



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

2011-2012 AIM Catalog

Adult Degree Program

# Our Mission

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



## A MESSAGE FROM PRESIDENT SMITH

Welcome to Ohio Christian University!

Congratulations! You have chosen the right university. Ohio Christian University and its AIM Department for adult and online learning began offering degree programs for busy adults in 1999. We are keenly aware of the educational goals and unique needs of adult students. Research shows that adult education must be different. It must be convenient, relevant, collaborative, and experientially rich. We have worked hard to craft an education that meets your needs!

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

Hope to see you soon!

Dr. Mark A. Smith  
President

# Preparing Christian Servant Leaders

### **Non-Discrimination Policy**

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

In conformity with the pertinent requirements of Title IX of the Education Amendment of 1972 enacted by the Congress of the United States, Ohio Christian University does not within the context of its religious principles, heritage, mission, or goals discriminate on the basis of sex in the area of employment, admission, educational programs, or other activities.

Ohio Christian University complies with all federal and state non-discrimination laws and is an equal opportunity institution. The University reserves the right to, and does, maintain student educational and behavioral standards, and standards based upon religious considerations consistent with its role and mission.

For the full policy and process visit <http://www.ohiochristian.edu/about/nondiscriminatory-policy>.

### **Privacy Policy**

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

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

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# About OCU

## ABOUT OCU

### VISION

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Preparing Christian servant leaders.

### MISSION STATEMENT

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

### OBJECTIVES

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Upon graduation from Ohio Christian University the student should:

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

## CORE VALUES

### Christ Centered

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

### Biblically Based

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

### Student Oriented

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

### Ministry Motivated

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

### Leadership Focused

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

### Academic Excellence

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

# About OCU

## ACCREDITATION & RECOGNITION

- ACCREDITED by The Higher Learning Commission and a member of the North Central Association: <http://www.ncahlc.org>, (312) 263-0456.
- ACCREDITED by the Association for Biblical Higher Education.
- AUTHORIZED by the Ohio Board of Regents to offer associate, baccalaureate, and masters level education.
- CHARTERED by the State of Ohio.
- APPROVED by the Teacher Education Accreditation Council to offer teacher education programs.
- APPROVED by the United States Office of Education for participation in the federal students financial aid programs.
- APPROVED by the United States Department of Justice for the education of foreign students.
- APPROVED by the Internal Revenue Service for Social Security benefits for eligible students.
- APPROVED to train Veterans or eligible persons.
- RECOGNIZED by the Churches of Christ in Christian Union, Primitive Methodist Church, Evangelical Church and Evangelical Methodist Church, for ministerial training.
- MEMBER of the Ohio College Association.
- MEMBER of the Service Members Opportunity Colleges.

## OUR DOCTRINE

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

# About OCU

## HISTORY

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

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

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

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

## INTRODUCING ADULT EDUCATION AT OCU

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

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

## Online Courses

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

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

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



# About OCU

## Program Benefits

Students in the AIM programs will be able to:

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

## Program Advantages

To allow students to fit this program into their already busy lives, the University offers courses one evening a week from 6 to 10 p.m., Saturday from 8:30 a.m. to 12:30 p.m., or asynchronously online for the duration of each program. Organized into groups called a cohort, students progress through the program together. The University presents the curriculum in a series of student guides with detailed assignments for each week.

## Information Sessions

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

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

To get dates for Information Sessions or to schedule an individual conversation, please call the AIM Office at 740-477-7700 (877-496-8342 toll free).

## Credit By Examination

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

The University also accepts DANTE or DSST credits. Please see <http://www.getcollegecredit.com/> for more information.

## Prior Learning Assessment (PLA)

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

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

A PLA Portfolio course is offered at various times throughout the year. Students taking this course will be instructed in prior learning assessment and how to write for college credit based upon their background and training. Students may write for up to 12 credit hours as part of the course work. **PLA credits will not apply to Associate of Arts programs.**

# About OCU

## PLA Requirements

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

## Sponsored Pastoral Training (SPT)

1. Adults entering AIM Bachelor programs with completed home study credits, authenticated by their denomination's Board of Ministerial Studies and combined with active ministry experience, will receive one credit hour for each course completed, the total not to exceed 24 total hours.
2. In addition to course work, receipt of credit hinges upon the students' participation in Christian Ministry on the following basis: for 0 years experience the total number of credits accepted would not exceed 3, for 1-3 years the total number of credits would not exceed 12, for those with more than 3 years of experience the total number of credits would not exceed 24.
3. These hours will only be applied in the area of electives and will not qualify for advanced standing in AIM nor satisfy general education requirements.
4. Classes for which credit is given may not be considered for additional PLA credit.
5. Supporting documentation for each class taken must be submitted (syllabus, samples or course work/tests) along with denominational transcript for credit to be granted.
6. Students wishing to receive SPT credit must fill out the application (available in AIM office) and include supporting documentation prior to initial registration in program.
7. All SPT credit will be charged \$50 per credit hour for evaluation and recording.
8. No more than 24 credit hours may come from SPT.
9. **SPT credit will not be used toward AA requirements.**

