Know where you are in cyberspace

- Rule 4: Respect other people's time and bandwidth
- Rule 5: Make yourself look good online
- Rule 6: Share expert knowledge
- Rule 7: Help keep flame wars under control
- Rule 8: Respect other people's privacy
- Rule 9: Don't abuse your power
- Rule 10: Be forgiving of other people's mistakes

Shea, V. (1994). *Netiquette*. San Rafael, CA: Albion Books.

## Violation of Behavioral Standards

### Disciplinary Process

All offenses will be handled on an individual basis. Any and all disciplinary sanctions may be applied. Some offenses may be considered minor in nature, while others are of greater concern and will result in action that is reflective of its nature. Penalties will increase if offenses accumulate or if more than one offense is involved in any incident. Students should be aware that all federal, state, and local laws apply as well. Enrollment in no way negates coverage from civil law. Penalty from civil law does not exempt students from further discipline by the university. The university reserves the right to discipline students for conduct off the university premises if such conduct is detrimental to the reputation of the university or its mission.

### Discipline Sanctions

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

Potential actions in the event of irresponsible behavior include:

- **Written Warning:** Student receives a letter from the university informing them that they have engaged in behavior that is in violation of Ohio Christian University Behavioral Standards. If they should continue to engage in this behavior or any other behavior that is in violation of the university Behavioral Standards, more serious actions may be taken by the university. Written warnings may take the form of email or regular mail and will be clearly marked such.
- **Request for Voluntary Withdrawal:** A student may be asked to withdraw for their best interest.
- **Suspension:** Temporary immediate removal from academic status and other privileges for a designated period for the purpose of concentrated institutional and personal assessment of the student's ability to benefit from an OCU educational experience. During this assessment period, the student is not allowed on campus nor to access the university



virtual campus. Participation in any university sponsored events is prohibited.

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

### Appeal Procedure

Students are provided the opportunity to appeal any disciplinary decision by submitting their appeal in writing to [AGSAppeal@ohiochristian.edu](mailto:AGSAppeal@ohiochristian.edu) within five

business days of receiving notification of the disciplinary action taken.

### Request for Readmission

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



# ACADEMIC SERVICES & POLICIES





## A Message from the Provost

Pursuing a college education should be a joy-filled, exciting, challenging adventure that expands your horizons. It can at times be daunting but is worth the investment of both time and treasure if you allow the experiences to inform your soul and open your mind to the wonderful possibilities that God has made. I am glad that you have chosen Ohio Christian University. It is a place that provides a holistic education of heart, mind, and soul.

Let me encourage you to take advantage of the opportunities that surround you here. Seek new friendships in your courses to enlarge your circle of knowledge and opportunities. Be open to areas of study of which you were previously unaware or may even fear and get to know the wonderful faculty who teach those subjects. Engage in an internship or work in a field that is new to you. Actively seek to learn something wonderful every time you step into the classroom or have deep discussions with your peers.

On behalf of the faculty, I hope you savor your time at Ohio Christian University by enriching your understanding of God, developing your mind, and building friendships that last a lifetime.

Bradford Sample, Ph.D.  
Provost



## ACADEMIC SERVICES INTRODUCTION

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

## ADULT & GRADUATE STUDIES PROGRAM BENEFITS

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

- Complete an associate, bachelor's, or master's degree quickly. (Bachelor's programs are in a degree completion format and require 50 credits of previous college work.)
- Convert significant prior learning into undergraduate credits by documenting past training, work-related experience, and prior learning.
- Attend class only once each week, or asynchronously online, and minimize interference with work schedules and family responsibilities.
- Improve written, oral, and computer skills, and strengthen their abilities to maximize ministry responsibilities and/or leadership skills.
- Meet in a collaborative format and benefit from the varied experiences and ideas of classmates.
- Obtain a degree that could open a wide range of opportunities, including pursuing graduate or post-graduate studies.
- Attend small classes with the same students, developing teamwork skills and mutual support.
- Receive individualized instruction and specific attention to problem areas.
- Gain satisfaction by fulfilling an educational goal.

## 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. (Eastern Time), Saturday from 8:30 a.m. to 12:30 p.m. (Eastern Time), or primarily in an asynchronous online format for the duration of each

program. Additionally, some programs offer hybrid courses.

Organized into a group, called a cohort, students advance through the program together. The university presents the curricula in a syllabus with detailed assignments for each week.

## DEFINITION OF A CREDIT HOUR

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time, or
- At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work and other academic work leading to the award of credit hours.

## ACADEMIC CALENDAR

Because we understand the importance of family, work, and other commitments, we offer both the online and onsite options for students. Students enroll in groups called cohorts and progress through the programs taking consecutive courses together, except for major holidays.

### Adult and Graduate Studies Degree Options

Undergraduate courses are typically five weeks in length, while graduate courses are usually six weeks in length. The calendar year begins on July 1st and is categorized into two semesters—Fall and Spring—with each semester comprised of 20-24 weeks. The semester in which a course is categorized depends upon the course start date.

### OCUOnline Plus Degree Options

OCUOnline Plus courses are eight weeks in length offering two eight-week terms during the fall semester, two eight-week terms during the spring semester, and one optional eight-week term in the summer.

See pages 65-70 for OCUOnline Plus details.



## 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 obtain dates for Information Sessions or to schedule an individual conversation, please email the College of Adult and Graduate Studies at [AGSEnroll@ohiochristian.edu](mailto:AGSEnroll@ohiochristian.edu).

## FACULTY

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

To facilitate non-traditional programs at multiple sites and online, the university partners with excellent faculty at several levels: administrative, full-time instructional, full-time affiliate, adjuncts, and mentees in training.

Faculty members in all categories are fully qualified in academics and experience, desire to teach adults effectively, and have a committed relationship with God.

## LIBRARY

The Maxwell Library exists to support the curricular needs of students and faculty. The Library is continuing to expand its resources to support the curricula and to promote student academic success. Library hours are posted on the university's website. The Library's Discovery Service gives students online access to multiple electronic materials such as journal and newspaper articles, eBooks, and theses or dissertations. Additionally, the university is a full member in OhioLINK, a consortium of Ohio academic libraries, which circulates print books and other physical materials between member institutions. Physical materials can be requested via the Discovery Service and

collected/returned at participating OhioLINK libraries. For help with requests or renewals, email the library at [Library@ohiochristian.edu](mailto:Library@ohiochristian.edu).

## ONLINE COURSES

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

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

Within the learning management system, the navigation provides easy maneuvering through courses.

Communication is available in a variety of methods, including instant chat, email, and the threaded discussion experience similarly found in social media. OCU students are given a free license to use Microsoft Office 365™. Microsoft®Word™ is required for activities requiring a written submission. Microsoft® Excel™ and PowerPoint™ files are also required for some courses.

## TECHNOLOGY REQUIREMENTS

### SYSTEM REQUIREMENTS FOR AGS STUDENTS

Students taking onsite, online, or hybrid courses access course materials and submit assignments using an online learning management system. Students may use either a Windows or Apple computer provided the computer meets the minimum hardware and software requirements noted below:

- OS - Windows 7 (64-bit version) or OSX 10.13.6 (High Sierra)
- Processor - Intel Core i3, i5, or higher
- CPU - 2.4 GHz or higher
- RAM - 4 GB
- USB port - 1 or more
- Sound card and speakers
- Display - 1024 x 768 or higher resolution
- Internet access - 5 Mbps or higher download speed
- Current Web browser - requires an up-to-date version of Google Chrome 35+, Mozilla Firefox 42+, Microsoft Edge 20+, or Safari 8+ (Apple only)



- Webcam and microphone – (Required for OCUOnline Plus students. Optional but highly recommended for Adult & Graduate students.)
- Microsoft Office 365™ - students and faculty receive free licenses to Word, Excel, PowerPoint, and Outlook

NOTE: Some disciplines use software that requires a Windows operating system, such as Business requires Access™.

Students choosing to use Apple products are responsible for ensuring they have access to a computer capable of running the necessary Windows operating system and software required for their courses.

## Internet Access

### Computer Labs

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

### University Systems

Students access SONIS student information system for grades and statements of student accounts. All students are expected to use their university email account. Students access learning materials through the learning management system (learn.ohiochristian.edu). Courses require students to have access to the Internet for weekly homework and assignments. It is the student's responsibility to secure access to the Internet.

### Homework Submission Requirements

Students must use Microsoft®Word™ documents when submitting assignments. Microsoft®Excel™, PowerPoint™, and Access™ will be needed for some courses. Refer to the syllabus for course specific requirements.

### Technology Assistance

The university encourages students to use technology to enhance their personal educational experience. The IT Helpdesk provides assistance accessing university systems. Student user accounts are assigned upon their enrollment and may contact BlazerTech@ohiochristian.edu for access information and other inquiries.

### Internet Monitoring

The university reserves the right to restrict students on main campus, remote sites, and online platforms from accessing Internet not consistent with the standards of Ohio Christian University. The university further reserves the right to monitor use of technology resources on and off campus. Violations of policy will be handled through the disciplinary process.

## ACADEMIC HONESTY POLICY

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

Academic dishonesty includes the following:

- Cheating on assignments and tests.
- Plagiarism. The student is responsible for knowing the legitimate and illegitimate use of source material in written work. Faculty members are expected to be aware of and make decisions on instances of plagiarism. As a general guideline, plagiarism is defined by Lucas (2010) as “presenting another person’s language or ideas as one’s own” (p. 36). Lucas describes three types of plagiarism.
  - *Global plagiarism*: “stealing a paper or speech entirely from a single source and passing it off as one’s own.”
  - *Patchwork plagiarism*: “stealing ideas or language from two or three sources and passing them off as one’s own.”
  - *Incremental plagiarism*: “failing to give credit for particular parts of a paper or speech that are borrowed from other people.”\*
- 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.)
- Allowing another student to submit writing that is not their own.
- Any act that violates the rights of other students completing their academic assignments (e.g., sabotaging another student’s work).

\*Lucas, S. E. (2010). *The Art of Public Speaking*. New York: McGraw-Hill.

All instances of academic dishonesty must be reported by the faculty member to the Academic Office using AGSHonestyPolicy@ohiochristian.edu for recording in the student’s permanent file.

If faculty need assistance determining whether a paper is plagiarized according to the OCU policy, insert “Assistance Needed” in the subject line or contact the program director for assistance. The ramifications depend on whether the student is enrolled in an undergraduate or a graduate program.

- **Undergraduate**: For a student’s first offense, he/she will earn a zero grade on the assignment. Failing a final or significant assignment may result in failure of the entire course. For the second offense, the



student will fail the course and be placed on academic probation. For the third offense, the student will fail the course and may be suspended from Ohio Christian University.

- **Graduate:** For the student's first offense, the student will fail the course and be placed on academic probation. For the second offense, the student will fail the course and be suspended from Ohio Christian University.

A student who has been suspended for academic reasons may petition for readmission after six months. Returned students receiving another academic dishonesty offense will receive permanent expulsion.

A student wishing to appeal the decision may follow the Academic Policy Grievance instructions on p. 30.

## ATTENDANCE POLICY

### Students Taking Onsite Classes

#### Tardy

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

#### Absence

A student may be allowed one absence in courses that are four class sessions or more in length. Students are not allowed an absence for any course that has three class sessions or fewer in length. Even if an absence is for a legitimate reason or approved by appeal, participation points will still be deducted. Homework assignments for the class missed are still due as scheduled. Students exceeding the allowed tardies/absences will be given a withdrawal grade. The only exception is for military reserve personnel fulfilling annual training requirements.

#### Late Instructor

Should an instructor be late for a class session, students are expected to wait a minimum of 30 minutes after the official start time for the class and contact the site coordinator, Student Services, or the Answer Center, before leaving. If the instructor arrives within that 30-minute period and any student has left, the student will be counted as absent for the class session. If the instructor does not arrive within the 30-minute period,

the students may leave and arrangements will be made to make up those class hours sometime during the time frame of the course or additional assignments will be given.

#### Cancellation of Onsite Classes

Ohio Christian University offers classes at many different locations throughout the states of Ohio and Georgia.

Weather can vary greatly at these campus locations. Each location will constitute a separate evaluation and decision process, and therefore, class cancellations due to weather issues may apply to some but not all locations. When possible, school closing will be determined by 3:00 p.m. the day for which classes are scheduled or by Friday evening for Saturday morning classes.

Students and professors will be notified through their OCU email account and telephone (as possible) if classes at their specific location are canceled. Students may also call the Answer Center at 1-844-726-7937 after 3 p.m. for the most up-to-date information. This information is also posted on the OCU website and in the learning management system.

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

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

### Students Taking Online Classes

#### Absence

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

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.

### Students Taking Hybrid Classes

#### Absence

A student is considered present if they participate in the onsite portion of the hybrid course. The student is considered participating in the onsite portion if they are present at the beginning of the class and remain the entire class session. A student may be allowed one absence in courses that are four weeks or more in length.



No absences are allowed in courses that are three weeks or shorter in length.

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.

### **Absence Appeal for Onsite Courses**

An absence appeal may be filed when emergency circumstances arise leading to more than the allowed absences. Absence appeals are only permitted for onsite and hybrid courses, not for online courses when there are seven days in which to participate. Assignments are still due according to the original due dates. Participation points will not be awarded, since class discussions were missed.

Please contact your Academic Advisor to obtain and complete the appropriate form in such situations. Contact must be made and the appeal form submitted within 7 days of the absence. Documentation that supports the absence request will be required for request consideration. See the Appeals Policies Quick Reference section on p. 25 for specific instructions.

### **Military-Friendly Attendance and Assignment Submission Policy**

Ohio Christian University faculty are to reasonably accommodate reserve and active military personnel if they are assigned or re-assigned to areas that would interfere with normal student attendance and/or assignment submission in a course.

It is the student's responsibility to contact AGS appeals (AGSAppeals@ohiochristian.edu) and provide documentation regarding a deployment that will impact the student's ability to participate normally in a course.

Student requests will be reviewed on a case-by-case basis and decisions will be made by the AGS Appeals Committee, working with the Program Director, depending on the nature of the course and course assignments, timing of participation / assignment submission, and the length of time of the interference with normal course activity.

Overall, if a student's deployment will interfere with 45-100% of the course and OCU is notified before the course begins or quickly after a course begins, the student should drop the course and OCU should void all fees.

If a student's deployment will interfere with 40% or less of the course (2 weeks out of 5) and the coursework is such that it is possible to accommodate the student, faculty will be instructed to allow students to turn in work up to 14 days past the late due date, grade the

work without a late penalty, and create extra assignments that will count toward group work and discussion credit. Depending on the nature of the deployment, it may be best to provide the student with an incomplete grade if the 40% falls in the last 2 weeks of the course.

The AGS Appeals Committee decision will meet the requirements for attendance until the time when the student is supposed to participate in class or meets the 45% threshold for withdraw.

### **Auditing Courses**

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

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

### **Senior Citizens**

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

### **Non-Degree-Seeking Students**

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

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

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

### **Identity Fraud**

Enrolled students must complete their own assignments and exams. Any enrolled student who retains a third



party to complete assignments and/or exams on the enrolled student's behalf has committed identity fraud. Identity fraud will result in immediate dismissal.

### Directed Study

A student who needs a required course that is not available in the regular schedule may contact their Academic Advisor to schedule a directed study course. Directed study courses are offered through the learning management system for the convenience of the student and faculty. The duration of a directed study course is the same as the regular schedule course on which it is based. Typically, students are charged a directed study fee per credit hour in addition to regular tuition charges. The university reserves the right to change classes with small enrollment to directed study at no extra cost to the student.

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

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law (section 9528), gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. With certain exceptions FERPA requires Ohio Christian University to obtain written consent prior to the disclosure of personally identifiable information from education records.

### Directory Information

Directory information is generally not considered harmful or an invasion of privacy if released. However, if a student does not want Ohio Christian University to disclose directory information from education records without prior written consent, he or she must notify the university in writing by the first day that classes begin in each semester.

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

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

- Name
- Current enrollment
- Local address as a student
- Permanent address as a student
- Local telephone number

### Other Rights Under FERPA

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

- The right to inspect and review education records within 45 days of the day the college receives a request for access. You may submit to the Registrar a written request identifying the record(s) you wish to inspect. The registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise you of the correct official to whom the request should be addressed.
- The right to request the amendment of education records that you believe to be inaccurate or misleading. You may request that the university amend a record you believe is inaccurate or misleading. You should write the official responsible for the record, clearly identify the part of the record you want changed and specify why it is inaccurate or misleading. If the university decides not to amend the record as you requested, you will be notified of the decision and advised of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided when you are notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. FERPA allows disclosure without consent to school officials with legitimate educational interests in the information. A school official is a person employed by the university in an



administrative, supervisory, academic, or support staff position (including security and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university also is permitted to disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

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

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

## TITLE IX

Ohio Christian University admits students of any race, color, national and ethnic origin, handicap, or disability 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. For the full policy and process, visit [www.ohiochristian.edu/compliance](http://www.ohiochristian.edu/compliance).

Questions regarding Title IX may be referred to OCU's Title IX Coordinator:

Title IX Coordinator  
1476 Lancaster Pike

Circleville, OH 43113  
Phone: 740.477.7741  
Email: [TitleIX@ohiochristian.edu](mailto:TitleIX@ohiochristian.edu)

## GRADE APPEAL GRIEVANCE

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

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

### Grade Appeal

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

- The student must first contact the instructor for full explanation of the grade given and the basis for assigning the grade.
- If there is no resolution, then the student may file a grade appeal request by emailing a request letter and any supporting documents to [AGSAppeal@ohiochristian.edu](mailto:AGSAppeal@ohiochristian.edu). If a grade appeal request is not received by the university within 6 weeks of the end date of the course indicated in SONIS, then the student will forfeit any further right to appeal.
- After the university receives the grade appeal request form, it will be forwarded to the instructor for a response.

The Academic Appeals Committee will meet to review the form and submitted documents. The decision of the committee will be final and binding upon all parties.

## ACADEMIC POLICY GRIEVANCE

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

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



- The student may request that the matter be reviewed by the Academic Appeals Committee by filing a formal request in writing to AGSAppeal@ohiochristian.edu. The Academic Appeals Committee will notify the student of the decision in writing.
- The student may appeal the Academic Appeals Committee decision to the Dean, College of Adult and Graduate Studies, by submission of a written request to AGSAppeal@ohiochristian.edu. If the university does not receive a properly completed written request within 15 calendar days of the date on which the notice in step 2 was sent, then the student will forfeit any further right to appeal. The decision of the Academic Appeals Committee will be final and binding upon all parties.

## LATE HOMEWORK POLICY

### Onsite

All assignments must be turned in by 6:30 p.m. the night of class or 9:00 a.m. for Saturday classes. Some course finals are due 7 days after the end date of the course to provide students the opportunity to use information they learn from the last session of the course.

### Online

All assignments are due the last day of each school week; for example, a Tuesday to Monday school week requires all assignments to be submitted by midnight Eastern Time each Monday. Some of the course finals are due 7 days after the end date of the course to provide students with the opportunity to use information they learn from the last session of the course.

### Late Submission Deductions

Assignments may be submitted after the due date, earning the following deductions:

- 10% deduction - up to 1 day late
- 20% deduction - 2 days late
- 50% deduction - 3-7 days late

Assignments submitted on or after the 8th day will not be graded and will earn zero. This policy over rules any information in course syllabi.

## INDEPENDENT STUDY

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

## APPLICABLE CATALOG

Catalog requirements for policies and processes may change with each edition of the catalog. The applicable catalog is either the current catalog for policies and processes or the catalog existing at the time of the student's enrolling or changing of a degree program for degree requirements. (Please refer to the Applicable Catalog in the following table.)

Last Course	Applicable Catalog	Process
Less than 6 months	Previously Assigned	Reenroll with a recruiter
6-12 Months	Current	Reenroll with a recruiter
More than 12 Months	Current	Complete application, reenroll with a recruiter

## CHANGE OF INFORMATION NOTICE

The information contained in this catalog was accurate at the time of publication. Following publication, any of the catalog information may change without notice, including, without limitation, the information regarding tuition, fees, class schedule, student calendar, program outline, course descriptions, curricula, faculty, student services, administrative policies, and financial assistance. The most up-to-date catalog can be found at [www.ohiochristian.edu/catalog](http://www.ohiochristian.edu/catalog).



## APPEALS POLICIES QUICK REFERENCE

AGS policies are created with busy adult learners in mind. Students have the opportunity to appeal a policy decision if they meet the required timeframe and complete all steps in the instructions. Use this index to quickly identify the appeals process for a particular policy and refer to the catalog page covering additional context.

Policy Appeals	How to Submit	Summary Explanation
<b>Absence Appeal</b> (see p. 21)	Send an email to AGSAppeal@ohiochristian.edu	<ul style="list-style-type: none"> <li>• Must submit appeal within 7 days of absence</li> <li>• For onsite courses only</li> <li>• Documentation that supports the absence appeal</li> <li>• Assignments due according to original due date</li> <li>• Participation points will not be awarded</li> </ul>
<b>Academic Policy Grievance Appeal</b> (see p. 24)	Send an email to AGSAppeal@ohiochristian.edu	<ul style="list-style-type: none"> <li>• Involves situations in which a student believes that the university has not followed published academic policies</li> <li>• Student should first contact the person who has made the decision for a full explanation</li> <li>• The student may request that the matter be reviewed by the Academic Appeals Committee</li> <li>• The student may appeal the Academic Appeals Committee decision to the Academic Dean</li> </ul>
<b>Continual Academic Progress Appeal</b> (see p. 13)	Send an email to AGSAppeal@ohiochristian.edu	<ul style="list-style-type: none"> <li>• Must submit appeal within five business days of receiving mailed written notification of the dismissal</li> <li>• Must successfully complete at least one course every four months</li> <li>• If appeal is declined, student may re-apply after six months</li> </ul>
<b>Disciplinary Appeal</b> (see p. 15)	Send an email to AGSAppeal@ohiochristian.edu	<ul style="list-style-type: none"> <li>• Must submit appeal within five business days of receiving notification of the disciplinary action taken</li> </ul>
<b>GPA Suspension/ Academic Appeal</b> (see p. 34 for undergraduate and p. 80 for graduate)	Send an email to AGSAppeal@ohiochristian.edu	<ul style="list-style-type: none"> <li>• Must submit within one month of suspension notification</li> <li>• Provide an account of the extenuating circumstances, such as military service, hospitalization, or death in the immediate family</li> </ul>
<b>Grade Appeal</b> (see p. 24)	Send an email to AGSAppeal@ohiochristian.edu.	<ul style="list-style-type: none"> <li>• Must submit appeal within 6 weeks of end date listed in SONIS</li> <li>• Reasons to submit grade appeal: (a) instructor has not followed fair grading practice or (b) has not followed published grading policy</li> <li>• Student must first contact the instructor for full explanation of the grade given</li> <li>• If there is no resolution, submit an appeal with supporting documentation</li> </ul>
<b>Incomplete</b> (see p. 33 for undergraduate and p. 74 for graduate)	Send an email to AGSAppeal@ohiochristian.edu.	<ul style="list-style-type: none"> <li>• Must submit appeal no later than last week of course. If the emergency occurs in the last week, the request must be made within 14 days of end date in SONIS</li> <li>• Must have completed 50% of the course</li> <li>• Documentation that supports the incomplete appeal request.</li> </ul>



Policy Appeals	How to Submit	Summary Explanation
		<ul style="list-style-type: none"> <li>• Alternative assignments for participation will be assigned for class sessions approved</li> <li>• Assignments due for class sessions prior to the incomplete may not be made up</li> <li>• Deadline to submit work is five weeks from the end date of the course in SONIS</li> </ul>
<b>Prior Learning Assessment Appeal</b> (see p. 30)	Send an email to AGSAppeal@ohiochristian.edu.	<ul style="list-style-type: none"> <li>• Students must appeal to obtain permission to write for major credit PLA</li> </ul>
<b>Request for Readmission</b> (see p. 34 for undergraduate and p. 74 for graduate)	Send an email to AGSAppeal@ohiochristian.edu.	<ul style="list-style-type: none"> <li>• Students suspended for GPA reasons may reapply after six months from the end date of the last course</li> <li>• Provide a thorough account of the actions that led to his/her dismissal and a strategy for successfully continuing studies</li> </ul>
<b>Request for Withdrawal from Course</b> (see p. 13)	Send an email to AGSAppeal@ohiochristian.edu.	<ul style="list-style-type: none"> <li>• If student does not attend/participate, they receive 100% tuition credit</li> <li>• If student only participates in week one, they receive 80% tuition credit</li> <li>• If student participates in week two, they are no longer eligible for tuition credit</li> <li>• Drop fee applies for courses dropped after the semester begins</li> <li>• A withdrawal from a course often requires adjustments to financial aid. Contact Financial Aid office to discuss these adjustments</li> <li>• Withdrawal from course affects student's completion rate</li> </ul>
<b>Satisfactory Academic Progress</b> (see pp. 8-9)	Submit a legible letter, a completed Financial Aid Appeal Form, and supporting documentation to the OCU Financial Aid Office.	<ul style="list-style-type: none"> <li>• Must submit no later than 15 business days before the end of the term for which reinstatement is desired</li> <li>• Supporting documentation must explain in detail why the</li> <li>• student failed to meet the minimum academic standards</li> </ul>





# UNDERGRADUATE STUDIES

The College of Adult and Graduate Studies offers Associate of Arts, Associate of Science, Bachelor of Arts, Bachelor of Science, and Bachelor of Science in Nursing degrees. These degrees and majors are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

## UNDERGRADUATE MAJORS

### Associate Majors

- Associate of Arts with a major in Business
- Associate of Arts with a major in Christian Ministry
- Associate of Arts with a major in Human Services
- Associate of Arts with a major in Interdisciplinary Studies
- Associate of Science with a major in Information Technology

### Bachelor's Majors

- Bachelor of Arts with a major in Accounting
- Bachelor of Arts with a major in Biblical Studies
- Bachelor of Arts with a major in Business
  - Accounting Concentration
  - Agribusiness Concentration
  - Criminal Justice Concentration
  - Digital Multi-Media Production Concentration
  - Emergency Management Concentration
  - Health Information Technology
  - Healthcare Management Concentration
  - Human Resources Concentration
  - Logistics Management Concentration
  - Organizational Leadership Concentration
- Bachelor of Arts with a major in Criminal Justice
- Bachelor of Arts with a major in English
- Bachelor of Arts with a major in History
- Bachelor of Arts with a major in Human Services
- Bachelor of Arts with a major in Interdisciplinary Studies
- Bachelor of Arts with a major in Leadership and Ministry
  - Biblical Studies Concentration
  - Church Planting Concentration
  - Intercultural Ministries Concentration
  - Organizational Leadership Concentration
  - Pastoral Ministry Concentration
- Bachelor of Arts with a major in Marketing & Consumer Behavior
- Bachelor of Arts with a major in Political Science
- Bachelor of Arts with a major in Psychology
- Bachelor of Arts with a major in Substance Abuse Counseling

- Bachelor of Science with a major in Data Analytics
- Bachelor of Science with a major in Information Technology
- Bachelor of Science in Nursing

## ADMISSION REQUIREMENTS

### Application Process

Students must complete the admissions process before they are eligible to start classes. Pieces that must be included in the file before being considered for admission are:

- Students seeking to complete an associate degree and having less than 12 transferable college credits must submit a legible copy of an official high school transcript or GED as proof of high school equivalency.
- Students seeking to complete a degree must submit official transcripts of prior college work from all institutions previously attended. Official transcripts must be sent to the Ohio Christian University College of Adult and Graduate Studies by fax from the sending institution or by mail from the sending institution in a sealed envelope.
- Completed and signed application and application fee paid (non-refundable).
- Transcript review of prior college credit (if applicable).
- ACT/SAT/CLT scores (for OCUOnline Plus only)

Readmit: See Applicable Catalog, p. 25.

### Vaccinations

The College of Adult & Graduate Studies does not require the submission of health/immunization records for admission or enrollment. The College recommends that all applicants, students, and their families review the list of recommended vaccines that has been compiled by the American College Health Association (ACHA) with assistance from the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). The College also recommends that all students maintain these recommended vaccinations.

### Admission Requirements - Associate of Arts and Associate of Sciences

- Official copy of a high school transcript or GED as proof of high school equivalency.
- Application form and payment of Application Fee.

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



## Admission Requirements - Bachelor of Arts and Bachelor of Science

- A minimum of 50 semester credits from an institution of higher learning accredited regionally or by ABHE.
- Official transcript directly from all institutions previously attended.
- GPA of 2.0 or better (on a 4.0 scale) on all prior work.
- Application form and payment of Application Fee.
- Ministry Reference Form (for the BA with a major in Leadership and Ministry in the Church Planting and Pastoral Ministry Concentrations only).

Any applicant not meeting the above-stated requirements may petition the Dean for special consideration by writing a letter requesting admission to:

Dean  
College of Adult & Graduate Studies  
1476 Lancaster Pike, Circleville, OH 43113

## Admission Requirements - OCUOnline Plus

OCUOnline Plus specific admission requirements can be found on p. 65.

