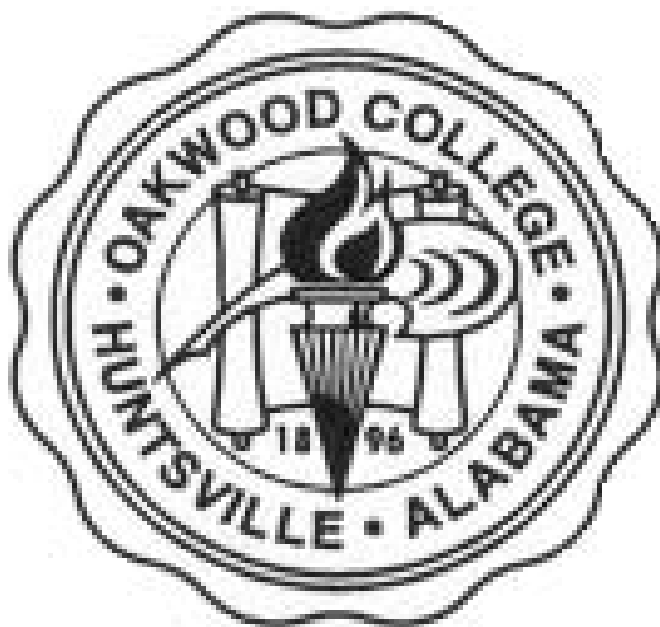


OAKWOOD COLLEGE BULLETIN



2001 - 2003

GENERAL INFORMATION

Oakwood College

Is accredited by:

The Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate and baccalaureate degrees; and the Adventist Accrediting Association of the Department of Education of the General Conference of Seventh-day Adventists

Offers programs accredited by the:

Association of Collegiate Business Schools and Programs
Council on Social Work Education
National Council for Accreditation of Teacher Education

Offers programs approved by the:

Alabama Board of Nursing
Alabama State Department of Education
American Dietetics Association
General Conference of Seventh-day Adventist Department of Education

Accreditation documents may be viewed in the office of the Vice President for Academic Affairs.

Policy Revisions

Oakwood College reserves the right to make changes relating to the *Bulletin*. A summary of any changes, including fees and other charges, course changes, and academic requirements for graduation, shall be published cumulatively in the yearly class schedule. Said publication of changes shall be considered adequate and effective notice for all students. Detailed information on changes will be maintained in the Records Office and in the Office of Academic

Affairs. Each student is responsible for keeping informed of current graduation requirements in the appropriate degree program.

Equal Opportunity Commitment

Oakwood College is committed to providing equal opportunity for all qualified persons. It does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or handicap in the administration of its educational and admissions policies, financial affairs, employment policies and programs, student life and services, or any other college-administered program.

Address:

Oakwood College
7000 Adventist Boulevard
Huntsville, AL 35896

Telephone:

(256) 726-7000

FAX:

(256) 726-7404

Directory:

Admissions	800-358-3978
In Alabama	256-726-7030
FAX	256-726-7154
Credit and Collections	256-726-7379
FAX	256-726-7461
Financial Aid	800-824-5321
In Alabama	256-726-7210
FAX	256-726-7474
Recruitment	800-824-5312
In Alabama	256-726-7356
FAX	256-726-7154

Direct Correspondence Accordingly:

President	General Administration
VP for Academic Affairs	Academic Policies
VP for Student Services	Residence Information
Dir. of Enrollment Mgmt.	Admissions/Application
Dir of Records	Transcripts, Grade Reports
Dir. of Financial Aid	Federal Financial Aid
Dir. of Credit and Collections	Student Accounts
Dir. of Alumni Affairs	Alumni Concerns

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A Message From the President:

To readers of this new *Oakwood College Bulletin* for 2001-2003, I say, "Welcome!" We are happy for your interest in Oakwood and hope that you have already made, or are leaning toward making, this your college of choice. Oakwood College was recently listed among the 'top institutions of higher learning in the Southern region during year 2000' by *U.S. News and World Report* in its annual issue rating colleges and universities in America.

Like all institutions of higher learning, matriculation at Oakwood can be a bit challenging at first. Each degree choice requires a comprehensive curriculum of courses so that you can best understand the subject matter and fulfill the requirements of the respective degrees. Further, college life must govern itself by basic guidelines that you may not initially see the rationale for. For this reason, this book you have in your hand will prove invaluable as you introduce yourself to the world of higher education. There are many options available to you. Oakwood's degree offerings comprise more different career paths than ever before. In this bulletin, classes you will take are clearly outlined, along with capsule descriptions.

The bulletin offers an introduction to Oakwood - the campus, the buildings, the staff, the faculty. The people listed here as administrators, staff, and faculty are committed to helping you to accomplish your educational goals. Many of you will make your full-time home with us at Oakwood. You will live for the first time in a residence hall with other young people. Part of your education will be the opportunity to socialize on a wider scale than you ever have before. The things you need to know are on these pages.

At Oakwood your spiritual development is a vital concern. Thus, preparation for service to God and humanity is a main component of learning. The Church and the Office of Spiritual Life plan and implement activities and programs to enhance the students' personal experience with Christ. What we desire for you is fourfold - that you attain all the educational tools (mental, physical, spiritual, and social) that you need to succeed in this life, and that you leave Oakwood with a strong faith and commitment that transcends this present world.

Finally, Oakwood offers all the elements of success. The knowledge is here. The positive social experiences are here. The spiritual life is here. Now, the opportunity is yours. You must engage yourself; you must take the initiative in seeking every source of support. The effort you put into your college experience will determine what you get out of it.

As you move toward the goals of *Education, Excellence, Eternity*, I challenge you to make this one of the most important journeys of your life.

Dr. Delbert W. Baker
President

ACADEMIC CALENDAR 2001-2002

Events	Fall Semester
Faculty/Staff Colloquium	Aug 8-11
Testing New Students	Aug 17
Registration [Freshmen & New Students Only]	Aug 19
Freshmen and New Students' Ceremony	Aug 19
Regular Registration for Former Students/Late Registration for Students Enrolled Spring Semester	Aug 20
Registration [Freshmen Only]	Aug 21
Regular Registration for Former Students/Late Registration for Students Enrolled Spring Semester	Aug 21
Instruction Begins/Drop-Add/Late Registration Fees Begin	Aug 22
Drop/Add fee begins	Aug 23
Freshmen Consecration	Aug 24
Last Day for Final Acceptance	Aug 24
Last Day to Enter Classes	Aug 29
Registration Ends	Aug 29
Last Day for 100 percent Tuition Refund, less \$100 charge	Aug 31
Labor Day Observed	Sept 3
Last Day to Add a Class to Existing Schedule	Sept 4
Convocation	Sept 4
Last Day to Financially Clear	Sept 5
Classes Organized [Seniors, Juniors, Sophomores]	Sept 5
Last Day for 90 percent Tuition Refund	Sept 7
Last Day for 75 percent Tuition Refund	Sept 21
New Seniors/Advisors Submit AFG/FYS to Chairs	Sept 21
English Proficiency Exam (All Juniors)	Sept 23
New Seniors' AFG/FYS due in Records Office from Chairs	Oct 1
Last day for 50 percent Tuition Refund	Oct 5
Last Day to Drop a Class with a "W"	Oct 19
Advisee Rosters Due in Records From Chairs	Oct 23
Advising/Regular Registration for Spring Semester	Nov 12-16
Thanksgiving Break	Nov 19-23
Classes Resume	Nov 26
Last Day to Process Incomplete/Terminal Leave	Nov 26
Instruction Ends	Dec 7
Freshmen Composition Exit Exam	Dec 9
Final Exams	Dec 9-13
All Grades Due	Dec 17
Christmas/New Year's Recess	Dec 17- Jan 4

ACADEMIC CALENDAR 2001-2002

Events

Spring Semester

Orientation/Testing New Students	Jan 7
Financial Clearance [All]	Jan 7
Registration for New and Former Students/Late Registration for Students Enrolled Fall Semester	Jan 7,8
Instruction/Late Registration fee begins	Jan 9
Drop/Add fee begins	Jan 10
Senior Presentation	Jan 16
New 2002 Seniors/Advisors Submit AFG/FYS to Chairs	Jan 16
Registration Ends	Jan 16
Last day for 100 percent Tuition Refund, less \$100 charge	Jan 18
M. L. King Birthday Observed	Jan 21
Last Day to Add to Existing Schedule	Jan 22
Last Day to Financially Clear	Jan 23
Last Day for 90 percent Tuition Refund	Jan 25
English Proficiency Exam	Jan 27
Last Day to Accept Year 2002 Seniors' AFG/FYS in Records Office	Jan 30
Last Day for 75 percent Tuition Refund	Feb 8
Last Day for 50 percent Tuition Refund	Feb 22
Senior Deadline for Transfer Credit/Incompletes, Deferred Grades	Mar 1
Perspective Year 2003 Seniors' AFG/FYS to Chairs	Mar 3
Spring Break begins	Mar 4-8
Classes Resume	Mar 11
Tentative Graduation List to Chairs	Mar 14
Last Day to Drop a Class With a "W"	Mar 15
Advising/Regular Registration for Fall Semester	Mar 18-22
Prospective Year 2003 Seniors' AFG/FYS Due in Records Office	Mar 25
Alumni Weekend	Mar 28-31
Final Graduation List	Apr 8
Advisee Rosters due in Records Office	Apr 9
Honors Convocation	Apr 9
Last Day to Process Incomplete/Terminal Leave	Apr 22
Instruction Ends	Apr 26
Freshman English Composition Exit Exam	Apr 28
Final Exams	Apr 28- May 2
Registration and Payment of Fees for English Proficiency	May 1
All Grades Due	May 6
Consecration	May 10
Baccalaureate/Commencement	May 11
Summer Class Session I	May 13
English Proficiency Exam	May 14
Summer Class Session II	June 3
Summer Class Session III	June 24

*These dates are subject to change without notice.

ACADEMIC CALENDAR 2002-2003

Events

Fall Semester

Faculty/Staff Colloquium	Aug 7-10
Freshmen & New Students' Registration/Orientation	Aug 14-20
Testing New Students	Aug 14
Registration [Freshmen & New Students]	Aug 14-16
Freshmen Consecration	Aug 16
Freshmen & New Student Orientation	Aug 18-20
Classes Dropped if not Financially Cleared (Students enrolled Spring Semester)	Aug 19
Regular Registration for Former Students/Late Registration for Students Enrolled Spring Semester	Aug 19, 20
Instruction Begins/Late Registration for All Students	Aug 21
Drop/Add fee begins	Aug 22
Last Day for Final Acceptance	Aug 23
Last Day to Enter Classes	Aug 28
Late Registration Ends	Aug 28
Last Day for 100 percent Tuition Refund, less \$100 charge	Aug 30
Labor Day Observed	Sept 2
Last day to Add a Class to Existing Schedule	Sept 3
Academic Convocation	Sept 3
Last Day to Financially Clear	Sept 4
Classes Organized [Seniors, Juniors, Sophomores]	Sept 4
Last day for 90 percent Tuition Refund	Sept 6
Last Day for 75 percent Tuition Refund	Sept 20
New Seniors/Advisors Submit AFG/FYS to Chairs	Sept 20
English Proficiency Exam (All Juniors)	Sept 22
New Seniors' AFG/FYS due in Records Office from Chairs	Oct 1
Last day for 50 percent Tuition Refund	Oct 4
Last Day to Drop a Class With a "W"	Oct 18
Advisee Rosters Due in Records From Chairs	Oct 22
Advising/Regular Registration for Spring Semester	Nov 11-15
Thanksgiving Break	Nov 25-29
Classes Resume	Dec 2
Last Day to Process Incomplete/Terminal Leave	Dec 2
Instruction Ends	Dec 6
Freshmen Comp Exit Exam	Dec 8
Final Exams	Dec 8-12
All Grades Due	Dec 16
Christmas/New Year's Recess	Dec 16-Jan 3

ACADEMIC CALENDAR 2002-2003

Events

Spring Semester

Classes Dropped If Not Financially Cleared	Jan 6
Orientation/Testing New Students	Jan 6
Registration for New and Former Students Begins	Jan 6
Late Registration for Students Enrolled Fall Semester	Jan 7
Instruction Begins	Jan 8
Drop/Add Fee Begins	Jan 9
Senior Presentation	Jan 15
New 2003 Seniors/Advisors Submit AFG/FYS to Chairs	Jan 15
Late Registration Ends	Jan 15
Last day for 100 percent Tuition Refund, less \$100 charge	Jan 17
M. L. King Birthday Observed	Jan 20
Last Day to Add to Existing Schedule	Jan 21
Last Day to Financially Clear	Jan 22
Last Day for 90 percent Tuition Refund	Jan 24
English Proficiency Exam	Jan 26
Last Day to Accept Year 2003 Seniors' AFG/FYS in Records Office	Jan 29
Last Day for 75 percent Tuition Refund	Feb 7
Last Day for 50 percent Tuition Refund	Feb 21
Senior Deadline for Transfer Credit/Incompletes, Deferred Grades	Mar 3
Prospective Year 2004 Seniors' AFG/FYS to Chairs	Mar 3
Spring Break	Mar 3-7
Classes Resume	Mar 10
Tentative Graduation List to Chairs	Mar 13
Last Day to Drop a Class With a "W"	Mar 14
Advising/Regular Registration for Fall Semester	Mar 17-21
Prospective Year 2004 Seniors' AFG/FYS Due in Records Office	Mar 24
Final Graduation List	Apr 7
Honors Convocation	Apr 8
Advisee Rosters Due in Records Office	Apr 8
Alumni Weekend	Apr 17-20
Last Day to Process Incomplete/Terminal Leave	Apr 21
Instruction Ends	Apr 25
Freshman English Composition Exit Exam	Apr 27
Final Exams	Apr 27-May 1
Registration and Payment of Fees for English Proficiency	May 1
All Grades Due	May 5
Consecration	May 9
Baccalaureate/Commencement	May 10
Summer Class Session I	May 12
English Proficiency Exam	May 13
Summer Class Session II	Jun 2

*These dates are subject to change without notice.

Mission Statement

Oakwood College, a historically Black, primarily liberal arts four-year coeducational Seventh-day Adventist institution, founded in 1896, has as its fundamental purpose, quality Christian education. Its mission embodies access to educational opportunity, academic excellence, and spiritual development for its students who come from diverse geographical, cultural, educational, and socioeconomic backgrounds. In addition to its emphasis on the liberal arts, the College provides biblical, professional, pre-professional, vocational, and continuing education studies. Some of these studies emanate from a limited number of institutional cooperative programs. Its programs and activities are unequivocally Christian in character, designed to integrate faith and learning, encourage a vibrant spiritual experience, prepare individuals for service to God and humanity, and provide an atmosphere for appreciation for oneself and affirmation of cultural diversity.

The Oakwood College mission is stated in seven general goals.

Spiritual Vitality

To promote a Christ-centered, Seventh-day Adventist worldview among students, faculty, staff, and administrators.

Educational Excellence

To demonstrate academic excellence in quality of teaching and learning among both students and faculty.

Nurturing Environment

To cultivate an inclusive environment that is sensitive to the needs of students, faculty, staff, and the extended college community that includes alumni, constituents, friends, and other supporters.

Operational Efficiency

To provide high quality, efficient service that is customer and employee sensitive.

Resource Development

To provide sufficient financial resources to support and maintain all aspects of institutional advancement and development (i.e., viable academic programs, strong faculty development programs, up-to-date instruction, adequate physical facilities, technologically sophisticated campus, adequate student housing, sufficient student scholarships, and other physical space ne

Institutional Relations

To enhance the image of the institution by strengthening communication with internal and external publics (i.e., an informed student body, and knowledgeable faculty and staff).

Technology Leadership

To continue developing a technologically cutting-edge campus that enables students, faculty, and staff to be more effective and efficient in teaching-learning processes, support functions, and administrative operations.

Oakwood Facts

Location

Oakwood College is located five miles northwest of the heart of the city of Huntsville. Huntsville is a cosmopolitan city located in the north central portion of the state of Alabama and nestles in the beautiful Tennessee Valley, in the foothills of the Appalachian Mountains. It has a population of approximately 175,000. The College property consists of 1,185 acres at an elevation of 1,100 feet above sea level. Currently, 500 acres are under cultivation, and 105 acres comprise the main campus.

Student Body

Cultural diversity abounds on the campus of Oakwood College where the average enrollment of 1,800 students come from as many as forty states and thirty countries. The residential facilities, two male and two female dormitories, house more than 60 percent of the student body. Family housing is also available for approximately thirty-three families.