## 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 DANTE or DSST credits. (See "Credit By Examination" on page 9.)

# Admissions

## ADMISSIONS

### ADMISSION REQUIREMENTS

#### ASSOCIATE OF ARTS PROGRAMS

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

#### BACHELOR OF ARTS PROGRAMS

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

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

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

## APPLICATION PROCESS

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

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

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



# Admissions

## INTERNATIONAL STUDENT POLICY

The University complies with U.S. government regulations for foreign students. Due to strict government regulations, the University has detailed requirements pertaining to foreign students. The University does not have available special funding to assist foreign students in financing their education. It is the responsibility of foreign students to obtain the proper documents and to furnish the University with these documents. Before a student can receive paperwork to obtain a visa, certain requirements must be met:

1. The student must pass an English proficiency test. Ohio Christian University accepts the following tests of English as a second language:
  - Test of English as a Foreign Language (TOEFL) - minimum score of 500 is required on the paper based test and 178 on the computer based test.
  - ASPECT - minimum, level 6
  - APIEL - minimum, level 3
2. The students must show, at the university's discretion, the ability to finance his/her education for the entire length of their program.

## TRANSFER STUDENT POLICY

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

1. The student seeking enrollment by transfer from another college will complete the regular admission process as outlined on page 11, with the addition of a college transcript review supplied by OCU.
2. All academic courses in which at least a "C" grade or its equivalent has been earned are eligible for transfer, subject to the discretion of AIM, providing the courses were taken at a regionally or nationally accredited college/university.
3. Credits earned at a non-regionally accredited college will be accepted only after probationary study at OCU of 30 credit hours and achievement of 3.0 average or better. The maximum number of credits transferable from a non-accredited school is 60 semester credits.
4. Each applicant for transfer admission will be notified of the specific course credits or equivalents to be granted by OCU.
5. Courses must be 100 level or higher.

6. Students enrolled in the AA program may not use transfer credits to satisfy any of the program requirements.

## ADVANCE STANDING

A student bringing transfer credit from an accredited institution of higher learning may be granted advance standing. In the associate program, a student may transfer in up to four classes or 12 semester hours (whichever is more advantageous for the student) for advanced standing. The course must be equal in content and the credit weight must be at least three semester hours to be considered. A student may transfer in up to four classes for advanced standing in the bachelor program. Students requesting advance standing for more than four (4) courses must petition the Assistant Vice President in writing, outlining why they should be granted additional advance standing. Students requesting advance standing should understand that hours granted in advance standing must be made-up with other hours to meet the graduation requirements (62 hours for AA, 124 hours for BA). Advance standing is normally established at the transcript review. If a student requests additional advance standing, that request must be made prior to the semester in which the course in question occurs. Transfer hours from non-accredited colleges or universities do not qualify for advance standing unless the course has been completed within the last five years and received a grade of "B" or better.

## AUDITORS/NON-DEGREE/ SENIOR CITIZENS

Senior Citizens (age 65 and older) or those auditing a course are only required to complete a Short Form Application as long as the student is enrolled in no more than 3 credit hours per semester. If you are currently attending another college and are taking 3+ credit hours from OCU then we require you to send us a copy of the college transcript (from the college you are currently attending). If you are currently not attending another college then you need to send a copy of your high school transcript.

# Finance

## FINANCE

### FEE SCHEDULE

Application fee	\$25
Tuition per credit hour for Associate degree	\$285
Tuition per credit hour for Bachelor degree	\$395
Graduation fee	\$100
Withdrawal from program fee	\$100
Drop fee within semester (per class)	\$30
Audit (per onsite class)	\$50
Audit (per online class)	\$100
Fee for transcribing PLA credit beyond HU1000 (per credit hour)	\$85
Fee for transcribing CLEP credit (per credit hour)	\$50
Directed Study (per credit hour)	\$100

Students must pay first semester tuition at registration prior to the first class session OR have made arrangements for payment through school loans, grants, etc. A payment plan is available for those students who qualify. (For information about loans and grants, see the Student Financial Assistance section.)

## BOOKS AND MATERIALS

This program delivers the precise books students need to their doorstep. Books are shipped two weeks prior to the class start date so students will have them in plenty of time. Therefore, if students have an address change or need to withdraw from the course, they must notify OCU at least 15 days before the class is scheduled to begin. A resource fee is assessed for each course and simply added to the student bill. If a student qualifies for financial aid the fees will

be paid with whatever financial aid that has been awarded, after tuition. If a student does not qualify for financial aid the book fee may be paid with tuition. This service prevents the inadvertent purchase of a wrong edition and also saves time and money shopping around buying books from several sources. The Bookstore offers a “buy back” program (bookstore@ohiochristian.edu.)

## WITHDRAWALS

### WITHDRAWALS FROM PROGRAM

Students using financial aid:

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

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

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

# Finance

## WITHDRAWALS FROM INDIVIDUAL COURSES

- Students who need to withdraw from a course or program should always make an official contact via phone or email with their OCU Academic Advisor.
- Students who do not attend any sessions of a course for which they have registered should contact their OCU Academic Advisor to be withdrawn from the course, and their account will be credited for the tuition and be charged a Drop fee.
- If a student does not attend/participate any week of a class, they will be credited one hundred percent of their tuition.
- If a student attends the first week of the class, and notifies their OCU Academic Advisor of withdrawal before the second week, they will be credited eighty percent of their tuition.
- If a student misses the first week, but attends/participates the second week they are no longer eligible to be credited for the tuition.
- If students have already received textbooks for the courses it is recommended that they return books for credit. Many courses change books or update editions without notice. See “Attendance Policy” on page 16.