## Admission Requirements - Bachelor of Science in Nursing

- A minimum of 50 semester credits from an institution of higher learning accredited regionally. Diploma nursing program graduates will receive individual advising for course equivalency for transfer. A maximum of 80 credit hours may be transferred.
- Official transcript directly from all institutions previously attended.
- GPA of 2.0 or better (on a 4.0) on all prior work.
- Application form and payment of Application Fee.
- The BSN degree requires all candidates to hold a current, unencumbered Registered Nurse License throughout the program. Recent graduates from a nursing program who are candidates for the NCLEX will be given consideration for enrollment while in pursuit of a successful NCLEX.
- The university will not accept a microbiology class as a substitute for NUR4040 Pathophysiology for Nurses.

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

## Probationary Admission

Students applying for admission with less than the required cumulative GPA in completed college work may be admitted on GPA Requirements probation until they complete the first semester, after which their status will be re-examined. (See GPA Requirements table on p. 34)

## Undergraduate Transfer Student Policy

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

- The student seeking enrollment by transfer from another college will complete the regular admission process with the addition of a transcript review supplied by OCU.
- 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 the College of Adult and Graduate Studies, providing the courses were taken at a regionally or ABHE accredited college/university.
- Credits earned at an institution that does not hold regional or Association of Biblical Higher Education (ABHE) accreditation will be accepted only after probationary study at OCU of 30 credit hours and achievement of a 2.0 average or better. The maximum number of credits transferable from a school without regional or ABHE accreditation is less than half of the total program.
- Bible and theology courses will only be accepted for transfer credit if earned from ABHE, Council of Christian Colleges and Universities, or other approved institutions.
- Courses must be for college credit (i.e., not development).
- Each applicant for transfer admission will be notified of the specific course credits or equivalents to be granted by OCU. OCU uses semester hours. One quarter hour is worth 0.67 of a semester hour.

## Advanced Standing

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

- To be eligible for advanced standing in undergraduate programs, students must earn at least 51% of the credits from OCU, unless specifically prohibited by the department. Any prohibitions will be noted in the program sections of this catalog. The courses must be equivalent in content and equal in credit weight to be considered.
- Students requesting advanced standing should understand that hours granted in advanced standing



must be made up with other hours to meet the graduation requirements (60 hours for associate and 120 hours for bachelor). Advanced standing is normally established at the transcript review.

Advanced standing requests must be made prior to the semester in which the course in question occurs.

### International Student Policy

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

The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:

- IELTS - minimum 5.5
- Test of English as a Foreign Language (TOEFL): minimum score of 500 paper based, 178 computer based, or 70 internet based.

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

### Credit by Examination

The university accepts credit for knowledge demonstrated by CLEP exams. College Level Examination Program (CLEP) is a national set of exams on selected topics, offered on a regular schedule. For more information consult the web page at [www.collegeboard.org/clep](http://www.collegeboard.org/clep).

The university also accepts DANTES or DSST credits. Please see [www.getcollegedcredit.com](http://www.getcollegedcredit.com) for more information.

### Sponsored Pastoral Training (SPT)

- Adults entering with completed home study credits, authenticated by their denomination or church leadership, and combined with active ministry experience, may receive one credit hour for each course completed. SPT credit is used for general elective credit only.
- In addition to transcribed course work, receipt of credit hinges upon the students' participation in Christian Ministry on the following basis:
  - for 1 year of experience, the total number of credits accepted would not exceed 3.
  - for 2-3 years, the total number of credits would not exceed 12.

◦ for bachelors-level only, those with more than 3 years of experience the total number of credits would not exceed 24.

- Classes for which SPT credit is given cannot be considered for PLA credit. Official denominational or church transcript for course work must be submitted directly from the organization to the university.
- Students wishing to receive SPT credit must contact their Academic Advisor to apply and provide supporting documentation prior to start of second semester in program.
- All SPT credit will be charged \$50 per credit hour for evaluation and recording.
- No more than 24 semester credit hours for bachelor-level may come from SPT.
- SPT credit is not available toward graduate degrees.

### Military Service

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

The university accepts DANTES or DSST credits. (See Credit by Examination)

### Prior Learning Assessment (PLA)

Students can earn credits through a portfolio process requiring enrollment in PLA1000 Portfolio Development. A maximum of 12 semester credit hours for associate degrees, which does count toward Advanced Standing, or 24 semester credit hours for bachelor's degree may be earned by prior learning assessment (PLA). PLA credit is not used for major credit.

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

A three-credit course PLA1000 Portfolio Development is offered at various times throughout the year. Students taking this course will be instructed in prior learning assessment and how to write for college credit based upon their background and training. Students may write for up to 12 credit hours as part of the initial course work. Bachelor students may write for up to an additional 12 credits thereafter. Prior Learning Assessment (PLA) offers adult learners the opportunity to document previous learning experiences for elective college credit. This course is an introductory study of composition utilizing the KOLB model writing process.



Students will write and submit one or more KOLB model essays during the five-week course that will be evaluated for elective credit. Essays may be submitted for a period of 30 days beyond the completion of the five-week course. Essays submitted after the 30-day, extended period will not be accepted for review. Credit earned through PLA does not count toward the university's residency requirement.

### PLA Requirements

- Students registering credit that has been pre-approved by the University for PLA credit are NOT required to enroll in PLA1000. PLA transcription fees will apply.
- Students requesting PLA credit must request to be enrolled in PLA1000 Portfolio Development and complete paper(s) approved for credits. Students earn three-credit hours for a passing grade (P) for the PLA1000 course and additional credits for accepted paper(s) submitted which are added to the student's transcript.
- Students must finish all work for PLA1000 within the allotted time frame. Failure to do so may result in loss of credit for PLA1000 and/or fees being charged for the completed paper(s)/credit hours. Students desiring PLA credit beyond that achieved in the PLA1000 course must contact their Academic Advisor and agree to specific start and end dates for submission of all work. Students will write and submit one or more KOLB model essays during the five-week course that will be evaluated for elective credit. Essays may be submitted for a period of 30 days beyond the completion of the five-week course. Essays submitted after the 30-day extended period will not be accepted for review.
- Students pay the regular tuition rates of \$380/credit hour for the PLA1000 course plus a transcription fee of \$100/credit hour for all credit hours attempted.
- No more than 12 semester credit hours for associate degree or 24 semester credit hours for bachelor's degree may come from PLA. PLA credit is not available toward graduate degree requirements.

### Certification-To-Credit Program

The Certification-to-credit Program allows students to use a professional certification previously earned and apply it to a degree, saving time and money.

- An earned and current certificate must be submitted to and evaluated by the director of the academic program.
- The student must be in good academic standing with the certification at the time credit is requested.
- Contact your academic adviser as early as possible to apply for potential credits.

- Credits will be applied to the degree after 6 credits (2 courses) are completed in the degree program with a 3.0 or higher GPA.
- A transcription fee will be charged. See financial fee schedules on p. 6 for more information.
- Certifications will come in as transfer credit; therefore, they may or may not transfer to another institution.

### 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: A student must be re-enrolled and complete a minimum of 30 credit hours at Ohio Christian University before graduation.
- The new, temporary grade point average will be used for determining GPA Requirements status.
- 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.
- The grade point average used for consideration for entrance to academic programs and eligibility for scholarships and honor societies will be determined by the relevant officials or committees; they may at their discretion use both current and previous grade point averages or only the new, temporary grade point average.

### Foreign Transcripts

Transcripts from foreign institutions must be sent to an outside agency for evaluation and determination of transferable credits, degrees, and GPA. Students are responsible for the initiation of this evaluation and for any fees incurred during the process.

Agencies approved for foreign transcript evaluation include those who are members of the National Association of Credential Evaluation Services (NACES), [www.naces.org](http://www.naces.org). Member agencies include but are not limited to:

- A2Z Evaluations, LLC
- Academic Evaluation Services, Inc.



- Center for Applied Research, Evaluations, & Education
- Education International, Inc.
- Educational Credential Evaluators, Inc.
- Educational Perspectives, NFP
- Educational Records Evaluation Service, Inc.
- e-Val Reports
- Evaluation Service, Inc.
- Foreign Academic Credential Service, Inc.
- Foreign Educational Document Service
- Foundation for International Services, Inc.
- Global Credential Evaluators, Inc.
- Global Services Associates, Inc.
- International Academic Credential Evaluators, Inc.
- International Consultants of Delaware, Inc.
- International Education Research Foundation, Inc.
- Josef Silny & Associates, Inc. International Education Consultants
- SpanTran Educational Services, Inc.
- Transcript Research
- World Education Services, Inc

Students with foreign transcripts should have the evaluation completed before registration for any classes as it can take weeks for the evaluation to be received.

Exceptions may be made on a case-by-case basis for students wanting to use foreign transcripts as proof of high school graduation only. Approval for such cases is needed by the AVP of AGS Student Services.

NOTE: Completing a course or program in a language other than English may reduce employability where English is required.

## Course Load

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

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

## MULTIPLE DEGREES, MAJORS, CONCENTRATIONS, AND CERTIFICATES

### Obtaining a Second Bachelor's Degree

Please note: A master's degree is often more advantageous than a second baccalaureate degree.

Students who hold an earned baccalaureate degree from OCU or a regionally- or ABHE-accredited institution

may earn a second bachelor's degree by fulfilling the following:

1. Complete the specific requirements of the original declared major.
2. Complete 100% of the major course requirements of the second major.
3. If the second major overlaps with the original major so that it is impossible for students to complete the standard courses in the second major, the program director must approve an alternative schedule of courses equivalent to the number of credit hours for the second major. The supplemental courses may include independent study courses in the major area or courses from other disciplines aligned with the second major.
4. If the original degree has already been conferred by OCU, the student must reapply for admission and enter under the respective Catalog. Completion will result in a notation on the transcript only.

Students holding a baccalaureate degree from a non-accredited school may transfer course work toward the second degree under the guidelines for transfer from non-accredited schools.

### Earning an Additional Major

Students may earn an additional major as part of a bachelor's degree by completing the specific requirements of each major, including the residency requirement.

To add a major after a bachelor's degree has been awarded, students must follow the process for earning an additional bachelor's degree.

## Minors, Concentrations, and Certificates

### Minors

The College of Adult and Graduate Studies does not offer Minors.

### Concentrations

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

- Complete the specific requirements of all concentrations declared.
- Complete all of the courses within the additional concentrations at OCU.
- Meet the residency requirement.
- If the original degree has already been conferred by OCU, must reapply for admission and enter under



the respective catalog. Completion will result in notation on transcript only.

### Certificate Programs

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

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

## UNDERGRADUATE GRADING SYSTEM

Grades are due from the Instructor to the AGS Registrar's Office 15 days after the course end date listed in SONIS. They may take several days to administratively process. Grade changes are subject to additional approvals and may take up to 10 days to administratively process. The university operates on a four-point grading system as defined below.

### Undergraduate Grade Definition

Grade	Description
A	<i>Superior Work.</i> Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.
B	<i>Above Average.</i> Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth or insight of A-level work.
C	<i>Average.</i> 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	<i>Inferior but Passing.</i> Implies poor thinking and performance in a course. D-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles. (Exception: A "D" is not a passing grade for RN-BSN courses. See RN-BSN Progression Policy.)
F	<i>Failure.</i> Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.
I	<i>Incomplete.</i> <i>Incompletes</i> are recorded temporarily in extenuating circumstances after student request and administrative approval.
W	<i>Withdrawal.</i> This grade is not used in computing the student's GPA, but it does affect completion rate.
AU	<i>Audit.</i> No credit is earned. This grade is not used in computing the student's GPA.
P	<i>Passing.</i> Credit is given for a credit/no credit course. This grade is not used in computing the student's GPA.
NC	<i>No credit.</i> No credit is given for a credit/no credit course. This grade is not used in computing the student's GPA.

### Removal of "D" or "F" Grades

Students may repeat a course in which a "D" or an "F" is received for the purpose of earning a higher grade-point average. When a course is repeated, the new grade will supersede the earlier grade in computing the cumulative GPA. Courses carrying a "D" or an "F" grade will remain on the transcript, but the cumulative GPA will be computed using only the latest grade. This procedure is of special value to students who are placed on GPA requirement probation or suspension. It is strongly recommended that students retake "D" or "F" courses to learn the material and raise their cumulative grade point average. Students are responsible for tuition and associated costs for repeating a course.

### Incomplete Work

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

- A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as military service, hospitalization, or death in the immediate family. The student should demonstrate that the majority of



course work has already been accomplished. Students will be assigned alternative assignments for participatory activities, team exercises, and online discussions, for class sessions approved for the incomplete. Assignments due for class sessions held prior to the incomplete may not be made up.

- It is the student's responsibility to appeal for an "I" grade by emailing the request and rationale to AGSAppeal@ohiochristian.edu. The request must be made no later than the last week of the course. If the emergency occurs in the last week of the course, the request must be made no later than 14 days after the end date of the course as noted in SONIS.
- Documentation that supports the incomplete appeal request will be required for request consideration.
- The student, instructor, and advisor will be notified regarding approval or denial of the appeal.
- Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the course. The deadline for submitting work is five weeks from the end date of the course as noted in SONIS.
- Failure to submit the incomplete work by this deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly.

### Computing Undergraduate Grade Point Averages (GPA)

A	4.00	94-100%
A-	3.70	91-93%
B+	3.30	88-90%
B	3.00	84-87%
B-	2.70	81-83%
C+	2.30	78-80%
C	2.00	74-77%
C-	1.70	71-73%
D+	1.30	68-70%
D	1.00	64-67%
D-	0.70	61-63%
F	0.00	60% or below
W	n/a	no grade point value
AU		
P		
NC		

### Probation and Suspension

Students should strive to maintain an appropriate grade point average (GPA) for the degree they are seeking. When students are not able to maintain a 2.0 or "C" grade average, they are likely to be placed on probation or suspended from the university.

- Probation is a general status placed on either new students who do not meet the full requirements for admission to Ohio Christian University or for

continuing students who have not maintained an appropriate cumulative or semester GPA (see GPA Requirement Chart above). Probation is automatically applied to incoming students with less than the required cumulative GPA on college transcripts. Students on probation may not register for more than 15 credits per semester with no overlapping courses while on probation.

- Suspension generally occurs when a student is not able to increase their GPA above a 2.0 or a program-specific GPA requirement for more than two consecutive semesters or does not meet the GPA requirements for the number of credit hours held by the student.

The chart below (GPA Requirements) provides a quick guide to the GPA averages that lead to either probation or suspension.

Students may appeal a GPA suspension by submitting extenuating appeal information to AGSAppeal@ohiochristian.edu within one month of suspension notification. It should describe the extenuating circumstances, such as military service, hospitalization, or death in the immediate family.

A student who has been suspended for GPA reasons may reapply after six months from the end date of the last course. Students must appeal to AGSAppeal@ohiochristian.edu.

### GPA Requirements

Semester Hours Attempted	GPA Probation Cumulative GPA Below	GPA Suspension Cumulative GPA Below
1-16	1.70	1.50
17-32	1.80	1.70
33-48	1.90	1.80
49-60	2.00	1.90
61 and above	—	2.00

### GPA Requirements for Eligibility

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

## GRADUATION HONORS

### OCU AGS Honor Graduate

The College of Adult and Graduate Studies Honor Graduate is elected by the faculty and must represent the ideals of Ohio Christian University. This bachelor graduate must have distinguished himself or herself in



academic achievement, Christian service, and leadership potential.

### Latin Honors

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

#### 60 or More Credit Hours in Residency

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

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

#### 40-59.9 Credit Hours in Residency

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

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

## GRADUATION REQUIREMENTS

To graduate a student must:

- Complete the approved course of study for one of the majors offered.
- Complete the hours required in the areas of general education and general electives. Bachelor's degrees require 120 semester credits. Associate degrees require 60 semester credits. Achieve a cumulative GPA of at least 2.0 or better (on a 4.0 scale) on all course work. If a course needs to be retaken due to a poor grade, students are responsible for tuition and associated costs to repeat the course.
- Complete at least 30 credit hours at the 300 level or above.
- Satisfy all financial obligations to the university and be in good standing with the university.

- Submit Graduation Application by published deadline. Graduates may participate in commencement exercises.

Graduation requirements are subject to change.

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

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

### Residency Requirements

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

- At least 15 semester credits from OCU and have completed the final 12 credits at OCU for an associate degree.
- 30 semester credits from OCU and have completed the final 24 credits at OCU for a bachelor's degree.
- 50% of the major hours from OCU. This does not apply to the IDS major.
- Prior Learning Assessment (PLA) credit doesn't count towards residency requirements.

## DEGREE CONFERRAL

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

## COMMENCEMENT CEREMONY

Ohio Christian University conducts a commencement ceremony to celebrate the graduation of the students who completed their programs within the prior year.

A student's name may be listed in a commencement program only once for any one degree. Students wishing to participate in the commencement ceremony must:

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

## 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

Undergraduate students enrolled in at least 12 “graded” credit hours who achieve a semester GPA of at least 3.50 are included on this list published on MyOCU following each fall and spring semester. Ohio Christian University operates on a non-standard, rolling semester. Therefore, the Dean's list is published in January (spring) and August (fall).

### National Spire Honor Society

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

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

### Pinnacle Honor Society

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

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





# GENERAL EDUCATION

## OCU GENERAL EDUCATION OBJECTIVES

Ohio Christian University's general education requirements, in combination with major area coursework, challenge students to integrate a broad range of knowledge, values, and skills into a comprehensive worldview that prepares them to serve effectively in the church and society. As part of an integrated program in the liberal arts, general education courses provide the foundation of the OCU educational experience upon which a student's major builds to develop specific knowledge and skills for professional life.

Upon completion of their degree, students should be able to:

- Communicate clearly and effectively in oral, written, and visual forms (Communication Skills).
- Articulate the human experience through an examination of aesthetic, historic, and philosophic forms and expressions (Humanities).
- Exhibit evidence of the critical thinking skills of inquiry, analysis, and synthesis (Reasoning Skills).
- Show an understanding of self and society (Social and Behavioral Science).
- Demonstrate an understanding of a biblical worldview (Biblical Literature, Theology, and Religion).

## GENERAL EDUCATION CORE

*for Associate of Arts, Associate of Science, Bachelor of Arts, and Bachelor of Science Programs*

Please refer to p. 67 for the OCUOnline Plus Program general education requirements.

Adult & Graduate Studies majors require the 45 credits of general education outlined below. These cores provide the General Education template for the programs that follow. Some programs have specific requirements in one or more areas.

<b>COMMUNICATION SKILLS</b>	<b>9 CREDITS</b>
Includes courses in Communication, English Composition, Literature with Composition, and Oral Communication.	
Oral Communication	3 credits
Written Communication/Literature	6 credits
<b>HUMANITIES</b>	<b>9 CREDITS</b>
Courses must come from at least TWO disciplines in Literature, History, Philosophy, Music, Art, and Drama. No credits may come from Biblical Literature, Theology, or Religion courses.	
<b>REASONING SKILLS</b>	<b>9 CREDITS</b>
<i>Includes courses in Biological Science (e.g., Biochemistry, Biology, Ecology), Physical Science (e.g., Astronomy, Chemistry, Earth Science, Physics), Technology, Formal/Symbolic Logic, Statistics, and Mathematics.</i>	
Mathematics or Statistics	3 credits
Biological or Physical Science	3 credits
Reasoning Skills	3 credits
<b>SOCIAL &amp; BEHAVIORAL SCIENCE</b>	<b>9 CREDITS</b>
Courses must come from at least TWO disciplines in Business, Behavioral Sciences (e.g., Anthropology, Economics, Geography, and Sociology), and Social Sciences (e.g., Archeology, Organizational Theory, Political Science, and Human Services).	
<b>BIBLICAL LITERATURE, THEOLOGY, &amp; RELIGION</b>	<b>9 CREDITS</b>
Includes courses in Bible, theology, church history, and religion.	
Old Testament Literature	3 credits
New Testament Literature	3 credits
Biblical Literature, Theology, or Religion	3 credits
<b>Total</b>	<b>45 credits</b>





# ASSOCIATE OF ARTS MAJORS

## BUSINESS

The Business major equips students with basic skills in essential business areas. The integration of a Christian worldview ensures that the education is morally and ethically grounded.

### Major Objectives

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

- Explain how the four functions of management can be addressed through the Christian worldview.
- Discuss market segmentation and targeting using the 7 P's (product, price, place, promotion, packaging, positioning, and people) of marketing.
- Illustrate data used by decision-makers in today's business environments.
- Develop the entrepreneurial decision-making process from research to business plan creation.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Social & Behavioral Science Courses:	
BUS1070 Microeconomics	3 credits
BUS2070 Macroeconomics	3 credits
Remaining General Education Requirements	39 credits
<b>REQUIRED BUSINESS COURSES</b>	<b>15 CREDITS</b>
MGT1000 Introduction to Management	3 credits
MKT1050 Introduction to Marketing	3 credits
FIN2010 Introduction to Financial Management	3 credits
ACC2020 Accounting I	3 credits
BUS2200 Entrepreneur Basics	3 credits
<b>Total</b>	<b>60 Credit Hours</b>

## CHRISTIAN MINISTRY

The Christian Ministry major is for adults who want to increase their effectiveness to lead as Christians in their arenas of influence, be they secular, religious, professional, or personal.

### Major Objectives

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

- Apply a Christian worldview to contemporary issues. Articulate the essentials of the Christian faith.
- Identify the intended message of biblical passages.
- Communicate the Gospel in contextually appropriate ways.
- Lead in evangelism, discipleship, and administration to carry out a ministry's unique mission.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
<b>REQUIRED CHRISTIAN MINISTRY COURSES</b>	<b>15 CREDITS</b>
No Biblical Literature, Theology, & Religion credits may come from the Christian Ministry Required courses.	
MIN1040 Principles of Worship	3 credits
MIN1400 Personal Stewardship	3 credits
MIN2020 Evangelism and Discipleship	3 credits
MIN2800 Ministry Practices	3 credits
THE2100 Investigating Christian Theology I	3 credits
<b>Total</b>	<b>60 Credits</b>

## HUMAN SERVICES

The Human Services major is for students who want to equip themselves with an education in human services skills. The integration of a Christian worldview ensures the education is morally and ethically grounded. This major prepares individuals for entry-level positions in a variety of human services professions and provides a foundation for a number of bachelor-level programs, such as criminology, counseling, ministry, psychology, and social work.

\*This major does not prepare students for licensure.

### Major Objectives

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

- Integrate Christian principles in critical thinking and decision-making.
- Demonstrate awareness and improvement of thinking and learning strategies.
- Exhibit competency in general education subjects.
- Comprehend interpersonal communication skills.
- Apply assistance and services as appropriate to human need and situations.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
<b>REQUIRED HUMAN SERVICES COURSES</b>	<b>15 CREDITS</b>
HSV1000 Introduction to Human Services	3 credits
HSV1100 Applied Skills for Helping Professions	3 credits
HSV1200 Opportunities in Social Issues	3 credits
HSV2000 Principles of Behavior	3 credits
HSV2100 Public and Private Services	3 credits
<b>Total</b>	<b>60 Credits</b>

## INTERDISCIPLINARY STUDIES

Ohio Christian University offers a two-year major in Interdisciplinary Studies. Students work with an academic advisor to design a program that includes 45 General Education credits, and 15 Major elective credits.



The Associate of Arts degree in Interdisciplinary Studies requires a minimum of 60 semester hours of general education and interdisciplinary studies.

**Major Objectives**

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

- Demonstrate general knowledge and application of Biblical theological issues and principles.
- Exhibit a foundation in general education knowledge and skills.
- Possess the ability to pursue further study or serve in various roles in the church or society.

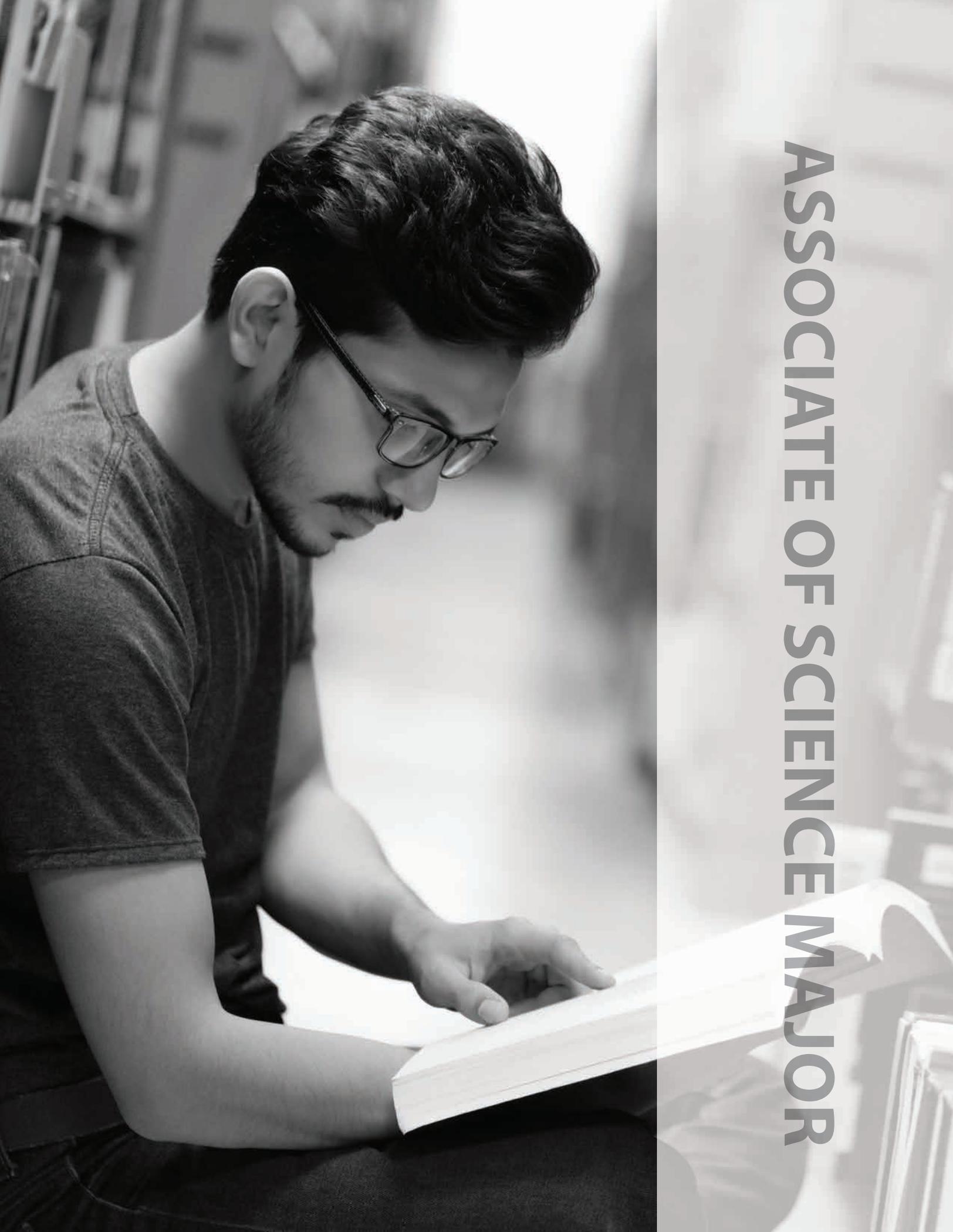
GENERAL EDUCATION	45 CREDITS
INTERDISCIPLINARY STUDIES COURSES	15 CREDITS
Interdisciplinary Studies from Electives.	15 credits
<b>Total</b>	<b>60 Credits</b>

**Major Requirements**

At least 21 credits must be earned with OCU.







# ASSOCIATE OF SCIENCE MAJOR

## INFORMATION TECHNOLOGY

OCU's Information Technology major prepares students for a career in the information technology field. The AS in Information Technology integrates information technology with business. The AS in Information Technology provides students the opportunity to develop an understanding of the basic elements of information systems.

### Major Objectives

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

- Identify technical concepts and practices in information technology.
- Examine the use of project planning in working with information technology.
- Apply appropriate use of information technology.
- Integrate Christian principles in critical thinking and decision-making.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Reasoning Skills Courses:	
MAT2110 Discrete Mathematics	3 credits
IST2000 Computer and Networking Essentials I	3 credits
Required Social & Behavioral Science Courses:	
MGT1000 Introduction to Management	3 credits
BUS1070 Microeconomics	3 credits
Remaining General Education Requirements	33 credits
<b>REQUIRED INFORMATION TECHNOLOGY COURSES</b>	<b>15 CREDITS</b>
IST2010 Computer and Networking Essentials II	3 credits
IST2300 Operating Systems I	3 credits
IST2400 Database Systems I	3 credits
IST2500 Programming I	3 credits
IST2800 Information Technology Capstone	3 credits
<b>Total</b>	<b>60 Credits</b>





# ASSOCIATE LEVEL CERTIFICATES

## ASSOCIATE LEVEL CERTIFICATES

### Admission Requirements

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

### Completion

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

### Cost

Associate degree charge per credit hour.

## MANAGEMENT SKILLS CERTIFICATE

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

### Certificate Objective

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

Certificate Courses	12 Credits Hours
MGT1000 Introduction to Management	3
MKT1050 Introduction to Marketing	3
ACC2020 Accounting I	3
FIN2010 Introduction to Financial Management	3

## MINISTRY SKILLS CERTIFICATE

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

### Certificate Objective

Upon completion of the Ministry Skills Certificate, students should be able to lead in evangelism, discipleship, worship, and family ministries to carry out a ministry's unique mission.