Faculty

A dedicated and committed faculty of approximately one hundred-three relate to students in a caring and family-like atmosphere that emphasizes academic excellence. Approximately 55 percent of the faculty hold doctorate degrees. Motivation and academic stimulation characterize the “one-on-one” interaction of faculty with students, as they share and model Christian ideals.

Religious Institution Exemption

The College reserves constitutional and statutory rights as a religious institution and employer to give preference to Seventh-day Adventists in admissions and employment. The College believes that Title IX regulations are subject to constitutional guarantees against unreasonable entanglement with or infringements on the religious teachings and practices of the Seventh-day Adventist Church. The College expects students and employees to uphold biblical principles of morality and deportment as interpreted by the Seventh-day Adventist Church. The College claims exemptions from the provisions of Title IX set forth in CFR Sections 86.21, 86.31, 86.40, and 86.57(b) insofar as they conflict with church teachings and practices of morality, deportment, and appearance.

Sexual Harassment

Sexual harassment is prohibited by the College. All students have the right to report and are encouraged to report acts of sexual harassment. Contact the Office of Student Services for reporting procedures.

Disability Accommodations

In compliance with Section 504 of the Rehabilitation Act of 1973, the College assists and makes reasonable accommodations for students who are disabled. For assistance students should contact the Center for Academic Advancement.

Campus Buildings

The J. L. Moran Hall, completed in 1944, houses faculty offices and classrooms for the Department of History and the Department of English and Communications. It also has an auditorium with a seating capacity of 500.

The E. I. Cunningham Hall, completed in 1947, provides residence for female students and houses the Center for Academic Advancement, Freshman Studies, Financial Aid and Adult and Continuing Education.

The Teachers' Cottages, completed in 1947, currently house the Art Program, the Chaplain's Office, the Counseling Center, the Health Center, the Literature Evangelist Training Center, and the Office of Work Education.

The W. H. Green Hall, completed in 1952, houses faculty offices and classrooms for the Departments of Psychology and Social Work.

The H. E. Ford Hall, completed in 1954, houses the Student Center, student leadership offices, and the Vice President for Student Services office.

The F. L. Peterson Hall, completed in 1955, is the residence hall for freshman men.

The N. E. Ashby Auditorium, constructed in 1956, is the gymnasium.

The College Market-Post Office Building was completed in 1957.

The Physical Plant Department was completed in 1959.

The Anna Knight Hall, completed in 1960 and renovated in 1992, houses the Department of Education.

The G. E. Peters Hall, completed in 1964, houses faculty offices and classrooms for the Department of Music, and the fine arts auditorium.

The Bessie Carter Hall, completed in 1966, is the residence hall for freshman women.

The W. J. Blake Memorial Center, completed in 1968, contains the administrative offices of the College, and the cafeteria.

The O. B. Edwards Hall, completed in 1969, is the residence hall for upperclass men.

The Eva B. Dykes Library, completed in 1973, is a learning, resource, and research center. It houses a media area with audiovisual equipment and resources, the College archives and museum, the Technology Center, the Ellen G. White Estate Oakwood Branch Office, group study rooms, and classrooms.

The J. T. Stafford Building, completed in 1974, is an educational center consisting of classrooms, laboratories, and offices for Oakwood Academy.

The W. R. Beach Natatorium, completed in 1974, houses an Olympic-size swimming pool, classrooms, and offices for the Department of Physical Education.

The Oakwood College Church, completed in 1977, has a seating capacity of 2,700.

The Moseley Complex, completed in 1977, houses faculty offices and classrooms for the Department of Religion and Theology, and the C. T. Richards Chapel.

WOCG, the Oakwood College radio station, is located on Oakwood Road less than one mile west of the central campus.

The E. A. Cooper Science Complex, completed in 1981, houses laboratories, classrooms, offices, and storage spaces for the Departments of Biological Sciences, Chemistry, Family and Consumer Sciences, Mathematics and Computer Science, and Nursing.

The Natelka E. Burrell Hall, renovated in 1982, houses offices and classrooms for the Department of English and Communications.

The Oakwood College Skating Rink was completed in 1986, and features adjoining racquetball courts.

The Trula E. Wade Residence Hall, completed in 1991, is the residence hall for upperclass women.

The Business and Technology Complex, completed in 2001, houses faculty offices and classrooms for the Business and Information Systems Department, four computer labs, an auditorium that seats more than 300 people, a Board of Trustees meeting room, and facilities for the Information Technology Department. The facility is fully networked, Internet and audiovisual ready, with cutting-edge technology.

Admission Standards

General Information

Oakwood College welcomes applicants regardless of race, color, nationality, ethnicity, sex, or physical challenges. Students who meet the academic requirements and character expectations of the College and who are willing to adjust to and to be comfortable within its religious, social, and cultural atmosphere, may be admitted subject to available space.

Oakwood College is sponsored and financed primarily by the Seventh-day Adventist Church, of which the majority of its students are members. Although religious affiliation is not a requirement for admission, all students are expected to abide by the policies and standards of the College as outlined in the *Bulletin* and in the *Student Handbook*. Applicants are required to sign a pledge agreeing to the Code of Student Conduct prior to completing registration.

The College reserves the right to refuse admission to any applicant that purposely supplies wrongful information or deliberately omits pertinent information. Such deception, if discovered later, may cause a student to be subject to dismissal.

Admission to the College does not guarantee admission to a specific department or program. Applications for general admission will be kept on file for two years. The College Board, upon recommendation by the President, approves all admission policies.

Application and Acceptance

Where to Write: Inquiries about admission and acceptance should be addressed to:

Oakwood College	Toll Free:	(800)824-5312
Admissions Office	Telephone:	(256)726-7030
7000 Adventist Boulevard	Fax:	(256)726-7154
Huntsville, AL 35896	E-mail:	admission@oakwood.edu

Admission of New Students

Admission of new students, U.S. Citizens and Permanent Residents, to Oakwood College is with **Regular** or **Condition**. International, transfer and adult continuing education students should refer to guidelines as listed under Admission of International Applicants, Admission of Transfer Applicants and Admission of Adult and Continuing Education Applicants.

Regular

1. Completed application form signed and dated along with a nonrefundable \$20 fee.
2. Official high school transcript verifying graduation with a cumulative grade point average (GPA) of at least 2.00 on a 4.00 grading scale.

OR

General Education Diploma (GED). (See section for Home School).

Recommended core curriculum requirements for entrance to the undergraduate program*:

- | | |
|---------------------|--|
| a. English | 4 Units |
| b. Mathematics | 2 Units (Including algebra) |
| c. Social Studies | 2 Units (Including American and World History) |
| d. Science | 2 Units (Including one laboratory course) |
| e. Keyboarding | 1 Unit (Including typing or computer literacy) |
| f. Foreign Language | 2 Units (Any single modern language) |
| g. Religion | 2 Units |

3. American College Test (ACT) or the Scholastic Aptitude Test (SAT) results.
 - Minimum ACT composite score of 16.
 - Minimum SAT combined score of 840.
4. Two character references, preferably sent from the principal, counselor, teacher, or a pastor familiar with the student. Respondents should not be relatives.

*For deficiencies see the general education requirements

Conditional (All conditional acceptances must be removed by the end of the first semester)

Conditions	Requirements
A student in high school who has completed at least six semesters and has a cumulative GPA of at least 2.00	A student must submit final official high school transcript before registering for classes.
Student who has not forwarded final official transcript	Final official transcript must be received before registering for the following semester.
Student who has not taken the ACT or SAT test	The student must take the ACT before permission to register is granted by the Enrollment Management Office. The test is given on campus during freshman orientation; however, it is advisable for the student to take the test before arriving.
Student with ACT/SAT below the minimum	Remedial course placement required during first semester of enrollment.
Student with a high school GPA of 1.70 to 1.99	<p>Submit essay of 100 words or more explaining your choice of major, career goals, past accomplishments, and any academic difficulties you have had throughout your academic career.</p> <p>Must register under the requirements for Academic Probation as listed in the bulletin on page</p>
Student with cumulative GPA below 1.70	<p>Submit essay of 100 words or more explaining your choice of major, career goals, past accomplishments, and any academic difficulties you have had throughout your academic career.</p> <p>Must receive special approval from the Vice President for Academic Affairs.</p> <p>Must register under the requirements for Academic Probation as listed in the bulletin on page</p>

Special Conditions

1. **Postbaccalaureate.** A student with a bachelor's degree who is enrolled for part-time or full-time study. Applicant must complete an application and submit official transcripts.

2. **Nondegree.** A student who desires to take a course or courses but has no present plans to pursue a degree. Credit hours are limited to six hours per semester. Student can take up to a maximum of 24 hours as a nondegree student. Student must reapply for admission each semester.
3. **Transient.** A student submitting evidence that he or she is in good and regular standing in an accredited college or university but who desires temporary admission to Oakwood College for one semester. Applicant must complete an application. All other processes are completed through the Records Office.
4. **Visiting student.** Refer to the Cooperative Programs section in the bulletin for details.

Home School Applicants

Transcripts from home school graduates that have completed their academic courses through Griggs University or another regionally accredited program are accepted for regular admission.

After Acceptance

After acceptance students should immediately send in the room reservation/damage deposit, the housing application form, and the medical and dental forms. All new students are required to submit evidence of a recent physical examination along with current immunization history (must meet Alabama state requirements).

Admission of International Applicants

Acceptance deadline is 30 days prior to the beginning of the semester.

Oakwood College is approved by the U.S. Office of Immigration and Naturalization Service for the admission of nonimmigrant students. Applicants should not leave their country with the intention of enrolling at Oakwood College without a letter of acceptance and an I-20 A-B Form from the Office of Enrollment Management. To be considered for admission, an international student must submit:

1. An application form completed, signed, and dated along with a \$30.00 (U.S. currency) nonrefundable fee.
2. Official/certified academic records of all secondary, preparatory, government exams and university courses as applicable. High school credentials will be evaluated according to the guidelines of the American Association of Collegiate Registrars and Admissions Officers. College transcripts may be required to be sent to the World Education Services for evaluation. All documents must be submitted in original language together with an English translation if the original is not English.
3. TOEFL paper-based scores/minimum of 500 and TSWE of 4.0 from non-English speaking countries. Minimum for computer-based exams is 173.
4. Two character references, preferably sent from the principal, counselor, teacher, or a pastor familiar with the student. Respondents should not be relatives.
5. ACT/SAT scores before permission to register is granted. The test is given on campus during freshmen orientation; however, it is advisable for the student to take the test before arriving if it is offered in their country.

To obtain the Form I-20 A-B, the international student must submit an Affidavit of Support (U.S. sponsor must submit Form I-134), medical and dental forms, and an advance security deposit of \$1,000 in U.S. currency. The security deposit is refundable upon graduation or withdrawal from Oakwood College. It can only be used for an emergency, such as travel for death or sickness of

an immediate family member, and must be replaced before readmission the following semester.

After acceptance students should immediately send in the room/reservation/damage deposit and the housing application form.

Please note the following immigration regulations:

Nonimmigrant students applying for admission to the United States for the first time after being issued an F-1 student's visa will not be admitted unless they intend to attend the school specified in that visa. Therefore, if before they depart for the United States students decide to attend another school, they should communicate with the issuing American consular office for the purpose of having the other school specified in the visa. Any other nonimmigrant students will not be admitted to the United States unless they intend to attend the school as specified in the Form I-20 or Form I-94, which they present to the immigration officer at the port of entry.

Nonimmigrant students who do not register at the school specified in their temporary entry permit (Form I-94), or whose school attendance is terminated, or less than a full course of study, or accept unauthorized employment, and fail to maintain their F-1 status must depart from the United States immediately.

After Enrollment

Services available to international (F-1) students include the following:

1. Advisement to F-1 students in the areas of immigration regulations and documentation, financial concerns, health insurance, housing and residence life, employment, institutional policies, and matters of social and cultural adjustment.
2. Orientation session for new international students on F-1 visas.
3. Workshops, seminars, and campus programs to enhance student development, adjustment, and success.

Admission of Veterans

Oakwood College is approved as an institution qualified to offer education to veterans under the provisions of the Veterans Readjustment Act of 1966. Veterans who have completed high school or passed the GED are admitted under regular admissions standards for freshmen. Veterans transferring must meet the requirements for transfer students.

Once enrolled, the veteran must present the Certificate of Eligibility for Educational Benefits to the Coordinator of Veterans Affairs in the Records Office to ensure receipt of educational benefits.

Physical education/activity credit and equivalent Oakwood College credit completed while in the armed services of the United States of America will be considered for those veterans who submit official documentation of military service and educational credit earned. Credit will be determined based on the recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services*.

Advanced Placement Program

Credit toward graduation may be granted to an entering freshmen who has passed one or more Advanced Placement (AP) examinations with a score of 3, 4, or 5. The student is responsible for having the official test sent to the Records Office. A score of 3 will exempt the student from the first applicable course. A score of 4 or 5 will exempt the student from additional courses upon the recommendation of the department.

Advanced Level Examination

The following credit toward graduation may be granted to a student who has passed an Advanced Level Examination (British): eight semester hours for each A, B, or C pass and four semester hours credit for each D or E pass.

Admission of Transfer Students/Credits

Students wishing to transfer to Oakwood College from another college or university must follow the same application procedure as other new students (see Admission Categories - Regular & Conditional). Transfer students must also submit official transcript(s) from all schools attended. High school transcript must also be submitted. A maximum of 64 semester hours may be accepted from a junior college. A student transferring work from another college will be given credit only for work completed with grades of C- or above, and only grades of C or higher are accepted in a student's major or minor field.

The ACT or SAT requirement will be waived if applicant has completed one quarter or semester each of college-level English and mathematics with a grade of C (2.00) or above. Otherwise, the ACT must be taken before being allowed to register.

Students transferring from unaccredited colleges, with a GPA of at least C may be accepted on a conditional basis. The previous credit will be validated only after the successful completion of a semester's work of at least 12 hours with a cumulative GPA of 2.00 at Oakwood College.

Admission For Adult and Continuing Education (LEAP)

Applicants are required to be at least 25 years of age and have two years of relevant work experience to be accepted into the program. To be considered for general admission into the college, LEAP student must submit:

1. Application for general admission to the college.
2. Official college transcript(s) from all schools attended.
3. Official high school transcript.
4. Letter of recommendation from employer or other representative knowledgeable of the applicant.

For acceptance into the LEAP program, please complete the information packet distributed by the LEAP office.

Academic Scholarship Program

Academic scholarships are available to entering freshmen whose GPA is 3.00 or higher. Other scholarships are available to valedictorians, salutatorians, national merit scholars/achievers, commended students, student body presidents, senior class presidents, yearbook editors, and school paper editors. All renewable scholarships are determined by the spring semester cumulative GPA and hours. Summer courses cannot be used for renewable purposes.

Scholarships are also available to transfer students whose GPA is 3.25 and above.

Returning students who have spring semester cumulative GPA of 3.50 or above and are not receiving other academic awards can qualify for the Incentive Scholarship. Students must be enrolled a minimum of two semesters. This scholarship requires an application and is subject to the availability of funds.

All academic awards are posted to the student's account after the last day to drop a course has occurred. For details regarding academic scholarships, see the *Scholarship Handbook*, provided by the Enrollment Management Office.

Financial Policies

Schedule of Charges for 2001-2002 Academic Year

Tuition Package Per Semester: Package Available to Resident and Nonresident Students Taking 12 to 16 hours per Semester

Resident students	\$4,586
Nonresident students	\$4,586

Room and Meal Plans for Resident Students

ROOM

Wade Hall	1,441
All other dorms with air-conditioning	1,185
Cunningham Hall private rooms	1,774

MEAL PLANS

Nineteen meals per week	1,557
Fourteen meals per week	1,466
Ten meals per week	1,339

Additional Fees

HEALTH FEE

Resident students	28
Nonresident students	28

GENERAL FEE

Resident students	96
Nonresident students	96

Total Charges per Semester

Resident students (standard room and 19-meal plan)	7,452
Nonresident students	4,710

Tuition Rates per Semester

12-16 Hours	\$4,586
8-11 Hours	\$4,174
1-7 Hours	\$395/per hour
Over 16 Hours	\$285/per additional hour

Other Expenses

Room Reservation/Damage Deposit - \$200 (one-time refundable fee of \$150; dorm fee - \$50)
Books and Supplies - \$325 per semester approximately
Health Insurance - \$189 per semester for U.S. citizens and \$263 per semester for international students

Testing - \$25.00

Laboratory Fees - \$15 - \$60 per lab

Late Registration - \$75 the first day and \$15 additional charge each day up to a maximum of \$135

Drop/Add - \$10 up until last day for a refund

Remittance

Personal checks are not accepted. Please make all payments in the form of bank drafts, cashier's checks, certified personal checks, traveler's checks, money orders, Visa, or MasterCard. Include the student's Social Security number on all payments to ensure proper credit.