## DROP FEE

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

## REFUNDS

### BOOK REFUNDS

Refunds will be made for textbooks on the following conditions:

1. The student has officially withdrawn from the course that uses the textbook(s) for which a refund is being requested, and
2. The textbook(s) is returned to the university within two weeks from the course start date, and
3. The textbook(s) has not been marked or damaged in any way. Essentially the textbook(s) must still be in a “new” condition.
4. No opened software will be refunded.

## TUITION REFUNDS

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

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

The student should submit a refund request to the AIM Financial Aid Advisor by email ([aimfinaid@ohiochristian.edu](mailto:aimfinaid@ohiochristian.edu)) or letter.

## PAYMENT PLANS

### Option 1: Payment in full by first class session (start of first week of online courses)

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

### Option 2: Online Payment Plan

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

### Option 3: Private Loan

To use Private Student Loans to cover the remainder of your school balance, you must have applied and been approved for the loan no later than the second class session (start of second week in online courses) of your first course. You may apply for Private Student Loans by visiting <http://www.ohiochristian.edu/aid/payment-options>.

### Option 4: Employer Reimbursement

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

# Finance

## FINANCIAL AID

Any student planning to use financial aid to cover school costs must first complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA must have Ohio Christian University's school code - 003030 – in order for the results to be received by the Financial Aid Office. Once the FAFSA is successfully submitted online, the Financial Aid Office will receive that information within 2-3 business days. At this point, the student may contact the Financial Aid Office for estimates of his or her eligibility at 1-877-496-8342 or [aimfinaid@ohiochristian.edu](mailto:aimfinaid@ohiochristian.edu). The FAFSA must be renewed prior to each school year.

## GRANTS

### Federal Pell Grant

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

## 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 his or her respective educational liaison within the appropriate military organization. Once that action has been taken, the student may contact the Financial Aid Office to proceed with any other applicable processes.

Ohio Christian University accepts DANTE credits. (See Credit by Examination, p. 9.)

## LOANS

### Federal Stafford Loans

Stafford Loans are low-interest federal loans available to students who are attending college at least half-time. The funds are borrowed from a bank, but the majority of the loan application process is handled through the Financial Aid Office. The amount a student may borrow is based on year in school, dependency status, and enrollment status.

### Federal PLUS Loan (Parent Loan)

A parent may borrow a PLUS Loan to help pay the expenses of a child who is a dependent undergraduate student enrolled at least half time. The parent must pass a credit check to be eligible to receive a PLUS Loan. In the event the parent is denied the PLUS Loan due to adverse credit, the student generally becomes eligible to borrow an additional amount in an Unsubsidized Federal Stafford Loan.

### Private Student Loans

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

# Academics

## ACADEMICS FACULTY

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

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

## LIBRARY

The Maxwell Library exists to support the curricular needs of students and faculty. The Library is continuing to expand its resources to support the curricula and promote student academic success. Library hours are posted on the University's Web site. The University is a full member of OhioLINK, which gives students online access to multiple electronic materials such as articles, journals, newspapers, theses/dissertations, and even books. Additionally, materials can be shipped from any OhioLINK library in Ohio. Renewals and requests for material can be made via the Internet: [library@ohiochristian.edu](mailto:library@ohiochristian.edu)

## COMPUTER LAB

A Computer Lab is located on the main campus in the Maxwell Library. Access to computer support at off-campus sites varies. Contact the AIM Office for specifics.

## ATTENDANCE POLICY

### ONSITE COURSES

Students are expected to be present when class begins and remain the entire class session. Students will be considered tardy if they arrive more than one half hour late for a class session or leave earlier than one half hour before the end of a class session. Two tardies will equal an absence.

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

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

Even if an absence or tardy is allowed or excused, participation points will still be deducted. Students exceeding the allowed absences will be given a withdrawal grade. An absence appeal may be filed for emergency circumstances. Absence appeals are approved in rare instances related to military service, hospitalization, or death in immediate family. Please contact your Academic Advisor to obtain and complete the appropriate form in such situations.

Should an instructor be late for a class session, students are expected to wait a minimum of 30 minutes before leaving. If the instructor arrives within that 30 minute period and any student has left, he/she will be counted as absent for the class session. If the instructor does not arrive within the 30 minute period, the students may leave and arrangements will be made to make up those class hours sometime during the time frame of the course or additional assignments will be given. See "Withdrawals" on page 13.



# Academics

## ONLINE COURSES

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

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). See "Withdrawals" on page 13.

## CANCELLATION OF CLASSES

Ohio Christian University now offers classes at many different locations throughout the state of Ohio. 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 AIM students. As possible, school closing will be determined by 3:00 p.m. the day for which AIM classes are scheduled or by Friday evening in relationship to Saturday morning classes.