Certificate Courses	12 Credits Hours
MIN1040 Principles of Worship	3
MIN1100 Survey of Children's Ministry	3
MIN1200 Survey of Youth Ministries	3
MIN2020 Evangelism and Discipleship	3

## NEW TESTAMENT CERTIFICATE

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

### Certificate Objective

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

Certificate Courses	12 Credits Hours
BIB2000 New Testament Survey	3
BIB2010 Life of Christ/Gospels	3
BIB2200 Pauline Epistles	3
BIB2900 Acts of the Apostles	3

## OLD TESTAMENT CERTIFICATE

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

### Certificate Objective

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

Certificate Courses	12 Credits Hours
BIB1200 Old Testament Survey	3
BIB2100 Pentateuch	3
BIB4040 Old Testament Prophets	3
BIB4200 Historical Books of the Old Testament	3

### Cost

Associate degree charge per credit hour with the exceptions of BIB4040 and BIB4200 which will be charged at the bachelor's degree charge per credit hour.





# BACHELOR OF ARTS MAJORS

## ACCOUNTING

The Bachelor of Arts with a major in Accounting prepares students for careers in both profit and non-profit organizations by teaching core accounting principles through the lens of a Christian worldview.

### Major Objectives

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

- Apply fundamental and technical accounting concepts.
- Demonstrate proficiency in financial and tax document preparation.
- Assess accounting issues through the lens of a Christian worldview.
- Evaluate the financial condition of a business and propose courses of action.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Communication Skills Courses:	
ENG3000 Research and Professional Development Skills Required	3 Credits
Required Reasoning Skills Courses:	
BUS2050 Business Math	3 Credits
Required Social and Behavioral Science Courses:	
BUS1070 Microeconomics	3 Credits
BUS2070 Macroeconomics	3 Credits
Remaining General Education Requirements	33 Credits
<b>GENERAL ELECTIVES</b>	<b>18 CREDITS</b>
Prerequisites must be completed before starting the major. The remaining 12 credits may be a concentration:	
MGT1000 Introduction to Management	3 Credits
MKT1050 Introduction to Marketing	3 Credits
<b>REQUIRED BUSINESS COURSES</b>	<b>24 CREDITS</b>
BUS2800 Business Ethics	3 Credits
BUS3050 Business Law	3 Credits
BUS4600 International Business	3 Credits
BUS4260 Strategic Management	3 Credits
BUS4750 Investment Management and Strategy	3 Credits
FIN2010 Introduction to Financial Management	3 Credits
FIN4000 Financial Management	3 Credits
MAT3300 Statistics	3 Credits
<b>REQUIRED ACCOUNTING COURSES</b>	<b>33 CREDITS</b>
ACC2020 Principles of Accounting I	3 Credits
ACC4010 Principles of Accounting II	3 Credits
ACC4020 Intermediate Accounting I	3 Credits
ACC4120 Intermediate Accounting II	3 Credits
ACC4200 Cost Accounting	3 Credits
ACC4300 Individual Income Taxation	3 Credits
ACC4400 Business Tax Accounting	3 Credits
ACC4040 Managerial Accounting	3 Credits
ACC4030 Auditing	3 Credits
ACC4050 Accounting Information Systems	3 Credits
ACC4800 Accounting Capstone	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>

## BIBLICAL STUDIES

The Bachelor of Arts degree with a major in Biblical Studies provides a foundational study of the history, context, and message of the Bible, as well as, equipping graduates to communicate the truth of the Gospel. The major prepares graduates for advanced Christian ministry positions or for master's level studies in Bible, theology, and related fields.

### Major Objectives

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

- Communicate a biblically sound Christian worldview.
- Analyze the background, theological themes, literature, and content of the Bible.
- Compare and contrast the various schools of biblical interpretation and assess the strengths and weaknesses of each.
- Apply principles and techniques for effective biblical study and biblical communication.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Biblical Literature, Theology, & Religion prerequisites must be completed before starting the major:	
BIB1200 Old Testament Survey	3 Credits
BIB2000 New Testament Survey	3 Credits
REL2000 Christian Worldview	3 Credits
Remaining General Education Requirements	36 Credits
<b>GENERAL ELECTIVES</b>	<b>33 CREDITS</b>
Prerequisites must be completed before starting the major:	
THE2100 Investigating Christian Theology I	3 Credits
Select a Leadership Course	3 Credits
<b>BIBLICAL STUDIES MAJOR</b> (15 CREDITS AT THE 3000-LEVEL OR ABOVE)	<b>42 CREDITS</b>
<b>REQUIRED BIBLICAL STUDIES COURSES</b>	
MIN3200 Spiritual Formation in the Evangelical Church	3 Credits
BIB3000 Inductive Bible Study Methods	3 Credits
CHS3000 Survey of Church History I	3 Credits
THE4050 Investigating Christian Theology II	3 Credits
MIS4000 World Religions	3 Credits
BIB4800 Biblical Studies Capstone	3 Credits
24 additional credits in Biblical Studies, 15 at the 3000-level or above	24 Credits
<b>Total</b>	<b>120 Credit Hours</b>



## BUSINESS

The Business major is focused on equipping the student for management roles in both profit and non-profit organizations. The integration of a Christian worldview ensures the education is morally and ethically grounded. There are several areas of major-related elective courses students may use to customize the major: Accounting, Agribusiness, Criminal Justice Administration, Digital Multi-Media Production, Emergency Management, Health Information Technology, Healthcare Management, Human Resources, Logistics Management, and Organizational Leadership.

### Major Objectives

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

- Demonstrate fundamental knowledge in the core business concepts of accounting, economics, finance, information technology, business law, and management.
- Assess business decisions through the lens of a Christian worldview.
- Evaluate data used by decision-makers in today’s global business environment.
- Analyze business operations in order to provide recommendations for improvement.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Communication Skills Courses:	
ENG3000 Research and Professional Development Skills	3 Credits
Required Social and Behavioral Science Courses:	
BUS1070 Microeconomics	3 Credits
BUS2070 Macroeconomics	3 Credits
Remaining General Education Requirements	36 Credits
<b>GENERAL ELECTIVES</b>	<b>30 CREDITS</b>
Prerequisites to be completed before starting the major:	
ACC2020 Accounting 1	3 Credits
BUS1070 Microeconomics	3 Credits
BUS2050 Business Math	3 Credits
BUS2070 Macroeconomics	3 Credits
BUS2200 Entrepreneurship Basics	3 Credits
FIN2010 Introduction to Financial Management	3 Credits
MGT1000 Introduction to Management	3 Credits
MKT1050 Introduction to Marketing	3 Credits
<b>BUSINESS MAJOR</b>	<b>45 CREDITS</b>
ACC4010 Accounting II	3 Credits
BUS2800 Business Ethics	3 Credits
BUS3050 Business Law	3 Credits
FIN4000 Financial Management	3 Credits
IST3040 Business Information Systems	3 Credits
MGT3020 Managers in Organizations	3 Credits
BUS4600 International Business	3 Credits
MGT4800 Management Capstone	3 Credits
Remaining credit hours chosen by student and may include a concentration	21 Credits
<b>Total</b>	<b>120 Credit Hours</b>

## Accounting Concentration

The Business major offers an Accounting concentration which provides students a broad-based view of relevant accounting concepts.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply the basic responsibilities of accountants in assisting organizations in financial and economic based decisions.

Concentration Courses	12 Credit Hours
ACC4020 Intermediate Accounting	3 Credits
ACC4030 Introductory Auditing	3 Credits
ACC4040 Managerial Accounting	3 Credits
ACC4050 Accounting Information Systems	3 Credits

## Agribusiness Concentration

The Business major offers an Agribusiness concentration that prepares individuals for careers in the agricultural business segment of the agricultural industry. It provides an understanding of basic business and management concepts and principles as they are applied to the agricultural industry. Students will also learn the basic concepts and principles of agricultural production.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales, store managers, farm operations, and office managers of agricultural products marketing firms.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply business and management functions and skills in practical agribusiness situations.

Concentration Courses	12 Credits Hours
AGR4000 Farm Management	3 Credits
AGR4100 Agribusiness Sales	3 Credits
AGR4200 Introduction to the Animal and Poultry Industries	3 Credits
AGR4300 Field Crop Production	3 Credits

## Criminal Justice Administration Concentration

The Criminal Justice Administration concentration prepares students to achieve a fulfilling administrative career in the justice system with a focus on management roles. This concentration will ensure students apply theories and interact with principles of criminal justice while developing managerial and administrative skills found in supervisory roles in law enforcement, the court system, and corrections.



### Concentration Objectives

Upon completion of this concentration, each student should be able to:

- Correlate business operations to needs in the criminal justice system environment.
- Apply management and conflict resolution principles within the scope of criminal justice.
- Apply justice principles to real-life situations.
- Examine interdependence between justice system areas.
- Demonstrate computer literacy required for engaging in challenges faced by criminal justice in the digital age.

Concentration Courses	12 Credits Hours
CJU3000 Introduction to Justice Systems	3 Credits
CJU3300 Technology in Criminal Justice	3 Credits
CJU3400 Courts and Judicial Process	3 Credits
CJU3500 Corrections	3 Credits

### Digital Multi-Media Production Concentration

The concentration in Digital Multi-Media will ensure students gain practical hands-on experience with the equipment and software programs necessary for graphic, website, video, and audio production.

#### Concentration Objective

Upon completion of this concentration, the student should be able to develop digital multi-media projects for use in a variety of professional settings.

Concentration Courses	12 Credits Hours
DMM3000 Graphic Design	3 Credits
DMM3100 Video Production	3 Credits
DMM3200 Web Design	3 Credits
DMM3300 Audio Production	3 Credits

### Emergency Management Concentration

The Emergency Management concentration is designed to develop leadership abilities in management, to be utilized in all types of disaster situations, emphasizing Christ-like service to those in need.

Graduates of this major will be trained to serve all stages of human suffering from immediate relief through community rebuilding and redevelopment.

#### Concentration Objective

Upon completion of this concentration, students should be able to apply key elements of emergency management strategies, theories, and concepts to simulated and practical situations.

Concentration Courses	12 Credits Hours
EMT3000 Introduction to Disaster Response and Recovery	3 Credits
EMT4000 Natural and Man-made Disasters	3 Credits
EMT4100 Trauma: Understanding and Intervention	3 Credits
PSY4200 Conflict	3 Credits

### Health Information Technology Concentration

The concentration in Health Information Technology will develop professionals in the disciplines of classification systems, information protection, health informatics, and analytics. Students will develop a strong background in revenue, compliance, and management that is used in multiple healthcare organizations.

#### Concentration Objective

The Health Information Technology concentration prepares students to evaluate, implement, and manage applications for clinical classifications systems in healthcare settings.

Concentration Courses	12 Credits Hours
HIT3000 Health Information Systems	3 Credits
HIT3100 Legal and Ethical Aspects of HIT	3 Credits
HIT3200 Coding I	3 Credits
HIT3300 Electronic Health Records	3 Credits

### Healthcare Management Concentration

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

#### Concentration Objective

Upon completion of this concentration, students should be able to apply management principles to healthcare organizations.

Concentration Courses	12 Credits Hours
Four of the following must be completed:	
HCM3100 Healthcare Informatics	3 Credits
HCM4000 Healthcare Industry	3 Credits
HCM4010 Legal and Regulatory Issues in Healthcare	3 Credits
HCM4020 Healthcare Finance and Reimbursement	3 Credits
HCM4030 Corporate Compliance and Integrity	3 Credits



## Human Resources Concentration

This concentration prepares students for careers in human resources. Students who complete the human resources concentration should be able to thoroughly describe the human resources needs of organizations, contribute to building effective human resources policies and programs, and offer recommendations for improvement.

### Concentration Objective

Upon completion of this concentration, students should be able to contribute to building effective human resources policies and programs.

Concentration Courses	12 Credits Hours
HRM3040 Introduction to Human Resources	3 Credits
HRM4000 Compensation and Benefits	3 Credits
HRM4040 Employee & Labor Relations	3 Credits
HRM4050 Training and Development	3 Credits

## 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.

### Concentration Objective

Upon completion of this concentration, students should be able to apply management principles to logistics and supply chain organizations.

Concentration Courses	12 Credits Hours
LGM3000 Logistics Management	3 Credits
LGM4000 Transportation Systems	
LGM4010 Warehousing and Terminal Management	3 Credits
LGM4020 Strategic Procurement	3 Credits

## Organizational Leadership Concentration

The concentration in Organizational Leadership prepares individuals for positions of leadership. Courses provide a foundation to meet the challenges of leading organizations in a changing environment.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply leadership theory and techniques to facilitate change within an organization.

Concentration Courses	12 Credits Hours
LDR3200 Organizational Leadership	3 Credits
LDR4000 Leading Change	3 Credits
LDR4100 Global Leadership	3 Credits
MGT4300 Leadership Communication	3 Credits

## CRIMINAL JUSTICE

The Bachelor of Arts degree with a Criminal Justice major prepares individuals who want to work in the justice field. This major seeks to equip the student for a fulfilling career with a foundational understanding of human behavior within criminal, transformative, and restorative justice systems. Students will be prepared to serve society as ethical, caring, service-minded individuals. A major in Criminal Justice opens the door to many jobs in law enforcement, corrections, court-related positions, and security.

### Major Objectives

Students who complete the Criminal Justice major should be able to:

- Integrate Christian principles in critical thinking and decision-making.
- Demonstrate awareness and improvement of thinking and learning strategies.
- Apply current and historical justice principles and practices to real-life situations.
- Function within chosen area(s) of justice system with the insight of the functions and interdependencies of various areas.
- Apply procedural rules and statutes through the criminal process.
- Design alternatives to the conventional penal approaches through the lenses of transformative and restorative justice.

### 45 CREDITS IN GENERAL EDUCATION 45 CREDITS

Research and Professional Development Skills Required:	
ENG3000 Research and Professional Development Skills	3 Credits
Remaining General Education Requirements	42 Credits

### GENERAL ELECTIVES 36 CREDITS

### CRIMINAL JUSTICE COURSES 39 CREDITS

CJU3000 Introduction to Justice Systems	3 Credits
CJU3100 Law Enforcement	3 Credits
CJU3200 Criminal Investigation	3 Credits
CJU3300 Technology in Criminal Justice	3 Credits
CJU3400 Courts and Judicial Process	3 Credits
CJU3500 Corrections	3 Credits
CJU4000 Victimology	3 Credits
PSY4110 Conflict Resolution	3 Credits
BUS2800 Business Ethics	3 Credits
PSY3060 Statistics for Social Sciences	3 Credits
CJU4100 Criminal Law	3 Credits
CJU4200 Terrorism and Homeland Security	3 Credits
CJU4800 Criminal Justice Capstone	3 Credits



Total	120 Credit Hours
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## EMERGENCY AND DISASTER MANAGEMENT

The Emergency and Disaster Management major offers students preparation and qualifications for work in government, non-profit, and private emergency response organizations. Fieldwork, coupled with a rigorous academic program, helps ensure graduates are knowledgeable, proficient and experienced.

### Major Objectives

Upon graduating from the major, students should be able to:

- Evidence competence in the field of Emergency and Disaster Management in preparation for private or public-sector employment.
- Apply theoretical and practical knowledge of Emergency and Disaster Management for saving lives and property from the impacts of crises, emergencies and disasters.
- Integrate a Christian worldview into critical thinking and decision-making related to the field of Emergency and Disaster Management.
- Analyze the existing and desired structure climate, and culture of organizations whose focus is Emergency and Disaster Management.
- Analyze an organization's operation and provide recommendations for improvement.

GENERAL EDUCATION	45 CREDITS
GENERAL ELECTIVES	30 CREDITS
EMERGENCY AND DISASTER MANAGEMENT COURSES	45 CREDITS
EMT1010 Introduction to Emergency and Disaster Management	3 Credits
EMT2010 Preparedness and Response	3 Credits
EMT2020 Recovery and Mitigation	3 Credits
EMT2030 Grant Writing and Organizational Development	3 Credits
EMT3010 Business Continuity and Crisis Management	3 Credits
EMT3030 Social Issues in Emergency and Disaster Management	3 Credits
EMT3040 Terrorism in Emergency Management OR CJU4200 Terrorism and Homeland Security	3 Credits
EMT3050 Politics and Policy in Emergency Management	3 Credits
EMT3060 Trauma Healing and Compassion Fatigue	3 Credits
EMT4010 Exercise Planning, Design, and Evaluation	3 Credits
EMT4020 Managing Emergency Response Operations	3 Credits
EMT4030 Hazardous Materials Response	3 Credits
EMT4040 International Development	3 Credits

EMT4800 Emergency and Disaster Management Capstone or EMT4900 Emergency and Disaster Management Internship	3 Credits
MAT3300 Statistics	3 Credits

Total	120 Credit Hours
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## ENGLISH

The Bachelor of Arts with an English major requires students to critically explore the aesthetic nature of literature with a genuine curiosity to uncover absolute truth, which defines a Biblical worldview. In addition, English majors will discover personal enrichment and rhetorical flexibility as they practice writing skills in various discourse forms found in public, professional, and academic contexts. Through exposure to a broad set of readings, extensive composition activity, and oral presentations, the English major provides students with the intellectual capacity and practical skills they need to attend graduate school, enter the professional workplace, or actively participate in ministry.

### Major Objectives

Upon graduating from the major, students should be able to:

- Develop an ability to think clearly, logically, critically, and creatively in the light of Biblical truth and divine creation.
- Evidence competence in reading, writing, speaking, and listening effectively, both individually and collaboratively.
- Develop abilities to understand, appreciate, and apply the basic terms, techniques, facts, and interpretations of literature as seen in representative passages and selected masterpieces.
- Learn to appreciate the history and grammatical structure of the English language.
- Formulate a Biblically based and Christ-centered outlook on language, literature, and life, including consideration of truth, standards, morality, freedom, and responsibility.
- Demonstrate preparation for graduate work, teaching, workplace-related or personal communication activities.

GENERAL EDUCATION	45 CREDITS
GENERAL ELECTIVES	39 CREDITS
ENGLISH COURSES	36 CREDITS
2000-level Introduction to Literature	3 credits
2000-level American Literature	6 credits
3000-level British Literature	6 credits

21 credits of English electives, with a minimum of 9 credits in each category:

Literature Electives	9-12 Credits
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Language and Composition Electives 9-12 Credits

24 credits must be at the 3000-level or above

<b>Available English Courses</b>	
ENG2100 Introduction to Literature	3 Credits
ENG2260 American Literature I, Beginnings to 1865	3 Credits
ENG2280 American Literature II, 1865 to Present	3 Credits
ENG3260 British Literature I	3 Credits
ENG3280 British Literature II	3 Credits
ENG3400 Editing Essentials	3 Credits
ENG3600 Studies in Shakespeare	3 Credits
ENG3800 Professional and Technical Writing	3 Credits
ENG4000 Literary Criticism	3 Credits
ENG4100 18th Century Novel	3 Credits
ENG4200 History and Nature of the English Language	3 Credits
ENG4400 Modern Rhetorical Theory	3 Credits
ENG4800 Capstone Course (Writing for Publication)	3 Credits

**Total 120 Credit Hours**

### Professional and Technical Communication

This concentration exposes students to a wide range of communication strategies, theories, and technologies. Students will examine the distinct challenges and opportunities that influence good communication across a variety of discourse communities.

#### Concentration Objective

Upon completion of this concentration, the student should be able to contribute to or manage the communication processes within profit and non-profit organizations.

**Concentration Courses 12 Credits Hours**

COM4100 Cultural Identity and Representation Across the Media	3 Credits
COM4200 Writing in the Workplace	3 Credits
COM4300 Visual Communication Rhetoric	3 Credits
COM4400 Rhetoric and the Internet	3 Credits

### HISTORY

The History major invites students to critically reflect upon the ideas, faith traditions, political movements, leaders, and cultures that shaped the West and the United States over the past three millennia and to understand the present as a continuation of the past. Through exposure to a broad set of readings and other work, the History major provides students with a background in the proper techniques for evaluating historical works, engaging in professional methods historical research, and developing advanced writing and presentation skills.

### Major Objectives

Upon graduating from the major, students should be able to:

- Integrate Christian principles in critical thinking and decision-making.
- Acquire an appropriate knowledge of historical content and knowledge of how the discipline of history influences and is influenced by the contemporary culture.
- Critically examine concepts and theories concerning the discipline of history and the interaction of faith and history.
- Analyze primary and secondary materials and create work that provides a reasonable interpretation of data.
- Produce written work and/or other materials at an advanced level, appropriate for entering graduate school or a vocation.

GENERAL EDUCATION	45 CREDITS
GENERAL ELECTIVES	39 CREDITS
HISTORY COURSES	36 CREDITS
Historiography	3 Credits
U.S. History	6 Credits
Western Civilization*	3 Credits
European History	3 Credits
Non-Western History	3 Credits
Colloquium	3 Credits
Research Seminar or Undergraduate Thesis	3-4 Credits

12 credits of History electives

24 credits must be at the 3000-level or above

\*Credits for history courses taken as part of the General Education requirement do not count toward the major requirements.



## Available History Courses

HIS2010 Western Civilization I	3 Credits
HIS2020 Western Civilization II	3 Credits
HIS2050 U.S. History I	3 Credits
HIS2060 U.S. History II	3 Credits
HIS2100 Introduction to Historiography	3 Credits
HIS3000 History of Free Market Thought	3 Credits
CHS3000 Survey of Church History I	3 Credits
HIS3100 Gilded Age America, 1876-1915	3 Credits
HIS3200 The American Century, 1916-2001	3 Credits
HIS3300 Modern East Asian History	3 Credits
HIS3400 Modern Western Europe	3 Credits
HIS4200 Colloquium: The New Republic	3 Credits
HIS4500 Research Seminar: The New Republic	
OR	
HIS4900 Undergraduate Thesis	3 Credits

<b>Total</b>	<b>120 Credit Hours</b>
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## HUMAN SERVICES

OCU's Bachelor of Arts in Human Services major requires its students to critically explore the practice of social advocacy within a Biblical worldview. Human Services majors will be prepared for a variety of professions and for graduate work in criminology, counseling, psychology, and social work. Through exposure to a broad set of readings, extensive composition activity, and oral presentations, OCU's Human Services majors will develop the intellectual and practical skills needed to make a difference in their community.

\*This major does not prepare students for licensure.

### Major Objectives

Upon completion of the major, students should be able to:

- Demonstrate an ability to think clearly, logically, critically, and creatively.
- Students should be able to analyze best practices in current trends related to human services.
- Identify, advocate for, and manage the unique expectations and needs of human services within a variety of culturally diverse communities.
- Integrate a Biblically based and Christ-centered approach in the practice of managing human services within a variety of contexts and to a variety of constituencies.
- Be accepted into a graduate program or be employed in a field related to human services.

GENERAL EDUCATION	45 CREDITS
GENERAL ELECTIVES	30 CREDITS

## HUMAN SERVICES COURSES 45 CREDITS

21 credits must be at the 3000-level or above and include the following:

### Human Services Courses 21 Credits

HSV2200 Cycles of Addiction	3 Credits
HSV2300 Managing Social Casework	3 Credits
HSV2800 Servant Leadership in the Helping Professions	3 Credits
HSV4000 Advocacy and Public Policy	3 Credits
HSV4100 Ethics in Human Services	3 Credits
HSV4200 Leadership and Administration	3 Credits
HSV4800 Human Services Capstone Course	3 Credits

### Criminal Justice Courses 6 Credits

Select 6 credits from:

CJU4000 Victimology	3 Credits
CJU4100 Criminal Law	3 Credits
CJU3000 Introduction to Justice Systems	3 Credits
CJU3400 Courts and Judicial Process	3 Credits

### Human Resources Courses 3 Credits

HRM3040 Introduction to Human Resources	3 Credits
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### Psychology Courses 9 Credits

Select 9 credits from:

PSY3060 Statistics for Social Sciences	3 Credits
PSY3020 Theories of Personality	4 Credits
PSY3030 Social Psychology	2 Credits
PSY4110 Conflict Resolution	3 Credits

### Substance Abuse Counseling Courses 6 Credits

SAC3100 Introduction to Substance Abuse	3 Credits
SAC3700 Case Management	3 Credits

<b>Total</b>	<b>120 Credit Hours</b>
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## INTERDISCIPLINARY STUDIES

The Interdisciplinary Studies major is composed of closely correlated coursework in two or more program majors. The unique feature of this option is the flexibility that allows the student to work with an advisor and several faculty members to build a customized interdisciplinary program that best suits the student's academic objectives and calling.

### Major Objectives

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

- Demonstrate competency in the knowledge and application of Biblical/theological issues and principles.
- Exhibit general education knowledge and skills to enhance intellectual understanding and effectively communicate in current society.
- Affirm a specific calling or career goal, which clearly articulates a plan for correlated programs of study.
- Possess the ability to pursue further study or serve in various roles in the church or society which draws



upon the knowledge and skills of the correlated programs of study.

GENERAL EDUCATION	45 CREDITS
GENERAL ELECTIVES	12 CREDITS
Beyond the General Education requirements, 12 credits in Bible, Ministry Religion or Theology electives.	
INTERDISCIPLINARY STUDIES COURSES	63 CREDITS
Requirements	
» 30 credits must be completed at the 3000 or higher level	
» 30 credits must be completed at OCU	
» 3 credits must be in Leadership.	
Major Requirements	
INT4800 Interdisciplinary Studies Capstone	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>

## LEADERSHIP AND MINISTRY

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

- Biblical Studies
- Church Planting
- Intercultural Ministries
- Organizational Leadership
- Pastoral Ministry

### Major Objectives

Upon completion of this major, the student should be able to:

- Integrate Christian principles in critical thinking and decision-making.
- Demonstrate awareness and improvement of thinking and learning strategies.
- Articulate a doctrinal position and its relevance to ministry.
- Demonstrate skills in communicating the gospel in a variety of contexts and to various audiences.

GENERAL EDUCATION	45 CREDITS
GENERAL ELECTIVES	30 CREDITS
Prerequisites must be completed before starting the major:	
THE2100 Investigating Christian Theology I	3 Credits
MIN2020 Evangelism and Discipleship	3 Credits
LEADERSHIP AND MINISTRY COURSES	45 CREDITS
MIN3050 Exploring Christian Ministry	3 Credits
MIN3200 Spiritual Formation in the Evangelical Church	3 Credits
CHS3000 Survey of Church History I	3 Credits
BIB3000 Inductive Bible Study Methods	3 Credits
MIN3150 Ministry Leadership	3 Credits
THE4050 Investigating Christian Theology II	3 Credits
CHS4000 Survey of Church History II	3 Credits
MIN4800 Ministry Capstone	3 Credits

Remaining credit hours chosen by student and may include a concentration.

21 Credits

<b>Total</b>	<b>120 Credit Hours</b>
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## Biblical Studies Concentration

The Biblical Studies concentration is designed to prepare individuals to engage with biblical literature. Courses provide a foundational knowledge for in-depth study of the Bible, as well as, teaching and preaching biblical literature.

### Concentration Objective

Upon completion of this concentration, the student should be able to demonstrate the necessary skill for interpreting biblical literature.

Concentration Courses	12 Credit Hours
BIB2100 Pentateuch	3 credits
BIB4020 General Epistles	3 credits
BIB4100 Synoptic Gospel	3 credits
BIB4040 Old Testament Prophets	
OR	
BIB4200 Historical Books of the Old Testament	3 credits

## Church Planting Concentration

The Church Planting concentration is designed for students desiring to serve as evangelistic leaders in the Western culture. Courses provide a foundational knowledge of engaging culture, communicating the Gospel, and leadership for starting new churches.

### Concentration Objective

Upon completion of this concentration, the student should be able to demonstrate ministry leadership skills necessary for starting new churches.

Concentration Courses	12 Credit Hours
MIS3000 Anthropology for Christian Mission	3 credits
MIN3025 Foundations of Teaching and Preaching	3 credits
MIN4100 Fundamentals of Church Planting	3 credits
MIN4300 Growing a Great Commission Church	3 credits

## Intercultural Ministries Concentration

The Intercultural Ministries Concentration is designed for the student who desires to minister cross-culturally. It includes a heavy emphasis on knowledge of the Word of God, along with a variety of missions courses which will enable the graduate to communicate the Gospel to and within a different culture than his/her own.

### Concentration Objective

Upon completion of this concentration, the student should be able to recognize the principles of cross-



cultural communication and how these dynamics can affect cross-cultural ministry.

### Concentration Courses 12 Credit Hours

THE3000 Theology of Missions	3 credits
MIS3000 Anthropology for Christian Mission	3 credits
MIS4000 World Religions	3 credits
MIS4100 Communicating Cross-Culturally	3 credits

## Organizational Leadership Concentration

The concentration in Organizational Leadership prepares individuals for positions of leadership.

Courses provide a foundation to meet the challenges of leading organizations in a changing environment.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply leadership theory and techniques to facilitate change within an organization.

### Concentration Courses 12 Credit Hours

LDR3100 Organizational Leadership	3 Credits
LDR4000 Leading Change	3 Credits
LDR4100 Global Leadership	3 Credits
MGT4300 Leadership Communication	3 Credits

## Pastoral Ministry Concentration

The Pastoral Ministry concentration is for the 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.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply practical ministry skills to meet the pastoral needs of a local congregation.

### Concentration Courses 12 Credit Hours

MIN2040 Christian Ministry Administration	3 Credits
MIN3010 Pastoral Ethics	3 Credits
MIN3025 Foundations of Teaching and Preaching	3 Credits
PCC3040 Pastoral Care and Counseling	3 Credits

## MARKETING AND CONSUMER BEHAVIOR

The Bachelor of Arts with a major in Marketing and Consumer Behavior focuses on what motivates consumers to make purchasing decisions, and how this understanding can be used to develop competitive marketing strategies.