Resident Students are required to pay a minimum of 70 percent of tuition and boarding costs at the time of registration:

Tuition and Fees	\$4,710 (Based on 12-16 hours)
Room and Board	\$2,742
Totals	\$7,452 X 70% = \$5,216

Balance due in the following installments:

<u>Fall Semester</u>	<u>%</u>	<u>Amount</u>
September 30, 2001	10	\$745
October 30, 2001	10	\$745
November 30, 2001	10	\$745

<u>Spring Semester</u>		
January 30, 2002	10	\$745
February 28, 2002	10	\$745
March 30, 2002	10	\$745

Nonresident Students are required to pay a minimum of 70 percent of tuition and fees at the time of registration:

Tuition and Fees	\$4,710	X 70% =	\$3,297
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Balance due in the following installments:

<u>Fall Semester</u>	<u>%</u>	<u>Amount</u>
September 30, 2001	10	\$471
October 30, 2001	10	\$471
November 30, 2001	10	\$471

<u>Spring Semester</u>		
January 30, 2002	10	\$471
February 28, 2002	10	\$471
March 30, 2002	10	\$471

Refund and Repayment Policy

The refund and repayment requirements apply when a student makes changes in courseload, withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged.

The effective date for refunds of tuition or repayments are made according to the date the student notifies Oakwood College and completes the withdrawal form. If the student fails to officially withdraw or appropriately notify Oakwood College, the last recorded date of class attended by the student, documented by Oakwood College, will be the effective date.

Refund

Institutional charges (tuition and fees, room and board on campus) are refunded appropriately as follows for Drop/Withdrawal:

week 1*	100%	less \$100 down payment
week 2	90%	
weeks 3 - 4	75%	
weeks 5 - 6	50%	
week 6+	0%	

*First week being the first 4-day week of classes.

Tuition and fees refunded for summer term are as follows for Drop/Withdrawal:

Drop/Withdrawal:		
first 2 class days	100%	less \$50 down payment
next 4 class days	10%	less each day
after 6 class days	0%	

Repayment

The repayment policy includes the following noninstitutional reasonable costs for a semester (15 weeks):

	<u>Dependent</u>	<u>Independent</u>
Housing**	\$1,575.00	\$1,912.50
Food**	1,358.50	1,358.50
Personal Items**	535.50	535.50
Child Care**		1,078.00
Books	500.00	500.00
Transportation	621.50	621.50

**Repayment will be prorated on the percentage of the semester completed.

The expense for books and supplies per semester is considered expended at the first day of classes.

The transportation allowance per semester is expended the first day the student arrives on campus during the semester period.

A repayment of any unused portion of the above noninstitutional costs paid to the school via Title IV funds (excluding Stafford or Plus Loans, Federal Work Study) must be repaid to the college upon termination of enrollment. Examples of the appropriation of the refund policy are available upon request.

Financial Assistance

Scholarships are charged back at the same rate tuition is refunded. If the funds were paid by the Title IV Federal Financial Aid, the refunds are based on the U.S. Department of Education's Return of Title IV Funds Policy.

Students receiving Title IV financial aid who withdraw from Oakwood College as of August 23, 2000 will be subject to the new policy. This policy requires that when a recipient of Title IV grants or loan assistance withdraws from college during a semester, the institution must determine the amount of Title IV grant or loan assistance which the student earned as of the withdrawal date. The unearned portion must be returned to the Title IV programs in accordance with Federal Regulations. In certain instances, the student may also be required to return Title IV funds to the Department of Education in addition to that which the school is required to return. [CFR 668.22]

Students receiving financial aid should consult with the Financial Aid Office concerning the possible effect of awards received caused by withdrawal or change in course load. Any remaining balance on account must be paid at the time of withdrawal or dismissal.

Department Course Fees

Biological Sciences

BI 111-112	Human Anatomy and Physiology	each	\$15.00
BI 131-132	General Biology	each	15.00
BI 221	Microbiology		30.00
BI 225	Embryology		15.00
BI 230	Plant Biology		15.00
BI 241	General Microbiology		30.00
BI 316	Biology Instrumentation		15.00
BI 321	Genetics		15.00
BI 331	Histology		15.00
BI 380	Comparative Vertebrate Anatomy		15.00
BI 422-423	General Physiology	each	15.00
BI 425	General Ecology		15.00
BI 440	Parasitology		15.00
BI 451-452	Special Topics	each	15.00
BI 455	Immunology		15.00
BI 460	Cellular and Molecular Biology		15.00
BI 471	Molecular Genetics		15.00
BI 480	Mammalian Anatomy		30.00
BI 484	Mycology		15.00

Business and Information Systems*

AS 120	Keyboarding		\$30.00
IS 100	Computer Application		30.00
IS 211	Fund. of Systems Dev.		15.00
IS 231	Information Systems		15.00

IS 270	Files and Large Systems	15.00
IS 335	Database Design and Implementation	15.00

*All majors in the department will be charged \$45.00 each semester of their junior and senior years and not the course fee.

Chemistry

CH 101	Introduction to Inorganic Chemistry	\$15.00
CH 102	Introduction to Organic Chemistry	15.00
CH 141-142	General Chemistry each	15.00
CH 201	Qualitative Analysis	15.00
CH 211	Analytical Chemistry	15.00
CH 311L-312L	Lab for Organic Chemistry each	15.00
CH 341L-342L	Lab for Physical Chemistry each	15.00
CH 401L-402L	Lab for Biochemistry each	15.00
CH 410	Applied Chemistry	15.00
CH 411	Instrumental Methods	15.00
CH 490-491	Research and Independent Study each	15.00

English and Communications

AR 101-102	Basic Design each	\$15.00
AR 111	Fundamentals of Drawing	15.00
AR 121	Fundamentals of Painting	15.00
AR 141	Fundamentals of Photography	15.00
AR 261	Sculpture	15.00
AR 311-312	Advanced Drawing each	15.00
AR 321-322	Advanced Painting each	15.00
AR 341-342	Advanced Photography each	15.00
AR 374	Studio Photography	15.00
CO 342	Radio and TV Announcing	15.00
CO 343	Fundamentals of Audio Production	15.00
CO 346-347	Fundamentals of TV Production each	15.00
CO 401-402	Practicum in Communications each	15.00

Family and Consumer Sciences

FS 111	Food Preparation	\$15.00
FS 151	Fashion Sewing Selection	15.00
FS 152	Fashion Sewing Textiles	15.00
FS 201	Art in Life	15.00
FS 231	Developing Creativity	15.00
FS 301	Experimental Foods	15.00
FS 321	Advanced Nutrition	15.00
FS 351	Tailoring	15.00
FS 360	Vegetarian Cuisine	15.00
FS 401	Dress Design	15.00
FS 441	Home Management	15.00

Mathematics and Computer Science

CM 210	Computer Science with C++	15.00
CM 220	Computer Sci. Data Structures with C++	15.00
CM 340	Computer Logic Design	15.00
CM 350	Introductory Computer Architect	15.00
CM 352-353	Operating Systems each	15.00
CM 367	Programming Languages	15.00
CM 381	Computer Networks	15.00
CM 480	Selected Topics Computers	15.00
CM 490-491	Research and Independent Study each	15.00

Music

MU 101	Class Piano	\$15.00
MU 102	Class Voice	15.00
MU 103	Class Instrument	15.00
MU 161-164	Piano Proficiency Class each	15.00

All the following individual instruction courses are \$200 per hour for nonmusic majors and \$130 for music majors (\$65 per hour after two hours): MU 100, MU 165-166, MU 265-266, MU 300, MU 365-366, MU 465-466, and MU 499.

Nursing

NU 101	Fundamentals Nursing Concepts	\$15.00
NU 102	Adult Health I	15.00
NU 201	The Childbearing Family	15.00
NU 202	The Childrearing Family	15.00
NU 203	Mental Health Nursing	15.00
NU 204	Adult Health II	15.00
NU 330	Pathophysiology for Nurses	15.00
NU 341	Health Assessment	15.00
NU 411	Community Health Nursing	15.00
NU 415	Advanced Clinical Nursing	15.00

Physical Education

PE 205	First Aid and CPR	\$15.00
PE 222, 247	Racquetball each	15.00
PE 245, 249	Tennis each	15.00
PE 260	Golf	15.00

Financial Aid

Students applying for the Federal Student Financial Assistance programs (known as Title IV) must comply with the following procedures in a timely manner. A student's noncompliance may result in the loss of potential benefits and will result in a protracted and negative institutional registration experience if the student needs the federal resources to assist in his or her educational expenses.

The following procedures are strongly advised:

1. Complete the Free Application for Federal Student Aid (FAFSA). After the FAFSA has been processed, a Student Aid Report (SAR) will be mailed to you. Once you receive your SAR, check it for accuracy of information. The Financial Aid Office (FAO) will electronically retrieve it; however, Oakwood College must be listed as one of the schools of attendance in order for us to retrieve it.
2. If the SAR states that it has been selected for review in a process called verification, you must submit the College's Verification Worksheet (available from the FAO or the Internet) and the following documents:
 - a. A signed copy of the base year Federal Income Tax Return to the FAO. Base year is the year that precedes the academic year for which aid is being applied. For example, applicants for the 1999-2000 academic year would submit their 1998 Federal Income Tax Return. If the student did not and will not file a tax return, then he/she must submit the appropriate copies of his or her W-2's.
 - b. Legal or biological parents of dependent students must submit a signed copy of their complete base year Federal Income Tax Return(s) to the FAO. If the parent(s) did not and will not file a base year tax return, then they must submit copies of their W-2's.
 - c. The student, spouse, or parent must submit official documents that substantiate the annual amounts of untaxed income for the base year. Untaxed income may include Social Security benefits, pension benefits, workmen's compensation, or parsonage allowance. If the documentation is not an official/regulatory form with appropriate signatures, it will not be accepted by the FAO.
3. Students applying for the Federal Stafford Loan or the Parent Loan for Undergraduate Students (PLUS) must submit a signed loan application to the FAO.
4. Students applying for scholarships through Oakwood College must submit all required documentation by the specified deadline dates.
5. An entrance interview session must be attended by all first-time loan borrowers before loan proceeds can be applied to the student's account.

Financial Aid Policies

Satisfactory Academic Progress for Semesters, Terms (LEAP and Certificate Programs), and Sessions (Summer).

Federal regulations require the College to establish reasonable standards for measuring academic progress. The College must monitor participants in student financial assistance programs to ensure that those academic standards are met, and that students make real progress toward competing their degrees. The policy must contain a qualitative component, a quantitative component, and an overall time-frame component. A student must maintain satisfactory academic progress regardless of whether the student was a previous recipient of financial aid or not.

Qualitative Component: The College's current academic standards are the qualitative standards for this policy. This policy articulation also recognizes the cumulative grade point average as the sole numeric measure. This change effectively terminates use of the unadjusted grade point average in academic decisions. Federal regulations specifically require students who have earned sixty-one or more hours (**Juniors and Seniors**) must maintain the minimum cumulative grade point average required by the College for graduation. This component will be evaluated before fall semester. Those minimum standards are outlined in the Oakwood College Bulletin as follows:

Hours Completed	Required GPA
0 - 29	1.70
30 - 60	2.00
61 - 92	2.00
93 - 128	2.00

Quantitative Component: Once at least twenty-four semester hours have been attempted, a student's cumulative hours passed must be at least 75 percent of the cumulative hours attempted. For example, a student enrolling in twelve hours per term for two semesters would be required to pass eighteen of those hours to retain financial aid benefits. A student enrolling in six hours per term for four semesters would also be required to pass at least eighteen hours. The successful pass rate increases to 80 percent once the student attempts sixty-one or more hours. This component will be evaluated at the time of each application.

Overall Time Frame: Students are no longer eligible to receive Title IV federal financial assistance after attempting the lesser of 150 percent of the published academic program hours, or fifteen full-time equivalent semesters. A full-time equivalent semester is deemed to contain a minimum of twelve hours. For instance, if the published length of an academic program is 120 hours, the maximum time frame established by the College must not exceed 180 attempted credit hours (that is, 120 x 1.5).

Transfer, Summer, Consortium, and Transient Hours: Students transferring to the College are assumed to be maintaining reasonable academic progress. All hours transferred from prior or concurrent attendance at other schools will be considered in establishing the class standing for grade requirements, and are integral in determining the overall time frame allowed for financial aid eligibility. GPA from other colleges will not factor into your cumulative GPA at Oakwood College.

Grades: Courses with nonassigned grades, including withdrawals, are considered in determination of the percentage of hours completed toward the degree. Refer to the *College Bulletin* for the regulations concerning the effect on cumulative hours attempted. Acceptable grades are A, B, C, D, and P. Unacceptable grades are: F, I, W, NC, FA, AU, DG, U. All of these grades are considered in evaluating the qualitative, quantitative, and overall time-frame components.

Second Bachelor's Degree/Dual Degree: Students seeking a second undergraduate or dual degree will be permitted to enroll in up to six full-time equivalent semesters beyond the first bachelor's or dual major. This requirement is based on completion of program requirements, and not necessarily actual graduation. Students seeking a second degree are not Pell eligible.

Loss of Aid Eligibility: According to federal regulations, a student is not allowed to receive further aid from Title IV student financial assistance if he or she does not meet the College's standards of satisfactory progress. Additionally, certain state and institutional scholarships may be rescinded as a result of failure to make reasonable progress. Certain scholarships awarded by the Office of Enrollment Management will be forfeited immediately when the grade point average falls below a

prescribed minimum, which may be stricter than the minimums cited for federal purposes. Students who become ineligible to receive further federal aid will be notified at the address listed on the most recent Student Aid Report (SAR) obtained by the Office of Financial Aid, or a more recent one, if provided by the student prior to the last day of the semester. Students receive first notice of grades, and are held responsible to regularly monitor the cumulative grade point average. All other notices are a courtesy of the College.

Appeals: The following procedure has been established for those who lose federal Title IV financial assistance eligibility due to failure to maintain satisfactory academic progress. The procedure must be followed precisely and without exception. Failure to adhere to the procedure may result in the right to a hearing, or an automatic denial on the merits. **NO PERSONAL APPEARANCES WILL BE GRANTED** before the Financial Aid Appeals Committee. (Note: No appeal authority has been established for certain scholarships from the Office of Enrollment Management, or from the State of Alabama for the Alabama State Grant.)

Procedures:

1. You must submit an application for appeal and an accompanying letter, indicating the reason(s) why you failed to complete the necessary hours, or attain the required GPA during the prior academic period. You must submit any legitimate documentation that supports your claim or rationale. Furthermore, you **MUST** outline the steps taken to correct your lack of academic performance. The general deadline for submitting the appeal is June 30, unless modified by the Vice President for Academic Affairs. All appeals must be submitted to Academic Affairs.
2. Appeal hearings will be announced on the annual calendar distributed by the Office of Financial Aid. No other hearings will be scheduled, except as determined by the discretion of the Vice President for Academic Affairs.
3. The appeal application will be reviewed and a decision made within seventy-two hours of the scheduled hearing. Decisions and related provisions will be announced in writing by the Assistant Vice President for Academic Affairs. Decisions of the Financial Aid Committee are final. The decisions may be:
 - a. Acceptance of your appeal without any penalty;
 - b. Acceptance of your appeal provisionally, with a probation period during which you will be required to pass a specified number of hours or attain the required GPA; or
 - c. Denial of your appeal.

Reinstatement: Students who lose eligibility for Title IV financial assistance because of failure to maintain reasonable progress toward a degree may reapply. No reapplication will be considered until the student clears the deficiency or attains the minimum grade point average.

Students who lose financial aid eligibility because of failure to maintain satisfactory progress toward a degree may reapply for financial aid after clearing the deficiency; no aid will be granted retroactively.

Verification of Enrollment

Students who require enrollment verification for student loan deferment purposes must bring the form or a written request to the Records Office. When a student is enrolled full-time, freshmen and senior verification will be for one year, juniors for two years, and sophomores for three years.

Transfer Students Eligibility for Aid

Transfer students are eligible for federal aid during their first semester of attendance at the College, regardless of their GPA from transfer hours. Following the hours and courses completed at the institution.

Remedial Coursework

If a student is enrolled solely in a remedial program, the student is not eligible for federal aid.

A student may receive federal aid for a limited amount of noncredit or reduced credit remedial coursework that is included as part of a regular program.

Once the student has enrolled for remedial courses, his/her aid may be adjusted accordingly.