If classes are not canceled, the student must make all decisions related to their attendance based on the attendance policy provided on page 16 of this catalog.

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 AIM student services toll free line at 877-496-8342 after 3 p.m. for the most up-to-date information.

## ACADEMIC HONORS

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

## DEAN'S LIST

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

## PINNACLE HONOR SOCIETY

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 that 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 activities, or church ministries
- Demonstrate leadership, persistence, and future promise
- Maintain the highest ethical standards

## GRADUATION HONORS

### Ohio Christian University AIM Honor Graduate

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

To graduate with the following honors, students must be a bachelor graduate who has taken the last two years in residence, of which 52 credit hours must be in course work which assign letter grades that affect the student's cumulative GPA. Summer graduates are eligible for these honors, but will not be recognized at the spring commencement.

### Summa Cum Laude

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

### Magna Cum Laude

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

### Cum Laude

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

# Academics

## GRADING SYSTEM

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

### GRADE DEFINITION

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

“P” Passing. Credit given for a credit/no credit course. This grade is not used in computing the student’s GPA.

“NC” No credit. No credit is given for a credit/no credit course. This grade is not used in computing the student’s GPA.

### REMOVAL OF “D” OR “F” GRADES

Students may repeat a course in which a “D” or an “F” is received for the purpose of earning a higher grade point average. When a course is repeated, the new grade will supersede the earlier grade in computing the cumulative GPA. Courses carrying a “D” or an “F” grade will remain on the transcript but the cumulative GPA will be computed using only the latest grade. This procedure is of special value to students who are placed on academic warning or probation. It is strongly recommended that students retake “D” or “F” courses to raise the cumulative grade point average.

### INCOMPLETES

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

1. Incomplete may be granted when the student is prevented from finishing course work on time by extenuating circumstances.
2. **It is the student’s responsibility to request an “I” grade and the professor’s to determine whether the circumstances merit an incomplete grade.**
3. Students who receive a grade of incomplete for any course (some or all assigned work not turned in) will be required to turn in the completed work to the professor who taught the course. The deadline for submitting work is five weeks from the last day of class for the course in which the student received an incomplete.
4. Failure to submit the incomplete work by this deadline will result in earning zero points for incomplete work, and the final grade will be awarded accordingly.

# Academics

## COMPUTING GRADE POINT AVERAGES (GPA)

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

A	=	4.00	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
C-	=	1.70	71-73 percent
D+	=	1.30	68-70 percent
D	=	1.00	64-67 percent
D-	=	0.07	61-63 percent
F	=	0.00	60 percent or below
I	=	no grade point value assigned	
W	=	no grade point value assigned	
WP	=	no grade point value assigned	
WF	=	0.00	
AU	=	no grade point value assigned	
P	=	no grade point value assigned	
NC	=	no grade point value assigned	

## NOTICE OF YOUR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA), a Federal law, 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 your written consent prior to the disclosure of personally identifiable information from your education records.

### Directory Information

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

The freedom to publish directory information allows OCU to include you in our publications such as the year-book, honor roll lists, graduation programs and sports news. If you place a hold on your directory information, you will have to sign a consent form each time your information is released.

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

- Name
- Current enrollment
- Local address as a student
- Permanent address as a student
- Local telephone number
- E-mail addresses
- Date and place of birth
- 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

# Academics

- 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 (A student's SSN, in whole or in part, may not be used for this purpose.)

## Other Rights Under FERPA

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

- The right to inspect and review your 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 your 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 your 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 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

\*These laws are: Section 9528



# Academics

## GRADUATION REQUIREMENTS

To graduate a student must:

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

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

## SUMMER GRADUATION

Students wishing to participate in the spring commencement ceremony as "summer graduates" must: (1) lack no more than nine credit hours to complete in summer school, (2) take all remaining course work from Ohio Christian University, and (3) have all requirements completed by September 1. Summer graduation diplomas will be issued in mid-September.

## FALL GRADUATION

Students who complete graduation requirements between September 1 and December 31 will be issued diplomas after January 15. Students can request to participate in the subsequent spring graduation.

## GENERAL EDUCATION REQUIREMENTS (36 CREDITS)

Fine Arts or Humanities 9 credits

Includes courses in Literature, Biblical Literature, History, Philosophy, Music, Art, and Drama. At least 6 credits are required in Biblical Literature, one course of New Testament and one of Old Testament.

Communication Skills 9 credits

Oral Communication 3 credits

English Composition 6 credits

Reasoning Skills 9 credits

Mathematics 3 credits

Computer Literacy 2-3 credits

Science 3-4 credits

Understanding of Self & Society 9 credits

Includes courses in Anthropology, Archaeology, Cultural Studies, Ethnic Studies, Economics, Geography, Political Science, Psychology, and Sociology.



# Academic Policies

## ACADEMIC POLICIES

### APPLICABLE CATALOG

Catalog requirements may change with each edition of the catalog. The applicable catalog is either the current catalog or the catalog existing at the time of the student's enrollment in a degree program, provided it has been no more than three years. The applicable catalog for students whose enrollments are disrupted is the existing catalog of the student's most recent enrollment.