## Major Objectives

Upon graduating from the major, students should be able to:

- Analyze the motivations of consumers that drive purchasing decisions.
- Interpret marketing data to determine accurate segmentation and target markets for use in industry.
- Demonstrate critical thinking to display an understanding of the principles of consumer behavior to improve decision-making in a business environment.
- Integrate Christian principles within consumer behavior analysis in developing and applying overall marketing strategies.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Social and Behavioral Science Course:	
BUS2070 Macroeconomics	3 Credits
Required Reasoning Skills Course:	
BUS2050 Business Math	3 Credits
Remaining General Education Courses	39 Credits
<b>GENERAL ELECTIVES</b>	<b>30 CREDITS</b>
<b>MARKETING AND CONSUMER BEHAVIOR REQUIRED COURSES</b>	<b>45 CREDITS</b>
MKT1050 Introduction to Marketing	3 Credits
MKT3000 Marketing Concepts and Application	3 Credits
MKT3100 Advertising and Promotion	3 Credits
MKT3200 Consumer Behavior	3 Credits
MKT4000 Advanced Consumer Behavior	3 Credits
MKT4220 Product and Brand Management	3 Credits
MKT4230 Market Research	3 Credits
MKT4300 Key Trends in Consumer Behavior	3 Credits
MKT4800 Marketing & Consumer Behavior	
Capstone	3 Credits
BUS2800 Business Ethics	3 Credits
BUS3050 Business Law	3 Credits
BUS4600 International Business	3 Credits
PSY3020 Theories of Personality	4 Credits
PSY3030 Social Psychology	2 Credits
PSY3060 Statistics for Social Sciences	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>

## POLITICAL SCIENCE

The Political Science major invites students to reflect upon the ideas, movements, leaders, and cultural influences that shaped the political landscape of the American Republic in the past and continues to alter America's politics in the present. Going beyond an understanding of politics and political institutions, the program's faculty seek to influence tomorrow's leaders in public service toward an ethical vision of government action within the framework of a Christian worldview. Through exposure to a broad set of readings, experiences, and other work, the politics and public policy program provides students with a background in



the structure and trends of America’s political order and prepares them for public service.

**Major Objectives**

Upon graduating from the major, students should be able to:

- Integrate Christian principles in critical thinking and decision-making in political science.
- Understand U.S. political structure and history- how politics influences and is influenced by the contemporary culture.
- Critically examine concepts and theories regarding the interaction of faith and politics.
- Gather and analyze data regarding political behavior and create work that provides a reasonable interpretation of data.
- Produce written work and/or other materials at an advanced level, appropriate for entering graduate school or a vocation.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Research and Professional Development Skills Required:	
ENG3000 Research and Professional Development Skills	3 Credits
Remaining General Education Courses	42 Credits
<b>GENERAL ELECTIVES</b>	<b>39 CREDITS</b>
<b>POLITICAL SCIENCE REQUIRED COURSES</b>	<b>36 CREDITS</b>
Introduction Politics & Public Service	3 Credits
U.S. Politics / Law	6 Credits
International Relations	3 Credits
Political Theory	3 Credits
Senior Seminar / Thesis / Internship	3 Credits
18 credits of Political Science electives	
24 credits at the 3000-level or above	
<b>Available Political Science Courses</b>	
POL2000 Introduction to Political Science	3 Credits
POL2100 American Government	3 Credits
POL3000 Modern U.S. Politics	3 Credits
POL3010 Foreign Policy & International Relations	3 Credits
POL3030 Media and Public Opinion	3 Credits
POL3100 Trends in American Thought and Theory	3 Credits
POL3200 Federalism	3 Credits
POL3300 Public Administration	3 Credits
POL3400 Religion & the Public Square	3 Credits
POL3500 Civil Society & Non-Profit Administration	3 Credits
POL4330 Constitutional Law	3 Credits
Senior Seminar/Thesis/Internship	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>

**PSYCHOLOGY**

The Bachelor of Arts with a major in Psychology at OCU leads to a broad foundation of knowledge in the discipline of psychology. Through the integration of a Biblical worldview, students intellectually approach the study of psychology with a deep awareness of the challenges they will encounter in graduate school, the workplace, or ministry. At the completion of this major of study, students will possess a foundational understanding of human behavior and mental processes as well as basic psychology terminology and concepts used in; statistical and research methods, physiological psychology, and history and systems.

**Major Objectives**

Students who complete the Psychology major should be able to:

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

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Research and Professional Development Skills Required:	
ENG3000 Research and Professional Development Skills	3 Credits
Remaining General Education Courses	42 Credits
<b>GENERAL ELECTIVES</b>	<b>33 CREDITS</b>
<b>PSYCHOLOGY REQUIRED COURSES</b>	<b>42 CREDITS</b>
<b>Required Psychology Courses</b>	
PSY3010 Life Span Psychology	3 Credits
PSY3020 Theories of Personality	4 Credits
PSY3030 Social Psychology	2 Credits
PSY3050 Integrative Seminar I	1 Credits
PSY3060 Statistics for Social Sciences	3 Credits
PSY3600 Abnormal Psychology	3 Credits
PSY4010 Learning, Memory and Cognition	3 Credits
PSY4020 Perspectives on Diversity in Counseling	3 Credits
PSY4030 Spiritual Dimensions of Illness and Recovery	3 Credits
PSY4050 Integrative Seminar II	2 Credits
PSY4100 Theories and Techniques of Individual Counseling	3 Credits
SAC3000 Ethical and Legal Issues in Counseling	3 Credits
SAC3600 Diagnostic Evaluation and Personal Assessment	3 Credits
SAC4200 Theories and Techniques of Group Counseling	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>



## SUBSTANCE ABUSE COUNSELING

The Substance Abuse Counseling major equips students entering the addiction recovery field. To be licensed in the field of chemical dependency counseling in Ohio, there are three requirements that must be met. They include:

- Completion of education specific to chemical dependency counseling. The BA degree in Substance Abuse Counseling meets more than the minimum hours required. Ohio Christian University's degree program is designed to meet this requirement of chemical dependency counseling education.
- Appropriate supervision of chemical dependency counseling while employed in a treatment facility. For many students, this process begins after completion of the major.
- Successful completion of the licensure test that is administered by the State of Ohio.

Students are eligible to apply to the Ohio Chemical Dependency Professionals board for Certified Chemical Dependency Assistant status (CDCA) once they have completed 40 clock hours (not semester hours) of chemical dependency training in specific areas. The CDCA is required to seek entry level employment and to begin supervision required prior to taking the State test for licensure. (Refer to [ocdp.ohio.gov/](http://ocdp.ohio.gov/), in the "Certification and Licensure" tab, follow instructions to download the CDCA Forms.

Students who live outside of Ohio or plan to relocate to another state should contact the appropriate state licensure board to learn of requirements unique to that state. The names of the boards can be found online at the International Certification and Reciprocity Consortium at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

### Major Objectives

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

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

ENG3000 Research and Professional Development Skills	3 Credits
Remaining General Education Courses	39 Credits
<b>GENERAL ELECTIVES</b>	<b>36 CREDITS</b>
<b>SUBSTANCE ABUSE REQUIRED COURSES</b>	<b>39 CREDITS</b>
SAC3000 Ethical and Legal Issues in Counseling	3 Credits
SAC3100 Introduction to Substance Abuse	3 Credits
SAC3150 Chemical Dependency Counseling	4 Credits
SAC3200 Family Dynamics in Substance Abuse	3 Credits
SAC3300 Psychopharmacology	3 Credits
SAC3500 Prevention Strategies	3 Credits
SAC3600 Diagnostic Evaluation and Personal Assessment	3 Credits
SAC3700 Case Management	3 Credits
SAC4200 Theories and Techniques of Group Counseling	3 Credits
SAC4800 Preparation for the State Test	3 Credits
PSY3000 Methods of Counseling	3 Credits
PSY3600 Abnormal Psychology	3 Credits
PSY4030 Spiritual Dimensions of Illness and Recovery	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>

GENERAL EDUCATION 45 CREDITS  
Research and Professional Development Skills Required:





# BACHELOR OF SCIENCE MAJORS

## DATA ANALYTICS

OCU's Data Analytics major prepares students for a career in data analytics within the information technology area. Through this major, students define challenges in providing useful data acquired from multiple sources. How cross-organizational problems are resolved through the use of analytics is addressed.

### Major Objectives

Upon completion of the major, students should be able to:

- Identify the various analyses available from different data sets.
- Communicate various aspects of analysis to IT and non-IT stakeholders.
- Evaluate ethical issues in data analysis.
- Integrate Christian principles in critical thinking and decision-making.
- Apply management principles to work with people and processes within an organization.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Social and Behavioral Science Course:	
BUS2070 Macroeconomics	3 Credits
Required Reasoning Skills Course:	
MAT3300 Statistics	3 Credits
Remaining General Education Courses	39 Credits
<b>GENERAL ELECTIVES</b>	<b>30 CREDITS</b>
Prerequisites must be completed before starting the major:	
IST2000 Computer and Networking Essentials I	3 Credits
IST2010 Computer and Networking Essentials II	3 Credits
IST2300 Operating Systems I	3 Credits
IST2400 Database Systems I	3 Credits
IST2500 Programming I	3 Credits
Remaining Electives	15 Credits
<b>DATA ANALYTICS COURSES</b>	<b>45 CREDITS</b>
ACC2020 Accounting I	3 Credits
BUS3050 Business Law	3 Credits
IST3000 Human Factors in Information Technology	3 Credits
IST3040 Business Information Systems	3 Credits
IST3100 Data Analytics I	3 Credits
IST3110 Information and Network Security	3 Credits
IST3400 Database Systems II	3 Credits
IST3500 Programming II	3 Credits
IST4000 Information Technology Project Management	3 Credits
IST4100 Data Analytics II	3 Credits
IST4110 Systems Analysis and Design	3 Credits
IST4200 Cyber Law and Ethics	3 Credits
IST4400 SQL for Data Management	3 Credits
IST4300 IT Application, Acquisition, and Implementation	3 Credits
IST4810 Data Analytics Capstone	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>

## INFORMATION TECHNOLOGY

OCU's Information Technology major prepares students for a career in the information technology field. The Bachelor of Science degree in Information Technology integrates information technology with business and equips students to plan, implement, and support information systems.

### Major Objectives

Upon completion of this major, the student should be able to:

- Analyze users' technology needs.
- Evaluate current and emerging technologies.
- Create an effective IT project plan.
- Integrate Christian principles in critical thinking and decision-making.
- Apply management principles to work with people and processes within an organization.

<b>GENERAL EDUCATION</b>	<b>45 CREDITS</b>
Required Social and Behavioral Science Course:	
BUS2070 Macroeconomics	3 Credits
Required Reasoning Skills Course:	
MAT3300 Statistics	3 Credits
Remaining General Education Courses	39 Credits
<b>GENERAL ELECTIVES</b>	<b>30 CREDITS</b>
Prerequisites must be completed before starting the major:	
IST2000 Computer and Networking Essentials I	3 Credits
IST2010 Computer and Networking Essentials II	3 Credits
IST2300 Operating Systems I	3 Credits
IST2400 Database Systems I	3 Credits
IST2500 Programming I	3 Credits
<b>REMAINING ELECTIVES</b>	<b>15 CREDITS</b>
<b>INFORMATION TECHNOLOGY COURSES</b>	<b>45 CREDITS</b>
ACC2020 Accounting I	3 Credits
BUS3050 Business Law	3 Credits
IST3040 Business Information Systems	3 Credits
IST3000 Human Factors in Information Technology	3 Credits
IST3400 Database Systems II	3 Credits
<b>INFORMATION TECHNOLOGY COURSES (CONTINUED)</b>	
IST3300 Operating Systems II	3 Credits
IST3110 Information and Network Security	3 Credits
IST4000 Information Technology Project Management	3 Credits
IST4110 Systems Analysis and Design	3 Credits
IST3500 Programming II	3 Credits
IST4200 Cyber Law and Ethics	3 Credits
IST4500 Systems Administration	3 Credits
IST4700 Advanced Topics in Information Technology	3 Credits
IST4300 IT Application, Acquisition, and Implementation	3 Credits
IST4800 IT Capstone	3 Credits
<b>Total</b>	<b>120 Credit Hours</b>



## Technology Requirements

Minimum Technology Requirements: Both the Data Analytics and Information Technology majors utilize specialized software for course assignments. Students in these majors must have access to minimum hardware and software recommendations for *MySQL Workbench* and *TestOut* in order to be successful in the program.

- MySQL Workbench Requirements - <https://mysqlworkbench.org/faq/faq-3/>
- TestOut Requirements - <https://testout.zendesk.com/hc/en-us/articles/234567528-What-are-the-system-requirements-for-the-TestOut-software>







# BACHELOR LEVEL CERTIFICATES

## BACHELOR-LEVEL CERTIFICATES

The following bachelor-level certificates are offered by the College of Adult & Graduate Studies:

1. Business Management
2. Emergency Management
3. Healthcare Management
4. Logistics Management
5. Ministry Leadership
6. Organizational Leadership

### Admission Requirements

- Completed OCU application
- 24 credits or 2 years of relevant work experience
- Proof of payment

### Completion

A notation regarding the certificate will be printed on the transcript of those students who earn the 12 certificate credits with a cumulative GPA of at least 2.5 in the designated courses.

### Cost

All bachelor level certificates are charged the bachelor cost per credit hour.

## BUSINESS MANAGEMENT CERTIFICATE

This certificate prepares individuals to understand basic business management concepts and principles as they are applied to a variety of organizations.

### Certificate Objective

Upon completion of this certificate, students should be able to apply business concepts in a business environment.

REQUIRED COURSES	12 CREDIT HOURS
MGT3020 Managers in Organizations	3 Credits
LGM3000 Logistics Management	3 Credits
HRM4040 Employee & Labor Relations	3 Credits
MKT3000 Marketing Concepts and Application	3 Credits

## EMERGENCY MANAGEMENT CERTIFICATE

This certificate prepares individuals to serve all stages of human suffering from immediate relief through community rebuilding and redevelopment.

### Certificate Objective

Upon completion of this certificate, students should be able to apply key elements of disaster management strategies, theories, and concepts to simulated and practical situations.

REQUIRED COURSES	12 CREDIT HOURS
EMT3000 Introduction to Disaster Response and Recovery	3 Credits
EMT4000 Natural and Man-made Disasters	3 Credits
EMT4100 Trauma: Understanding and Intervention	3 Credits
PSY4200 Conflict	3 Credits

## HEALTHCARE MANAGEMENT CERTIFICATE

The certificate in Healthcare Management develops the managerial skills required to work in today's regulated, complex healthcare field.

### Certificate Objective

Upon completion of this certificate, students should be able to apply management principles to healthcare organizations.

REQUIRED COURSES	12 CREDIT HOURS
Four of the following must be completed:	
HCM3100 Healthcare Informatics	3 Credits
HCM4000 Healthcare Industry	3 Credits
HCM4010 Legal and Regulatory Issues in Healthcare	3 Credits
HCM4020 Healthcare Finance and Reimbursement	3 Credits
HCM4030 Corporate Compliance and Integrity	3 Credits

## LOGISTICS MANAGEMENT CERTIFICATE

This certificate prepares individuals to manage various aspects of logistics.

### Certificate Objective

Upon completion of this certificate, students should be able to apply management principles to logistics and supply chain organizations.

REQUIRED COURSES	12 CREDIT HOURS
LGM3000 Logistics Management	3 Credits
Select three of the remaining courses (9 credits):	
LGM3000 Logistics Management	3 Credits
LGM4000 Transportation Systems	3 Credits
LGM4010 Warehousing and Terminal Management	3 Credits
LGM4020 Strategic Procurement	3 Credits
LGM4030 Logistics Security	3 Credits



## MINISTRY LEADERSHIP CERTIFICATE

This certificate prepares individuals to lead in various ministries within today’s church and society.

### Certificate Objective

Upon completion of this certificate, students should be able to apply leadership concepts to serve the pastoral needs of a local congregation.

<u>REQUIRED COURSES</u>	<u>12 CREDIT HOURS</u>
MIN3010 Pastoral Ethics	3 Credits
MIN3015 Church Administration	3 Credits
MIN3150 Ministry Leadership	3 Credits
PCC3040 Pastoral Care and Counseling	3 Credits

## ORGANIZATIONAL LEADERSHIP CERTIFICATE

This certificate prepares individuals to lead in various businesses and organizations.

### Certificate Objective

Upon completion of this certificate, students should be able to apply leadership theory and techniques within an organization.

<u>REQUIRED COURSES</u>	<u>12 CREDIT HOURS</u>
LDR3100 Organizational Leadership	3 Credits
LDR4000 Leading Change	3 Credits
LDR4100 Global Leadership	3 Credits
MGT4300 Leadership Communication	3 Credits







# OCCUONLINE PLUS PROGRAM



## OCUONLINE PLUS

OCUOnline Plus is specifically designed for recent high school graduates and offers majors that can be completed 100% online or blended with optional credit-bearing plus experiences. With 24-hour on-the-go access to online courses, students have the flexibility and convenience of managing their time to balance school and life. The weekly online discussion forums, faculty virtual office hours, and Online Plus Live! meetings offer a learning community to support student learning and success.

NOTE: The policies and information in this section are specific to OCUOnline Plus. For more general university policies that apply to both AGS and OCUOnline Plus, see the Adult and Graduate Studies catalog section.

## ADMISSIONS INFORMATION

### Requirements

To be considered for admission to the OCUOnline Plus program at Ohio Christian University, all candidates must meet the following requirements:

Regular Admission (one of these options)

- A GPA of 2.5+ with an ACT of 19+
- SAT 980+
- CLT 58+

Provisional Admission (one of these options)

- A 2.0-2.5 GPA with an ACT of 17-19
- SAT 900-940
- CLT 50-54

### Application File Requirements

Application requirements vary depending on a student's situation.

For a student with no earned college credits:

- ✓ Official High School Transcripts
- ✓ Official College Transcripts (if applicable)
- ✓ Official ACT/SAT/CLT Scores

For transfer students with 1-12 college credits:

- ✓ Official HS Transcript
- ✓ Official College/University Transcript
- ✓ ACT/SAT/CLT Scores

For transfer students with 12-23 college credits:

- ✓ Official College/University Transcript
- ✓ ACT/SAT/CLT Scores (if college/university GPA less than 2.5)

For transfer students with 24+ college credits:

- ✓ Official College/University Transcript

### HOW TO APPLY

Apply at <https://info.ohiochristian.edu/apply>. A \$30 application fee will be added to the first tuition bill.

### REQUEST TRANSCRIPTS

Official transcripts should be sent directly to the Ohio Christian University OCUOnline Plus program directly from the degree-granting high school and any college institutions if transferring college credit plus credits or college credits, either by fax, email, or by postal mail in a sealed envelope.

- Fax: 1-877-420-5921
- Email: [Enroll@ohiochristian.edu](mailto:Enroll@ohiochristian.edu)
- Mailing Address: ATTN: Admissions Office  
1476 Lancaster Pike, Circleville, Ohio 43113

### SEND TEST RESULTS

Forward results from the ACT, SAT, or CLT. (If you have taken an equivalent test already, contact us to ask if we will accept it.) If tests have been taken more than once, show all results. Scores may be sent directly from the testing agency or included on your high school transcript.

- OCU School Code for ACT: 3249
- OCU School Code for SAT: 1091

For more information, see your high school counselor or contact:

- The American College Testing Program  
PO Box 414 Iowa City, IO 52243  
(319) 377-1270
- The College Entrance Examination Board  
PO Box 6200 Princeton, NJ 08541-6200  
(606) 771-7600
- The Classic Learning Test  
67 Franklin Street, Annapolis, MD 21401  
(844) 925-8392



## TUITION OVERVIEW

OCUOnline Standard Cost	
12-18 credits per semester cost:	\$4,500
Per credit above 18:	\$300
Per credit below 12:	\$416
Standard Fees per Semester	
Application Fee	\$30
Materials Fee (per credit hour, billed to the student account)	\$10
Technology Fee per semester	\$250

## TERM SCHEDULE

Two semesters (spring and fall) are offered, each with two 8-week terms plus an optional 8-week summer term.

### Spring Semester

Spring A Term: January - March

Spring B Term: March - May

### Summer Term

Optional Summer Term: June - July

### Fall Semester

Fall A Term: August - October Fall

Fall B Term: October - December

## OPTIONAL PLUS EXPERIENCES

OCUOnline Plus combines the advantages of online learning and the adventure of real-world experience. Students have opportunities to engage in community and prepare for and experience a professional field of choice by learning. Optional Plus experiences include:

- Studying in various locations abroad
- Studying in various locations in the US
- Completing internships
- Living in the dorms and attending on-campus classes up to one full semester
- Participating in other plus experiences as offered

## ONLINE PLUS LIVE! MEETINGS

In order to promote student success and community, each course will require student attendance at two scheduled synchronous course meetings during the term. Attendance is mandatory and graded. If a student fails to attend, he/she must watch the recorded session and set a follow-up one-on-one meeting with the instructor.

If the student fails to attend and follow-up with the instructor, he/she will receive a zero grade for the meeting.

Meetings will take place via a virtual meeting platform. Instructors will use an online scheduling tool to help select times that are most convenient for students.

The first live meeting will be scheduled and held before the end of Week 2 of the eight-week term. The second live meeting will be scheduled by the course instructor to occur during Weeks 3-6 (prior to the start of Week 7). Students are expected to check their email for dates and times of each meeting. If students have questions about these meetings, they should contact their instructor directly.

## FACULTY VIRTUAL OFFICE HOURS

OCUOnline Plus faculty are required to hold at least one weekly office hour using a virtual meeting platform. Just as on-campus students are encouraged to visit faculty outside of class meetings as needed, students in OCUOnline Plus are encouraged to meet with online faculty during virtual office hours. Students can choose to use this time with faculty to discuss course content, progress through the course, and/or other topics as needed.

## CAPSTONE REQUIREMENT

OCUOnline Plus students are required to complete a capstone experience. This might include a capstone course, internship, or undergraduate thesis.

For details on these options per major, please see this resource: <http://bit.do/OCUOnlinePlusCapstone>

These options will be discussed with students entering the junior year of study and will be at the discretion of the Academic Program Director.

## COURSE POLICIES

### Attendance Requirement

Weekly activity is required each week in online courses. Attendance records are maintained by the teaching professor. Attendance includes posting in forums and completing assignments. If you are not active in a course during a week (Mon-Sun), you will be marked absent.

### Withdrawal Due to Absences/ Non-Activity

Three or more absences in a course will result in the student receiving an automatic withdrawal from the course. The student will need to appeal in order to receive a punitive grade for a course in which three or more absences are recorded by the professor.



## OCUONLINE PLUS REQUIREMENTS

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### General Education Requirements

OCUOnline Plus majors require the 54 credits of general education outlined below.

#### **COMMUNICATION SKILLS** **9 CREDITS**

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

Oral Communication	3 credits
Written Communication/Literature	6 credits

#### **HUMANITIES** **9 CREDITS**

Courses must come from at least TWO disciplines in Literature, History, Philosophy, Music, Art, and Drama.

#### **REASONING SKILLS** **9 CREDITS**

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

#### **SOCIAL & BEHAVIORAL SCIENCE** **9 CREDITS**

Includes courses in Business, Behavioral Sciences (e.g., Anthropology, Economics, Geography, and Sociology), and Social Sciences (e.g., Archeology, Organizational Theory, Political Science, and Human Services).

Behavioral Sciences	3 credits
Social Sciences	3 credits

#### **BIBLICAL LITERATURE, THEOLOGY, & RELIGION** **9 CREDITS**

Includes courses in Bible, theology, church history, and religion.

Old Testament Literature	3 credits
New Testament Literature	3 credits
Biblical Literature, Theology, or Religion	3 credits

#### **FOREIGN LANGUAGE/ INTERNATIONAL CULTURE** **9 CREDITS**

Total OCUOnline Plus General Education Cores	<b>54 credits</b>
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**OCCUONLINE PLUS MAJORS**

## OCUONLINE PLUS BACHELOR OF ARTS MAJORS

- Business (See p. 48)
- English (See p. 51)
- History (See p. 52)
- Political Science (See p. 55)
- Psychology (See p. 55)
- Advanced Degree Tracks: Pre-Grad School and Pre-Law (See requirements below)

### Advanced Degree Tracks: Pre-Grad School and Pre-Law Track

Ohio Christian University has developed unique major tracks to prepare students who hold the goal of further education and an advanced degree beyond the bachelor's degree.

### BACHELOR OF ARTS: PRE-GRAD SCHOOL TRACK

The Pre-Grad School track offers various double major options depending on your long-term graduate school and career goals. Students who wish to pursue a position teaching in higher education might choose one major in the area they wish to someday teach along with a second major in English to prepare for the rigors of writing and critical thinking that graduate school requires. Students who wish to pursue a career in business might choose to double major in business and political science to prepare for an MBA program and a career in the profit or non-profit business field. The combinations are many. Advising is available for students who wish to discuss the options and their long-term goals.

#### Requirements for Double Major

<b>GENERAL EDUCATION HOURS</b>	<b>48-54 CREDITS</b>
Some courses can count as both General Education and Major requirements.	
<b>MAJOR #1 HOURS</b>	<b>36 CREDITS</b>
<b>MAJOR #2 HOURS</b>	<b>36 CREDITS</b>
<b>Total</b>	<b>120 Credit Hours</b>

### BACHELOR OF ARTS: PRE-LAW TRACK

The Pre-Law track is focused on preparing students for the rigors of law school and offers three degree options that lend themselves to law school readiness: Political Science, History, and English. Students have the option to choose one of the major areas for a single major or two of the major areas for a double major.

#### Requirements for Single Major

<b>GENERAL EDUCATION HOURS</b>	<b>54 CREDITS</b>
Some courses can count as both General Education and Major requirements.	
<b>GENERAL ELECTIVE HOURS</b>	<b>30 CREDITS</b>
<b>MAJOR HOURS</b>	<b>36 CREDITS</b>
<b>Total</b>	<b>120 Credit Hours</b>

#### Requirements for Double Major

<b>GENERAL EDUCATION HOURS</b>	<b>48-54 CREDITS</b>
Some courses can count as both General Education and Major requirements.	
<b>MAJOR #1 HOURS</b>	<b>36 CREDITS</b>
<b>MAJOR #2 HOURS</b>	<b>36 CREDITS</b>
<b>Total</b>	<b>120 Credit Hours</b>

## OCUONLINE PLUS BACHELOR OF SCIENCE MAJORS

### BACHELOR OF SCIENCE IN DATA ANALYTICS

OCU's Data Analytics major prepares students for a career in data analytics within the information technology area. Through this major, students define challenges in providing useful data acquired from multiple sources and address the use of analytics to resolve cross-organizational problems.

For more information, see p. 59.

### BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY

OCU's Information Technology major prepares students for a career in the information technology field. The Bachelor of Science degree in Information Technology integrates information technology with business and equips students to plan, implement, and support information systems.

For more information, see p. 59.





# GRADUATE STUDIES

## GRADUATE EDUCATION AT OCU

Graduate-level work is a rigorous undertaking, requiring high expectation of learning and an advanced level of thinking. As graduate students engage in research and discussion, the expectation is that their critical thinking skills will demonstrate a high quality of articulated reasoning.

### GRADUATE MAJORS OFFERED

- Master of Arts with a major in Leadership
  - Business Management Concentration
  - Healthcare Management Concentration
  - Human Resources Concentration
- Master of Arts with a major in Ministry
  - Pastoral Care and Counseling Concentration
  - Practical Theology Concentration
  - Sport, Recreation, and Fitness Ministries Concentration
- Master of Business Administration
  - Accounting Concentration
  - Digital Marketing Concentration
  - Finance Concentration
  - Healthcare Management Concentration
  - Human Resources Concentration
  - Organizational Leadership Concentration
- Dual Graduate Degree: Master of Business Administration and Master of Arts in Ministry

These graduate majors are designed to bring a new level of effectiveness to those desiring to make a difference in their world.

## INTERNATIONAL STUDENT POLICY

The university complies with U.S. government regulations for foreign students. Due to strict government regulations, the university has detailed requirements pertaining to foreign students. It is the responsibility of foreign students to obtain the proper documents and to furnish the university with these documents. Before a student can receive his/ her I20 to obtain a visa, certain requirements must be met: The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:

- Test of English as a Foreign Language (TOEFL): minimum score of one of the following:
  - 550 paper-based
  - 213 computer-based
  - 79 Internet-based
- IELTS - minimum 6.0.

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

### TRANSFER CREDIT

Ohio Christian University may accept up to nine graduate semester credits in transfer from a regionally accredited institution for graduate programs. If graduate credit is from an institution that is not regionally accredited but meets all other stipulations, the credit will be accepted only after probationary study at OCU of 18 graduate credits and achievement of 3.0 average or better. The following criteria are used to assess transfer credit:

- The course is no more than 10 years old.
- The course is equivalent to the course being substituted.
- A minimum grade of "B" was earned for the course.
- The course was not earned for a degree that was already conferred.

An advanced standing request must be made prior to the semester in which the course in question occurs.