Available Funds

Federal Pell Grant: A nonrepayable, federally funded grant program for undergraduate students only. Pell Grant awards vary in amount each year and are based on financial need and hours of enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG): A nonrepayable, federally funded and university based grant program. Awards are made to early applicants who demonstrate the most financial need.

Alabama Student Assistance Program (ASAP): State funded grants in varying amounts available to Alabama residents who demonstrate financial need.

Federal Subsidized Stafford Loans: Subsidized loans, which means the federal government will pay the interest on the loan while the student is in school and during specified deferments. The student must demonstrate financial need to receive this loan.

Federal Unsubsidized Stafford Loan: Loans that students may borrow regardless of need but will have to pay all interest charges.

Federal PLUS Loans: Parents of a dependent student may obtain a PLUS loan to pay for the student's education.*

Entrance/Exit Interview

First-time borrowers at Oakwood College must attend an entrance interview before receiving any loan proceeds. This federally mandated requirement is to ensure that the students have received loan counseling and understand their responsibilities as borrowers. An exit interview is required of all students who have received loan proceeds during their matriculation at Oakwood and is conducted prior to graduation or terminating enrollment.

Loan Limits

Dependent	Subsidized	Independent	Subsidized	Unsubsidized
1st year	\$2625	1st year	\$2625	\$4000
2nd year	\$3500	2nd year	\$3500	\$4000
3rd year	\$5500	3rd year	\$5500	\$5000
4th year	\$5500	4th year	\$5500	\$5000

*For dependent students whose parents cannot borrow under the PLUS program, the amount a student can borrow under the unsubsidized program is the same as for independent students.

Who May Apply for Financial Aid

To receive aid from the student aid programs you must:

1. Have financial need.
2. Have a high school diploma or a General Education Development (GED) certificate, pass a test approved by the U.S. Department of Education, or meet other standards your state establishes that are approved by the U.S. Department of Education.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program. (You may not receive aid for correspondence or telecommunications courses unless they are part of an associate or bachelor's degree program.)
4. Be a U.S. citizen or eligible noncitizen.
5. Have a valid Social Security Number.
6. Make satisfactory academic progress.
7. Sign a statement of educational purpose and a certificate statement of overpayment and default (both found on the Free Application for Federal Student Aid [FAFSA]).
8. Register with Selective Service, if required.

Student Life and Services

Spiritual

At Oakwood College, religion is the main foundation. The College church service, the Sabbath School, the Adventist Youth Society (AYS), the Ministerial Forum, the student literature evangelism program, the residence hall worships, and the many USM religious programs afford the students excellent opportunities for the development of character, self-expression, leadership, and initiative. For more information, contact the Office of Spiritual Life.

Convocations, the Arts and Lecture Series

During the school year distinguished guest speakers address the student body at the weekly assemblies/chapels. In the fall and spring semesters, they also conduct weeks of religious emphasis. The Arts and Lectures Series brings to the campus each year several outstanding lecturers and artists. In addition to these, many other programs of significance are sponsored by the College. It is expected that all students will attend the weekly assemblies, the Arts and Lectures programs, and special convocations.

Social Activities

A wholesome program of social activities is planned by the Director of Student Activities in consultation with the United Student Movement. Social programs are sponsored during the year by various clubs, classes, and organizations.

Extracurricular Activities Participation

The recreational activities of the College are designed to serve the wide variety of leisure-time interests of the students. In order to ensure satisfactory scholarship, the extent to which students may participate in extracurricular activities is subject to regulation. Students holding office in any organization must have a cumulative GPA of 2.5 or better. Members on academic probation may be limited in the degree to which they may participate in the activities of their organizations.

Intramural Sports

The College sponsors a program of intramural sports in connection with the physical education activities.

Health Services

Health services is open Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 11:00 a.m. to meet the basic health needs of the campus community. The office of Health Services is staffed by licensed registered nurses. Physicians may be seen during posted hours. When the Office of Health Services is closed all medical needs and emergencies may be handled by any of the hospital emergency rooms and/or out patient clinics in the surrounding area. A \$28.00 per semester health fee is charged to each student, which covers services received in Health Services. Laboratory fees and transportation costs to off-campus medical facilities are the responsibility of the student.

The health of each student is important. To assist Health Services in providing the care needed, a medical history, which includes laboratory testing, a physical examination within the last 12 months, and a TB test within the last 12 months are required. A record of immunizations is required by Oakwood College and the State of Alabama. This record includes documentation of

polio, tetanus, diphtheria, measles, mumps, rubella and hepatitis B. **All students born after January 1957 must show proof of two doses of live vaccine measles.** Be sure this information arrives before registration.

All students entering Oakwood College must have medical insurance coverage. Insurance for students without medical coverage may be acquired through the school. The cost for the year is divided into two premiums, August and January. Students are enrolled in the insurance plan at registration. The fee is part of the student's bill each semester. **If a student wishes to use his/her own personal medical coverage, this must be indicated on the insurance waiver card each semester during registration.** A card or copy of membership is to be carried by each student in case of an emergency. **All international students must present evidence of medical coverage in the U.S.**

Student Association

The United Student Movement (USM) of Oakwood College is the major student organization of the College. This organization seeks to promote a more perfect relationship among all sectors of the College community; to enhance the religious, academic, cultural, and social programs of the College; and to emphatically support the aims and objectives of Oakwood College. Each matriculated regular student of Oakwood College is a member of the United Student Movement. The United Student Movement finances its own programs through payment of individual membership dues. With the help and approval of faculty sponsors, the United Student Movement carries out such programs along with the Department of Student Activities:

Class Organization

Freshman Class
Sophomore Class

Junior Class
Senior Class

Residence Clubs

Carter Hall Residence Club (Delta Sigma Phi)
Edwards Hall Residence Club
Married Students' Club
Peterson Hall Residence Club
Wade Hall Residence Club

Membership in the departmental clubs is based on academic performance and is considered a distinct honor. Students must have a GPA of 2.00 to participate in club activities and a GPA of 2.50 to hold office. **No Greek social clubs are allowed to organize or function on campus.**

Governing Standards

Oakwood College, a Seventh-day Adventist institution of higher education, is committed to providing quality education in the context of the Adventist faith. Modeled after the school of the prophets in the Bible, it integrates faith and learning in a modern-day setting. It offers its students the opportunity to acquire knowledge, behaviors, skills, and wholesome attitudes. Such development will equip them to provide the highest service in this life and in the life to come. The driving principles of Oakwood College are "Education, Excellence, Eternity".

Oakwood College is committed to achieving a high level of spiritual development and academic excellence. Its teaching and practicing morals, values, and standards will result in a distinctive outcome—the Oakwood man and the Oakwood woman. Therefore, the students of Oakwood College are expected to exhibit high degrees of honor, integrity, and morality.

It is also expected that the Oakwood student will deal with others with compassion and sensitivity. In light of this, the College provides the context for the Oakwood man and the Oakwood Woman to develop in their use of judgment, in personal maturation, and in their spiritual journey. Any student desiring counsel and/or additional information concerning the Code of Student Conduct may contact the Chaplain, Residence Hall Deans, or the Office of the Vice President for Student Services.

Student Handbook

In every community there are laws. It is the responsibility of every student to secure from the Office of Student Services and read the rules and regulations governing student life at Oakwood College, preferably before registration. Familiarity with and acceptance of the requirements set forth in this book will make life at Oakwood College more interesting and certainly more enjoyable.

A student's standing in a Christian school is based not alone on his scholarship attainment but also upon his general conduct and his attitude toward the community in which he lives. As a citizen of the College community the student must realize that he or she has been admitted to a privileged group and that he or she has no right to work against that group. Any student who violates the rules of the College may be asked to withdraw.

Student Citizenship

Each individual coming to Oakwood College for the purpose of entering any department of the College is subject to supervision and jurisdiction from the time of arrival in Huntsville until his or her connection is terminated by graduation or by any officially approved withdrawal. The record of each student is reviewed periodically, and his or her continuation at the College is based upon his or her attitudes and general conduct, as well as scholastic attainment.

Listed among the governing policies of the College are infractions which are considered cause for suspension and may be cause for dismissal or serious disciplinary action for the first offense.

Since no student who makes a habit of indulging in any of these practices would knowingly be accepted at Oakwood College the first infraction may result in dismissal from school.

A student whose progress or conduct is unsatisfactory or whose influence is detrimental may be asked to withdraw at any time.

Any student dismissed from school withdraws immediately from the campus and may be subjected to charges of trespassing should he or she return without permission from the administration. A student suspended for disciplinary reasons will not be allowed to make up class work assigned and done during his/her absence. Missed work will incur a grade(s) of 'F' and will be computed in the student's final grade.

Leave of Absence

Permission for an overnight or weekend leave of absence from the campus may be obtained from the appropriate residence dean. Approval must also be obtained from the work supervisor and, when classes are missed, from the Vice President for Academic Affairs. For traveling, written permission from the parent or guardian must be on file for every student who is not of legal age (19 years of age in Alabama).

Attendance at Religious Services

Oakwood College is emphatically a Christian college. Attendance at worships, Friday evening vespers, and Sabbath services is expected of all students residing on campus.

Assembly Absences

All registered students are required to attend weekly assemblies. Two unexcused absences each semester are allowed without penalty. Excuses for absences from assembly must be submitted in writing to the Vice President for Student Services before the very next assembly. Failure to do this will automatically result in an unexcused absence. Three unexcused absences are allowed each semester. The fourth and fifth unexcused absences will result in a \$10.00 fine per absence. All unexcused absences beyond the fifth absence (*third absence for those currently in noncompliance discipline status*) will result in a \$25.00 fine per absence and subject the student to discipline under noncompliance status.

Use of Vehicles

Since the ownership and the use of an automobile frequently militate against success in college, students are not encouraged to bring automobiles with them unless absolutely necessary. Freshmen are not permitted to bring automobiles to the College or the vicinity, or to operate automobiles owned by other individuals.

All students, whether living in the residence halls or in the community, who own or operate any type of motor vehicle (e.g., car, motorcycle, scooter) must register it with the Office of Security at the time of registration for the fall semester, or within twenty-four hours of his/her arrival should arrival be after registration has been concluded, or within twenty-four hours of its procurement within any semester of the school year.

Owners must have a valid operator's license and must show proof of liability insurance (including medical coverage) at the time of registration and whenever requested by traffic enforcement personnel.

Residence Halls

Oakwood College is a boarding institution. As such, all students are required to live on campus in one of the residence halls and participate in one of the three meal programs. Students who wish to live off campus must meet the following criteria:

- * They live in the community with their parents, adult members of their immediate family who are beyond college age, or with a close relative (aunt, uncle, grandparent).
- * They are married.
- * They are at least 21 years of age or have had two years of military service.
- * They are not on social, citizenship, or academic probation.

Apartments

The College owns thirty units of one- and-two bedroom apartments which are available to married students. These apartments rent for reasonable amounts. There are also approved apartments in the community, furnished and unfurnished, in which married students may live. For information write the Assistant Vice President for Finance.

The Counseling Center

A comprehensive program of guidance and counseling services is made available to students.

Services

Services include testing (diagnostic assessment, national placement examinations, CLEP), counseling (personal, career, premarital, marriage and family), and developmental guidance (career evaluation, human relations, leadership training, and family life education).

Goals and Philosophy

The center's emphasis is on personal development. Its primary goal is to help students become more effective in handling and resolving problem situations before they become more critical by teaching them what to expect and how to behave adaptively under most circumstances. It is a preventive philosophy which is believed to be most suitable to the needs, beliefs, and practices of Seventh-day Adventists and other fundamentally conservative Christians.

The goal for its consulting activities is to facilitate the continuing development and maintenance of an optimal collegiate environment for learning and individual growth.

Confidentiality

Personal information regarding specific individuals is held in strictest confidence and may not be released without written consent of the persons involved.

Cost

Professional services to students are given without charge. There are, however, charges associated with the computer scoring and analysis of diagnostic tests and the administration of the national placement examinations and CLEP.

Work Education/Career Services

The Office of Work Education/Career Services offers a comprehensive program that assists students in developing work skills and ethics as well as providing financial assistance for educational costs. In addition, it assists students and alumni from all academic areas in attaining their career objectives. Job opportunities are available in most areas on campus. You should contact the Office of Work Education for additional information.

Permission to begin working is given only to students who are registered and have produced the documents to prove employment eligibility.

Federal regulations require that all employees hired present original documents that establish both their identity and eligibility to work. All students wishing to work will be required to present proper documents before they will be authorized to begin work.

Perspective employees must present either one item from list A or one item from each of lists B and C.

- List A United States Passport
 Certificate of United States Citizenship
 Certificate of Naturalization
 Unexpired foreign passport with attached employment authorization or student visa

- List B A state-issued driver's license or ID card with a photograph or information including name, sex, date of birth, height, weight, and color of eyes
 U.S. military card

- List C Original Social Security card (other than a card stating it is not valid for employment)
 A birth certificate issued by state, country, or municipal authority bearing a seal or other certification
 Unexpired INS Employment Authorization

Career Services seeks to provide career opportunities for students and alumni through programs which will enhance their professional competencies and increase their marketability. Several services and programs are available to students during the school year, including assistance with resume writing, career placement, and the Youth Motivational Task Force program.

Information on these and other assistance programs is available through the Office of Work Education/Career Services.



Academic Policies

Curriculum

The curriculum at Oakwood College reflects very distinctly the educational philosophy, purposes, and needs of the Seventh-day Adventist Church. From its earliest history, Seventh-day Adventist education has been multipurpose—a combination of theory and practice. Strong emphasis has been given to providing students with a college program that would grant them job entry and provide opportunities for the development of a personal code of moral and social values for Christian living in contemporary society. It is for this reason that the curricular offerings at Oakwood College have a very pragmatic character. This is true in the humanities, social sciences, applied sciences, and natural sciences. Because of the needs of the Seventh-day Adventist Church, as well as society at large, Oakwood College has developed some disciplines that are almost exclusively professional. However, regardless of the amount of vocational emphasis, all baccalaureate and associate degree programs have been so organized that there is a common core of general education studies required of all students.

The mission of the College strongly emphasizes health, the importance of service to the world, the integration of spiritual instruction and understanding as a part of intellectual growth, and the facilitation of cultural and personal affirmation. The general education core curriculum includes courses in the philosophy of Christian education, basic computer literacy, health and recreation, the humanities, foreign languages, mathematics, natural sciences, religion and theology, and social sciences. Baccalaureate and associate degree programs also are designed to harmonize with the key elements of the College’s mission.

The College has fourteen academic departments offering the following degrees: Associate of Arts, Associate of Science, Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, Bachelor of Social Work, and Bachelor of Vocal Performance, and about forty-five majors and thirty minors.

Department	Degree	Major	Minor
Biological Sciences	B.S.	Biology	Biology
	B.S.	Biology Education	
	B.S.	Natural Sciences	
Business and Information Systems	A.S., B.S.	Accounting	Accounting
	B.B.A.	Business Administration	Management
	B.S.	Business Education	
	A.S., B.S.	Computer Info. Systems	Computer Info. Sys.
	B.S.	Finance	Finance
	B.S.	Organizational Mgmt.	
Chemistry	B.S.	Biochemistry	Chemistry
	B.A., B.S.	Chemistry	
	B.S.	Chemistry Education	
	B.S.	Cytotechnology	
	B.S.	Medical Technology	
	A.S.	Pre-Occupational Ther.	
	A.S.	Pre-Physical Therapy	
	A.S.	Pre-Physican Assistant	
	A.S.	Pre-Speech Pathology	

Department	Degree	Major	Minor
Education	B.S.	Elementary Education	
English and Communications	A.S.	Art	Art
	B.A.	Communications	Communications
	B.A.	English	English
	B.S.	English Language Arts Ed.	
	B.A.	French	French
Family and Consumer Sciences	B.A.	Spanish	Spanish
	B.S.	Dietetics	Food and Nutrition
	B.S.	Family/Consumer Sc.	Family/Consum.Sc.
	B.S.	Family/Consum. Sc. Ed.	Child Development
Health and Physical Education	B.S.	Human Dev./Family Stud.	Apparel and Design
	B.S.	Fitness and Wellness	Physical Education
	B.A., B.S.	Health/Physical Education	
History	B.S.	Physical Ed. Teaching	
	B.A.	History	History
	B.A.	International Studies	African Amer. Stud.
Mathematics and Computer Science	B.S.	Social Science Ed.	Political Science
	B.S.	Applied Mathematics	Mathematics
	B.S.	Computer Science	Computer Science
	B.A.	Math/Computer Science	Physics
	B.A.	Mathematics	
Music	B.S.	Mathematics Education	
	B.A.	Music	Music
	B.S.	Music Business	
	B.S.	Music Education	
	B.M.	Theory and Composition	
Nursing	B.M.	Vocal Performance and Pedagogy	
	A.S., B.S.	Nursing	
Psychology	B.A., B.S.	Psychology	Psychology
			Correctional Sci. Sociology
Religion and Theology	A.A.	Bible Worker Instructorship	Biblical Interpret.
	B.A.	Ministerial Theology	Biblical Languages
	B.A.	Religion	Ministerial Theology
	B.S.	Religious Education	Religion
Social Work	B.S.W.	Social Work	

The Academic Year

The academic or college year usually starts in late August and ends in July. It consists of two semesters, each of which covers a period of approximately fifteen weeks. Provision may be made for mini sessions during the summer and winter breaks.