### CHANGE OF INFORMATION NOTICE

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

## ACADEMIC PROGRESS

### ACADEMIC PROBATION AND SUSPENSION

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

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

### ACADEMIC INELIGIBILITY

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

### COURSE LOAD

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

### DIRECTED STUDY

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

Due to the additional work and individualized attention that a directed study demands from the supervising faculty member, students are charged a directed study fee of \$100.00 per credit hour in addition to regular tuition charges.

### GRADE APPEAL AND ACADEMIC POLICY GRIEVANCE

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

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

# Academic Policies

## Grade Appeal

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

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

## Academics Policy Grievance

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

1. The student must first contact the person who has made the decision for a full explanation of the policy and how the policy was followed. If the policy has been followed, then the student has no further recourse.
2. If the policy was not followed or the student disputes the way in which the policy was applied, then the student may request that the matter be reviewed by the Assistant Vice President by filing a formal request in writing. If the complaint involves the Assistant Vice President, the student may request that the Associate Vice President review the matter. The Assistant Vice President (or, if applicable, the Associate Vice President) will notify the student of the decision. If a

properly completed written request form is not received by the university within 30 days of the date on which the event that gave rise or the complaint occurs, then the student will forfeit any further right to appeal.

3. If the matter is not satisfactorily resolved, then the student may request that the Academic Appeals Committee review the matter by filing a written request. If the university does not receive a properly completed written request within 15 days of the date on which the notice in step 2 was sent, then the student will forfeit any further right to appeal. The Academic Appeals Committee will notify the student of its decision, which will be final.

## SEGMENTED TRANSCRIPT POLICY

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

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

The following provisions apply toward this policy:

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

# Academic Policies

## ACADEMIC DISHONESTY

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

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

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

## PLAGIARISM POLICY

All instances of plagiarism must be reported to the Assistant Vice President for recording in the student's permanent file. For a student's first offense, he or she will receive a 0 grade on the assignment that was plagiarized. Many times failing a final assignment would result in a failure of the entire course. For the second offense, the student will fail the course. For the third offense, the student will be dismissed from Ohio Christian University. A student who has been dismissed for academic reasons may petition for readmission after six months.

Faculty are expected to be aware of and make decisions on instances of plagiarism. As a general guideline, plagiarism is defined by Lucas (2010) as "presenting another person's language or ideas as one's own." There are three types of plagiarism: Global plagiarism "stealing a paper or speech entirely from a single source and passing it off as one's own;" patchwork plagiarism "stealing ideas or language from two or three sources and passing them off as one's own;" and incremental plagiarism "failing to give credit for particular parts of a paper or speech that are borrowed from other people." *The Art of Public Speaking*, 2010, by Stephen E. Lucas, McGraw-Hill p. 36-39.

## IDENTITY FRAUD

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



# Academic Policies

## LATE HOMEWORK

### ONSITE

All assignments must be turned in by 6:30 p.m. the night of class or 9:00 a.m. for Saturday classes. Assignments turned in 24 hours late equals a 10% deduction; 48 hours late, 20% deduction; 3-7 days late, 50% deduction. Assignments submitted on or after the 8th day will not be graded and will earn zero.

### ONLINE

All submitted assignments are due the last day of each school week; therefore, a Tuesday to Monday school week requires all submitted assignments to be due by midnight Eastern time each Monday. Assignments turned in 24 hours late equals a 10% deduction; 48 hours late, 20% deduction; 3-6 days late, 50% deduction. Assignments submitted on or after the 8th day will not be graded and will earn zero.

## STUDENT POLICIES

### CHILDREN IN CLASSROOMS

Due to the various disruptions and distractions (whether real or potential) associated with the presence of minor children in the classroom setting, no minor children will be permitted to accompany either faculty or students into class sessions.

### DISABLED STUDENTS POLICY

It is the student's responsibility to contact the AIM Office if in need of consideration for any disability and to document that need if requesting additional or special services. For the full policy and process visit <http://www.ohiochristian.edu/about/nondiscriminatory-policy>.

### FIREARMS AND EXPLOSIVES

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

### HOUSING

On campus housing is not available for AIM students.

### INTERNET ACCESS

Students access SONIS student management system for grades and statements of student accounts. Onsite students also use SONIS to access student guides and weekly homework assignments. Online students access learning materials through the ANGEL course learning system. Some AIM courses require students to have access to the Internet for weekly homework and assignments. It is the student's responsibility to secure access for those courses that require it.

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

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

### PERSONAL PROPERTY

The University will exercise reasonable precautions to protect personal property left at any of its locations, but cannot assume responsibility for the loss of money, valuables, or other personal property. Please report all losses on main campus to [security@ohiochristian.edu](mailto:security@ohiochristian.edu). On off-site campuses, report loss to that campus site coordinator.

### POSSESSION & USE OF TOBACCO & CONTROLLED SUBSTANCES

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

# Academic Policies

## **PROFESSIONAL STANDARDS**

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The University requires that AIM students maintain professional standards in behavior and dress. Classroom and online discussions must be conducted in a civil and respectful manner as appropriate to a Christian environment. Regarding dress, students in onsite classes should dress appropriately, within the limits of their work schedule. Students should not wear tank tops to class. Dirty, ragged, patched, or faded clothing, or clothes intended as undergarments are not to be worn externally.