## CERTIFICATION-TO-CREDIT GRADUATE PROGRAM

The Certification-to-credit Program allows students to use a professional certification previously earned and apply it to a degree, saving time and money.

- An earned and current certificate must be submitted to and evaluated by the director of the academic major.
- The student must be in good academic standing with the certification at the time credit is requested.
- Contact your academic adviser as early as possible to apply for potential credits.
- Credits will be applied to the degree after 6 credits (2 courses) are completed in the degree major with a 3.0 or higher GPA.



- A transcription fee will be charged. See financial fee schedule on p. 12 for more information.
- Certifications will come in as transfer credit; therefore, they may or may not transfer to another institution.

## ADMISSION REQUIREMENTS

### Application Process

Students must complete the admissions process before they are eligible to start classes. Materials which must be included in the file before being considered for graduate admission are:

- Official transcripts from the baccalaureate degree institution. Transcripts must come directly from the sending institution to OCU's College of Adult and Graduate Studies via fax or via mail in a sealed envelope.
- Completed and signed application and application fee paid (non-refundable).
- Completed personal history essay (Master of Arts in Ministry major only).
- Completed statement of faith form (Master of Arts in Ministry major only).
- One Ministry Reference Form (Master of Arts in Ministry major only).

Readmit: See Applicable Catalog on p. 27.

### Master of Business Administration or Master of Arts Degrees

The university has set the following admissions requirements for these graduate degrees:

- A baccalaureate or graduate degree from a college or university accredited by a regional accrediting body or the ABHE verified on original transcripts sent by the institution directly to Ohio Christian University.
- An undergraduate grade point average (GPA) of 3.0 or higher from the baccalaureate degree granting institution.

Any applicant not meeting the above-stated requirements may be placed on academic probation or may petition for consideration.

### Probationary Admission

If a student's undergraduate GPA is below a 3.0, the student may be admitted on probation. Students placed on GPA probation who do not have an overall GPA of at least 3.0 after attempting 9 credits will be suspended from the program.

### Vaccinations

The College of Adult & Graduate Studies does not require the submission of health/immunization records for admission or enrollment. The College recommends that all applicants, students, and their families review the list of recommended vaccines that has been compiled by the American College Health Association (ACHA) with assistance from the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC). The College also recommends that all students maintain these recommended vaccinations.

### COURSE LOAD

The minimum full-time student load is 18 graduate semester credits per year.

### GRADUATE GRADING SYSTEM

Grades are due from the instructor to the AGS Registrar's Office 15 days after the end date listed in SONIS. They may take several days to administratively process.

Grade changes are subject to additional approvals and may take up to 10 days to administratively process.

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

### Graduate Grade Definition

Grade	Description
A	<i>Superior Work.</i> Implies excellence in thinking and performance in a course. High-level work that is clear, precise, well-reasoned, and insightful.
B	<i>Above Average.</i> Implies sound thinking and performance in a course. B-level work is clear, precise, and well-reasoned but does not have the depth or insight of A-level work.
C	<i>Average.</i> Implies mixed thinking and performance in a course. C-level work is inconsistently clear, precise, well-reasoned, and inconsistently demonstrates comprehension of basic concepts and principles.
F	<i>Failure.</i> Implies an attempt to get through a course by rote recall and reflects a mistaken comprehension of basic concepts and principles.



I	<i>Incomplete.</i> Incompletes are recorded temporarily in extenuating circumstances after student request and administrative approval.
W	<i>Withdrawal.</i> This grade is not used in computing the student's GPA, but it does affect completion rate.
AU	<i>Audit.</i> No credit is earned. This grade is not used in computing the student's GPA.

## Computing Graduate Grade Point Averages (GPA)

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

A	4.00	94-100 percent
A-	3.70	91-93 percent
B+	3.30	88-90 percent
B	3.00	84-87 percent
B-	2.70	81-83 percent
C+	2.30	78-80 percent
C	2.00	74-77 percent
F	0.00	73 percent or below
I	0.00	temporary
W	0.00	no value assigned
AU	0.00	no value assigned

## INCOMPLETE WORK

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

- A temporary grade of incomplete may be granted for some assignments when the student is prevented from finishing course work on time by extenuating circumstances, such as military service, hospitalization, or death in the immediate family. The student should demonstrate that over fifty percent of course work has already been accomplished.
- It is the student's responsibility to request an "I" grade by emailing the request and rationale to AGSappeal@ohiochristian.edu. The student is required to include documentation as evidence of the extenuating circumstance and should demonstrate that the majority of the course work has already been accomplished. The request must be made no later than the last week of the course. If the emergency occurs in the last week of the course, the request must be made no later than 14 days after the end date of the course as noted in SONIS.
- The student, instructor, and advisor will be notified regarding approval or denial of the appeal.
- Students approved for a temporary grade of incomplete will be required to turn in completed work to the instructor who taught the course. The

deadline for submitting work is five weeks from the end date of the course as noted in SONIS. Students will be assigned alternative assignments for participatory activities, team exercises, and online discussions, for class sessions approved for the incomplete. Assignments due for class sessions held prior to the incomplete may not be made up.

- Failure to submit the incomplete work by this deadline will result in earning zero points for the incomplete work, and the final grade will be awarded accordingly. The incomplete deadline cannot be extended.

## Probation, Suspension, or Dismissal

- GPA Requirement Probation Status:
  - Students admitted on a probationary basis because they do not meet the minimum GPA for regular admission are placed on GPA Probation.
  - A student is placed on GPA requirement probation
    - if his/her cumulative GPA is not at least 3.0 at the end of a semester. If cumulative GPA is not at least 3.0 after attempting 9 more credits, the student will be suspended.
    - No credits may be earned with course grades of C or C+. Courses with a grade of C or C+ must be retaken. Students are responsible for tuition and associated costs for repeating a course.
- GPA requirement suspension appeal may be submitted to AGSAppeal@ohiochristian.edu within one month of notification of suspension, and should describe the extenuating circumstances, such as military service, hospitalization or death in the immediate family.
- Readmission: A student who has been suspended for GPA reasons may reapply after six months from the end date of the last course.
- A student who is placed on probation more than twice may be dismissed from the University permanently.

## GRADUATION REQUIREMENTS

Students are personally responsible for meeting all requirements for graduation. To graduate a student must:

- Complete the approved course of study for one of the graduate programs offered.
- Achieve a cumulative GPA of at least 3.0 or better (on a 4.0 scale) on all course work. No credits may be applied to the graduate degree with course grades



of C+ or below. Courses with a grade of C+ or below must be retaken. If a course needs to be retaken due to a poor grade, students are responsible for tuition and associated costs to repeat the course.

- Satisfy all financial obligations to the university and be in good standing with the university.
- Submit Graduation Application by published deadline, accompanied by the non-refundable Graduation Fee.

Graduates may participate in commencement exercises.

Graduation requirements are subject to change.

Curriculum requirements serve as a guide to program planning and are also subject to change. Every effort will be made to communicate changes to all concerned students in a reasonable manner. OCU reserves the right to deny graduation to any student whose character is contrary to the testimony, doctrine, and standards of the university.

### **Residency Requirements**

In order to graduate from Ohio Christian University with a master's degree, candidates must have taken at least 27 graduate semester credits from OCU. Students must complete all program requirements within seven years.

## **DEGREE CONFERRAL**

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

## **COMMENCEMENT CEREMONY**

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

Students wishing to participate in the commencement ceremony must:

- Lack no more than six credits to complete in summer.
- Take all remaining course work from Ohio Christian University.
- Have all requirements completed by September 1.







**MASTER OF ARTS**

## MASTER OF ARTS IN LEADERSHIP

The Master of Arts with a major in Leadership prepares professionals who want to enhance their leadership skills in order to develop more effective organizations. The program emphasizes critical and strategic thinking, ethics, and real-world application of leadership principles.

### Major Objectives

Upon completion of the major, students should be able to:

- Integrate a biblical worldview to effectively influence organizations.
- Examine effective leadership and management theories consistent with supporting the organization's mission, vision, goals, and objectives.
- Conduct research to facilitate data-driven organizational change and development.
- Assess organizational systems and team dynamics to develop strategies for professional and personal improvement.

The MA with a major in Leadership is comprised of 36 semester credits: 24 semester credits from the required leadership courses plus 12 semester credits from one of the following concentrations: Human Resources, Healthcare Management, Business Management, and Nonprofit Management.

REQUIRED LEADERSHIP COURSES	24 CREDITS
BUS5000 Graduate Essentials	3 Credits
LDR6020 Advanced Organizational Behavior	3 Credits
BUS6030 Managing and Leading Operations	3 Credits
LDR6060 Theory and Practice of Leadership	3 Credits
MGT6070 Global Business Environment	3 Credits
LDR6080 Strategic Leadership	3 Credits
LDR6500 Ethics in Leadership	3 Credits
LDR6800 Applied Leadership Capstone	3 Credits
CONCENTRATION COURSES	12 CREDITS
<b>Total</b>	<b>36 Credit Hours</b>

### Business Management Concentration

The Business Management concentration in the Master of Arts degree in Leadership is comprised of the following courses.

#### Concentration Objective

Upon completion of this concentration, the student should be able to apply business management principles to work with people and processes within a business organization.

### Concentration Courses 12 Credit Hours

BUS5020 Project Management	3 Credits
BUS5050 Legal and Regulatory Environment	3 Credits
HRM5030 Managing Human Resources	3 Credits
MGT6080 Advanced Strategic Management	3 Credits

### Healthcare Management Concentration

The Healthcare Management concentration prepares the healthcare professional as an informed and contributing agent in an informatics environment for senior-level management positions in all types of health care organizations.

#### Concentration Objective

Upon completion of this concentration, the student should be able to apply critical decision-making to the current issues and future trends facing local, state, and national healthcare.

### Concentration Courses 12 Credit Hours

HCM6000 Modern Healthcare Industry	3 Credits
HCM6010 Healthcare Legal and Regulatory Climates	3 Credits
HCM6020 Healthcare Finance	3 Credits
HCM6030 Trends in Healthcare	3 Credits

### Human Resources Concentration

The Human Resources concentration is designed to provide greater study for human resources professionals or those who wish to strengthen their knowledge and skills in the human resources area. Upon completion of this concentration, students should be able to analyze an organization's human resources needs and offer recommendations for comprehensive improvement.

#### Concentration Objective

Upon completion of this concentration, students should be able to analyze an organization's human resources needs and offer recommendations for comprehensive stabilization and/or improvement.

### Concentration Courses 12 Credit Hours

HRM5030 Managing Human Resources	3 Credits
HRM5040 Employment Law	3 Credits
HRM6010 Strategic Compensation Management	3 Credits
HRM6030 Strategic Human Resource Development	3 Credits

## MASTER OF ARTS IN MINISTRY

Ohio Christian University has developed its Master of Arts with a major in Ministry to enhance the ministry skills of pastors and lay leaders in the local church. The



major will prepare students to serve even more effectively in the church and society, whether they are in paid or lay ministry.

All courses contribute to the ability to enhance students' ministry skills. All graduates of this major must be grounded in the Bible, theology, and historical thought and context of the church.

## Major Objectives

Upon completion of the major a student should be able to:

- Demonstrate a deep love for God by continually practicing spiritual disciplines.
- Analyze Christian theological thinking through the centuries and its effects on the church and culture and the effects of culture and church on Christian theological thinking.
- Conduct independent research and evaluation of biblical and theological literature and apply knowledge to enhance ministry practices.
- Analyze situations and choose the proper interventions to help others cope with crises. (Pastoral Care and Counseling)
- Demonstrate skills in church administration, preaching/ teaching, handling sacraments and rituals, and care giving in the local church. (Practical Theology)
- Conduct research that leads to enhanced ministry practices.

The Master of Arts with a major in Ministry program is comprised of 34 semester credits: 22 semester credits from the required ministry courses plus 12 semester credits from one of the following concentrations: Practical Theology, Pastoral Care and Counseling, or Sports, Recreation, and Fitness Ministries.

REQUIRED MINISTRY COURSES	24 CREDITS
MIN5000 Ministry Essentials	3 Credits
PCC5100 Pastoral Care Giver	3 Credits
BIB5300 New Testament History and Interpretation	3 Credits
BIB5400 Old Testament History and Interpretation	3 Credits
THE5500 History of Christian Thought	3 Credits
THE5600 Theology of John Wesley	3 Credits
MIN6700 Mission in the Western World	3 Credits
MIN6800 Ministry Capstone	3 Credits

CONCENTRATION COURSES	12 CREDITS
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<b>Total</b>	<b>36 Credit Hours</b>
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## Pastoral Care and Counseling Concentration

The Pastoral Care and Counseling Concentration is designed for those ministers who are called to a counseling ministry. The concentration is not designed to qualify the graduate to work as a licensed counselor.

Completion of the “Pastoral Care and Counseling” concentration verifies successful completion of the courses required to earn the concentration and does not constitute a certificate or license that is required under Ohio law of any other state law to engage in the practice of professional counseling.

Concentration Courses	12 Credit Hours
PCC6000 Methods of Pastoral Counseling	3 Credits
PCC6200 Ethical and Legal Issues in Pastoral Counseling	3 Credits
PCC6400 Spiritual Issues in Pastoral Counseling	3 Credits
PCC6600 Pastoral Intervention in Crisis	3 Credits

## Practical Theology Concentration

The Practical Theology Concentration is designed for those who are employed as pastors in their churches. It is expected that most of these will be ministers who have ordination credentials. Consequently, the concentration is planned to enhance those ministry skills and increase their effectiveness in their careers. A second category of persons who may be interested in this program are those who have limited experience in ministry but feel called to dedicate their lives to the work of ministry and may be employed full-time or part-time by a church in a ministry role. The program is planned to continue the development of their ministry skills in practical theology.

Concentration Courses	12 Credit Hours
MIN5200 Worship in the Church	3 Credits
MIN6100 Biblical Preaching	3 Credits
MIN6300 Pastoral Leadership	3 Credits
MIN6500 Spiritual Disciplines	3 Credits

## Sport, Recreation, and Fitness Ministries Concentration

The Sport, Recreation, and Fitness (SR&F) Ministries Concentration is designed for those who are called to an SR&F focused ministry. The concentration provides the theological, philosophical, and methodological foundations for this specialized area. The concentration emphasizes the ministry leadership skills necessary for SR&F evangelism and discipleship in a local church or para-ministry context.

Concentration Courses	12 Credit Hours
MIN6200 Theology and Ethics of Competition	3 Credits
MIN6220 Models of Sport, Recreation, and Fitness Ministries	3 Credits
MIN6240 Sports Ministry organization and Administration	3 Credits
MIN6260 Sport, Recreation, and Fitness Evangelistic Discipleship	3 Credits



## MASTER OF BUSINESS ADMINISTRATION

The MBA major provides the leaders of today and tomorrow with the knowledge and skills required to succeed in a competitive business environment. The major emphasizes critical and strategic thinking, business management skills, ethics, and real-world applications.

### Major Objectives

Upon completion of the MBA major, the graduate should be able to:

- Apply management principles that coordinate with human capital and processes to optimize organizational success.
- Analyze legal and ethical aspects of business through a Christian worldview.
- Develop holistic strategies that enable organizations to effectively create, communicate, deliver, and exchange offerings to create a profit in today's global environment.
- Evaluate business operations using qualitative and quantitative analysis to assist decision-making and problem-solving for performance improvement.

#### REQUIRED MBA COURSES

BUS5000 Graduate Essentials	3 Credits
BUS5020 Project Management	3 Credits
BUS5030 Economics for Managers	3 Credits
BUS5050 Legal and Regulatory Environment	3 Credits
BUS6030 Managing and Leading Operations	3 Credits
BUS6050 Quantitative and Analytic Methods	3 Credits
ACC6010 Advanced Managerial Accounting	3 Credits
FIN5060 Managerial Finance and Analysis	3 Credits
LDR6500 Ethics in Leadership	3 Credits
MGT6070 Global Business Environment	3 Credits
MKT5010 Marketing and Advertising for Managers	3 Credits
BUS6800 Applied Business Administration Capstone	3 Credits

<b>Total</b>	<b>36 Credit Hours</b>
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emphasizes critical and strategic thinking, business management skills, ethics, and real-world applications. There are six concentrations from which a student must choose: Accounting, Digital Marketing, Finance, Healthcare Management, Human Relations, and Organizational Leadership.

### Major Objectives

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

- Integrate Christian principles in critical thinking and decision-making.
- Demonstrate awareness and improvement of thinking and learning strategies.
- Implement business concepts in a business environment.
- Evaluate operations and provide recommendations to improve performance.

The MBA with Concentration major is comprised of 24 semester credits from the required MBA with Concentration Courses plus 12 semester credits from one of the following concentrations: Accounting, Digital Marketing, Finance, Healthcare Management, Human Resources, or Organizational Leadership.

<b>REQUIRED MBA WITH CONCENTRATION COURSES</b>	<b>24 CREDITS</b>
BUS5000 Graduate Essentials	3 Credits
BUS5030 Economics for Managers	3 Credits
BUS6030 Managing and Leading Operations	3 Credits
BUS6050 Quantitative and Analytic Methods	3 Credits
ACC6010 Advanced Managerial Accounting	3 Credits
FIN5060 Managerial Finance and Analysis	3 Credits
MGT6070 Global Business Environment	3 Credits
BUS6800 Applied Business Administration Capstone	3 Credits
<b>CONCENTRATION</b>	<b>12 CREDITS</b>
<b>Total</b>	<b>36 Credit Hours</b>

## MASTER OF BUSINESS ADMINISTRATION (WITH CONCENTRATION)

The MBA with concentration provides the leaders of today and tomorrow with the knowledge and skills required to succeed in a competitive business environment within specific industries. The program



## Accounting Concentration

The accounting concentration provides students an in-depth view of relevant accounting concepts.

### Concentration Objective

Upon completion of this concentration, the student should be able to lead organization financial and economic based decisions.

Concentration Courses	12 Credit Hours
ACC6020 Federal Taxation	3 Credits
ACC6030 Auditing	3 Credits
ACC6040 Nonprofit Accounting	3 Credits
ACC6050 Financial Statement Analysis	3 Credits

## Digital Marketing Concentration

The Marketing concentration is designed to provide greater study for marketing managers or those who want to enhance their career path with training in the world of marketing. Upon completion of this concentration, students should be able to lead and manage organizations' strategic marketing development in the digital economy.

### Concentration Objective

Upon completion of this concentration, students should be able to lead and manage organizations' strategic marketing development in the digital economy.

Concentration Courses	12 Credit Hours
MKT5010 Marketing and Advertising for Managers	3 Credits
MKT6200 Digital Marketing	3 Credits
MKT6210 Psychology of Marketing	3 Credits
MKT6230 Product and Brand Development	3 Credits

## Finance Concentration

The finance concentration is designed to provide greater study for financial managers or those who wish to broaden their career opportunities through training in financial theory and practice. Upon completion of this concentration, the student should be able to apply financial management principles to work with individuals and corporations to achieve their financial goals.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply financial management principles to work with individuals and corporations to achieve their financial goals.

Concentration Courses	12 Credit Hours
FIN6100 Corporate Finance	3 Credits
FIN6110 Financial Planning	3 Credits

FIN6120 Financial Markets and Institutions	3 Credits
FIN6130 Investments	3 Credits

## Healthcare Management Concentration

The healthcare management concentration prepares the healthcare professional as an informed and contributing agent in an informatics environment for senior-level management positions in all types of health care organizations.

### Concentration Objective

Upon completion of this concentration, the student should be able to apply critical decision-making to the current issues and future trends facing local, state, and national healthcare.

Concentration Courses	12 Credit Hours
HCM6000 Modern Healthcare Industry	3 Credits
HCM6010 Healthcare Legal and Regulatory Climates	3 Credits
HCM6020 Healthcare Finance	3 Credits
HCM6030 Trends in Healthcare	3 Credits

## Human Resources Concentration

The human resources concentration is designed to provide greater study for human resources professionals or those who wish to strengthen their knowledge and skills in the human resources area. Upon completion of this concentration, students should be able to analyze an organization's human resources needs and offer recommendations for comprehensive improvement.

### Concentration Objective

Upon completion of this concentration, students should be able to analyze an organization's human resources needs and offer recommendations for comprehensive stabilization and/ or improvement.

Concentration Courses	12 Credit Hours
HRM5030 Managing Human Resources	3 Credits
HRM5040 Employment Law	3 Credits
HRM6010 Strategic Compensation Management	3 Credits
HRM6030 Strategic Human Resources Development	3 Credits

## Organizational Leadership Concentration

The MBA leadership program prepares individuals to embrace significant leadership responsibilities in either the public or private sectors. Courses help students to understand the challenges and opportunities inherent in a leadership role. Upon completion of this concentration, the student should be able to apply leadership principles to work with people and processes within a profit or not-for-profit organization.



### Concentration Objective

Upon completion of this concentration, the student should be able to apply leadership principles to work with people and processes within a profit or not-for-profit organization.

Concentration Courses	12 Credit Hours
LDR6020 Advanced Organizational Behavior	3 Credits
LDR6060 Theory and Practice of Leadership	3 Credits
LDR6080 Strategic Leadership	3 Credits
LDR6500 Ethics in Leadership	3 Credits

## DUAL DEGREES: MASTER OF BUSINESS ADMINISTRATION AND MASTER OF ARTS IN MINISTRY

Ohio Christian University has developed its unique program of Master of Business Administration and Master of Arts with a major in Ministry to address the needs of its constituencies. The combination of these degrees will serve pastors who need to be a “tent-maker” or to lead in the financial aspects of their ministry as well as business people who desire to fully engage in ministry understanding and opportunities at their churches and ministry organizations.

The MBA/MA dual degrees provide the leaders of today and tomorrow with the knowledge and skills required to succeed in multiple environments: business and ministry.

The program emphasizes critical and strategic thinking, business management skills, ethics, and real-world applications as well as the Bible, theology, and historical thought and context of the church.

### Program Objectives

Upon completion of the MBA/MA dual degrees program, the graduate should be able to:

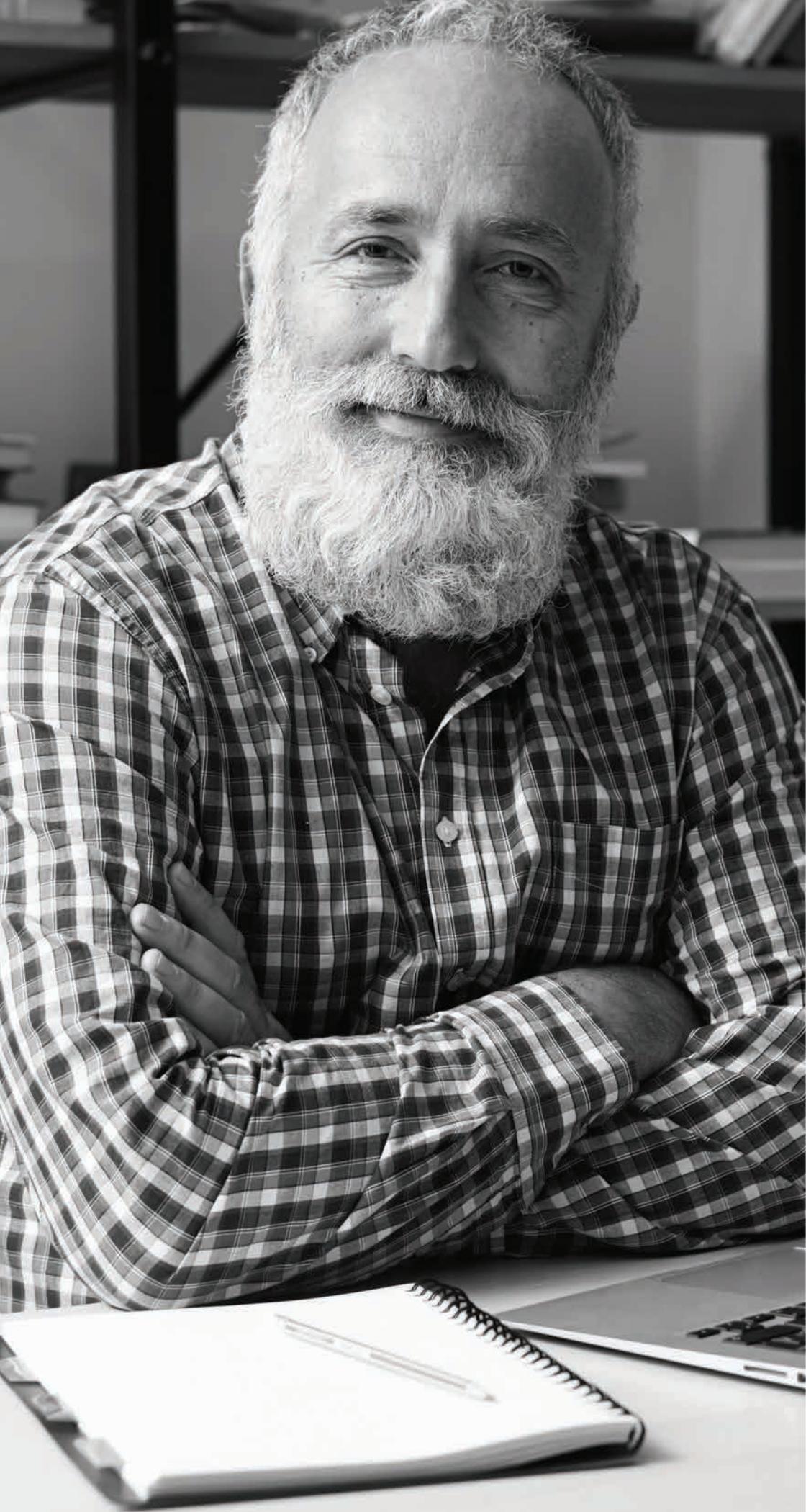
- Integrate Christian principles in critical thinking and decision-making.
- Demonstrate awareness and improvement of thinking and learning strategies.
- Implement business concepts in a business environment.
- Evaluate operations and provide recommendations to improve performance.
- Analyze Christian theological thinking, church, and culture through the centuries and the effects of each on the others.
- Conduct independent research and evaluation of biblical and theological literature and apply knowledge to enhance ministry practices.

### REQUIRED DUAL DEGREE COURSES

BUS5000 Graduate Essentials	3 Credits
MKT5010 Marketing and Advertising for Managers	3 Credits
BUS5030 Economics for Managers	3 Credits
MIN6300 Pastoral Leadership	3 Credits
PCC6200 Ethical and Legal Issues in Pastoral Counseling	3 Credits
FIN5060 Managerial Finance and Analysis	3 Credits
MIN6500 Spiritual Disciplines	3 Credits
ACC6010 Advanced Managerial Accounting	3 Credits
MGT6070 Global Business Environment	3 Credits
BUS6050 Quantitative and Analytic Methods	3 Credits
BUS6030 Managing and Leading Operations	3 Credits
PCC5100 Pastoral Care Giver	3 Credits
MIN5200 Worship in the Church	3 Credits
BIB5300 New Testament History and Interpretation	3 Credits
BIB5400 Old Testament History and Interpretation	3 Credits
THE5500 History of Christian Thought	3 Credits
THE5600 Theology of John Wesley	3 Credits
MIN6100 Biblical Preaching	3 Credits
MGM6800 Dual Masters Capstone	3 Credits

<b>Total</b>	<b>57 Credit Hours</b>
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SUMMER INSTITUTE

## SUMMER INSTITUTE

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AGS offers six-week graduate courses and intensive credit and non-credit bearing workshops during the summer. Course selections vary per summer and information concerning specific offerings are available after January 1 each year.

### Previous Summer Institute Courses

COM5000 Communication Theory and Practice	3 Credits
COM5100 Intercultural Communication	3 Credits
COM5200 Communication Studies: Ethics, Media, and Society	3 Credits
COM5300 Interpersonal and Small Group Communication	3 Credits

ENG5000 Studies in Composition	3 Credits
ENG5100 Teaching Writing in the Disciplines	3 Credits
ENG5200 Modern Rhetorical Theory	3 Credits
ENG5300 Introduction to Literary and Cultural Theory	3 Credits
ESL6000 Theories and Trends in Teaching ESL Students	3 Credits
ESL6100 Cultural and Linguistic Diversity	3 Credits
ESL6200 Methods of Integrating ESL Instruction	3 Credits
ESL6300 Assessment of ESL Students	3 Credits
MAT5000 Historical and Cultural Foundations of Mathematics	3 Credits
MAT5100 Probability	3 Credits
MAT5200 Statistics	3 Credits
MAT5300 Teaching Geometry, Grades 7-12	3 Credits





# COURSE DESCRIPTIONS

## COURSE PREFIX INDEX

*Not all courses are available in every location.*

ACC	Accounting	98
AGR	Agriculture	99
BIB	Bible	99
BUS	Business	101
CHS	Church History	102
CJU	Criminal Justice	102
COM	Communication	103
DMM	Digital Multi-Media	104
EDU	Education	104
EMT	Emergency Management	105
ENG	English	106
ESL	English as a Second Language	108
FIN	Finance	109
GEO	Geography	109
HCM	Healthcare Management	109
HIS	History	110
HIT	Health Information Technology	111
HRM	Human Resource Management	111
HSV	Human Services	112
INT	Interdisciplinary Studies	113
IST	Information Systems	113
LDR	Leadership	115
LFC	Life Calling	116
LGM	Logistics Management	116
MAT	Math	117
MGM	Master of Management	117
MGT	Management	118
MIN	Ministry	118
MIS	Management of Information Systems	120
MKT	Marketing	121
OCU	Ohio Christian University Intro	122
PCC	Pastoral Care and Counseling	122
PLA	Prior Learning Assessment	122
POL	Political Science	123
PSY	Psychology	124
REL	Religion	125
SAC	Substance Abuse Counseling	125
THE	Theology	126

## ACC | ACCOUNTING

### ACC2020 Accounting I (3 credits) 6 weeks

This course introduces the student to the double-entry system of bookkeeping and the basic accounting cycle. An examination of the fundamental concepts and procedures utilized by entities to communicate financial information according to generally accepted accounting principles.