Schedule of Classes

Each year the College publishes a schedule of classes which lists the courses offered, the time of meetings, the rooms, and the instructors. The College reserves the right to cancel any course offered for which there are less than six students and to set limits on class size when necessary.

Course Numbers and Symbols

Courses of instruction are classified as remedial, lower division, and upper division. Remedial courses numbered 090 through 099 (not counted for graduation credits) are courses which may be required of certain students. Lower division courses are numbered 100 through 299; upper division courses are numbered 300 through 499. Students should take each level in turn to avoid scheduling problems. Courses with (W) are designated writing courses. Code to course symbols are:

AC	Accounting	GE	Geography
AH	Allied Health	HC	Health Care Administration
AR	Art	HI	History
AS	Admin. Systems Mgmt.	IS	Computer Information Systems
BA	Management	MA	Mathematics
BL	Biblical Languages	MU	Music
CH	Chemistry	NU	Nursing
CM	Computer Science	OM	Organizational Management
CO	Communications	PH	Physics
EC	Economics	PE	Physical Education
ED	Education	PS	Political Science
EG	Engineering	PY	Psychology
EN	English	RE	Religion and Theology
FN	Finance	SO	Sociology
FR	French	SP	Spanish
FS	Family and Consumer Sciences	SW	Social Work

Credit

The unit of credit is the semester hour. A semester hour is the amount of credit earned for the satisfactory completion of one hour a week lecture or recitation or at least two hours a week laboratory practice throughout one semester.

Hyphenated courses (e.g., 101-102) indicate that the sequence of courses should be taken in order. Commas separating courses (e.g., 101, 102) indicate that the courses may be taken out of sequence. The symbol 3-3 indicates that the course carries three semester hours of credit each semester for two semesters, which, being hyphenated, should be taken in sequence.

Study Load

Class load is governed by classification and previous academic performance as follows:

Classification	Minimum Cum. GPA	Maximum Load
Academic Probation	below 2.00	13 hours
All regular students	2.00	17 hours
Sophomores and Juniors	3.00	18 hours
Seniors	3.00	20 hours

The maximum class load for any situation includes incompletes and courses by cooperative arrangement (neighboring colleges).

Twelve credit hours is considered full-time and will satisfy the following authorities:

1. Immigration and Naturalization Service
2. Selective Service
3. Veterans Administration
4. Health, Education, and Welfare
5. U.S. Department of Labor

Classification of Students

New students are classified upon acceptance by the Office of Enrollment Management. Returning students' classification for the year is determined by the amount of credit they have earned at the beginning of the college year. A student who may meet the hour requirement, but whose cumulative grade point average is below 2.00, will be listed in the next lower class until the cumulative grade point average is raised to 2.00 or better. Student classes are organized early in the fall semester according to the following levels of academic achievement (remedial courses are not included).

Classification	Minimum Cum. GPA	Number of Semester Hours
Freshman	1.70	0 - 29
Sophomore	2.00	30 - 60
Junior	2.00	61 - 92
Senior	2.00	93 - 128

Special Students

Special students accepted to the College fall under the following categories:

1. Postbaccalaureate refers to a student with a bachelor's degree who is enrolled for part-time or full-time work.
2. Unclassified applies to any student who meets admission standards but who has no present plans to pursue a degree or to a student whose classification cannot be determined at the time of admission.
3. Nondegree refers to a student enrolled in the traditional college courses and desires to take a course or courses for personal development. Courses are limited to three semester hours or one course per semester.
4. Transient admission applies to a student submitting evidence that he or she is in good and regular standing in an accredited college or university but who desires temporary admission to Oakwood College for one semester, the grades and credits of which will be transferred to his or her original institution.
5. Visiting student (refer to the Cooperative Programs section in this bulletin for details).

Class Standing

Freshmen are limited to lower division courses except by permission of the head of the department in which the course is being taught. The lower division courses are open to freshmen and sophomores and should be completed before the student progresses to the junior and senior years.

A student entering the third year of college work who lacks any of the prescribed courses of the lower division, must first register for such prescribed courses of the lower division and then complete the program from the upper division.

Beginning freshmen on academic probation will not be allowed to advance to regular academic standing until all academic deficiencies have been removed and at least 12 hours of other college credit have been earned with a minimum GPA of 2.00.

Freshmen will not be allowed to advance to sophomore status until they have passed the Freshman Composition Sequence and have a GPA of at least 1.70. Sophomores will not be permitted to advance to junior status or take any upper division courses until they have a GPA of at least 2.00. Juniors will not be advanced to senior status or permitted to submit an approved final year schedule for graduation until they have passed the English Proficiency Test or EN 250 and have a GPA of at least 2.00.

Permanent Student Records

The student's permanent academic record is the transcript. The transcript contains biographical, geographical, and academic information regarding courses taken and grades earned. This information is taken from application for acceptance forms, registration forms, teachers' grade sheets, drop/add forms, and teachers' change of grade forms.

Retention and Disposal of Student Records

The retention and disposal of student records is in accordance with the recommendations of the American Association of Collegiate Registrars and Admissions Officers as published in the guide entitled *Retention of Records: A Guide for Retention and Disposal of Student Records*.

Family Educational Rights and Privacy Act

Oakwood College complies with the Family Education Rights and Privacy Act of 1974 (FERPA). A student's record is regarded as confidential, and release of this information is regulated by the FERPA Act. Students have the right to inspect their records at any time. Parents of students termed "dependent" for income tax purposes are entitled to receive information relating to the students' educational records upon request. A copy of the act is on file in the Records Office.

Registration

Registration includes advising, selection of courses, and payment of fees. Students are required to register on the designated registration dates as announced in the bulletin. Information on registration is available at the registration site.

Students are not officially registered for courses until their "registration forms" have been processed by the Records Office and all fees have been paid.

Late Registration

Students failing to register during the scheduled registration periods are assessed a late registration fee of \$75 and \$15 for each additional day to a maximum of \$135. Class periods

missed because of late registration are counted as absences from the class. Students registering late may be required by the advisor and the Vice President for Academic Affairs to reduce their class load. Late registrants are required to make up course work already missed.

Withdrawal From College Courses

If students want to add or drop a class or change a section after having completed registration of credit or audit, they should follow these procedures:

1. Drop. Before the deadline (one week after midsemester): (a) obtain form from the Record's Office, (b) secure proper signatures, (c) pay the appropriate fee, and (d) return the form to the Records Office. Expect a W for the class if dropped between the last day for a 50 percent refund and the deadline. Forgetting or failure to drop officially through processing a form will result in final grade of FA.
2. Add. By the last day of late registration, follow the same steps (a-d) as listed above under "Drop." A charge of \$10 is made for each change of schedule until the last day for any tuition refund, except when the change is made necessary by the cancellation of a scheduled class or the change of class time which renders it impossible for students to maintain their original schedule.
3. To discontinue a course of study, students must complete a terminal leave form one week before final examinations begin, which may be secured from the Office of Student Services.

Withdrawal From College Due to Disciplinary Action

A student suspended for disciplinary reasons will not be allowed to make up class work assigned and done during his/her absence. Missed work will incur a grade(s) of 'F' and will be computed in the student's final grade.

Final Examinations

Should the final examination schedule require a student to complete four examinations in one day, arrangements may be made with the department chair to complete one of the examinations at another time. Otherwise, all students must take the final examination in each course at the time listed in the official time schedule. Exceptions may be made only by the Vice President for Academic Affairs.

English Proficiency Examination

Each student is required to take a proficiency examination in English during the junior year. Upper division transfer students who have completed Freshman Composition are required to take the English Proficiency Examination during the first semester in which the examination is offered. This examination is administered as scheduled in the calendar, once each during the fall, spring semesters and immediately following spring graduation. Students who fail to pass the examination twice are required to enroll in and pass EN 250 English Fundamentals in order to qualify for graduation. Students who take EN 304 at Oakwood College and receive at least a B (3.00) are exempt from this examination. A fee of \$30 is charged for this examination. See the Department of English and Communications for details.

Exit Examination

All seniors are required to pass a departmental exit examination in their major area of study prior to graduation. Exit examinations may be internal or external, written by the department or obtained from an external sources such as the Graduate Record Examination.

Life Experience Policy

Life experience credit is granted upon the evaluation of accomplishments and competencies not ordinarily considered part of the traditional classroom experience. The policy is geared toward the mature adult who has had a minimum of ten years' experience in a given area. Credit, however, is not applicable until the student has completed a minimum of 16 semester hours with a minimum GPA of 2.00 at Oakwood College.

Any credit granted will be for the learning gained, and not just for experience itself. Therefore, it is the students' responsibility to prove to the satisfaction of the Academic Policies Committee that from their experience they have developed competencies that are equivalent to classroom learning. In order to qualify to sit for the challenge examinations, students should follow these procedures:

1. Describe learning experiences believed to translate into academic credit.
2. Suggest what courses are applicable.
3. Review document with academic advisor.
4. Submit documentary evidence that may be used to verify the experiences identified (this would include testimonials from former employers and/or supervisors).
5. Pass challenge examinations in areas for which credit is expected.

The following evaluation formula will be used:

1. Three hours will be given for each year of full-time work approved for credit by examination.
2. Not more than 25 percent of the 128 hours required for graduation shall be earned through life experience.
3. Not more than 25 percent of the requirements for the major may be met through life experience credit.

The charge for life experience credit by examination is \$35 per credit hour.

College Level Examination Program (CLEP)

A student who presents satisfactory evidence of having competence or exposure in a certain area covered by a required course may meet an academic requirement by passing a CLEP test. The following policies apply to the program:

1. The recommended maximum number of CLEP credits a student may apply toward graduation is 32 semester hours.
2. In each major the maximum number of CLEP subject examination credits a student may earn is determined by the major department.
3. In the case of the general education requirements, the Academic Policies Committee will determine which courses can be taken by CLEP and how much credit a student may earn from the basic general education requirements without overlapping in the subject area.
4. The minimum scores listed below must be acquired before credit can be granted. Changes in scores by ETS may change acceptable scores by Oakwood College.

5. Acceptable CLEP scores shall earn corresponding course credit, but no letter grade shall be assigned or quality points considered.
6. Once CLEP credit is placed on the transcript, a student may not repeat the course for which credit was given by examination for a grade.
7. Incoming students wishing to take the CLEP test before entering Oakwood College must have the approval of the Records Office before the test is taken.
8. All CLEP scores previously obtained at another school are subject to review by the Records Office.
9. A fee covering the cost of the examination and its administration will be charged each student desiring to take the CLEP examination at Oakwood College.

The following table lists the CLEP subjects, corresponding courses and minimum scores acceptable by Oakwood College:

CLEP subject	Score	Course Equivalent	
American Government	47	PS 211	(3 hours)
American Literature	46	EN 301, 302	(6 hours)
Calculus with Elementary Education	47	MA 171-172	(6 hours)
College Algebra	46	MA 121	(3 hours)
College French	45	FR 101-102	(6 hours)
College Spanish	45	SP 101-102	(6 hours)
English Literature	46	EN 211, 212	(6 hours)
Freshman College Composition	44	EN 111	(3 hours)
General Biology	46	BI 131-132	(6 hours)
General Chemistry	48	CH 141-142	(6 hours)
History of the United States I and II	46	HI 211, 212	(6 hours)
Human Growth and Development	45	FS 355	(3 hours)
Information Systems and Computer Applications	52	AS 100	(3 hours)
Introduction to Educational Psychology*	47	ED 200	(3 hours)
Introductory Accounting	47	AC 220-221	(6 hours)
Introductory Business Law	51	BA 475	(3 hours)
Introductory Psychology	47	PY 101	(3 hours)
Introductory Sociology	47	SO 101	(3 hours)
Principles of Macroeconomics	44	EC 281	(3 hours)
Principles of Microeconomics	41	EC 282	(3 hours)
Principles of Management	46	BA 310	(3 hours)
Principles of Marketing	50	MK 301	(3 hours)
Trigonometry	49	MA 122	(3 hours)
Western Civilization I and II	46, 47	HI 103, 104	(6 hours)

*Not acceptable for Education majors.

Grading System

The College grading system utilizes the four-point scale. The grade point values are outlined as follows:

Grade	Grade Point Per Hour
A (superior)	4.0
A-	3.7
B+	3.3
B (above average)	3.0
B-	2.7
C+	2.3
C (average)	2.0
C-	1.7
D+	1.3
D (below average)	1.0
D-	0.7
F (failure)	0.0
FA (failure due to absences)	0.0
AU (audit)	
DG (deferred grade)	
I (incomplete)	0.0
NC (noncredit)	
P/U (pass/unsatisfactory)	
W (withdrew)	

Grade Point Average

The grade point average (GPA) for the semester is computed by totaling honor points earned in all courses attempted and dividing by the total hours attempted ($GPA=HP/HA$). Credits for which grades of F, FA, and I are received are included in calculating the grade point average. The symbols AU, NC, DG, W, and P/U are disregarded in computing the grade point average.

The academic progress record allows for repeated courses without GPA penalty. However, the GPA used to determine the eligibility for financial aid includes all work attempted.

Pass/Unsatisfactory Procedures

To qualify for taking courses on a pass/unsatisfactory basis a student must be a sophomore, junior, or senior, and must not be on academic probation. Not more than 16 hours may be taken on this basis. The pass/unsatisfactory system applies to elective courses only. A pass is equivalent to a C, although some graduate and professional schools treat the Pass as a D.

Approval for the P/U option should be obtained at the Records Office before the close of late registration. Registration changes in the process are final as of the last day to drop without academic penalty.

Deferred Grades

A deferred grade is assigned when a student is unable to complete the work because of equipment failure, insufficient time, or research material having arrived late.

Incomplete Work

When at the end of a semester students are behind in their classwork, the teacher does not automatically grant a grade of I for more time to do the requirements. However, because of interruptive illness or other unavoidable circumstances, students may request the privilege of receiving a grade of I to allow more time to fulfill class requirements. They must apply in time so that a final decision is made before the beginning of final examination week. The procedures to be followed are:

1. Obtain and fill out a *Request and Authorization for Incomplete* from the Office of Academic Affairs.
2. Attach a physician's statement if the reason is medical.
3. Obtain the appropriate signatures.
4. Return the form to the Office of the Vice President for Academic Affairs at least five working days before the beginning of final examinations.

An I may be changed to a regular grade when the class work is completed within the approved deadline. Such a deadline might range from a few days to several weeks, but no longer than the sixth week of the next semester, even when the student is not registered the next semester. The I automatically converts to an F if not removed within the prescribed time. Should more time, because of further illness or unavoidable circumstances be needed to remove the incomplete, the student may, before the deadline expires, request in writing an extension of time from the Academic Policies Committee.

Repeated Courses

There is no limit to the number of times a course may be repeated. The better grade for the repeated course will be accepted for credit.

Auditing Courses

Persons who are interested in auditing courses should register during regular registration. No credit is given for a course audited and the tuition charged is one-half the regular charge for credit. A course started on the auditing basis cannot be changed to a credit basis after the first week of the course.

Correspondence Courses

Oakwood College recognizes and accepts credit for courses taken with Home Study International, which is the extension division of the Associated Colleges of Seventh-day Adventists.

A maximum of 12 semester hours of correspondence work may apply toward a baccalaureate degree program and 8 semester hours toward an associate degree. All requests for correspondence work must be approved by the Records Office and /or the Academic Policies Committee.

While enrolled at Oakwood, a student will not be permitted to carry correspondence if the course is available at the college.

It is not recommended that seniors do any correspondence or extension work. Where this is an absolute necessity, the official transcript for the work completed must be in the Records Office by the first business day in March for spring graduation.

A correspondence course with a D grade or below is unacceptable. No correspondence credit will be entered on the student's record until a minimum of 16 hours in residence with a cumulative average of at least C has been earned. Home Study Institute courses do not meet the Alabama State Certification requirements for education majors.

Grade Reports

Grade reports are issued to the student and, if requested by the student, to the parents or guardians at the end of each semester.