## **VEHICLE REGULATIONS**

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

## **Operation**

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

## **Parking 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.

## **Parking Off-Site**

Students enrolled at off-site campuses for AIM classes may be required to purchase parking permits for that campus. Contact the AIM Office for details. For safety, students are encouraged to leave class together at night.

# Associate of Arts

## ASSOCIATE OF ARTS

### BUSINESS

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

#### AGRIBUSINESS CONCENTRATION

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

#### **Program Objectives**

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

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



#### BUSINESS MANAGEMENT CONCENTRATION

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

#### **Program Objectives**

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

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

# Associate of Arts

## Course Descriptions 62 semester credits

### **PS1000 College Study Skills (1 credit) 3 weeks**

This three-session course is designed to help you understand both what this institution expects of you as a student and how you can maximize your potential as a student. The focus of the course is to review and reinforce skills that are necessary for college students.

### **IT1000 Introduction to Computers (3 credits) 5 weeks**

This course will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software applications, dealing specifically with learning how to use Microsoft Office Professional 2007. Primary attention will be given to word processing (Word) and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

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

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

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

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

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

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

### **GB 1000 Bible Study Methods (3 credits) 5 weeks**

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

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

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

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

This course is designed to be an exercise oriented approach that allows for the development of the student's knowledge about Microsoft Excel. In particular, this course will emphasize the many features and components of this application. Students will go past an introductory knowledge of Excel and begin to explore and master the more complex functions and features.

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

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

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

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

# Associate of Arts

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

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

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

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

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

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

## **SI2050 Business Math (3 credits) 6 weeks**

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

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

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

## **ET2040 Business Ethics (3 credits) 5 weeks**

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

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

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

# Associate of Arts



## **AGRIBUSINESS CONCENTRATION**

### **SO2100 Introduction to Rural Sociology (2 credits) 3 weeks**

This course will provide a broad overview of the sociological issues and perspectives within rural sociology as it relates to both America and the global arena. Varying types of rural communities will be examined as well as the sociological concerns that impact their culture. Specific emphasis will be given to the illustration and impact of social stratification within rural communities.

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

A study of the economic and management principles involved in the buying, financing, organizing, operating, and administering of an agricultural production unit.

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

General introduction to nutrition, reproduction, breeding, management and description of marketing channels of animals and poultry. 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.

### **AB2300 Field Crop Production (3 credits) 5 weeks**

Management of field crops, including growth and development, establishment, pest management, environmental considerations, rotations of crops and chemicals, harvesting, storage and marketing.

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

A study of the basic principles and concepts of selling with emphasis on application to agribusiness.

## **BUSINESS MANAGEMENT CONCENTRATION**

### **SO2010 Marriage and Family (2 credits) 3 weeks**

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

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

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

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

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

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

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

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

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

# Associate of Arts

## INTERDISCIPLINARY STUDIES

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

### Program Objectives

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

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

## Course Descriptions 62 Semester Credits

### IS1000 Interdisciplinary Studies Foundations 1 (1 credit)

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

### IS2000 Interdisciplinary Studies Capstone 1 (3 credits)

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

### Other Course Requirements:

General Education Requirements (page 21)	36 credits
Bible or Theology	6 credits
Concentration	12 credits

Same or related academic discipline; cannot be

Bible, Biblical Literature, or Theology

General electives	4 credits
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At least 21 credits must be at the 2000 or higher level. At least 21 credits must be earned with OCU, including IS1000 Interdisciplinary Studies Foundations 1 and IS2000 Interdisciplinary Studies Capstone 1.

# Associate of Arts

## 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.

### BIBLICAL STUDIES CONCENTRATION

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

#### Program Objectives

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

1. Integrate Christian principles in critical thinking and decision making.
2. Demonstrate awareness and improvement of thinking and learning strategies.
3. Exhibit competency in general education subjects.
4. Comprehend interpersonal communication skills.
5. Exhibit knowledge and understanding of God's word.

### PASTORAL MINISTRY CONCENTRATION

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

#### Program Objectives

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

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

## Course Descriptions 62 Semester Credits

### PS1000 College Study Skills (1 credit) 3 weeks

This three-session course is designed to help you understand both what this institution expects of you as a student and how you can maximize your potential as a student. The focus of the course is to review and reinforce skills that are necessary for college students.

### IT1000 Introduction to Computers (3 credits) 5 weeks

This course will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software applications, dealing specifically with learning how to use Microsoft Office Professional 2007. Primary attention will be given to word processing (Word) and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

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

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

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

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

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

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



# Associate of Arts

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

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

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

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

## **RE2100 Spiritual Formation (2 credits) 4 weeks**

This course is designed to prompt the participants in assessment of their personal spiritual state, challenging each to embark on or enhance their journey toward Christ-likeness and spiritual formation. This journey should result in practical everyday demonstrations of a growing relationship with Christ, Christ-like attitudes, values, and holy living. The texts, reading, and all assignments have been structured toward this end.