Individual effort is emphasized through a workbook and practice set.

*(Prerequisite: BUS2050)*

### ACC4010 Accounting II (3 credits) 6 weeks

The acquisition, analysis, and reporting of financial information is important to the individual manager and the organization. Special attention will be given to the planning and control responsibilities of practicing managers. Individuals should gain confidence in their ability to interpret and use financial information for more effective decision-making.

*(Prerequisite: ACC2020)*

### ACC4020 Intermediate Accounting I (3 credits) 5 weeks

This course expands on basic accounting principles to provide an increased understanding of financial statement preparation and presentation to external users.

*(Prerequisite: ACC4010)*

### ACC4030 Introductory Auditing (3 credits) 5 weeks

This course introduces the basic evidential procedures involved in supporting the various types of audits, in compliance with Generally Accepted Auditing Standards (GAAS).

*(Prerequisite: ACC4010)*

### ACC4040 Managerial Accounting (3 credits) 5 weeks

This course presents alternative methods of preparing managerial accounting information and examines how these methods are used by companies. Students will evaluate the concepts of cost accounting as a managerial tool for business strategy and implementation. Emphasis is placed on both the development of analytical skills and the values and behaviors that make managerial accountants effective in the workplace.

*(Prerequisite: ACC4010)*

### ACC4050 Accounting Information Systems (3 credits) 5 weeks

This course provides students the insight into the implementation and management of automated accounting systems, with an emphasis on internal controls and information accuracy.

*(Prerequisite: ACC4010. Recommendation: BUS3040 Business Information Systems)*

### ACC4120 Intermediate Accounting II (3 credits) 5 weeks

As a continuation of ACC4020, this course expands accounting principles to provide an increased understanding of financial statement preparation and presentation to external users.

*(Prerequisite: ACC4020)*



**ACC4200 Cost Accounting (3 credits) 5 weeks**

Developing and organizing cost and accounting data for planning and control decisions, including job-order, budgeting, cost-volume-profit analysis, and categorizing of costs for payroll, materials, overhead, labor, and other cost categories.

**ACC4300 Individual Income Taxation (3 credits) 5 weeks**

This course covers federal tax laws and their impact on individuals, estates and trusts, including tax return preparation.

**ACC4400 Business Tax Accounting (3 credits) 5 weeks**

The Business Tax Accounting course addresses federal tax laws and their impact on corporations and non-profit entities, including tax preparation.

**ACC44800 Accounting Capstone (3 credits) 5 weeks**

This course serves as the culmination and integration of the learning from all undergraduate accounting courses.

**ACC6010 Advanced Managerial Accounting (3 credits) 6 weeks**

The course examines the use of financial information in the internal operations of an organization. Approaches to management decision-making, organizational planning, and performance evaluation through the use of internal financial information are covered.

**ACC6020 Federal Taxation (3 credits) 6 weeks**

The focus of this course involves the application of the Internal Revenue Code on basic organizational transactions, including the analysis of the impact of Federal taxation on organization profitability and decisions.

*(Prerequisite: 3 credits ACC4020 Intermediate Accounting, 6 additional undergraduate accounting credits)*

**ACC6030 Auditing (3 credits) 6 weeks**

This course covers the processes applied by accountants in providing auditing, attestation, and assurance services on financial information supplied by management of various types of organizations.

*(Prerequisites: ACC4020, 6 additional undergraduate accounting credits)*

**ACC6040 Nonprofit Accounting (3 credits) 6 weeks**

This course examines the various accounting practices used by non-profit and governmental organizations, in developing and maintaining internal financial controls for

financial management and preparing and presenting financial reports to external stakeholders.

*(Prerequisites: ACC4020, 6 additional undergraduate accounting credits)*

**ACC6050 Financial Statement Analysis (3 credits) 6 weeks**

The course examines the various elements of financial reports that are used by internal and external stakeholder to analyze and evaluate the organization for a variety of purposes, through the interpretation of financial information.

*(Prerequisites: ACC6020, ACC6030, ACC6040)*

## AGR | AGRICULTURE

**AGR4000 Farm Management (3 credits) 5 weeks**

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

**AGR4100 Agribusiness Sales (3 credits) 5 weeks**

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

**AGR4200 Introduction to the Animal and Poultry Industries (3 credits) 5 weeks**

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

**AGR4300 Field Crop Production (3 credits) 5 weeks**

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



## BIB | BIBLE

### BIB1100 Covenant & Promise (3 credits) 5 weeks

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

### BIB1200 Old Testament Survey (3 credits) 5 weeks

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

### BIB2000 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.

### BIB2010 Life of Christ/Gospels (3 credits) 5 weeks

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

### BIB2100 Pentateuch (3 credits) 5 weeks

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

### BIB2200 Pauline Epistles (3 credits) 5 weeks

This course will examine the letters of the New Testament ascribed to the apostle Paul. Attention will be given to how Paul's conversion experience impacted his ministry and writings, the historical and cultural settings of the epistles, and a survey of the major theological themes found within the epistles.

### BIB2300 Life in New Testament Bible Times (3 credits) 5 weeks

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

### BIB2900 Acts of the Apostles (3 credits) 5 weeks

This course is a study of Acts that specifically follows the historical expansion of the church through doctrinal development, growth in understanding, evangelism, and geographical expansion through the missionary activities

of its members. Students will become acquainted with the activities of the great church leaders of the first century (i.e., Peter, James, and Paul).

### BIB3000 Inductive Bible Study Methods (3 credits) 5 weeks

This course further develops skills with the Inductive Bible Study method. Students will survey a book of scripture, engage in the process of observation and survey, expand their skills of interpretation, and develop concrete applications.

### BIB3600 Poetic & Wisdom Literature (3 credits) 5 weeks

This course provides a study of the poetic and wisdom literature of the Old Testament that explores their historical, literary, and theological dimensions.

### BIB4020 General Epistles (3 credits) 5 weeks

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

### BIB4040 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.

### BIB4100 Synoptic Gospels (3 credits) 5 weeks

This course is an intensive study of the Synoptic Gospels, with attention given to the harmonization of the Gospels, the Synoptic Problem, and the various issues related to the contents of the first three Gospels.

### BIB4200 Historical Books of the Old Testament (3 credits) 5 weeks

This course is a study of each of the historical books from Joshua to Esther, tracing the history of Israel from the entrance into Canaan through the exile and return.

### BIB4800 Biblical Studies Capstone (3 credits) 5 weeks

This is a reading and writing intensive course in the study of Biblically oriented topics that serves as a capstone experience for Biblical Studies students. The course is designed to use skills and insights acquired during the program to contemporary issues or research in the wider discipline.

*(Prerequisite: Completion of major courses)*



BIB5300 New Testament History and Interpretation (3 credits) 6 weeks

This course acquaints the students with the results of modern research on the New Testament. It will provide a study of the origin and nature of the New Testament canon with special attention being given to the relationship of the synoptic Gospels, the purpose and integrity of Acts, and the authorship and dates of the epistles.

BIB5400 Old Testament History and Interpretation (3 credits) 6 weeks

Acquaints the student with the results of modern research on the Old Testament. The literary approaches to the biblical material are studied, focusing primarily on the Pentateuch, Isaiah, Daniel, and the Psalms.

## BUS | BUSINESS

BUS1070 Microeconomics (3 credits) 5 weeks

This course provides an introduction to the principles of economic analysis with emphasis on microeconomic theory as it applies to the decision-making of households, businesses, and industries in the current economic environment. It addresses the concepts of scarcity of resources, opportunity cost, supply & demand, specialization and trade, and the role of government.

*(Pre-requisite: MAT1000 Introduction to Math Systems or equivalent course.)*

BUS2050 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.

BUS2070 Macroeconomics (3 credits) 5 weeks

This course introduces economic analysis at the aggregate level, including the impact of both domestic and international policies on key economic indicators and on overall macroeconomic performance.

*(Recommendation: Prior completion of a college-level economics course.)*

BUS2200 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.

BUS2800 Business Ethics (3 credits) 5 weeks

This course examines the theoretical and practical problems of ethical behavior and decision-making in the workplace and develops a biblically based framework to address moral and ethical issues.

BUS3050 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.

BUS4060 Production Operations Management (3 credits) 5 weeks

This course is an introduction to operations management concepts and practices in both manufacturing and service environments.

BUS4300 Business Internship (3 credits) 17 weeks

An internship provides the opportunity for students to gain valuable experience and expertise in applying learned concepts and theories in a workplace setting. This is a supervised experience of at least 150 hours performed in a Program Chair-approved professional environment representing a student's discipline.

*(Prerequisites: Junior standing in OCUOnline Plus and Program Chair approval of internship site prior to enrolling.)*

BUS4600 International Business (3 credits) 5 weeks

This course will address the major themes related to operating a business in today's international marketplace. Topics will highlight how businesses interact with and are affected by political, economic, social, technological, environmental, and legal issues from a faith-based perspective.

BUS5000 Graduate Essentials (3 credits) 6 weeks

This course is an introductory course that will assist the learner in developing the basic skills necessary for success in graduate study. The orientation course provides an overview and application of graduate writing and research while introducing the four functions of management, finance, accounting, economics, and marketing.

*(Note: This course is the prerequisite for the remaining courses in the program.)*

BUS5020 Project Management (3 credits) 6 weeks

This course develops a foundation of principles and solutions that support project management through all lifecycle phases, including initiation, planning, executing, monitoring and controlling, and closing. It also includes a strategic view of best practice project management techniques, processes, and activities.



**BUS5030 Economics for Managers (3 credits) 6 weeks**

This course is an overview of basic economic theory necessary for establishing, revising, and interpreting business policy. Students will identify and interpret appropriate economic indicators and macroeconomic and microeconomic phenomena that aid sound decision-making for management. The course will also deal with political influences on the performance of markets, currency exchange, and economic growth.

**BUS5050 Legal and Regulatory Environment (3 credits) 6 weeks**

This course reviews various regulatory and legal systems and their causal effect on the legal environment of business. The course will analyze relevant court cases and legal principles as a basis for understanding the depth and breadth of the law's influence on the free market enterprise systems.

**BUS6030 Managing and Leading Operations (3 credits) 6 weeks**

This course is designed to provide students with an understanding of the current strategic operations management approaches, with proven analytic techniques. Students will utilize operations management tools in simulations and apply the concepts to operational scenarios in the workplace.

**BUS6050 Quantitative and Analytic Methods (3 credits) 6 weeks**

This course introduces the concepts and skills for integrating analytics into the decision-making process, to assist organizations in achieving their goals. Basic database and analytical concepts are introduced. The course will include an overview of descriptive, predictive, and prescriptive analytics—focusing on the abilities of analytics to assist organizations in improving performance.

**BUS6800 Applied Business Administration Capstone (3 credits) 6 weeks**

This course serves as the culmination and integration of the learning from all MBA courses. There will be a synthesis of business and administration strategies and practices from leadership, economics, marketing, operational analysis, ethics, managerial accounting, and finance.

*(Prerequisite: Completion of major courses and/or concentration courses.)*

**CHS | CHURCH HISTORY****CHS2100 History of the Reformation (3 credits) 5 weeks**

The course will examine the history of the Christian church in Early Modern Europe with attention given to the political, economic, and social influences of the period prior to 1500. Students will also examine the Reformation to the present day with consideration given to the history of theological development, Reformation in Germany and Bohemia, the Anabaptist movement, and the reformations of the Roman Catholic Church.

**CHS3000 Survey of Church History I (3 credits) 5 weeks**

The purpose of this course is to trace the history of Christianity from its beginnings to the great schism of 1054. Special attention will be given to the origins, expansions, key figures, theological development, and growth of Christianity, as well as, the relationship of church and state.

**CHS4000 Survey of Church History II (3 credits) 5 weeks**

This course is a study of historical Christianity from the Great Schism of 1054 to the present. Includes the major personalities, events, and results of the Protestant Reformation, the rise of modern denominationalism, and current developments. Special attention is given to the development of American Christianity.

**CJU | CRIMINAL JUSTICE****CJU3000 Introduction to Justice Systems (3 credits) 5 weeks**

This course gives an overview of fundamental concepts and roles related to the justice systems: law enforcement officers, court officers, corrections officers, victims, and defendants. It aligns the justice system with Christian worldview. Students will have the opportunity to explore and plan strategic career steps upon which to focus throughout the program and into their career after graduation.

**CJU3100 Law Enforcement (3 credits) 5 weeks**

This course provides an introduction to the development and organizational designs of America's law enforcement organizations. The role, behavior, and life of the officer within the contexts of law enforcement culture and society will be discussed. The concepts of power and relational skills will be addressed, as well as how Christian worldview fits into the life of a law enforcement officer.

*(Prerequisite: CJU3100)*



**CJU3200 Criminal Investigation (3 credits) 5 weeks**

This course provides the foundations necessary for criminal investigations, including interviewing witnesses and suspects, collecting and preserving evidence, processing a crime scene, reporting, and following up.

*(Prerequisite: CJU3100)*

**CJU3300 Technology in Criminal Justice (3 credits) 5 weeks**

This course provides an introduction of cybercrime and computer-related crime issues. The trends in cyber law and inter-jurisdictional implications will be examined in the context of criminal justice. The use of technology and systems by agencies will also be discussed.

*(Prerequisite: CJU3000)*

**CJU3400 Courts and Judicial Process (3 credits) 5 weeks**

This course provides a study of the functions, operations, and decision-making processes of the judicial process in the United States, including an analysis of the role of courts and the function and responsibilities of the key personnel within them.

*(Prerequisite: CJU3000)*

**CJU3500 Corrections (3 credits) 5 weeks**

This course provides an introduction to historical, philosophical, and operational frameworks of the corrections system. The goals of punishment will be explored, along with alternatives to the conventional penal approach. Biblical perspectives on government's role in punishment and power will be discussed.

*(Prerequisite: CJU3000)*

**CJU4000 Victimology (3 credits) 5 weeks**

This course considers the role of the victim and the relationship between victims and offenders in criminology. The historic and current treatment of victims will be discussed as well as the problems and dilemmas faced by victims. Students will engage in the concept of theodicy for their personal understanding and communication with victims.

*(Prerequisite: CJU3000)*

**CJU4100 Criminal Law (3 credits) 5 weeks**

This course provides a study of the fundamental principles and practices of law and how it impacts criminal justice. This course emphasizes the dynamic interaction among the individual, criminal justice, and society. The concepts of Christian ethics and proper conduct will be emphasized throughout the course.

*(Prerequisite: CJU3000)*

**CJU4200 Terrorism and Homeland Security (3 credits) 5 weeks**

This course provides a study of issues surrounding terrorism and the preventative and responsive nature of the Department of Homeland Security. Threats from domestic and international terrorism will be examined as well as the role of government, organizations, and citizens.

*(Prerequisite: CJU3000)*

**CJU4800 Criminal Justice Capstone (3 credits) 5 weeks**

This course provides an experience to synthesize various components of the criminal justice system while emphasizing the principles and applications of justice systems which emphasizes human dignity and the healing of the community. Students will integrate learning from all course work in solving complex problems, engaging in dilemmas that incorporate biblical principles, and preparing for their career after graduation.

*(Prerequisite: CJU4000, CJU4100, CJU4200)*

## COM | COMMUNICATION

**COM2000 Oral Communication (3 credits) 5 weeks**

This course focuses on the principles of speech composition, outlining, and delivery. There is practice in preparing and presenting speeches that can introduce, inform, and persuade. The student will be encouraged to make immediate application of principles within the current work/ ministry environment.

**COM4100 Cultural Identity and Representation Across the Media (3 credits) 5 weeks**

This course considers complex relationships between representation and culture including how images and language shape racial, ethnic, gender, sexual, and class identities.

**COM4200 Writing in the Workplace (3 credits) 5 weeks**

Writing in the Workplace introduces workplace writing practices, including a focus on research-based, theoretical, and pedagogical approaches to professional communication.

**COM4300 Visual Communication Rhetoric (3 credits) 5 weeks**

This course introduces the basic principles of critical perception and interpretation of the processes of visual communication-rhetoric in the mass media, fine arts, films, and photography.



**COM4400 Rhetoric and the Internet (3 credits)**

5 weeks

Rhetoric and the Internet introduces web site analysis and document design, including a background in rhetorical theory and principles.

**COM5000 Communication Theory and Practice (3 credits) 6 weeks**

This course examines the theories and practices in communication studies. Students will review the historical development of communication while considering the influence of technology advances that continues to shape the definition of good communication between individuals, small groups, and organizations.

*(Prerequisite: Graduate Admission)*

**COM5100 Intercultural Communication (3 credits) 6 weeks**

This course examines the theories and applications of inter-cultural communication. Students will explore their own cultural identities through a variety of cultural frames by considering the emotional, nonverbal, and verbal elements of communication. Specific contexts for intercultural communication are studied including friendship, family, school, workplace, the media, and travel.

**COM5130 Nonprofit Communications and Public Relations (3 credits) 6 weeks**

Effective communication is essential to internal and external success in nonprofit organizations. This course concentrates on principles of communication influencing internal and external constituents.

**COM5200 Communication Studies: Ethics, Media, and Society (3 credits) 6 weeks**

Students in this course will explore the ethical theories and issues related to the mass media and other relevant forms of communication. Students will become familiar with various aspects of classical and contemporary ethical theory and how it may apply to various forms of communication: politics, journalism, public relations, advertising, the Internet, etc. The course will focus on ethical theory, research, and application of how language influences decisions across numerous forms of media.

**COM5300 Interpersonal and Small Group Communication (3 credits) 6 weeks**

This course examines the application of interpersonal and small group communication theories. Students will study the roles and functions of communication as it occurs in close, personal relationships and in small group contexts. The course focuses on social meaning, relationship maintenance, conflict management, leadership, and the functions required for successful group interactions.

**DMM | DIGITAL MULTI-MEDIA****DMM3000 Graphic Design (3 credits) 5 weeks**

This course will teach the students how to create and edit graphic images for digital media. Two types of art will be discussed, vector and raster. Both are effective in all types of digital media, but there is a stark difference and students will learn when to use each one. Students will be learning how to use industry standard programs like Adobe Photoshop and Illustrator.

**DMM3100 Video Production (3 credits) 5 weeks**

This course teaches students how to plan, shoot, and edit videos. Videos can be used to promote awareness through several types of media, like Facebook, YouTube, and TV commercials. Basic scriptwriting will be taught as initial phase for any video production. Students will also learn how to use a digital video camera, associated terminology, and shooting techniques. Post-production will be done in Adobe Premiere, which is an industry standard video editing program.

**DMM3200 Web Design (3 credits) 5 weeks**

Students will learn to create a basic web page/site using HTML and WordPress. HTML is the foundation of how webpages are built and displayed. Wordpress is one of the most common ways of building a functional website, and it's very cost effective. Course objectives will focus on learning the foundational HTML language in combination with how it is implemented in WordPress.

**DMM3300 Audio Production (3 credits) 5 weeks**

This course will teach students how to record, edit, and tweak digital audio. These audio techniques can be used to record radio commercials, edit audio for video, and create/edit their own music tracks. Students will learn about various types of microphones, recording devices, and editing software, such as Audacity. Students will also learn audio terminology that is associated with several types of industry.

**EDU | EDUCATION****EDU5110 Special Topics in Education: Trauma Informed Care Training II (1 credit) 2 weeks**

Provides innovative study on a selected topic or developing issue in American or global education.

**EDU5120 Special Topics in Education: Google Classroom Training (1 credit) 2 weeks**

Provides innovative study on a selected topic or developing issue in American or global education.



EDU5130 Special Topics in Education: Orton-Gillingham Training (1 credit) 2 weeks

Provides innovative study on a selected topic or developing issue in American or global education.

## EMT | EMERGENCY MANAGEMENT

EMT1010 Introduction to Emergency and Disaster Management (3 credits) 5 weeks

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

*(This course is a prerequisite for all other courses in the program.)*

EMT2010 Preparedness and Response (3 credits) 5 weeks

Public awareness of potential hazards communities face, the preparedness needed to handle these hazards and strategic options in mitigating adverse consequences. Procedures and principles for emergency operations, including planning, warning systems, evacuation, search and rescue, mass casualty incidents, sheltering, handling donations, disaster declarations, and incident debriefings.

EMT2020 Recovery and Mitigation (3 credits) 5 weeks

Post-disaster procedures and policies governing the protection of natural environments, improving disaster resistance, supporting diverse communities and population, improving economic conditions, and preserving community resources. Community resilience and sustainability through emergency management programs. Phases of emergency management in a community's comprehensive and strategic planning.

EMT2030 Grant Writing and Organizational Development (3 credits) 5 weeks

Equipping individuals and nonprofit organizations to manage, achieve, and preserve financial strength to carry out their missions. Organizing, structuring, and presenting a project for successful grant funding from public or private sources.

EMT3010 Business Continuity and Crisis Management (3 credits) 5 weeks

Planning and management for business or operational restoration following a crisis, with emphasis on minimizing the impact the crisis can have on business operations.

EMT3030 Social Issues in Emergency and Disaster Management (3 credits) 5 weeks

Responding to the economic, psychological, emotional

and spiritual loss disasters create for a population. Innovation and effective solutions for recovery managers handling these impacts.

*(Prerequisites: EMT 2000-level courses)*

EMT3040 Terrorism in Emergency Management (3 credits) 5 weeks

History, methods, and philosophy of terrorism, including extremism as a foundation for terrorist behavior, types of terrorism, and the response to terrorism by government entities and law enforcement agencies. Governmental concerns, preparedness, response, recovery, and mitigation efforts in handling terrorist events.

*(Prerequisites: EMT 2000-level courses)*

EMT3050 Politics and Policy in Emergency Management (3 credits) 5 weeks

The role of political systems in disaster policy during all phases of emergency management. Practical information drawn from disaster policy studies and case studies applicable to future disasters and emergencies.

EMT3060 Trauma Healing and Compassion Fatigue (3 credits) 5 weeks

Development of knowledge and personal disciplines for managing one's emotional, physical, and spiritual needs in maintaining a prolonged presence in settings of high stress.

EMT4000 Natural and Man-made Disasters (3 credits) 5 weeks

This course is designed to learn more about the causes and consequences of naturally occurring and man-made disasters. Time will be spent on a wide range of issues including man's impact on the earth, post-war issues, etc.

*(Prerequisites: all EMT 3000-level courses)*

EMT4010 Exercise Planning, Design, and Evaluation (3 credits) 5 weeks

Exercise design, development, and evaluation. Knowledge and skills essential to implementing a Homeland Security Exercise Evaluation Program (HSEEP). Incorporating emergency exercise planning to effectively prepare and respond to disasters, emergencies, and crises of all types and magnitudes. Required design and development of a tabletop exercise to be executed at the end of the semester.

*(Prerequisites: all EMT 3000-level courses)*

EMT4020 Managing Emergency Response Operations (3 credits) 5 weeks

Managing operations during all phases of emergency management with emphasis on the recovery phase. Issues include donation management (finance and resources), managing volunteers, crisis counseling, and basic



subsistence needs. Fundamental management methods based on FEMA methodologies.

*(Prerequisites: all EMT 3000-level courses)*

EMT4030 Hazardous Materials Response (3 credits) 5 weeks

Hazard mitigation in emergency and disaster management. Properties of hazardous materials, development and implementation of plans and programs required for safe response, and the use of tools and techniques for responses to spills and releases.

EMT4040 International Development (3 credits) 5 weeks

Issues and dilemmas encountered in the international development field: history, concepts and theories of the field; the role of non-profits as global players; urgent development issues in the non-Western world; current dilemmas for action; key actors and institutions who shape the development field; the role of emergency management in international development.

EMT4800Capstone (3 credits) 5 weeks

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

EMT4900 Emergency and Disaster Management Internship (3 credits) 5 weeks

Placement in an area of the world that has been affected by a disaster, either foreign or domestic. This 90-hour internship includes all phases of emergency management: preparedness, response, recovery and mitigation. Students gain valuable experience and apply knowledge gained in course work. To enroll for the course, students must complete the internship package provided by the Director, Emergency and Disaster Management. Students are responsible to arrange the internship.

## ENG | ENGLISH

ENG1000 English Composition I (3 credits) 5 weeks

This course is an introductory study of composition, emphasizing the process of research and writing. Students will gain and refine skills of developing a thesis, organizing content, and revising drafts to express ideas clearly and correctly. Social media platforms will be explored to enable students to network professionally.

ENG2000 English Composition II (3 credits) 5 weeks

This course emphasizes persuasive writing and extends creative experiences. Learners will reflect scholarly and professional writing skills, such as principles of logical/critical thinking and reasoning, effective

organization, APA research and documentation, and content-rich development of ideas.

ENG2100 Introduction to Literature (3 credits) 5 weeks

ENG2100 is an introduction to the basic terms and genres with emphasis on British and American works as models. This course also serves as the prerequisite to other literature courses in the English major. By exploring literature through a Christ-centered lens, students will discover new strategies to synthesize the tenets of a theistic worldview in all of their scholarly research and coursework.

ENG2260 American Literature I, Beginnings to 1865 (3 credits) 5 weeks

This course is a survey in American literature from the beginnings through 1865. The syllabus is therefore designed to introduce students to a variety of different writers—such as Benjamin Franklin, Catharine Sedgwick, Nathaniel Hawthorne, and Emily Dickinson—and consider how literature and culture changed from the colonial period through the early national period and the antebellum. In doing so, students will also explore the different forms popular in these periods, from sermons and autobiographies to short stories, poems, and novels.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

ENG2280 American Literature II, 1865 to Present (3 credits) 5 weeks

This course explores foundational works of the period, focusing on the American literary consciousness and shifting literary strategies, against their historical and cultural backgrounds. Attention is given to canonical works, as well as works that expand that canon from 1865 to the present.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

ENG3000 Research and Professional Development Skills (3 credits) 5 weeks

This course focuses on digital research and writing skills that support academic and professional success. Students will also be introduced to online tools for practical, academic, and professional development.

ENG3260 British Literature I (3 credits) 5 weeks

This course explores the critical and historical approaches to the writers of the Medieval and Renaissance periods, including the Beowulf poet, Chaucer, Spenser, Shakespeare, Donne, Jonson, and Milton.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

ENG3280 British Literature II (3 credits) 5 weeks

This course explores the critical and historical approaches to the writers of the long Eighteenth Century, the Romantic period, and the Victorian Age, including Pope,



Swift, Johnson, Wordsworth, Coleridge, Shelley, Keats, Tennyson, Browning, Arnold, and Hopkins.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG3400 Editing Essentials (3 credits) 5 weeks

This course focuses on editing written texts at three levels: for correctness (grammar, mechanics, spelling and punctuation); for precision (unity, order, coherence, emphasis); and for style (syntax, level of detail, tone, diction, voice). Students will perform close analysis of surface features of their own and professional writing, and they will complete exercises designed to strengthen their ability to edit written texts at the three levels named above.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG3600 Studies in Shakespeare (3 credits) 5 weeks

This course considers selected poems and plays by Shakespeare. Attention is given to canonical works by genre (comedy, tragedy, history, or romance).

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG3800 Professional and Technical Writing (3 credits) 5 weeks

This course focuses on effective writing for careers in business, law, government, and ministry. Strategies for research and writing of correspondence and reports will be explored with emphasis on understanding and responding to a variety of communication tasks. Attention will be given to the rhetorical concerns of author, audience, text, and purpose as well as clear organization and a professional style.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG4000 Literary Criticism (3 credits) 5 weeks

This course focuses on the analysis, interpretation, and critical response to literature. Students will analyze how the formal elements of literature contribute to meaning within a Christian worldview. Emphasis will be placed on the development of critical skills through the writing of interpretive and analytical essays. Ultimately, students will learn to differentiate between various genres of literature and how literature has changed over time. This course will provide students with strategies and skills to thrive in higher-level literature courses.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG4100 18th Century Novel (3 credits) 5 weeks

This course focuses on the origins and development of the novel as a literary form through the eighteenth century. English majors will read and consider works by a number of canonical authors and innovators of the novel over the course of the eighteenth century. In addition, students will become familiar not only with the main novel genres

produced. Students will examine criminal, realist, sentimental, and Gothic novels.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG4200 History and Nature of the English Language (3 credits) 5 weeks

This course considers the origin and nature of language, semantics, intercultural communication, the history of English, and current issues and trends in grammar and linguistics, with application to life, literature, and the mass media. The course also examines the structure and vocabulary of English through its major periods: Old English, Middle English, Early Modern English, and Modern English. The course focuses on changes in sounds (phonology), in forms of words and their endings (morphology), in sentence structure (syntax), in spelling (orthography), in meanings of words (semantics), and in vocabulary (lexicon). In the course of study, some attention is also given to social and political factors affecting the language.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG4300 English Internship (3 credits) 17 weeks

An internship provides the opportunity for students to gain valuable experience and expertise in applying learned concepts and theories in a workplace setting. This is a supervised experience of at least 150 hours performed in a Program Chair-approved professional environment representing a student's discipline.