Errors and Corrections

Upon the receipt of a grade report, the student should carefully check it for correctness as to the courses, credits, and grades recorded. Requests for corrections must be initiated within one month.

Dean's List

Students with a minimum grade point average of 3.50 who carry a minimum of 15 semester hours with no grade below a B (3.00) and no incompletes are eligible for membership on the Dean's List.

Honor Roll

Students who carry a minimum of 12 hours and maintain a grade point average of 3.00 or above during a given semester with no grade below a C (2.00) shall be considered honor students for the semester.

Honors Convocation

To give formal and public recognition for outstanding scholastic achievement, loyalty to college standards, and exemplary citizenship, the College conducts an annual Honors Convocation. To be eligible for participation the student must have a cumulative GPA of not less than 3.50 for a minimum of 24 hours earned at Oakwood College or a cumulative GPA of 3.25 and a minimum of 33 hours earned at Oakwood College.

Graduation With Distinction

Students are graduated with honors under the following conditions:

Honorable Mention	Minimum cumulative GPA of 3.25
Cum Laude	Minimum cumulative GPA of 3.50
Magna Cum Laude	Minimum cumulative GPA of 3.75
Summa Cum Laude	Minimum cumulative GPA of 3.90

Academic Probation, Suspension, and Dismissal

All students whose cumulative GPA is less than 2.00 are placed on academic probation. This status requires all academic probationary students to take part in the academic improvement program conducted by the Center for Academic Advancement (CAA). Failure of all academic probation student to take part in this program may result in dismissal from the College. Students who fail to make acceptable academic progress in view of the established policies and procedures of the institution will be suspended. A first suspension because of poor academic performance will result in the student being ineligible for readmission or reacceptance consideration for a period of one semester from the date of suspension. When suspended a second time, students become eligible for readmission or reacceptance after one calendar year from the suspension date, providing that during that time they have attended another accredited college for at least one semester, carrying a minimum of 12 semester hours with no grade lower than C. In both cases, to

be so considered, the student must apply for readmission through the Records Office

Any student who after four academic semesters or 64 semester hours has not attained a cumulative GPA of 2.00 will be dismissed for a minimum of two semesters. During this time the student must attend another accredited college for each semester of dismissal carrying a minimum of 12 hours with no grade lower than C. Course requirements must include classes previously taken at Oakwood that received grades of D or F. Application for readmission must be filed with the Records Office.

A student whose cumulative GPA is below 2.00 is denied the opportunity and permission to represent the College in any official capacity or to hold office in any student organization, or to be employed in any academic administrative area involving records and confidentiality. Some social restrictions involving leave requests may also apply.

The following is a list of requirements for students on academic probation:

1. Limit registration to class load of 13 hours per semester.
2. Must be advised by the CAA academic advisors for class schedule approval during registration.
3. Include in class load courses in which the student received a D or F.
4. Must register for remedial courses when the following conditions exist: ACT English score is less than 16 or SAT English score is less than 410; student must register for EN 095 and EN 099. ACT mathematics score is less than 16 or SAT mathematics score is less than 410; students must register for MA 095. ACT composite is less than 17 or SAT composite is less than 840; students must take PY 095.
5. Must successfully pass remedial courses with at least a C before registering for classes in English or mathematics.
6. Must receive weekly tutorial assistance at the CAA.
7. Must attend weekly advising sessions with the CAA academic advisor.

Students on academic probation should expect to take more than two years to complete the requirements for an associate degree and more than four years to graduate with a bachelor's degree.

Center for Academic Advancement

The mission of the Center for Academic Advancement (CAA) is to assist students to gain the skills necessary to do college-level work. The program, in collaboration with the Departments of Psychology, Mathematics and Computer Science, and English and Communications, offers Scholarship Skills, Introduction to College Math, Composition Skill Review, and Developmental Reading to select groups of student who need to develop basic skills. In addition to attending regular lecture classes, students must attend a laboratory as prescribed by the instructor. However, all labs are available to self-motivated students as it assists students across the curricula in tutorials, exercises, applications, and reviews.

The laboratory component provides opportunity for individualized instruction consistent with student needs and desires. This also gives students the opportunity to assess their deficiencies, work to correct them, and receive instant feedback. Upgraded tutorial services supplement the developmental laboratories through the cooperative efforts of specialists and the tutor supervisor. Limited accommodations are provided for students with disabilities.

Freshman Studies

The Freshman Studies Program is a composite of diagnostic, instructional, and supportive services to first-year students. Its purpose is to increase their potential for academic success and personal adjustment to the demands of college life. Beginning in the 1999-2000 school year, all

entering first year students and lower division transfer students will be required to take a semester-long orientation in addition to the week-long orientation.

OC 101 Freshman Orientation Seminar

The Freshman Orientation Seminar is designed to provide pertinent information to help new students to make the most of college, this life, and the life to come. This will be accomplished by focusing on challenges that integrate the academic, social, and spiritual facets of life, therefore, placing an emphasis on opening the doors to *“Education, Excellence, and Eternity.”*

This course is required of all freshmen and new students entering with less than 30 semester hours of transfer credit. Students are not allowed to withdraw from this course except through the terminal leave process.

Orientation

The week preceding registration for the fall semester of each year is known as Freshmen Orientation Week. New students admitted to freshman status are expected to report as notified and, upon arrival, to participate in all of the scheduled activities of the week. These include orientation to the academic and residential requirements of the College and the resources that are available to assist all students in meeting them successfully and developmental guidance and instruction regarding tasks, skills, and attitudes that are essential for academic and personal success.

Monitoring Students’ Academic Progress (MSAP)

The Committee on Monitoring Students’ Academic Progress (MSAP), which consists of a consortium of college administrators, departmental chairs, faculty, and staff, ensures students’ conformance and compliance to the academic policies of the institution. Qualitative and quantitative data of students, such as GPAs, class reports, class failures, remediation, withdrawals, incompletes, and maximum time frames for academic work completion, are all used to determine a student’s chances of successfully completing the major course of study.

At least twice a year, this committee meets to review the academic progress of students whose academic standing is in jeopardy. Recommendations are made to suspend, dismiss, retain, or warn based on the data presented.

The committee considers a student’s academic progress to be in a serious status when the first semester’s current GPA is less than 1.00, or after two semester the cumulative GPA is less than 1.50, or after four semesters or a total of 64 hours the cumulative GPA is less than 2.00.

Remedial Courses

Beginning freshmen entering Oakwood College on academic probation must pursue a prescribed course of remedial studies during their first year which may include any of the following; EN 095, EN 099, MA 095, and PY 095. In addition, students who have scored less than 500 on the TOEFL must take EN 090 and EN 091 during the first year.

These remedial courses, which are in addition to the 128 hours needed for graduation, must each be passed with a minimum grade of C. Any course failed must be repeated the next semester until passed. Grades and hours received from remedial courses will not be computed for graduation purposes in the cumulative GPA.

Diagnostic Testing

During Freshman Orientation Week, the American College Test (ACT) will be administered to new freshmen who have not already taken it or the Scholastic Aptitude Test (SAT).

Results are used for placing students in appropriate courses of study, fulfilling Alabama state requirements for entrance into special programs and assisting advisors and counselors in their work of helping students to plan their academic programs, evaluate their academic progress, and set realistic personal and career goals. Accumulated data will help the College to determine what areas of its programs and services need strengthening and/or modification in order to effectively fulfill its commitment to the success of its students. Test scores are to be used for institutional purposes and cannot be released to another college.

Academic Advisement and Program Planning

Although their declared interests in specific disciplines will be acknowledged, first-year student will be encouraged to concentrate on general education requirements for the purpose of academic exploration and continuing self-discovery. Freshman advisors, by means of extended interviews and performance reviews throughout the year, will assist in the process of confirming or modifying the personal interests and aspirations of each student.

Special Services

Students with special academic and developmental needs will receive appropriate assistance from CAA, the school's learning resource center. Assistance will be in the form of individualized course loads, specialized instruction, tutoring, and counselling performed by a dedicated staff of professional counselors and selected honor students. Referrals for more specialized services will be made as warranted.

The Eva B. Dykes Library

The Eva B. Dykes Library is a resource and information technology support center for the academic program at Oakwood College. Information services are provided for faculty, students, staff, and administrative patrons for learning, teaching, and research purposes. The collection holdings include books, periodicals and journals, reference resources, multimedia, archival, microform, CD-ROM, electronic Internet databases, documents, and other materials.

The Library Archives, located on the lower floor, houses a special historical collection of documents, reports, papers, photographs and other materials about Oakwood College history and African-American Seventh-day Adventism. A historical Museum Room located on the main floor lobby area displays and exhibits a pictorial and artifact collection concerning the growth and development of the College and the North American Black SDA work.

Reference services include interlibrary loans, bibliographic instruction, research assistance, and online computerized search assistance. Automated online public access catalog service and computerized software and hardware are provided for rapid information retrieval.

The circulation desk at the main entrance is automated. ID cards with library bar codes are used to borrow book materials. Reserve materials are located in the circulation area. Photocopy service is available, and computer printing is provided. The library is open 81 hours weekly.

The Information Technology Center

Oakwood College is moving rapidly toward the goal of creating an electronic campus. The centerpiece of this goal is the recently constructed Technology Center, located in the lower level of the Eva B. Dykes Library. Here you will find a fully functioning, 42-station pentium computer lab; a

smaller, 13-station research and training laboratory; a 4-station special projects lab for graphic design and web page development; a distance learning lab employing high speed, two-way compressed video and administrative offices. Each lab provides the following: Internet access via fiberoptic, T-1 connections; E-mail availability; Microsoft Office Suite; Corel Wordperfect Office Suite; remote access, dial-up connectivity; specialized software for independent learning and research assignments; OC Web-page access and other network resources.

Students, faculty, staff, and alumni are invited to use these computerized multi-media resources for optimum learning experiences and administrative improvement.

The Ellen G. White Estate Oakwood Branch Office

The Ellen G. White Estate Oakwood Branch Office is a research center located on the lower floor of the library. It houses several complete sets of Ellen White's published writings, duplicates of her original letters and manuscripts (1844-1915), books about Ellen White and other Seventh-day Adventist pioneers, denominational histories, and other related documents. Microfiche, microfilm, and Ellen White research software are available.

Department Curriculum Laboratories

Individual departments of the College may have centers or laboratories for the practical use of their students. For instance, the Mathematics Department has a mathematics/computer science laboratory, located in the Science Complex, Building B, designed as a center for the reinforcement of biology, chemistry, and physics. The Department of Music has a music laboratory, located in the Center for Academic Advancement, designed to help the prospective music student overcome deficiencies. The Departments of Psychology and Social Work share a computer laboratory located in Green Hall. Other departments have seminar rooms and places where students may use computers or get special assistance.

Cooperative Programs

Cooperative programs are made available at Oakwood College for visiting students.

A visiting student arrangement exists with Alabama A & M University, Athens State College, John C. Calhoun State Community College, the University of Alabama in Huntsville, and Oakwood College. Under this arrangement, a student at any of the participating institutions may request permission to attend a class at one of the other schools. Conditions governing the granting of permission include the following:

1. The student must be a full-time student.
2. The student must have an overall C average.
3. The course desired must be unavailable at the student's home institution.
4. The student's request must be approved by the advisor and other appropriate personnel.
5. Permission of the institution teaching the course is dependent upon availability of space for the visitor after its own students are accommodated.

Any student interested in participating in the Visiting Student Program should contact the Vice President for Academic Affairs for information and procedures.

Adventist Colleges Abroad

Adventist Colleges Abroad (ACA) is consortium of Seventh-day Adventist Colleges and Universities in North America under the auspices of the Board of Higher Education, General Conference of Seventh-day Adventists, Maryland.

The ACA consortium provides opportunities to qualified undergraduate students for study in other countries, such as Argentina, Austria, France, Kenya, and Spain, while completing the requirements of their programs at their home colleges. This allows students to be immersed in the culture and life of another country while becoming conversant in its language. Through such experiences students also may gain an appreciation of, and perhaps an inspiration for, mission or other multicultural service (see Records Office for details).

Student Missionary Program

Each year several Oakwood students go to foreign lands to serve as missionaries. The range of their responsibilities include religious leadership, teaching, and industrial/vocational work. For details, contact the Department of Campus Ministries, Oakwood College.

Following are the academic requirements for student missionaries.

1. Applicants must have attained at least sophomore standing (minimum 30 semester hours) with a cumulative grade point average of C or above, and no grade below C in all English composition and grammar courses.
2. Applicants must have a B average or above in the subject area that they are expected to teach as student missionaries.
3. Upon completion of a year of satisfactory service as a student missionary, the student shall receive three hours of elective credit on a pass/fail basis in the area of Student Foreign Service. Quality of service is determined by a written evaluation from the immediate supervisor or appropriate official over the student missionary. Students may opt for an additional three hours should they secure prior approval from the instructional department and the Academic Policies Committee establishing that more specialized mission services will be experienced, such as, but not limited to, teaching certain academic disciplines.

Student missionaries in active service are considered full-time students.

Community and Service Learning Course (OC201)

This is a seminar (one credit hour) course designed to allow the student to gain a better understanding of community service, leadership development, citizenship, community awareness, global awareness and ethical/legal considerations involved in volunteerism in the community. It is designed to help students come to a personal understanding of community service and leadership through learning based on volunteer service experience, readings, group discussion, interaction and critical reflection. The course builds on the premise that individual citizens have both an opportunity and a responsibility to be involved in the life of the community and in addressing community problems.

Other Academic Information

Writing Emphasis Courses

Two writing emphasis courses of at least two hours each are required of all upper division students. Each department will designate and supervise at least one required course for its majors which will emphasize essay type tests and/or written reports or a term paper. A (W) after a course title designates a writing course.

Summer School

The College offers a limited number of brief intensive courses and workshops. Undergraduate courses in the teacher certification program are also offered. Students may also pursue the M.A.T. degree in the Graduate Extension Program offered by Andrews University.

Transient Letters

Students desiring to register at another college or university with the intent of returning must obtain a transient letter from the Records Office, which recommends the student for temporary admission to the other school without the student's having to go through normal admission requirements. Transient letters, however, are not granted for attendance at colleges or universities within a fifty-mile radius of Huntsville during the fall or spring semesters.

Transient credit with grades below C- is unacceptable. Acceptable credit is recorded as transfer credit. Students from other schools desiring transient admission to Oakwood must provide an official letter of support from the home institution.

Transcripts

The Records Office releases official transcripts of a student's work at the College upon the student's written request. Telephone requests cannot be honored.

A student may secure an unofficial transcript to use, but official transcripts must be sent directly to other colleges, organizations, and approved sources.

The College reserves the right to withhold all information concerning the record of any student who has unpaid accounts or other charges, or who is in delinquent or default status in payment of student loans.

Two weeks should be allowed for the processing and mailing of the transcript after the request has been received. Official transcripts from other institutions which have been presented to Oakwood for admission and evaluation of credit become the property of Oakwood and are not reissued or copied for release. Each student is entitled to one official transcript without charge. A fee of \$2.00 is charged for each additional official transcript and \$1.00 for an unofficial transcript for unenrolled students. Other fees assessed as applicable.

Class Absences

Attendance with punctuality is required at all classes and laboratory appointments. Absences are counted from the first official day of classes. If for any reason the total hours of absences are double the number of credit hours of the course per semester, credit may, at the discretion of the instructor, be forfeited and a grade of FA be recorded.

Authorized leaves of absence from campus do not excuse the student from required class work. The student, however, must make arrangements with the teacher for every anticipated school trip and other authorized leaves at least 72 hours before the beginning of such anticipated schedules. All makeup work involving examinations and other class requirements must be made up within seven days after the absence occurs.

It is the responsibility of students to keep a record of their absences, to keep themselves informed of the requirements of the instructor, to take all examinations at the time prescribed by the instructor, and to turn in all assignments when they are due.

Academic Honesty

Oakwood College is dedicated to scholastic integrity. Consequently, students of the college are required to maintain high Christian standards of honesty. If students are found or suspected of

engaging in any of the following types of academic misconduct, the procedures set forth in this policy will be implemented.

Types of Academic Dishonesty:

1. Dishonesty in testing (e.g. copying from another student's paper, using unauthorized materials, or collaborating with any other person without authority from the instructor during an examination; stealing test materials; obtaining test information prior, during, or after an administered examination; or any other form of test dishonesty).
2. Plagiarism-defined as unacknowledged use of another's work (e.g., submitting any written, oral, aesthetic, computer, or laboratory work prepared totally or in part by another person; such work need not be copyrighted).
3. Any other practice deemed by the college as academic misconduct not listed above.