## **SO2010 Marriage and Family (2 credits) 3 weeks**

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

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

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

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

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

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

The purpose of this course is to provide the tools to create a deeper understanding and appreciation of mathematical procedures for the student with limited mathematical background. In this survey course we will discuss



numeration systems, number theory, rational numbers, introduction to algebra, geometry, and statistics. There will also be a session on consumer math. The objective of Mathematical Systems is to be able to apply the appropriate mathematical formulae to the various components of everyday life.

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

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

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

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

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

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

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

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

# Associate of Arts

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

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

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

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

## **BIBLICAL STUDIES CONCENTRATION**

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

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

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

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

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

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

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

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

## **PASTORAL MINISTRY CONCENTRATION**

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

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

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

This is a study of the multiple roles of leaders in Christian ministry in the context of the church and its varied ministries. Special emphasis will be given to the impact that lay and pastoral leaders have on the quantitative growth of the church.

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

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

### **CM2200 Ministry Practices (3 credits) 5 weeks**

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

# Bachelor of Arts

## BACHELOR OF ARTS

### LEADERSHIP AND MINISTRY

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

#### Program Objectives

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

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

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



#### Course Descriptions 51 Semester Credits

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

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

##### **IT1000 Introduction to Computers (3 credits) 5 weeks**

This course will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software applications, dealing specifically with learning how to use Microsoft Office Professional 2007. Primary attention will be given to word processing (Word) and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

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

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

# Bachelor of Arts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

# Bachelor of Arts

## BUSINESS

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

### BUSINESS MANAGEMENT CONCENTRATION

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

#### Program Objectives

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

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

### HEALTHCARE MANAGEMENT CONCENTRATION

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

#### Program Objectives

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

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

### LEADERSHIP CONCENTRATION

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

#### Program Objectives

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

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

# Bachelor of Arts

## LOGISTICS MANAGEMENT CONCENTRATION

Logistics management is concerned with the movement, storage, and processing of materials and information across the whole of the supply chain, from acquisition of raw materials and components, through manufacturing, to delivery of finished products to end users. The Logistics Management concentration prepares graduates for careers in purchasing and supplier management; manufacturing logistics; transportation management; inventory, distribution, and warehouse management; information management; and customer service management.

### Program Objectives

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

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

## Course Descriptions 48 Semester Credits

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

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

### IT1000 Introduction to Computers (3 credits) 5 weeks

This course will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software applications, dealing specifically with learning how to use Microsoft Office Professional 2007. Primary attention will be given to word processing (Word) and presentations (PowerPoint). Some time will



be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

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

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

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

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

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

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

# Bachelor of Arts

## **MG4010 Accounting for Managers (3 credits) 5 weeks**

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

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

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

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

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

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

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

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

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

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

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

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

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

## **BUSINESS MANAGEMENT CONCENTRATION**

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

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

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

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

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

This course analyzes the major human resource management functions in an organization. It presents the various components of the human resource management process (planning, recruitment, selection, training/development, compensation, performance appraisal, labor relations, employee relations, global HR management), and the associated activities to perform these functions. The course highlights the human resource management responsibilities of all managers and emphasizes leadership responsibilities and competencies, job analysis, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

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

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

# Bachelor of Arts

## HEALTHCARE MANAGEMENT CONCENTRATION

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

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

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

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

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

This course analyzes the major human resource management functions in an organization. It presents the various components of the human resource management process (planning, recruitment, selection, training/development, compensation, performance appraisal, labor relations, employee relations, global HR management), and the associated activities to perform these functions. The course highlights the human resource management responsibilities of all managers and emphasizes leadership responsibilities and competencies, job analysis, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

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

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

## LEADERSHIP CONCENTRATION

### PL3101 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.

### PL4301 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.

### PL 4001 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.

### PL4101 Global Leadership (3 credits) 5 weeks

The purpose of this course is to assist students in developing their knowledge, attitudes, skills and aspirations regarding theory and practice of leadership in the context of the challenges created by the global organizations and societies.



# Bachelor of Arts

## LOGISTICS MANAGEMENT CONCENTRATION

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

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

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

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

### **LG4010 Warehousing and Terminal Management (3 credits) 5 weeks**

Focuses on the administration of warehouse and inventory management in logistics systems with analysis of customer service, forecasting inventory, investment, layout design, and operation. (*Prerequisite: LG3000*)

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

Offers special emphasis on the analysis of supply markets, supplier selection, building and maintaining key supplier relationships for long-term success, strategic planning, and use of information technology. This course develops an understanding of the strategic framework, managerial issues, and best practices related to the planning and execution of “source” processes. (*Prerequisite: LG3000*)



# Bachelor of Arts

## INTERDISCIPLINARY STUDIES

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

### Program Objectives

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

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

## Course Descriptions 124 Semester Credits

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

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

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

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

### Other Course Requirements:

General Education Requirements (page 21)	36 credits
Bible or Theology	12 credits
Concentration	30 credits

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

General electives	42 credits
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At least 30 credits must be at the 3000 or higher level.

At least 30 credits must be earned with OCU, including IS3000 Interdisciplinary Studies Foundations 2 and IS4800 Interdisciplinary Studies Capstone 2.