*(Prerequisites: Junior standing in OCUOnline Plus and Program Chair approval of internship site prior to enrolling)*

#### ENG4400 Modern Rhetorical Theory (3 credits) 5 weeks

This course is an introduction to modern rhetoric—the theory and practice of communication in our own times as informed by a tradition that goes back to the ancient Greeks and Romans but has been reinterpreted to account for the shifting contexts of modern life. This course focuses primarily upon the study of twentieth and twenty-first century rhetorical theory and theorists. Students will address a variety of topics, including rhetoric, science, and argumentation; rhetoric and meaning; dramatism; critical approaches to rhetoric; gendered rhetorical theories; non-Western rhetorical theories; rhetoric, media, and technology; postmodern approaches to rhetoric; and cultural studies. Students will also consider a variety of approaches to rhetorical criticism that influences professional and technical communication.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

#### ENG4800 Capstone Course (Writing for Publication) (3 credits) 5 weeks

This course explores the practice of writing for publication in various genres and technologies. The intent



is to help graduating students increase the number of opportunities they will have to publish academic and workplace manuscripts that acknowledge the distinctive requirements and expectations of each discourse community. Students will become familiar with academic journals in their field of study, prepare a developing manuscript for future publication, and provide peer reviews of colleagues' articles. In addition, students will explore the various genres and shifting technologies employed in the area of workplace and ministry communication that use traditional forms (newspaper, periodicals, radio/ TV) as well as emerging forms (corporate blogs and social media, mobile, and online methods) to reach an increasingly more sophisticated and demanding reader.

*(Prerequisites: ENG1000, ENG2000, and ENG2100)*

ENG5000 Studies in Composition (3 credits) 6 weeks

ENG5000 introduces students to the theories and pedagogies that influence composition studies in the digital age. Students will review the practices and ideals that have shaped the teaching of composition within a Biblical worldview while also considering how digital media transforms the definition of good writing in the academy and the workplace.

*(Prerequisite: Must meet graduate admissions standards.)*

ENG5100 Teaching Writing in the Disciplines (3 credits) 6 weeks

ENG5100 introduces students to the theories and pedagogies that influence composition instruction within a Biblical worldview through Writing in the Disciplines (WID) practice. Within this context, students will examine the specific needs and requirements that shape scholarly research and writing in the humanities, social sciences, business, ministry, and medicine. Students will also consider the transformative nature of WID practice to improve content retention through the integration of structured peer review and instructor response within an online modality.

*(Prerequisite: Must meet graduate admissions standards.)*

ENG5120 Grant Writing (3 credits) 6 weeks

Students will learn the basic fundamentals of grant writing. The course focuses on understanding the process of writing effective grants to private and public granting organizations.

ENG5200 Modern Rhetorical Theory (3 credits) 6 weeks

This course is designed for three purposes: to provide an overview of some contemporary themes and debates within the field; to introduce students to the concept of rhetoric as an academic discipline; and to facilitate professional development, especially for educational

professionals. The course provides both a lens for examining current theories in rhetorical studies as well as tools to help students proceed toward more focused studies in the field.

ENG5300 Introduction to Literary and Cultural Theory (3 credits) 6 weeks

This course introduces students to the concepts and practices of literary and cultural theory. Students will survey Western literary theory and criticism with an emphasis on the most prominent theorists, texts, and ideas. Students will carefully read primary theoretical texts, with attention as well to the historical and cultural contexts.

## ESL | ENGLISH AS A SECOND LANGUAGE

ESL6000 Theories and Trends in Teaching ESL Students (3 credits) 6 weeks

This course provides an overview of the trends and research in the field of English as a Second Language (ESL). Emphasis is given to an understanding of the range of settings where the English language is taught as well as introduces key findings from Second Language Acquisition (SLA) and Sociolinguistics research that influence the ESL classroom.

*(Prerequisite: Graduate Admission)*

ESL6100 Cultural and Linguistic Diversity (3 credits) 6 weeks

This course provides background knowledge of U.S. cultural diversity and the linguistic influences of selected and related populations. Emphasis is given to the linguistic nuances that influence curriculum development for ESL.

*(Prerequisite: Graduate Admission)*

ESL6200 Methods of Integrating ESL Instruction (3 credits) 6 weeks

This course is an overview of the instructional approaches and routines for English language learners. The course will cover a history of methods and examine best practices of teaching English as well as curriculum development.

ESL6300 Assessment of ESL Students (3 credits) 6 weeks

The course offers an overview of the importance and high stakes nature of assessment and the many forms it can take. In addition, the course offers suggestions and examples on how to assess, formally and informally, the different language skills in the ESL classroom, while providing students with opportunities to create assessment rubrics of their own.



## FIN | FINANCE

FIN1000 Biblical Personal Finance (2 credits) 6 weeks

This course helps students to develop and understand personal finance using a Biblical worldview. Topics include stewardship, financial decision-making, taxes, debt, and saving for retirement.

FIN2010 Introduction to Financial Management (3 credits) 5 weeks

This course provides an overview of foundational financial theory and its application to management decision-making and firm valuation.

FIN4000 Financial Management (3 credits) 5 weeks

Financial management provides a foundation of the main topics in finance. This course provides a theoretical foundation to evaluate organizational finance issues and apply theory in practice.

*(Prerequisite: FIN2010)*

FIN5060 Managerial Finance and Analysis (3 credits) 6 weeks

This course provides students with the analytical tools used in making financial management decisions through a framework of financial theory and strategies. Emphasis is placed on the application of financial theory to management decision making.

FIN6100 Corporate Finance (3 credits) 6 weeks

This course provides an in-depth review of organizational finances as applied to financial analysis and control. The influence of regulatory and environmental factors will be considered.

*(Prerequisite: FIN5060 with a minimum grade of B)*

FIN6110 Financial Planning (3 credits) 6 weeks

This course provides an overview of financial planning for individual and family investments within profit and not-for-profit applications. The creation of financial investment plans and financial consulting will be practiced.

*(Prerequisite: FIN5060)*

FIN6120 Financial Markets and Institutions (3 credits) 6 weeks

This course provides a review of the behaviors of the financial markets and institutions that impact the economy.

*(Prerequisite: FIN6100)*

FIN6130 Investments (3 credits) 6 weeks

This course provides an analysis of financial principles for organizational investments in financial markets and

investment alternatives. Portfolio management using valuation principles and investment instruments will be practiced.

*(Prerequisites: FIN6110, FIN6120)*

## GEO | GEOGRAPHY

GEO2010 Earth Science (3 credits) 5 weeks

This course is a study of Earth Science including physical and historical geology, meteorology, and descriptive astronomy; the economic, social, and philosophic aspects of the subject matter, with a biblical perspective.

## HCM | HEALTHCARE MANAGEMENT

HCM3100 Healthcare Informatics (3 credits) 5 weeks

This course introduces the healthcare worker to informatics applications in clinical practice, administration, research, and education. Basic informatics concepts, current issues, and information management systems are covered. Topics include legislative regulation, HIPPA, electronic health records, and other applications are identified and explored.

HCM4000 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.

HCM4010 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.

HCM4020 Healthcare Finance and Reimbursement (3 credits) 5 weeks

This course offers a general description and application of certain financial principles in a healthcare setting including insurance payment systems, funding sources, non-profit versus for-profit, return on investment, and profitability. It provides an overview of financial statements and financial responsibility reporting.



budgeting, inventory control, asset management, payer systems, accounts receivable, charity care, and managing controllables.

HCM4030 Corporate Compliance and Integrity (3 credits) 5 weeks

This course will assist the manager in identifying the key elements of compliance, responsibility and integrity as required by the Office of Inspector General, and common institutional policy. Core content will include general compliance risk areas, elements of a compliance program, impacts of documentation and coding, and patient care risk areas related to a healthcare delivery system or business.

HCM6000 Modern Healthcare Industry (3 credits) 6 weeks

This course evaluates the various sectors of healthcare and healthcare models. The course describes the relationship of the healthcare industry to current economic trends, health policy management, and the system of care provided by collaborative teams caring for the needs of individuals and populations.

HCM6010 Healthcare Legal and Regulatory Climates (3 credits) 6 weeks

This course provides the student with working knowledge of the foremost legal regulations impacting the multiple modes of modern healthcare delivery. The readings and assignments will focus on research and critique of the current legal and regulatory climate in healthcare. Specific attention is given to debating the rationale and effectiveness of certain aspects of healthcare regulation and law.

HCM6020 Healthcare Finance (3 credits) 6 weeks

This course provides an opportunity for the student to synthesis their learned theory and concepts of healthcare revenue recovery in an accounts receivable environment. Students will apply the composition of revenue cycle principles with the integration of multiple payer classes along with the estimation of revenue from contracted payers, the challenges and trends of payer sources and the responsibility of the healthcare executive leading the supplier side of an accounts receivable dependent service line.

HCM6030 Trends in Healthcare (3 credits) 6 weeks

This course expects the student to incorporate the aspects of a corporate compliance plan into a working case study. The student will demonstrate competency in the development and description of healthcare corporate responsibility concepts through the research and presenting of current and future trends in healthcare corporate compliance and the measurement of an effective corporate integrity program.

## HIS | HISTORY

HIS2010 Western Civilization I (3 credits) 5 weeks

A study of Western Civilization from the Ancient Age through the Medieval Age with a focus on the development of societies, ideas, politics, and people.

HIS2020 Western Civilization II (3 credits) 5 weeks

A study of Western Civilization through the Modern and Postmodern Age that focuses on the development of societies, ideas, politics, and people. A survey of the religious, political, and cultural development of the people of the United States from colonization through Reconstruction. Special emphasis will be given to the Founding Fathers and the influence of a Christian Worldview upon the development of the nation.

HIS2050 US History: 1877 to Present (3 credits) 5 weeks

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

HIS2060 U.S. History II (3 credits) 5 weeks

This course is a continuation of the United States History I and is a survey of the religious, political, and cultural development of the people of the United States from Reconstruction through the present.

*(Prerequisite: HIS2050)*

HIS2100 Introduction to Historiography (3 credits) 5 weeks

This course introduces the student to the study of historical writing. Students will be introduced to the scholarly methods required of historians and to the various schools of thought that define the discipline.

HIS3000 History of Free Market Thought (3 credits) 5 weeks

This is a reading intensive course focused on the history of proponents of free market capitalism and the application of their theories in the world since the publication of Adam Smith's *Wealth of Nations*.



**HIS3100 Gilded Age America, 1876-1915**  
This course will focus on the social, political, and economic history of the United States from the Centennial celebration of the U.S. until just after the start of World War I.

**HIS3200 The American Century, 1916-2001 (3 credits)**  
5 weeks

This course focuses on the social, political, and economic history of the United States and the rise of American power from just before America's entry into World War I until the terrorist attacks on the World Trade Center and other targets in September 2001.

**HIS3300 Modern East Asian History (3 credits)** 5 weeks

This course is an advanced survey of the history of modern China, Japan, Vietnam, and Korea that covers the significant events, ideas, people, and movements from the beginning of the Qing Dynasty of China (1664 A.D.) to the present.

**HIS3400 Modern Western Europe (3 credits)** 5 weeks

This course is an advanced survey of the history of modern Western Europe that covers the significant events, ideas, people, and movements from the French Revolution (1789 A.D.) to the present.

**HIS4200 Colloquium: The New Republic (3 credits)** 5 weeks

The Colloquium is a reading-intensive seminar in which students will be immersed in a specific area of study.

**HIS4300 History Internship (3 credits)** 17 weeks

An internship provides the opportunity for students to gain valuable experience and expertise in applying learned concepts and theories in a workplace setting. This is a supervised experience of at least 150 hours performed in a Program Chair-approved professional environment representing a student's discipline.

*(Prerequisites: Junior standing in OCUOnline Plus and Program Chair approval of internship site prior to enrolling)*

**HIS4500 Research Seminar: The New Republic (3 credits)** 6 weeks

The research seminar is a capstone experience in which the history major will utilize what he or she has learned in previous coursework and, working with primary and secondary materials, craft an essay on a topic aligned with the course's specific focus.

*(Prerequisite: 30 credits of history courses/ credits at OCU or accepted by OCU)*

**HIS4900 Undergraduate Thesis (3 credits)** 8 weeks

The undergraduate thesis is a capstone experience in which the history major will utilize what he or she has learned in previous coursework and, working with

primary and secondary materials, craft an extended essay under the guidance of a faculty mentor.

*(Prerequisite: 30 credits of history courses/ credits at OCU or accepted by OCU)*

## HIT | HEALTH INFORMATION TECHNOLOGY

**HIT3000 Health Information Systems**

Students will be introduced to the field of health information technology as it pertains to various health professions and how it revolutionizes every aspect of the health system. Many different types of technologies will be addressed in relation to health and medicine and the regulatory requirements of these new technologies.

**HIT3100 Legal and Ethical Aspects of HIT**

This course includes an overview of the many laws and ethics pertaining to the healthcare setting. Students will learn to apply acceptable legal and ethical boundaries and still provide excellent care to their patients. Students will be able to resolve many ethical and legal questions that arise as a healthcare provider. Some topics covered in this course are professional liability and medical malpractice, licensure and certification processes, the law process including contracts and types of court cases, informed consent, privacy law and workplace legalities. Health information initiatives for national, state and local levels will be analyzed.

**HIT3200 Coding I**

The course will introduce the student of the fundamental of the ICD coding systems required for reimbursement of medical visits, procedures, and tests.

**HIT3300 Electronic Health Records**

Students will learn and understand the detailed history of the electronic health record and how it is essential to all medical professionals. Students will learn through utilizing an electronic health records system and how to protect patient information through virtual access.

## HRM | HUMAN RESOURCE MANAGEMENT

**HRM3040 Introduction to Human Resources (3 credits)**  
5 weeks

This course provides an introduction to human resources functions and how they support the strategic objectives and goals of an organization.



HRM4000 Compensation and Benefits (3 credits) 5 weeks

This course examines monetary and non-monetary benefit theories and practices, including employee evaluation, individual and group pay, and insurance and retirement plans.

HRM4040 Employee & Labor Relations (3 credits) 5 weeks

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

HRM4050 Training and Development (3 credits) 5 weeks

This course is an exploration of the role of employee development in contemporary organizations and the methods, development, and assessment of training programs.

*(Recommendation: HR3040 to Human Resources and Workforce Planning)*

HRM5030 Managing Human Resources (3 credits) 6 weeks

This course provides an advanced overview of strategic human resources planning and implementation that will focus on positively influencing the quality of performance, productivity, and social wellbeing of employees.

HRM5040 Employment Law (3 credits) 6 weeks

An examination of employment and personnel law, this course will focus on the large body of laws, administrative rulings, and precedents that encompass all areas of the employer/employee relationship.

*(Prerequisite: HRM5030)*

HRM6010 Strategic Compensation Management (3 credits) 6 weeks

A study of the strategic importance of compensation and its practical application. Emphasis will be placed on understanding the elements of a total compensation plan including system design, compensation strategy, benefits and pay, and systems management issues.

*(Prerequisite: HRM5040)*

HRM6030 Strategic Human Resource Development (3 credits) 6 weeks

A study of strategic employee training and development with a focus on the assessment and design of career management planning for organizational performance.

*(Prerequisite: HRM5040)*

## HSV | HUMAN SERVICES

HSV1000 Introduction to Human Services (3 credits) 5 weeks

This course serves as an overview of fundamental concepts of human services. The perspective will be a biblical worldview at the areas of addictions, criminology, family studies, psychology, and sociology. Students will develop their own personalized view of the helping professions.

HSV1100 Applied Skills for Helping Professions (3 credits) 5 weeks

This course allows students to gain skills in communication for helping professions, including rapport building, interviewing, active listening, and documenting. The topics of personal awareness, problem solving, diversity, and confidentiality will also be addressed.

*(Prerequisite: HSV1000)*

HSV1200 Opportunities in Social Issues (3 credits) 5 weeks

This course provides a relevant and current review of social issues. A focus on opportunities will allow students to discuss problems in positive terms and determine their role in making a difference in society and in their professions.

*(Prerequisite: HSV1000)*

HSV2000 Principles of Behavior (3 credits) 5 weeks

This course provides a review of current social issues. A focus on opportunities will allow students to discuss problems in positive terms and determine their role in making a difference in society and in their professions.

*(Prerequisite: HSV1000)*

HSV2100 Public and Private Services (3 credits) 5 weeks

The course examines the structure of public and private services and institutions. Students will gain knowledge in how these can be best utilized to serve general, at-risk, and vulnerable populations.

*(Prerequisite: HSV1000)*

HSV2200 Cycles of Addiction (3 credits) 5 weeks

This course examines the cycles of addictions and their impact on individuals, families, communities, and societies. A review of initiation, dependence, intervention,



recovery, and relapse as well as the concept of addictive thinking.

*(Prerequisite: HSV1000)*

HSV2300 Managing Social Casework (3 credits) 5 weeks

This course provides students with the skills to provide case management that is acceptable to state and public services. The emphasis is the process of coordinating services as a direct provider.

*(Prerequisites: HSV1000, HSV2000)*

HSV2800 Servant Leadership in the Helping Professions (3 credits) 5 weeks

This course examines issues which will prepare graduates to be servant leaders in a variety of human service areas. It serves as the capstone course in which students demonstrate their achievement of program outcomes through the integration of knowledge and skills.

*(Prerequisites: HSV2100, HSV2200, HSV2300)*

HSV4000 Advocacy and Public Policy (3 credits) 5 weeks

Students in this course will become acquainted with human services policies and the legislative and private sector processes of policy formation. Students will also develop a deeper understanding of the ways in which public policy is made, with a particular emphasis on the roles of advocacy campaigns, which are often influenced by policy analysis.

HSV4100 Ethics in Human Services (3 credits) 5 weeks

Students in this course will become acquainted with the principles of professional ethics in the field of Human Services with primary attention given to the Code of Ethical Standards for Human Services Professionals.

HSV4200 Leadership and Administration (3 credits) 5 weeks

This course considers the principles of leadership and administration within the field of human services. Attention is given to personal assessment and the development of leadership capabilities.

HSV4800 Human Services Capstone Course (3 credits) 5 weeks

This course examines the theoretical and practical application of the skills and techniques that advance the needs of culturally diverse client communities, which includes a plan of advocacy for services from various agencies and/or institutions. Students will identify an issue or problem, develop an action plan, and complete sufficient research to produce a final project that

incorporates an understanding of the Code of Ethical Standards for Human Services Professionals.

*(Prerequisite: Completion of major courses)*

## INT | INTERDISCIPLINARY STUDIES

INT4800 Interdisciplinary Studies Capstone (3 credits) 5 weeks

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

*(Prerequisite: Completion of major courses)*

## IST | INFORMATION SYSTEMS

IST2000 Computer and Networking Essentials I (3 credits) 5 weeks

This course will provide the basic knowledge of computer hardware, software, and operating systems. Students should build an understanding of operating system configurations and maintenance, client systems, and managing applications. Additionally, students should also increase their knowledge and understanding of networking concepts and acquire the required skills to prepare for a career in network support or administration.

IST2010 Computer and Networking Essentials II (3 credits) 5 weeks

This course will provide knowledge of computer hardware, software, and operating systems. Students should be able to apply their knowledge and understanding of networking concepts. This course applies required skills to prepare for a career in network support or administration.

*(Prerequisite: IST2000)*

IST2050 Intermediate Networking (3 credits) 5 weeks

IST2050 is a comprehensive study of computer networks. Each building block of the general network architecture is examined in detail. The course includes a thorough discussion of both wired and wireless networking technologies. Topics include the analysis of the framework, design and configuration of a TCP/IP network. The student will acquire practical knowledge in applying networking concepts in a typical network of Windows computers.

*(Prerequisite: IST2010)*

IST2100 Security Fundamentals (3 credits) 5 weeks

IST2100 is a comprehensive study of security threats, prevention and detection technologies and security policies and planning. The student will gain an understanding of the threat environment in today's information systems and the application of security tools



to reduce threat exposure. The course provides information to enable the student to develop security policies that protect an organization from security risks.

*(Prerequisite: IST2050)*

#### IST2300 Operating Systems I (3 credits) 5 weeks

This course introduces the basic concepts of operating systems. The student will acquire detailed knowledge of the Windows operating system and practical skills in installing, configuring and maintaining this operating system. Other popular operating systems will be introduced including OS X, iOS, Android and Linux.

#### IST2400 Database Systems I (3 credits) 5 weeks

This course introduces the concepts of relational databases and basic relational database design and maintenance. The student will gain knowledge of design concepts such as records, tables, data types and table normalization. This course also includes the concepts of reading database data through queries using query functions and linked tables. A brief introduction to the SQL query language will be presented. Popular relational database software will be discussed along with alternate database technologies. Students will interact with these concepts using a relational database software program.

#### IST2500 Programming I (3 credits) 5 weeks

This is an introductory course in computer programming. Using the JAVA programming language, the student gains knowledge and interacts with the concepts of program design and the fundamentals of computer programming including data types and program flow constructs. Techniques for processing data programmatically such as data arrays and data algorithms are discussed. The idea of efficient program design is taught through the introduction of functions.

#### IST2800 Information Technology Capstone (3 credits) 5 weeks

This course integrates student learning from the Information Technology major courses requiring the synthesis of learned skills in IT computer, networks, systems, databases, and programming.

*(Prerequisite: Completion of major courses)*

#### IST3000 Human Factors in Information Technology (3 credits) 5 weeks

There is an increasing emphasis on how human factors affect technology systems. This course explores several aspects of this emerging field. Topics include the study of social and organizational impact of technology and understanding the user experience in relation to individual and group application of technology.

#### IST3040 Business Information Systems (3 credits) 5 weeks

This course will examine computerized information systems and how data is captured, processed, and communicated. Students will learn about the fundamental concepts and technologies used in business information systems. A practical hands-on look at how (intermediate) Microsoft Excel and (beginning) Microsoft Access can be integrated within business information systems will be covered. This course provides an introduction to a broad view of data analytics through the use of fundamental techniques and tools in analyzing large amounts of data.

#### IST3110 Information and Network Security (3 credits) 5 weeks

The Information and Network Security course is an introduction to the basic tenets of information systems security. A wide range of security topics are discussed including those related to securing the network, securing applications, securing data and securing host computers. In addition, the aspects of compliance and operation security, access control and identity management are examined. Theoretical and practical information about threats and vulnerabilities is presented along with a study of cryptography.

*(Prerequisites: IST2000, IST2010)*

#### IST3300 Operating Systems II (3 credits) 5 weeks

The students will survey current topics in operating systems such as processor, memory and storage technology. The concepts of both virtualization and the virtual desktop are explored along with cloud computing. The course covers the unique aspects of targeted application of operating systems such as server, tablet, and mobile computing.

*(Prerequisite: IST2300)*

#### IST3400 Database Systems II (3 credits) 5 weeks

This course is a hands-on course based on the MySQL open source database software. By interacting with the MySQL database, the student will practice the skills required to install, configure, secure and maintain an enterprise database system. The student will be guided through the process of designing and creating a simple database and interacting with the database through applications and programming languages.

*(Prerequisite: IST2400)*

#### IST3500 Programming II (3 credits) 5 weeks

Programming II introduces the student to programming for the World Wide Web. The fundamental web page definition and scripting languages, HTML and Javascript, are covered in this course. The student will learn to create complex web pages and discover how scripting is used to



enhance those pages. Techniques to create mobile friendly web pages is discussed. A survey of automated web page creation tools is examined along with the appropriate use of these tools.

*(Prerequisite: IST2500)*

**IST4000 Information Technology Project Management (3 credits) 5 weeks**

This course develops a foundation of principles and solutions that support IT project management through all lifecycle phases, including initiation, planning, executing, monitoring and controlling, and closing.

**IST4100 Data Analytics II (3 credits) 5 weeks**

Data Analytics II draws on the basic information in the first course to apply data management to solving business problems.

*(Prerequisite: IST3100)*

**IST4110 Systems Analysis and Design (3 credits) 5 weeks**

The Systems Analysis and Design course prepares the student to plan, analyze, design, implement, and maintain information technology systems following the System Development Life Cycle (SDLC) framework. The course examines methods and models that can be used to develop and document the requirements for an information system. Discussion of processes and procedures to design, procure, implement, and maintain systems is included. Also, the course provides an introduction to industry standard methods and tools that support the SDLC process such as UML, Use Case analysis, Rapid Application Development and CASE.

**IST4200 Cyber Law and Ethics (3 credits) 5 weeks**

This course examines managing the ethical and legal issues that arise in the use of the Internet. Emphasis is given to areas of privacy, intellectual property, freedom of expression, and e-commerce.

**IST4300 IT Application, Acquisition, and Implementation (3 credits) 5 weeks**

This course provides the student with necessary knowledge to manage the many decisions and activities required to acquire and implement an information system project. Knowledge to make strategic decisions based on consideration of technical, business, human, political and legal factors that affect the process is discussed. Understanding of the issues involved in vendor selection and relationship management are included. Examination of the human aspects related to information system projects is considered including change management, education and training.

**IST4400 SQL for Data Management (3 credits) 5 weeks**  
The SQL for Data Management is a practical skills course that introduces the student to the SQL database programming language. The course provides practical experience in using the SQL language to write various queries to extract meaningful data from a relational database.

**IST4500 Systems Administration (3 credits) 5 weeks**

Systems Administration introduces the student to the concepts and skills necessary to design, install, and maintain a computer network. The Microsoft Windows network is used as a model to demonstrate and provide real world application.

**IST4700 Advanced Topics in Information Technology (3 credits) 5 weeks**

This course provides the student an opportunity to investigate an area of Information Technology that is of special interest through research or experience.

**IST4800 IT Capstone (3 credits) 5 weeks**

This course integrates student learning from the Information Technology major courses requiring the synthesis of learned skills in IT systems, databases, networks, and security.

*(Prerequisite: Completion of major courses)*

**IST4810 Data Analytics Capstone (3 credits) 5 weeks**

This course integrates student learning from the Data Analytics major courses requiring the application of learned skills in analyzing data, making predictions, and identifying, evaluating, and capturing business analytic opportunities that create value.

*(Prerequisite: Completion of major courses)*

## LDR | LEADERSHIP

**LDR3100 Concepts of Leadership (3 credits) 5 weeks**

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

**LDR3200 Organizational Leadership (3 credits) 5 weeks**

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

**LDR4000 Leading Change (3 credits) 5 weeks**

Change is an ever-present reality in the 21st century and a certain requirement for organizational growth.



Corporations and non-profits alike are challenged to successfully respond to their external environments and internal realities with new and effective ways of doing business. This course examines classic theoretical constructs of leadership, systems of organizational culture, and models and processes involved in successful organizational change. The learner will make application of this theory in his or her own organizational setting.

#### LDR4100 Global Leadership (3 credits) 5 weeks

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

#### LDR6020 Advanced Organizational Behavior (3 credits) 6 weeks

This course investigates the importance and impact of individual and organizational behavior upon the culture, climate, and structure of an organization. The practical application of human resource theories in the organization is introduced, emphasizing the relevance of the theories to contemporary events.

#### LDR6060 Theory and Practice of Leadership (3 credits) 6 weeks

This course will investigate the importance and impact of leadership on the function and performance of organizations. The topics covered will also include organizing, leading, and controlling groups and organizations, along with a survey of current literature on the topic of leadership.

#### LDR6080 Strategic Leadership (3 credits) 6 weeks

This course includes an examination of the processes and approaches of strategic leadership beginning with the setting of direction through the defining of the organization's mission and vision. The analysis of the development, implementation, and attainment of measurable strategic goals will include a review of how

managers evaluate internal and external environments as part of this process.

#### LDR6500 Ethics in Leadership (3 credits) 6 weeks

This course is designed to analyze and evaluate ethical, legal, and moral issues facing individuals and within the context of a Christian biblical worldview. Students will be challenged to critically examine the challenges for leaders and managers to infuse and support ethical principles in an organizational culture.

#### LDR6800 Leadership Capstone (3 credits) 6 weeks

This course serves as the culmination and integration of learning from all courses in the Master of Arts with a major in Leadership program. Students will complete a summative research-based project demonstrating their ability to identify, evaluate, research, and analyze a leadership problem found in a particular organization.

*(Prerequisite: Completion of major courses and/or concentration courses.)*

## LFC | LIFE CALLING

#### LFC1500 Introduction to Life Calling (3 credits)

This course focuses on students developing an understanding of the concept of life calling and the discovery of one's God-given design as a basis for this calling. Students are led to understand how work and individual leadership is best understood from this life calling perspective. Students will evaluate their foundational values, unique design, and personal mission as well as examine each component in an in-depth, integrated portfolio.

## LGM | LOGISTICS MANAGEMENT

#### LGM3000 Logistics Management (3 credits) 5 weeks

This course provides an overview of the role of logistics in business. Students examine the principles of customer service, ways to plan and manage supply chains, and steps for arranging product transportation and distribution. Students gain practical application and the ability to create logistic strategies.

#### LGM4000 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-modal competition, their technological features, operational processes and cost conditions, the buyer-seller channels for acquiring transportation services, and the strategic and tactical alternatives for transport procurement.