Procedures for Handling Academic Dishonesty

If a teacher finds irrefutable evidence of academic dishonesty, the teacher should immediately speak with the student and issue zero credit for the particular examination, assignment, or project.

If academic misconduct is suspected by a teacher, that teacher must follow certain steps.

1. The teacher must first speak with the student about the question of dishonesty. If the student acknowledges engaging in academic misconduct, the student will be given no credit for the particular examination, assignment, or project.
2. If the situation cannot be resolved between the teacher and student, then it must be brought to the attention of the teacher's department chair.
3. If the department chair is unable to resolve the matter, the Vice President for Academic Affairs must then be consulted, and may refer the issue to the Academic Appeals Committee.
4. Subsequent incidents of academic dishonesty make a student eligible for dismissal from the college. Students are, however, given the option of appealing this decision to the Academic Appeals Committee.
5. Each established incident of academic misconduct shall be departmentally documented and submitted to both the student, the student's major department chair, the Vice President of Academic Affairs, and the Vice President of Student Services.

Academic Grievance

Any student who desires to express concern regarding instructional matters such as perceived unfairness, grading methodology, cheating, or some other misunderstanding within or without the classroom is encouraged to confer first with the teacher of the class and, if deemed necessary, with the teacher's department chair. If the matter is not resolved satisfactorily at the first two levels, the student should contact the Vice President for Academic Affairs.

The Vice President for Academic Affairs will review the matter to (a) make a final determination of the matter, or (b) refer the matter to the Academic Appeals Committee for further review and recommendation. In either case, the final decision is the responsibility of the Vice President for Academic Affairs.

The Academic Appeals Committee receives referrals directly from the Vice President for Academic Affairs. Cases are referred to this committee if the Vice President for Academic Affairs determines more information is needed to make an equitable decision. The process is as follows: (a) the Vice President for Academic Affairs notifies the chair of the Academic Appeals Committee of the student's concern, (b) the aggrieved student submits a written report of the

complaint to the chair of the Academic Appeals Committee, and (c) a recommendation is made to the Vice President for Academic Affairs.

Students or faculty members have the option to appear in person before the Academic Appeals Committee, bringing documentation to support their views; however, it is not required that they appear in person. It should be understood that the purpose of the appeals process is to peaceably resolve issues which have not been resolved through other means. Therefore, the approach to problem resolution in the appeals process is through consensus, so far as is possible.

The membership of the Academic Appeals Committee consists of six individuals: the USM Academic Vice President (chair), two elected student representatives, two full-time teaching faculty, and one full-time staff member. The Vice President for Academic Affairs or designee may choose to sit with the Academic Appeals Committee for purposes of hearing the discussion or for clarification of issues, but not for voting purposes.

Bulletin Selection

Students may meet degree requirements under the bulletin of initial registration or any bulletin in effect during the time of continuous residence at Oakwood. Selecting the senior year bulletin must be done prior to the final semester of the graduating year. Students who discontinue enrollment must meet the following bulletin requirements:

1. If not enrolled for one calendar year or less, students may return under any bulletin in effect during their previous continuous residence. Transfer credit will be accepted provided that a transient letter request has received prior approval from the Records Office.
2. Students not enrolled for more than one calendar year must meet the requirements of the current bulletin.
3. Seniors with 9 hours or less remaining at the time of spring graduation have a maximum of two calendar years to complete their requirements and remain under the bulletin they selected during their senior year.
4. All transfer students must fulfill the requirements of the current bulletin.

Double Major

Students may enroll for a double major provided they meet all of the requirements for both majors. Pursuing a double major will require more than 128 hours and take longer than four years to complete.

Medicine

Biology and chemistry are the most frequently chosen majors at Oakwood for students preparing for a career in medicine. However, students from every academic major are accepted into medical school. Diversity is actually encouraged by many medical schools which have come to realize that students who pursue majors in art, literature, mathematics, engineering, and other areas of liberal study tend to become well-rounded, highly competent physicians. Most medical schools have the following science requirements: one year of General Biology, two years of Chemistry- General and Organic- one year of General Physics, and Mathematics.

Medical School Early Selection Program

Students wishing to participate in the Oakwood College - Loma Linda University early selection programs (ESP) must apply by January 15 of their sophomore year. Students completing two summers as an ESP student in either dentistry or medicine will receive the appropriate hours on a pass/fail basis as follows: NS 320 Orientation to Dentistry and NS 321 Orientation to Medicine.

Students actively involved in the ESP are considered full time students.

Requirements for Baccalaureate Degrees

General

1. A candidate for a degree must have a satisfactory academic record and be of good moral character. In addition, the candidate must possess personal attributes which will reflect well upon Oakwood College. The College reserves the sole and final right to determine whether the candidate possesses such personal attributes.
2. The responsibility for meeting requirements for graduation rests primarily upon the students. They must acquaint themselves with the requirements as outlined in the *College Bulletin*, and, with the aid of their advisor, plan their work so as to fulfill each of the requirements at the regular level of academic progress.

Quantitative

1. The satisfactory completion of required remedial courses and removal of admission deficiencies. This may add to the total hours required to complete the degree.
2. The satisfactory completion of the general education requirements.
3. The satisfactory completion of a major of at least 36 hours, including a minimum of 16 hours of upper division courses, except in Interdisciplinary Studies.
4. The satisfactory completion of a minor, if required (see individual departments). A minor must be between 18-21 hours, of which 8 hours must be upper division.
5. The satisfactory completion of the oral and written proficiency requirements (English Proficiency Examination and CO 201 Fundamentals of Public Speaking).
6. The satisfactory completion of two upper division writing emphasis courses of at least 2 hours each, one of which must be in the major. A [W] after a course title designates a writing course.
7. The satisfactory completion of a minimum of 128 semester hours (remedial credits not included in total credits), including 40 hours at the upper division level and not more than 64 hours total in the major and minor. Remedial courses are not included in the total credits.
8. The satisfactory completion of the major departmental exit examination.

Qualitative

1. The attainment of a minimum cumulative GPA of 2.00
2. The attainment of a minimum overall GPA of 2.25 in the major and 2.00 in the minor fields. No grade below C (2.00) may apply toward the major or minor. No grade below D (1.00), or C- (1.70) for EN 111 and EN 112, may apply toward the general education requirements.

Residence

1. The satisfactory completion of a minimum of 32 semester hours, of which 24 semester hours must be during the senior year.
2. The satisfactory completion of a minimum of 20 semester hours at the upper division level.
3. The satisfactory completion of 8 upper division hours in the major field.
4. The satisfactory completion of 3 upper division hours in the minor field if a minor is selected.

The Bachelor of Arts in Interdisciplinary Studies

The general education requirements are the same as for other B.A. degrees. Instead of a major, three disciplines of 24 hours each are required. Each discipline must include 11 upper division hours and fulfill the requirements for a minor, if offered, and be approved by separate advisors. No more than two disciplines can be from the same department.

Second Bachelor's Degree

Two different bachelor's degrees may be conferred at the same time if the candidate has met the requirements of both degrees and has completed a total of 160 semester hours of credit. The College does not grant two degrees of the same kind to any one person at the same time, such as two B.A.'s or two B.S.'s. Students may, however, earn a second degree after one degree has been conferred by completing an additional 32 semester credits, meeting the basic degree requirements of both degrees and the requirements of a second major.

General Education Requirements for all Bachelor's Degrees

All bachelor's degrees require a minimum of 128 semester hours composed of: general education requirements (53-64 hours); major requirements; and electives, as necessary, outside the major. Variations in the total hours required for degree completion or in the general education requirements are noted in the bulletin sections of the appropriate departments. In those instances where the credits for general education, the major, and electives within the major are less than 128 hours, additional electives are required. Please consult the appropriate academic advisor for details.

Orientation 1 hour
Required: OC 101

Education and Business 5 hours
Required: ED 250 and AS 100 or AS 203. Students not having passed one year of high school typing must take AS 120.

Health and Physical Education 5 hours
Required: PE 211 and three hours of activity courses

Humanities 15 hours
Required: EN 111-112 (minimum C-), EN 201 or 211 or 212 or 301 or 302; AR 217 or MU 200; and CO 201.

Modern Foreign Languages 0-6 hours
Required of all candidates for the B.A. degree. All other degree candidates may be exempt if they have passed two years of the same foreign language in high school.

Natural Sciences and Mathematics 12 hours
Required: three hours each in Biology, Mathematics, and Physics or Chemistry; Recommended for nonscience majors: BI 101, MA 101, and PH 101 or CH 100. The remaining three hours elected from Biology, Chemistry, Mathematics, Physics, or Nutrition.

Religion and Theology 6-11 hours
 Required: RE 201 or 202 and RE 331. (HI 314 may substitute for RE 331, but will only receive history credit and requires three other hours of religion). Of the remaining five hours, only three hours may be in applied theology. Students not having passed two years of high school Bible must include RE 101, except transfer students who have completed six hours of college Bible. Requirements for transfer students: freshmen must take 11 hours, sophomores, 8 hours. Juniors and seniors, 6 hours. All transfer students must take RE 201 or 202 and RE 331.

Social Sciences 9 hours
 Required: HI 103 or 104 or HI 211 or 212; three hours elected from History, Geography, or Political Science; and PY 101, SO 101, or SW 201.

Total 53-64 hours

Requirements for Associate Degrees

1. The satisfactory completion of required remedial courses and removal of admission deficiencies. This may add to the total hours required to complete the degree.
2. The satisfactory completion of the general education requirements.
3. The satisfactory completion of a minimum of 64 semester hours with a minimum cumulative GPA of 2.00.
4. The attainment of a minimum overall GPA of 2.25 in the major. No grade below C may apply towards the major.
5. Minimum of 24 semester hours in residence at Oakwood College.
6. The satisfactory completion of the major departmental exit examination.
7. A maximum of 32 semester hours in the major.

General Education Requirements for Associate Degrees

All associate degrees require a minimum of 64 semester hours, composed of: general education requirements (35); major requirements; electives, as required, in the major; and electives, as necessary, outside the major. Variations in the total hours required for degree completion or in the general education requirements are noted in the bulletin sections of the appropriate departments. In those instances where the credits for general education, the major, and electives within the major are less than 64 hours, additional electives are required. Please consult with the appropriate academic advisor for details.

Orientation 1 hour
 Required: OC 101

Business 3 hours
 Required: AIS 100 or AS 203. Students not having passed one year of high school typing must take AS 120.

Health and Physical Education 4 hours
 Required: PE 211 and two hours of activity courses.

Humanities 9 hours
 Required: EN 111-112 (minimum C-) and CO 201.

Natural Science and Mathematics 6 hours
Required: MA 101 and one course from BI 101, CH 101, FS 131, or PH 101. Advanced courses in these areas may be substituted with departmental approval.

Religion and Theology 6 hours
Required: RE 111 (RE 101 if student has not taken two years of high school Bible) and RE 201 or 202.

Social Sciences 6 hours
Required: HI 103 or 104 or 211 or 212, and three hours from History, PY 101, SO 101, or SW 201.

Total 35 hours

Degree Candidacy

Students are considered degree candidates when the following have been satisfactorily met:

1. Approval of Application for Graduation and Final Year Schedule through the major advisor to the department chair (September 15), and the Senior Program Coordinator (October 1), for students enrolled during the fall semester.
2. Payment of the required graduation fee of \$75 and \$35 extra for each additional degree by January 15 (\$10 late fee).
3. CLEP, Home Study, incompletes, and transfer credit results must be in the Records Office by the first business day in March for spring graduation.

No application for spring graduation will be accepted after February 1.

Graduation Diplomas

Diplomas for degree candidates are ordered for those qualified to participate in the senior presentation program. Diplomas are only issued at Commencement to graduates who have fulfilled all academic and financial obligations with the College.

Graduation in Absentia

All degree candidates are expected to participate in the Commencement exercises. Requests to graduate in absentia must be sent to the Records Office accompanied by a \$40 fee (this is in addition to the \$75 graduation fee).

DEPARTMENTS OF INSTRUCTION

Department of Biological Sciences

Professors: Lubega, Paul (Chair), Schmidt
Associate Professors: Randriamahefa, Sovyanhadi, Uppala
Assistant Professor: Durant, Maulsby
Affiliate: Carson

Majors: Biology (B.S.)
Biology Education (B.S.)
Natural Science (B.S.)

Minor: Biology

Purpose

It is the purpose of the Department of Biological Sciences to develop in its students a thorough understanding of and an appreciation of the principles underlying the basic functions of living organisms. The curriculum is designed for those students wishing to enter graduate, medical, dental, or allied health schools, as well as for those planning to teach in elementary or secondary schools. Opportunity is also available for laboratory research for those planning to enter research careers.

High School Preparation

Courses in biology, chemistry, general science, and mathematics are all highly desirable, and it is strongly recommended that all high school students wishing to pursue a career in the sciences take these classes.

Application for Admission

To be admitted as a major in the Department of Biological Sciences, students must have completed at least 32 hours of course work, including EN 112 Freshman Composition and BI 132 General Biology, and have an overall GPA of 2.25.

Exit Examination

All senior biology majors are required to take one of the following exit examinations: the ETS Biology Test, which must be passed within two standard deviations of the national norm or the GRE Advanced Biology Test which must be passed with a score of at least 850.

Career Opportunities

Biology remains the major of choices for students desirous of becoming medical doctors. However, Biology, the study of living things, is a science that encompasses many specialties and opportunities for rewarding careers. Modern biology pursues the quest for a full understanding, at the molecular level, of the basic mechanisms underlying life processes, while also concerning itself with current social issues related to human health, behavior, over population, and the impact made on the earth's natural, life-sustaining environment. Many trained biologists and health

professionals will be needed in the search for effective answers to such dilemmas as AIDS, cancer, autoimmune disorders, and inborn errors of metabolism.

Graduates from this department may also pursue careers in agriculture, allied health professions, environmental sciences, dentistry, medicine, and teaching.

Bachelor of Science in Biology

Major Requirements:

BI 131-132 General Biology	8 hours
BI 204 Introduction to Research	1 hour
BI 230 Plant Biology	3 hours
BI 321 Genetics	3 hours
BI 323 Undergraduate Research	1 hour
BI 401-402 Biology Seminar	2 hours
BI 430 Philosophy of Science	2 hours
BI 460 Cell and Molecular Biology	3 hours
BI Electives*	17 hours
MA 171 Calculus (MA 121-122 may be required first) or MA 211 Survey of Calculus (MA 121-122 may be required first)	3 or 4 hours
PH 103-104 General Physics	8 hours
CH 141-142 General Chemistry	8 hours
CH 311-312 Organic Chemistry	6 hours
CH 311L-312L Organic Chemistry Laboratory	2 hours
Total	67-68 hours

*Premedical students should include BI 225 Embryology, BI 331 Histology, and BI 481-482 Mammalian Anatomy as part of their biology electives; premedical students may also wish to take CH 401-402 Biochemistry, and discuss requirements for medical school with their advisors by the first semester of their junior year.

Bachelor of Science Biology Education

This program qualifies a person to teach secondary school biology. After graduation, students may apply for the Alabama Class B Certificate: Biology, grades 7-12 and the SDA Basic Teaching Certificate: Biology, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: S. Lubega.

Bachelor of Science in Natural Science

Students who have been accepted to accredited medical, dental, or optometry schools before completing the requirements for an undergraduate degree at Oakwood College may be awarded a Bachelor of Science in Natural Sciences upon successful completion of the first 12 months of medical, dental, or optometry studies provided the following conditions are met:

1. Three years are completed in an accredited undergraduate program of which at least the last year taken in residence at Oakwood College.
2. The general education requirements for a bachelor degree are at Oakwood College.
3. Proof is provided from a professional school of medicine, dentistry, or optometry of successful completion of the required 12 months at the respective professional school.

The B.S. in Natural Sciences is the only degree awarded to such students regardless of their specific major pursued while in undergraduate school. Students who wish to apply for this degree must do so in writing to the chair of the Department of Biological Sciences by January 1.

Major Requirements:

BI 131-132 General Biology	8 hours
BI 321 Genetics	3 hours
BI Electives	8 or 9 hours
MA 171 Calculus (MA 121-122 may be required first) or MA 211 Survey of Calculus (MA 121-122 may be required first)	3 or 4 hours
PH 103-104 General Physics	8 hours
CH 141-142 General Chemistry	8 hours
CH 311-312 Organic Chemistry (with laboratory)	8 hours
Total	47 hours

General education requirements variation:

Omit one religion elective course.

Minor in Biology

BI 131-132 General Biology	8 hours
BI 230 Plant Biology	3 hours
BI Electives (upper division)	8 hours
Total	19 hours

The MBRS Program

The National Institutes of Health has approved a Minority Biomedical Research Support Program grant for Oakwood College, and the department is awaiting funding to start up this program. Depending on the receipt of funds, about six to eight students will be granted annual tuition and fees scholarships.