# Bachelor of Arts

## PSYCHOLOGY

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

### Program Objectives

Students who complete the Psychology major should be able to:

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

### Course Descriptions 55 Semester Credits

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

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

#### IT1000 Introduction to Computers (3 credits) 5 weeks

This course will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software applications, dealing specifically with learning how to use Microsoft Office Professional 2007. Primary attention will be given to word processing (Word) and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.



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

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

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

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

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

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

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

This course explores dynamics of spirituality and religion that can impact the counseling process. This course is taught from a Christian worldview, although ideas from all walks of life will be examined. These include secular, non-Christian, the 12-Step movement, and the Bible.

# Bachelor of Arts

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

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

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

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

## **PS2600 Abnormal Psychology (3 credits) 5 weeks**

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

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

This course gives an overview of how we learn, think and store memory. The cognitive processes of comprehension and memory along with an examination of learning styles and methods will be explored.

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

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

## **SI3050 Statistics (3 credits) 6 weeks**

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

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

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

## **PS4020 Multi-Cultural Perspectives in Counseling (3 credits) 5 weeks**

This course will examine the unique aspects of understanding and counseling people from culturally diverse populations. Several 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.

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

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

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

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

# Bachelor of Arts

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

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

**CD4200 Theories and Techniques of Group Counseling (3 credits) 6 weeks**

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

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

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

# Bachelor of Arts



## SUBSTANCE ABUSE COUNSELING

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

Those who are already employed in treatment facilities and have completed a minimum of 40 clock hours in specific areas are eligible to apply for Chemical Dependency Counselor Assistant (CDCA) certificate in Ohio. Additional requirements, such as supervised work experience in an addiction counseling setting, are the responsibility of the student and usually are accomplished after graduation.

Potential students are encouraged to read the Ohio Credentialing Board's requirements at <http://www.ocdp.ohio.gov> or, for those who may live outside of Ohio, the International Certification and Reciprocity Consortium at [www.internationalcredentialing.org](http://www.internationalcredentialing.org).

### Program Objectives

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

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

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

### Course Descriptions 51 Semester Credits

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

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

#### IT1000 Introduction to Computers (3 credits) 5 weeks

This course will briefly look at the difference between hardware, software, and peripherals, as well as basic Internet skills, and the most important parts of a computer. The major focus of the course will be upon desktop computing and software applications, dealing specifically with learning how to use Microsoft Office Professional 2007. Primary attention will be given to word processing (Word) and presentations (PowerPoint). Some time will be spent on email and campus web applications as well, all of which are integral to a student's college career. The student will have the opportunity for practical application of concepts learned, whether for ministry, business, or any other professions.

#### CD1000 Introduction to Substance Abuse (3 credits) 5 weeks

This course 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.

# Bachelor of Arts

## **CD2200 Psychopharmacology (3 credits) 5 weeks**

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

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

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

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

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

## **CD2500 Prevention Strategies (3 credits) 5 weeks**

This course focuses on the discipline of prevention. It will show the dynamics of prevention and how certain prevention programs are researched and science based. There will be both general and specific introductions to various forms and types of prevention programs and activities.

## **PS2600 Abnormal Psychology (3 credits) 5 weeks**

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

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

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

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

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

## **CD4100 Theories and Techniques of Individual Counseling (4 credits) 6 weeks**

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

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

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

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

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

# Bachelor of Arts

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

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

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

This course explores dynamics of spirituality and religion that can impact the counseling process. This course is taught from a Christian worldview, although ideas from all walks of life will be examined. These include secular, non-Christian, the 12-Step movement, and the Bible.

**CD4200 Theories and Techniques of Group Counseling (3 credits) 6 weeks**

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

**CD4800 State Test (3 credits) 5 weeks**

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



# Electives

## ELECTIVES

### Course Descriptions

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

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

#### **SO2000 Introduction to Sociology (3 credits) 5 weeks**

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

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

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

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

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

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

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

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

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.

#### **NT3000 Acts of the Apostles (3 credits) 5 weeks**

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

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

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

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

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

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

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

#### **ED1000 Introduction to Early Childhood Development (3 credits) 10 weeks**

This class provides a broad base of information about teaching and caring for young children ages birth through five years old in group settings. The information presented corresponds to the Child Development Associate (CDA) Credential competencies and functional areas, including ways to set up a safe, healthy environment to invite learning, steps to advance children's physical and intellectual competence, positive ways to support children's social and emotional development, keys to establishing productive relationships with families, managing programs, and professional responsibilities.

# Electives

## **TH2000 Holiness Literature (3 credits) 5 weeks**

The historical development of the quest for holy living throughout Christian history giving particular attention to the eighteenth through the twentieth century.

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

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

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

This course covers the vulnerabilities of and measures to secure the domestic and global transportation and supply chain networks. Topics covered include security organizations, security-related legislation and strategies, security programs, maritime transportation security, containerized cargo security, land transportation security, food chain security, pharmaceutical chain security, utilities security, cyber security, first response and recovery, and supply-chain security technologies. (*Prerequisite: LG3000*)

## **PL1000 EQUIP® Leadership I (3 credits)**

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

## **PL2000 EQUIP® Leadership II (3 credits)**

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

## **PL2100 EQUIP® Leadership III (3 credits)**

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

## **PL3001 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.

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

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

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