*(Prerequisite: LGM3000)*

#### LGM4010 Warehousing and Terminal Management (3 credits) 5 weeks

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

*(Prerequisite: LGM3000)*



**LGM4020 Strategic Procurement (3 credits) 5 weeks**  
Offers special emphasis on the analysis of supply markets, supplier selection, building and maintaining key supplier relationships for long-term success, strategic planning, and use of information technology. This course develops an understanding of the strategic framework, managerial issues, and best practices related to the planning and execution of “source” processes.

*(Prerequisite: LGM3000)*

**LGM4030 Logistics Security (3 credits) 5 weeks**

This course covers the vulnerabilities of and measures to secure the domestic and global transportation and supply chain networks. Topics covered include security organizations, security-related legislation and strategies, security programs, maritime transportation security, containerized cargo security, land transportation security, food chain security, pharmaceutical chain security, utilities security, cyber security, first response and recovery, and supply-chain security technologies.

## MAT | MATH

**MAT1000 Introduction to Math Systems (3 credits) 5 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, students will learn numeration systems, number theory, rational numbers, and introduction to algebra, geometry, and statistics.

**MAT2000 Calculus I (3 credits) 5 weeks**

This course explores the concept of limits and the development of the derivative, including basic techniques of differentiation and an introduction to integration, with applications including rates of change, optimization problems, and curve sketching using a variety of functions (polynomial, rational, exponential, logarithmic, etc.).

**MAT2110 Discrete Mathematics (3 credits) 5 weeks**

Discrete mathematical structures are foundational in the areas of information technology and programming. Various topics in discrete mathematics specifically related to computer science such as computer number systems and arithmetic, logic theory, proof methods, set and graph theory and explicit and recursive functions will be discussed in this course. Students will interact with these concepts using symbolic, graphical, numerical and written forms.

**MAT2200 Calculus II (3 credits) 15 weeks**

The purpose of this course is to build on the information and skills students learned in Calculus I. In this course, students will learn more about antiderivatives, the definite

integral, the Fundamental Theorem of Calculus, and infinite sequences and series.

*(Prerequisite: MAT2000 Calculus I)*

**MAT3300 Statistics (3 credits) 5 weeks**

Statistics is the method of conducting a study about a particular topic by collecting, organizing, interpreting, and finally presenting data. This course prepares the student to perform statistical analysis of data sets. Topics include descriptive statistics, probability, sampling distributions, interval estimation, hypothesis testing and regression.

**MAT5000 Historical and Cultural Foundations of Mathematics (3 credits) 6 weeks**

MAT5000 introduces students to the development of mathematics across time, geography, and culture within a Biblical worldview. Students will consider how these influences shape the study and instruction of mathematics, with attention given to quantitative reasoning, covariational reasoning, and problem-solving play in learning major ideas of mathematics.

*(Prerequisite: Must meet graduate admissions standards.)*

**MAT5100 Probability (3 credits) 6 weeks**

MAT5100 introduces students to basic concepts of probability. Topics include sample spaces, computation rules, discrete and continuous probability distributions, random variables, multivariate distributions, and the Central Limit

Theorem. Students are expected to be familiar with single-variable differential and integral calculus.

*(Prerequisite: Must meet graduate admissions standards.)*

**MAT5200 Statistics (3 credits) 6 weeks**

MAT5200 provides an introduction to statistical methods and data analysis. It is intended for graduate students who have completed an undergraduate course in statistics and wish to continue their studies.

*(Prerequisite: Graduate Admission. Highly Recommended: MAT5100 Probability or equivalent)*

**MAT5300 Teaching Geometry, Grades 7-12 (3 credits) 6 weeks**

This course explores geometry concepts, geometry curricula, and current pedagogical standards reinforced by the National Council of Teachers of Mathematics and the Ohio Council of Teachers of Mathematics.

*(Prerequisite: Graduate Admission)*

## MGM | MASTER OF MANAGEMENT

**MGM6800 Dual Masters Capstone (3 credits) 6 weeks**

This course serves as the culmination and integration of the learning from all Master of Business Administration



and Master of Arts in Ministry courses. There will be a synthesis of business administration strategies with the integration of their Personal Credo and Philosophy of Ministry in a capstone project.

*(Prerequisite: Completion of major courses)*

## MGT | MANAGEMENT

MGT1000 Introduction to Management (3 credits)  
5 weeks

This course introduces learners to accepted management principles from both a historic and contemporary perspective with application to both not-for-profit and for-profit organizations.

MGT2000 Personal Leadership (3 credits) 5 weeks

This course focuses on developing personal leadership skills by exploring self-concept, self-esteem, personal values, time and stress management, as well as self-management in conflict situations. Habits for effectiveness in personal leadership will also be covered.

MGT3020 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.

MGT4260 Strategic Management (3 credits)  
5 weeks

This course is designed to provide students with an understanding of the current strategic operations management approaches, with proven analytic techniques.

MGT4300 Leadership Communication (3 credits)  
5 weeks

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

MGT4800 Management Capstone (3 credits) 5 weeks

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

*(Prerequisite: Completion of major courses and/or concentration courses.)*

MGT6070 Global Business Environment (3 credits) 6 weeks

This course addresses common operational challenges of global businesses. The course will focus on management, social, economic, political, and financial implications of strategic operations from a faith-based perspective. Topics include cross-cultural context, values, ethics, communication, the influence of international expansion, human resources, and faith-based business operations. Special consideration will be given to current events related to global organizations and their impact on the business environment.

MGT6080 Advanced Strategic Management (3 credits)  
6 weeks

This course is designed to provide students with an advanced understanding of the current strategic operations management approaches, with proven analytic techniques.

## MIN | MINISTRY

MIN1000 Survey of Christian Education (3 credits) 5 weeks

This course 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.

MIN1040 Principles of Worship (3 credits) 5 weeks

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

MIN1100 Survey of Children's Ministry (3 credits) 5 weeks

This course is 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.

MIN1200 Survey of Youth Ministries (3 credits) 5 weeks

This course explores 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.

MIN1400 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.

MIN2020 Evangelism and Discipleship (3 credits) 5 weeks

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

MIN2040 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.

MIN2800 Ministry Practices (3 credits) 5 weeks

This course summarizes the life and work of the pastor.  
(Prerequisites: MIN1400, MIN2040)

MIN3010 Pastoral Ethics (3 credits) 5 weeks

This course introduces to those called to ministry in traditional settings ethical codes that inform the critical thinking of care givers. The parameters that will be discussed through the use of case studies are designed to challenge ministers to a higher level of both thinking and acting as representatives of Jesus Christ. Such practices protect both the pastor and those to whom he or she ministers.

MIN3025 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.

MIN3050 Exploring Christian Ministry (3 credits) 5 weeks

This course is an introductory course that will assist the learner in developing the research and writing skills necessary for success in the ministry program. The course also gives special attention to building an awareness of calling, the personal and professional character of the minister, and the practice of ministry.

MIN3150 Ministry Leadership (3 credits) 5 weeks

This course focuses on leading churches and other

ministries with a biblical worldview, strategic planning, and effective management of people and resources. Special attention will be giving to entrepreneurial thinking, planning, and leading for advancing the Gospel.

MIN3200 Spiritual Formation in the Evangelical Church (3 credits) 5 weeks

This course integrates foundational Christian doctrine with personal experience in the journey toward wholeness in Christ. The course will be emphasizing scripture, discipline, and community as essential patterns of devotion.

MIN4025 Advanced Teaching and Preaching (3 credits) 5 weeks

This course is designed to build upon prior learning and experience with preaching and teaching. The focus of this course will be on the construction and delivery of narrative and expositional preaching and teaching of the Gospel.

MIN4100 Fundamentals of Church Planting (3 credits) 5 weeks

This course is designed to equip church planters to develop their own church planting vision, mission, and the supporting processes and systems. The course will focus on the development of a strategic plan for establishing a church in a community.

MIN4200 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.

MIN4300 Growing a Great Commission Church (3 credits) 5 weeks

This course is designed to provide the skills to grow a new church after the launch. The course will look at how to continue to develop a spiritually focused and strategically mobilized church to fulfill its role in God's global mission.

MIN4800 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.  
(Prerequisite: Completion of major courses and/or concentration courses.)

MIN5000 Ministry Essentials (3 credits) 6 weeks

This course is an introductory course that will assist the learner in developing the basic skills necessary for success



in graduate study. The orientation course is an overview of biblical studies and theology, while building awareness of calling, personal strengths, and graduate writing skills.

*(Note: This course is the prerequisite for the remaining courses in the program.)*

#### MIN5200 Worship in the Church (3 credits) 6 weeks

This course is an exploration of corporate Christian worship: the acts and expressions flowing from a biblical Christian understanding of who God is, and how he has chosen to relate with people, especially those he has redeemed. It is supplemented by a review of worship's historical development and incorporates application of these principles to planning for corporate expression of worship.

#### MIN6100 Biblical Preaching (3 credits) 6 weeks

This course is intended to concentrate on the dual tasks of biblical exegesis and sermon delivery. Students will be expected to preach at least twice in class using various literary genres taken from both testaments. The course will give particular attention to expository preaching.

#### MIN6200 Theology and Ethics of Competition (3 credits) 6 weeks

A study of the Biblical and Theological basis for competition and sport. This course will provide the Theological foundation and Christ-centered rationale for competition, sport, and Christian involvement in athletics.

#### MIN6220 Models of Sport, Recreation, and Fitness Ministries (3 credits) 6 weeks

A study of the general historical overview of Sports Ministry during the 19th – 21st centuries with a brief review of 1st-century interaction between the sporting world and the emerging Christian Church. Special emphasis will be placed on the understanding of all SR&F ministry from a theological foundation that builds a philosophy of ministry, which in turn drives relevant methodological models.

#### MIN6240 Sports Ministry Organization and Administration (3 credits) 6 weeks

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

#### MIN6260 Sport, Recreation, and Fitness Evangelistic Discipleship (3 credits) 6 weeks

A study of a personal and corporate evangelistic discipleship through the medium of sport and athletics. This course will offer the rationale for theologically

grounded and strategically effective methods for regeneration and sanctification using SR&F ministries.

#### MIN6300 Pastoral Leadership (3 credits) 6 weeks

This course is designed to explore pastoral leadership by focusing upon the implications of the biblical servanthood model as it pertains to the pastor/leader in the practice of ministry. This course seeks to guide the student into a better understanding not only of what the pastor as leader does but also of who the pastor as leader is within the context of Christian ministry as well as to develop a more unified model of a Servanthood Theology of Ministry model.

#### MIN6500 Spiritual Disciplines (3 credits) 6 weeks

This course is a study of the spiritual disciplines as they relate to the spiritual well-being and development of the minister. Students will experiment with a variety of spiritual disciplines to foster spiritual formation in the journey of faith.

#### MIN6700 Mission in the Western World (3 credits) 6 weeks

This course equips students for mission to non-Christian people in contemporary Western society. The course draws on insights from Scripture and the social sciences. Emphasis will be given to understanding the social and cultural influences, attitudes, beliefs, values, and worldviews of people in “post-modern” and “post-Christian” America.

#### MIN6800 Ministry Capstone (3 credit) 6 weeks

This course will be the culmination of the program incorporating all learning elements. Students will integrate learning as a scholar/practitioner in ministry in the creation of their Personal Credo, their Philosophy of Ministry, and development of a project addressing a real-world problem.

*(Prerequisite: Completion of major courses and/or concentration courses.)*

## MIS | MANAGEMENT OF INFORMATION SYSTEMS

#### MIS3000 Anthropology for Christian Mission (3 credits) 5 weeks

This course is an introduction to cultural anthropology. Attention will be given to the application of anthropology to Christian evangelization and mission.

#### MIS4000 World Religions (3 credits) 5 weeks

A comparative study of major world religions including Hinduism, Buddhism, Islam and Christianity.



MIS4100 Communicating Cross-Culturally (3 credits) 5 weeks

This course outlines the principles of communication, describes the challenge of overcoming cross-cultural barriers to communication, and presents the techniques and skills used within cross-cultural communication.

## MKT | MARKETING

MKT1050 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.

MKT2080 Social Media and Ecommerce (4 credits) 5 weeks

This course will train students to integrate digital marketing, content marketing, and customer relations to build ecommerce platforms in order to cultivate lead and sales from social media relationships.

MKT3000 Marketing Concepts and Application (3 credits) 5 weeks

This course is an overview of the marketing ecosystem used to create, manage, maintain, grow, or change organizational marketing campaigns, programs, and processes.

MKT3100 Advertising and Promotion (3 credits) 5 weeks

This course serves as an introduction to the processes of media utilization and incentives to inspire customers to purchase products or services.

*(Prerequisite: MKT3000)*

MKT3200 Consumer Behavior (3 credits) 5 weeks

This course focuses on exploring basic consumer behavior theories and analyzes how that behavior can be affected by different marketing strategies.

MKT4000 Advanced Consumer Behavior (3 credits) 5 weeks

As a continuation of MKT3200, this course expands on consumer behavior theories and analysis of consumer behavior.

*(Prerequisite: MKT3200)*

MKT4220 Product and Brand Management (3 credits) 5 weeks

This course examines decision-making for the management of products and brands in relationship to the product life cycle.

*(Prerequisite: MKT3000)*

MKT4230 Market Research (3 credits) 5 weeks

This course provides a study of how data analysis and consumer perspective are used in contemporary marketing efforts.

*(Prerequisite: MKT3000)*

MKT4300 Key Trends in Consumer Behavior (3 credits) 5 weeks

This course is a continuation of MKT4000 with recognition of the most recent trends and occurrences in the realm of consumer behavior.

*(Prerequisite: MKT4000)*

MKT4800 Marketing & Consumer Behavior Capstone (3 credits) 5 weeks

This course serves as the culmination and integration of the learning from all undergraduate marketing (MKT) courses.

MKT5010 Marketing and Advertising for Managers (3 credits) 6 weeks

This course is a study of Marketing Management with emphasis on analyzing marketing mix variables for problem solving in both domestic and international markets. Also, it explores and analyzes consumer behavior as well as captures customer value through improving product management, maximizing channels and establishing customer-driven marketing strategies. Evaluation of digital marketing strategies is included in the course.

MKT 6100 Management in Social Media and Ecommerce (3 credits) 6 weeks

This course will train graduate students to manage all aspects of digital marketing, content marketing, and customer relations to build ecommerce platforms in order to cultivate lead and sales from social media relationships.



**MKT6200 Digital Marketing (3 credits) 6 weeks**  
 This course provides an overview of digital marketing concepts and strategies, including e-commerce and social targeting.

*(Prerequisite: MKT5010. Note: Successful completion of the Accelerated Retention Institute's Social Media and Ecommerce Manager course, plus an additional graduate level project, can be substituted for MKT6200 Digital Marketing. Student cannot receive credit for both MKT6100 and MKT2080.)*

**MKT6210 Psychology of Marketing (3 credits) 6 weeks**  
 This course is an in-depth study of the role of psychology in marketing with a focus on generational contrasts.

*(Prerequisite: MKT5010)*

**MKT6230 Product and Brand Development (3 credits) 6 weeks**

This course provides the opportunity to analyze market research in the development of products and brand strategies in the e-commerce environment.

*(Prerequisites: MKT6200, MKT6210)*

## OCU | OHIO CHRISTIAN UNIVERSITY INTRODUCTION

**OCU1100 Academic and Technology Skills for College (3 credits) 5 weeks**

This course introduces learners to technology skills that support academic success. Students will become familiar with Microsoft Office™ software, for academic writing and presentation applications. Students will also be introduced to academic research and other tools with academic applications.

## PCC | PASTORAL CARE AND COUNSELING

**PCC3040 Pastoral Care and Counseling (3 credits) 5 weeks**

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

**PCC5100 Pastoral Care Giver (3 credits) 6 weeks**

Undertakes the task of forming pastoral care givers who focus on the value of persons and their relationships, who know the history of pastoral care, the major therapeutic models, and the application of biblical principles to pastoral care and counseling, with the result that they can identify basic human problems and respond appropriately through pastoral care and counseling.

**PCC6000 Methods of Pastoral Counseling (3 credits) 6 weeks**

This course bridges the gap between theory and application by confronting the learner with challenges of practical counseling methodologies. Emphasis will be placed on the counseling process of relational, assessment, goal setting, intervention, and termination stages.

**PCC6200 Ethical and Legal Issues in Pastoral Counseling (3 credits) 6 weeks**

This course examines the highest ethical standards required for persons in counseling professions. Various ethical codes and landmark court cases will be discussed to help shape the student's thought process.

**PCC6400 Spiritual Issues in Pastoral Counseling (3 credits) 6 weeks**

This course integrates a Christian worldview, Scripture, and theological reflection into the pastoral counseling process. Participants will be challenged to think critically about the counselee's belief system as well as their own, in the light of the Gospel, and how it contributes to wholeness and healthy functioning.

**PCC6600 Pastoral Intervention in Crisis (3 credits) 6 weeks**

This course is designed to provide the student with an understanding of the dynamics of crisis intervention. Several types of crises common to humanity will be considered along with models of appropriate pastoral intervention. The student will learn to relate biblical truth to the spiritual challenges that occur during a time of crisis and apply pastoral care skills appropriate to various situations. Processes for ministering to those experiencing crisis will also be examined.

## PLA | PRIOR LEARNING ASSESSMENT

**PLA1000/3000 Portfolio Development (3 credits) 5 weeks**

Prior Learning Assessment (PLA) offers adult learners the opportunity to document previous learning experiences for elective college credit. This course is an introductory study of composition utilizing the KOLB model writing process. Students will write and submit one or more KOLB model essays during the five-week course that will be evaluated for elective credit. Essays may be submitted for a period of 30 days beyond the completion of the five-week course. Essays submitted after the 30-day extended period will not be accepted for review.

*(Note: PLA courses are Pass/Fail)*



## POL | POLITICAL SCIENCE

**POL2000 Introduction to Political Science (3 credits) 5 weeks**

Introduction to Political Science introduces students to the various fields of Political Theory, U.S. Politics, and International Relations. This course emphasizes learning to identify and evaluate arguments and the evidence that authors use to support them.

*(Prerequisite: ENG3000)*

**POL2100 American Government (3 credits) 5 weeks**

American Government introduces you to the institutions and processes of American government (the Constitution, Congress, Presidency, Courts, etc.) and reinforces the processes of analysis you will employ during your study within a Biblical worldview.

**POL3000 Modern U.S. Politics (3 credits) 5 weeks**

Modern United States Politics is a study of the most significant economic, political, social, and international relations issues facing the nation and the ways Americans are attempting to solve such issues. The course will specifically focus on the rise of an imperial presidency and its attendant bureaucracy, increasing partisanship, and threats to individual liberty since 1970.

**POL3010 Foreign Policy & International Relations (3 credits) 5 weeks**

Foreign Policy and International Relations is an analysis of the formation of U.S. foreign policy. Special emphasis will be given to diplomatic relations and the organizations that implement the U.S. foreign policy.

*(Prerequisite: POL2000)*

**POL3030 Media and Public Opinion (3 credits) 5 weeks**

Media and Public Opinion is an analysis of the influence of the media on the opinions of the citizenry and public policy. Special emphasis will be given to the interaction among the media, elected officials, and interest groups.

**POL3100 Trends in American Thought and Theory (3 credits) 5 weeks**

This course considers American political thought as it influences the ongoing transformation of western political trends. Consideration will be given to the cultural, social, and economic influences that have shaped recent trends.

*(Prerequisite: POL2000)*

**POL3200 Federalism (3 credits) 5 weeks**

This course considers the influence of federalism on U.S. life and politics since the Constitution. Consideration will be given to the cultural, social, and economic influences that shaped recent trends.

*(Prerequisite: POL2000)*

**POL3300 Public Administration (3 credits) 5 weeks**

This course considers the role of public administration in the U.S. system of government and its influence on U.S. life and politics since the Constitution. Consideration will be given to the creation and execution of public laws, court decisions, and public policies that influence the constitutional form of government.

*(Prerequisite: POL2000)*

**POL3400 Religion & the Public Square (3 credits) 5 weeks**

This course introduces students to Christian engagement in public discourse. Students will analyze various social issues with respect to a biblical worldview and consider how those issues influence the activity within local and national governmental structures and the relationship between the Church and the public square.

*(Prerequisite: POL2000)*

**POL3500 Civil Society & Non-Profit Administration (3 credits) 5 weeks**

This course introduces students to the challenges associated with the leadership and administration of a non-profit organization. Students will consider various leadership and management practices that support the ongoing activity of a non-profit organization while exploring the interaction of governmental regulation, fundraising, strategic planning, organizational mission, and volunteer management.

*(Prerequisite: POL2000)*

**POL4300 Political Science Internship (3 credits) 17 weeks**

An internship provides the opportunity for students to gain valuable experience and expertise in applying learned concepts and theories in a workplace setting. This is a supervised experience of at least 150 hours performed in a Program Chair-approved professional environment representing a student's discipline.

*(Prerequisites: Junior standing in OCUOnline Plus and Program Chair approval of internship site prior to enrolling.)*

**POL4330 Constitutional Law (3 credits) 5 weeks**

Constitutional Law is an analysis of the crucial issues concerning the Constitution of the United States, its context, its interpretation, and its relationship to the states over the course of the history of the United States. Special emphasis will be given to major Supreme Court decisions, Supreme Court Justices, expert commentary, and a Christian worldview.

**POL4800 Political Science Capstone (3 credits) 5 weeks**

This course is taken by political science majors in their final semester. In this course, students complete their



education in political science by presenting an original paper that integrates standard political science research.  
(Prerequisite: Completion of major courses.)

## PSY | PSYCHOLOGY

PSY2000 Introduction to Psychology (3 credits) 5 weeks

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

PSY2700 Career Advancement (1 credit) 3 weeks

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

PSY3000 Methods of Counseling (3 credits) 5 weeks

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

PSY3010 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 development. It describes the process of human growth and development, studies the needs in the major life stages and integrates the biblical perspective of human development.

PSY3020 Theories of Personality (4 credits) 7 weeks

This course is designed to both explain the major personality theories and stimulate critical thinking about them. The major features of each theory and a focus on the underlying assumptions will be presented. Throughout the course comparison will be made between the theories and principles of Scripture.

(Prerequisite: any introductory psychology course.)

PSY3030 Social Psychology (2 credits) 3 weeks

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

(Prerequisite: any introductory psychology course.)

PSY3050 Integrative Seminar I (1 credit) 2 weeks

Integrative Seminar I prepares students for advanced research and writing in their field of study. Students will choose a specific topic they will explore during the initial steps of the writing process that will culminate in a capstone project in Integrative Seminar II. Attention will be given to the use of APA style during the drafting and revising steps of the seminar.

(Prerequisite: any introductory psychology course.)

PSY3060 Statistics for Social Sciences (3 credits) 6 weeks

This course provides an introduction to basic psychological research techniques and methodology. Methods of collecting, organizing, and analyzing psychological data for quantitative research will be explored. The course will also introduce statistical reasoning with a focus on fundamental concepts and statistical methods used in psychological research.  
(Recommendation: prior college level math course)

PSY3600 Abnormal Psychology (3 credits) 5 weeks

This course will explore abnormal behavior as defined by the current Diagnostic and Statistical Manual of Mental Disorders. Students will analyze ideology and behavioral abnormality, and methods of therapy. Special emphasis will be placed upon cultural and demographic variables impacting mental illness.

PSY4010 Learning, Memory and Cognition (3 credits) 5 weeks

This course gives an overview of fundamental concepts regarding how we learn, think and store memory. Students will explore cognitive processes of comprehension and memory along with an examination of learning styles and methods. The student will be taught how to examine this subject through a Christian and biblical worldview.

PSY4020 Perspectives on Diversity in Counseling (3 credits) 5 weeks

This course examines the unique aspects of understanding and counseling people from culturally diverse populations. Several cultures will be studied for to understand varying backgrounds, acculturation processes and personal perspectives in the counseling setting.



Possible approaches for meeting counseling problems with these groups will be examined with current theory and research applied.

*(Prerequisite: any introductory psychology course)*

**PSY4030 Spiritual dimensions of Illness and Recovery (3 credits) 5 weeks**

This course explores the dynamics of spirituality and religion that can impact the counseling process. The material on ethical challenges and specific elements of spirituality is presented from a Christian perspective.

**PSY4050 Integrative Seminar II (2 credits) 3 weeks**

Integrative Seminar II continues the research and writing process required to complete the capstone project they started in Integrative Seminar I. Seminar II occurs approximately one year after Seminar I and is intended to prepare students for graduate-level work in their field of study.

*(Prerequisites: PSY3050, SAC3000, SAC4200)*

**PSY4100 Theories and Techniques of Individual Counseling (4 credits) 6 weeks**

This course is an introductory course for methods, techniques, and ethical considerations common to the counseling setting with individuals. Specific interventions will be covered along with emphasis upon various theories of counseling.

*(Prerequisite: any introductory psychology course)*

**PSY4110 Conflict Resolution (3 credits) 5 weeks**

This course provides a foundation to analyze conflict and engage with the appropriate methodology to work toward resolution. Students will learn effective methods of communication in employing conflict resolution, negotiation, and mediation practices and skills.

**PSY4200 Conflict (3 credits) 5 weeks**

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

**PSY4300 Psychology Internship (3 credits) 17 weeks**

An internship provides the opportunity for students to gain valuable experience and expertise in applying learned concepts and theories in a workplace setting. This is a supervised experience of at least 150 hours performed in a Program Chair-approved professional environment representing a student's discipline.

*(Prerequisites: Junior standing in OCUOnline Plus and Program Chair approval of internship site prior to enrolling.)*

## REL | RELIGION

**REL2000 Christian Worldview (3 credits) 5 weeks**

This course examines the biblical worldview as the basis for living a distinctly Christian life. Students will focus on evaluating ideas, values, and processes in personal and professional situations and developing the belief structure to orient themselves within their time and place in history and eternity.

## SAC | SUBSTANCE ABUSE COUNSELING

**SAC3000 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.

**SAC3100 Introduction to Substance Abuse (3 credits) 5 weeks**

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

**SAC3150 Chemical Dependency Counseling (4 credits) 6 weeks**

This course introduces the student to the 12-Core Functions and various models of counseling used in the field of substance abuse counseling. Assessment and DSM-5 diagnosis of substance use disorders as well as treatment planning skills will be included as part of the counseling process with individuals and groups. Issues of transference and counter-transference will be examined.

*(Prerequisite: SAC3100)*

**SAC3200 Family Dynamics in Substance Abuse (3 credits) 5 weeks**

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



issues related to adolescents and children will be addressed. These dynamics will be addressed with a Christian and biblical worldview.

#### SAC3300 Psychopharmacology (3 credits) 5 weeks

This course provides 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 course will be on legal and illegal drugs that elicit a pharmacologic effect in the central nervous system. Both pharmacokinetic (e.g., drug absorption, distribution, metabolism and excretion) and pharmacodynamics (e.g., psychotropic effects) will be discussed in a practical manner. Drugs will be categorized by common classifications to facilitate learning and retention.

#### SAC3500 Prevention Strategies (3 credits) 5 weeks

This course focuses on the discipline of prevention. It will show the dynamics of prevention and how certain programs are researched and science based. There will be both general and specific introductions to various forms and types of prevention programs and activities.

*(Prerequisite: SAC3100)*

#### SAC3600 Diagnostic Evaluation and Personal Assessment (3 credits) 5 weeks

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

#### SAC3700 Case Management (3 credits) 5 weeks

Best practices are presented for case management common to various human services. Topics include interviewing skills, documentation, cultural aspects, self-care, and ethical issues.

*(Prerequisite: SAC3100)*

#### SAC4200 Theories and Techniques of Group Counseling (3 credits) 5 weeks

This course gives an overview of several main group theories, explains and demonstrates techniques associated with those theories and reviews the main theorists associated with each. Students develop skills associated with facilitating group counseling. Additionally, these areas of study will be addressed within a biblical worldview.

*(Prerequisite: SAC3100)*

#### SAC4800 Preparation for the State Test (3 credits) 5 weeks

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

*(Prerequisites: SAC3150, SAC3200, SAC4200)*

#### SOC2000 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.

## THE | THEOLOGY

#### THE2001 Holiness Literature (3 credits) 5 weeks

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

#### THE2100 Investigating Christian Theology I (3 credits) 5 weeks

This course is a systematic study of the Christian faith with emphasis on the doctrines of God, humanity, sin, and the person and work of Jesus Christ. Related areas covered will be revelation, the inspiration and authority of Scripture, the Trinity, creation, and the atonement.

#### THE3000 Theology of Missions (3 credits) 5 weeks

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

*(Prerequisite: THE2100)*

#### THE4050 Investigating Christian Theology II (3 credits) 5 weeks

This course is a systematic study of the Christian faith with emphasis on the doctrines of salvation, the person and work of the Holy Spirit, the Church, and the Second Coming of Christ. Related areas covered will be the



teaching and life of holiness, the nature of ministry, the sacraments, and views of eschatology.

*(Prerequisite: THE2100)*

THE5500 History of Christian Thought (3 credits) 6 weeks

Traces the development of the Church's doctrines from the close of the Apostolic Age through the modern period. Emphasis is given to the development of the ecumenical creeds and to the distinctive doctrines of the Reformation.

THE5600 Theology of John Wesley (3 credits) 6 weeks

The course provides a fuller understanding of the Wesleyan theological heritage through its spiritual and ideological construction found at the inception of Methodism. This study is intended to offer a critical explanation and evaluation of the origins and development of Methodism's richest resources, while encouraging its adequate communication in preaching, teaching, scholarship, and holy living.







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