Description of Courses

BI 101, 102 The Life Sciences **3,3 hours**

This course is designed for nonscience majors. It is a basic study of biological principles involving various plants and animals. A major objective is the presentation of the concept of man in his biological background, as well as his environments and his responsibility to it.

BI 111-112 Human Anatomy and Physiology **3-3 hours**

This course is designed for those not majoring in the biological sciences such as nursing and allied health majors. It is a basic study of the structure and function of the human organism, including the cells, tissues, organs, and organ systems. Three hours of laboratory are required each week. Does not apply toward a major or minor in biology.

BI 131-132 General Biology **4-4 hours**

A study of the fundamentals of living organisms with emphasis on zoology and botany and their biochemistry, physiology, genetics, systematics, behavior, and ecology. Three hours of laboratory are required each week.

- BI 201, 202 Principles of Environmental Science** **3,3 hours**
A course designed to study the applications of ecological principles to human activities from a global perspective. Current class discussions deal with contemporary environmental issues, maintaining a sustainable environment, and developing positive environmental ethics. The laboratory period also includes field trips, guest speakers, films, debates, and more in-depth discussions of specific current issues. May be applied to general education science requirement for nonscience majors and to meet certain state education requirements.
- BI 204 Introduction to Research** **1 hour**
This course is designed to provide the student with the opportunity to study various methods and techniques related to and/or necessary for the development of a research protocol. The student will prepare a research proposal, which will form the basis for his/her undergraduate research. Directed study. Prerequisites: BI 132, CH 142, and MA 211 or MA 171.
- BI 221 Microbiology** **4 hours**
The nature of bacteria and disease-producing organisms with their habits and methods of reproduction and the relationship of these organisms to disease in the human body are studied. Three hours of laboratory are required each week. Does not apply toward a major or minor in Biology. Prerequisite: BI 112
- BI 225 Embryology** **3 hours**
This is a study of the embryonic development of animals, with emphasis on the developmental morphology of vertebrates. Three hours of laboratory are required each week. Prerequisite: BI 132.
- BI 230 Plant Biology** **3 hours**
A study of the phylogeny, structure, reproduction, and photosynthesis, beginning with simple unicellular and proceeding through various levels of complexity to the flowering plant. Three hours of laboratory are required each week. Prerequisite: BI 132.
- BI 241 General Microbiology** **4 hours**
A study of microorganisms as they affect our environment, their relationship to disease in man, plants, and animals, microbial metabolism and genetics, symbiotic associations, and the control of microorganisms, where needed. Three hours of laboratory are required each week. Prerequisites: BI 132 and CH 142.
- BI 316 Biological Instrumentation** **2 hours**
This course is intended to introduce students to a variety of laboratory instrument and experimental techniques used in some classical experiments that played key roles in the development of modern understanding of the field of biological science. One hour lecture and one hour laboratory demonstration per week. Prerequisites: BI 132, CH 142, and MA 211 or MA 171.
- BI 321 Genetics** **3 hours**
A study of principles of inheritance in all living organisms will be undertaken. Classical, molecular, and non-Mendelian genetics will be studied. Three hours of laboratory are required each week. Prerequisites: BI 132 and CH 312 or BI 241 and CH 311.
- BI 323 Undergraduate Research** **1 hour**
Directed independent research in an approved area. Topics must be chosen, discussed, and approved by the instructor at least one semester prior to the initiation of the study. Prerequisite: BI 204

- BI 331 Histology** **3 hours**
The student will undertake the study of the microscopic anatomy of vertebrate tissues and organs, including references to their functions. Three hours of laboratory are required each week. Prerequisite: BI 132.
- BI 380 Comparative Vertebrate Anatomy** **3 hours**
A study of the comparative anatomy of the chordates, with emphasis on the vertebrates. Detailed dissections of the shark, necturus, and cat are made in the laboratory. Three hours of laboratory are required each week. Prerequisite: BI 132.
- BI 401-402 Biology Seminar)** **1-1 hours**
Oral and written reports on both historical and current biological work as found in the biological literature. The student is expected to become familiar with some significant contributors (both past and present) in a selected field chosen by the student. During the second semester, the instructor will assign topical readings to the student, and students will be required to present an oral and a written report of the assigned readings. Prerequisites: BI 132 and senior standing or permission of the instructor.
- BI 415 Biostatistics** **2 hours**
This is an introductory course on probability theory and statistics. Special emphasis is given to biological applications for sampling, tests of central tendency and dispersion, and experimental design. Prerequisites: MA 211 or MA 171.
- BI 422-423 General Physiology** **3-3 hours**
This course is a study of the function, interaction, and regulation of the major organ systems of the human body, with emphasis on biochemical and biophysical processes. Three hours of laboratory are required each week. Prerequisites: BI 132, CH 312, and PH 104.
- BI 425 General Ecology** **3 hours**
A study of the interrelationships between organisms and their environment will be undertaken. Laboratories and field trips are designed to introduce the student to techniques used in basic ecological research. Three hours of laboratory are required each week. Prerequisites: BI 132.
- BI 430 Philosophy of Science (W)** **2 hours**
A careful, critical study and discussion of both biblical and scientific evidence on origins. Particular emphasis will be given to rational, philosophical, and theological insights as a basis for arriving at a comprehensive understanding of the origins of all things. Prerequisites: BI 132 and senior standing or permission of the instructor.
- BI 440 Parasitology** **3 hours**
A study of the parasitic forms of protozoan, helminthes, and arthropods, their life cycles, controls, and economical, social, and health significance. Three hours of laboratory are required each week. Prerequisite: BI 241.
- BI 451 Special Topics in Biology** **2 hours**
The instructor, on approval of the department chair, at the time of registration will specify the special topics and prerequisites. Topics include, but are not limited to, contemporary issues in basic biology and biomedical fields such as preventive oncology, neurobiology, plant pathology, environmental pollution, gene therapy, and global ecology. Prerequisites: BI 132 and senior standing.

BI 455 Immunology**3 hours**

This course is a study of the function of the immune system and its response to antigens, allergens, and self-molecules. Both the humoral and cell-associated systems will be studied. Three hours of laboratory are required each week. Prerequisites: BI 241, BI 321, and CH 312.

BI 460 Cellular and Molecular Biology (W)**3 hours**

This course entails a study of cell ultrastructure and physiology as related to the metabolic and functional capabilities of cells. The structure and properties of macromolecules will be studied. Three hours of laboratory are required each week. Prerequisites: BI 321 and CH 312.

BI 471 Molecular Genetics**3 hours**

A study of genetics at the molecular level, with emphasis on the interaction of genes, the mechanisms of gene expression and their control, gene mutations and the modes of genetic material repair. Genome mapping and methods of studying genomes will be scrutinized. Three hours of laboratory are required each week. Prerequisites: BI 321 and CH 312.

BI 481-482 Mammalian Anatomy I, II**4-4 hours**

Regional human anatomy with emphasis on cadaver dissection. Primarily for pre-medical and pre-dental students. Mammalian Anatomy I covers the upper limb, thorax, and abdomen; Mammalian Anatomy II covers the pelvis and perineum, lower limb, head and neck. It is suggested that courses be taken in sequence. Exceptions will be made for dental students in their last semester. Prerequisites: senior status with GPA of 3.0 or better in the sciences, BI 225, BI 380 or permission of instructor.

BI 484 Mycology**3 hours**

The study of fungi—their morphology, physiology, social, and economic importance—is undertaken in this course. Three hours of laboratory are required each week. Prerequisite: BI 241. Offered alternate years.

BI 490-491 Research and Independent Study**1-1 hour**

The laboratory or field project must be chosen following consultation with a faculty member who will help the student in preparing the research protocol to be approved by the department's research committee. A minimum of six hours per week in laboratory or fieldwork is required. Approval of the research topic by both the instructor and the research committee must be completed prior to registration for this course. Laboratory or field performance, a written report, and an oral presentation of the findings to the entire faculty will determine course grade. Prerequisites: BI 132, cumulative GPA of at least 3.00 in science and nonscience subjects, consent of the instructor, and approval of the research topic by the department's research committee at least one semester before research is initiated.

Department of Business and Information Systems

Professors: Anderson, Price
Associate Professor: Brathwaite, Gill, Selassie (**Interim Chair**)
Assistant Professors: Billingsy, Burton, Duncanson, Gunn, Jacobs, McRoy
Roper

Majors: Accounting (A.S., B.S.)
Business Administration (B.B.A.)
 Emphasis in: Administrative Systems Management, Health Care
 Administration, Management, Marketing
Business Education (B.S.)
Computer Information Systems (A.S. and B.S.)
Finance (B.S.)
Organizational Management (B.S.)

Minors: Accounting
Computer Information Systems
Finance
Management

Purpose

The purpose of the Department of Business and Information Systems is to provide each student with a broad base of conceptual, technical, and human skills as they relate to the principles, practices, and ethics of business. The goals of the department are: to provide the student with relevant basic skills in the functional areas of business; to assist in the development of a Christian philosophy; to encourage preparation for entry into positions of responsibility of government, industry, the community, and the church; to avail all students with technical skills in the area of computer literacy; and to provide a foundation for students choosing to pursue graduate degrees.

Accreditation:

Oakwood College, through its Business and Information Systems Department, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees: The Bachelor of Science (B.S.), with majors in Accounting, Computer Information Systems, Finance, Health Care Administration, Office Systems Management, Management, and Marketing. The Business Education program is accredited by the National Council for Accreditation of Teacher Education (NCATE).

Application for Admission

To be admitted as a major in the Department of Business and Information Systems, students must have completed at least 30 hours of course work, including EN 112 Freshman Composition, and have an overall minimum GPA of 2.00.

Any Business and Information Systems courses taken without prior satisfactory completion of all catalog prerequisite courses will not be counted toward fulfillment of graduation requirements.

Exit Examinations

All majors in the Business and Information Systems Department are required to take a written exit examination, administered during the spring semester of the student's senior year, and pass with a minimum score of 70 percent.

Bachelor's Degrees

The following core courses are required of all business students as part of their major.

Business Core Curriculum:

AC 220-221 Principles of Accounting	6 hours
BA 302 Business Communications	3 hours
BA 310 Principles of Management	3 hours
BA 371 Production Management*	3 hours
BA 375 Business Law	3 hours
BA 460 Business Ethics	3 hours
BA 495 Business Policy	3 hours
EC 282 Principles of Microeconomics	3 hours
EC 283 Principles of Macroeconomics	3 hours
FN 311 Principles of Finance	3 hours
IS 231 Information Systems in the Organization**	3 hours
MA 171 Calculus (MA121-122 may be required first)	4 hours
MA 321 Statistics	3 hours
MK 301 Principles of Marketing	3 hours
Total	46 hours

*Not needed by computer information systems majors

**Not needed by accounting majors.

Bachelor of Science in Accounting

This degree is designed to offer an institutional program with an emphasis on the principles and concepts of accounting relating to measuring, recording, classifying, summarizing, and interpreting financial transactions. It prepares students for accounting careers in business, government, not-for-profit organizations, and graduate school.

Major Requirements:

Business Core Curriculum	43 hours
AC 325-326 Intermediate Accounting	6 hours
AC 341 Cost Accounting	3 hours
AC 350 Individual Taxation or AC 440 Contemp. Issues in Acc.*	3 hours
AC 351 Corporate Taxation	3 hours
AC 420 Governmental and Non-Profit Accounting	3 hours
AC 421 Advanced Accounting	3 hours

AC 430 Accounting Information Systems	3 hours
AC 431 Auditing	3 hours
Total	70 hours

*Students on the CPA tract must also take AC 451 CPA Review.

Bachelor of Business Administration

This is a professional degree, with concentrations in Administrative Systems Management, Health Care Administration, Management, and Marketing.

Major Requirements:

Business Core Curriculum	46 hours
Concentration in Administrative Systems Management, Health Care Administration, Management, or Marketing*	18-21 hours
Total	64-67 hours

***Administrative Systems Management** concentration:

This concentration is designed to prepare competent organizational systems personnel for careers as executive office systems managers in business, industry, and government. Graduates will be prepared to assume major administrative and supervisory duties in the electronic office.

AS 203 Software Tools for Personal Productivity	3 hours
AS 305 Information Technology for Competitive Advantage	3 hours
AS 320 Information Resource Management	3 hours
IS 311 Advanced Programming of Business Systems	3 hours
IS 335 Modern Database Design and Implementation	3 hours
IS 350 Web-Based Programming	3 hours
AS 450 Telecommunications and Distributed Processing	3 hours
Total	21 hours

General Education Variation

Students are required to take AS 100 Computer Application and AS 203 Software Tools for Personal Productivity and receive a minimum grade of C in both.

***Health Care Administration** concentration:

This concentration provides a broad understanding of health care management and hands-on experience in applying learned principles. It is designed for those persons interested in a career in health care administration. Graduates will be prepared for careers in health care organizations, including hospitals, public agencies, health care networks, group practices, long-term care, and managed-care settings.

HC 325 Introduction of Health Services Administration	3 hours
HC 330 Legal Aspects and Ethics of Health Care	3 hours
HC 454 Long Term Care Administration	3 hours

HC 495 Health Services Management Problems and Research	3 hours
HC 497 Practicum in Health Care Management	3 hours
FN 411 Insurance and Risk Management	3 hours
Total	18 hours

***Management** concentration:

This concentration focuses on people and productivity. Management is the process of planning, organizing, leading, and controlling the efforts of organizational members, of making decisions, and of using all other organizational resources to achieve stated organizational goals. Students learn how to be productive managers in their study of such fundamental professional skills as leadership, team building, project coordination, performance evaluation, resource allocation, and strategy formulation.

BA 383 Human Resource Management	3 hours
BA 385 International Business	3 hours
BA 415 Organizational Behavior	3 hours
BA 487 Negotiations	3 hours
BA 488 Leadership and Organizational Climate	3 hours
AC 330 Managerial Accounting	3 hours
FN 401 Financial Decision-Making	3 hours
Total	21 hours

***Marketing** concentration:

This concentration emphasizes the facilitation of exchanges between one business and another, as well as between businesses and consumers. Key marketing activities include designing and modifying products, pricing, selling, and sales management, and gathering market information. Career opportunities include sales, retail management and buying, advertising account executives, and marketing research associates.

MK 342 Marketing Research	3 hours
MK 343 Consumer Behavior	3 hours
MK 345 Advertising Management	3 hours
MK 350 Sales Management	3 hours
MK 448 International Marketing	3 hours
MK 478 Contemporary Marketing Issues	3 hours
Total	18 hours

Bachelor of Science in Business Education

This program qualifies a person to teach business-related subjects at the secondary level. After graduation, students may apply for the Alabama Class B Certificate: Business Education, grades 7-12; and the SDA Basic Teaching Certificate: Business Education, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: S. Price

Bachelor of Science in Computer Information Systems

The Computer Information Systems (IS) major is designed to prepare a student for a career in information systems. At the bachelor's level, the most common entry points for graduates of the program are likely to be for positions of programmer-analyst, system support, consulting, and software services. There is a high demand for individuals with a combined knowledge of applied computing, computer applications, and business. The IS major is designed to meet this demand by providing students with the necessary educational background.

Graduates of IS programs will have a combined preparation in business core courses and applied computing. They will not only have the necessary managerial talent to solve business problems in functional areas such as accounting, finance, marketing, and management but also technical talent to develop and support information systems with a varying degree of scope.

Major Requirements:

Business Core Curriculum	46 hours
IS 211 Fundamentals of Systems Development	3 hours
IS 270 Digital Computing and Logic	3 hours
IS 280 Programming of Business Systems in C	3 hours
IS 311 Advanced Programming of Business Systems in C++	3 hours
IS 330 Systems Analysis Methods	3 hours
IS 335 Modern Database Design and Implementation	3 hours
IS 341 Management of Business Networks	3 hours
IS 350 Web-Based Programming	3 hours
IS 410 Object-oriented Programming for Information Systems	3 hours
IS 420 Project Management for Information Systems	3 hours
Total	76 hours

Bachelor of Science in Finance

This degree focuses on the financial sectors of modern economics. Students are provided with the needed analytical foundations and with an introduction to financial processes and institutions. Graduates majoring in finance find employment with manufacturing, retail, and service firms; financial institutions such as banks, insurance companies, and brokerage firms; and with government agencies.

Major Requirements:

Business Core Curriculum	46 hours
FN 321 Money, Banking, and Capital	3 hours
FN 381 Investments	3 hours
FN 401 Financial Decision-Making and Theory	3 hours
FN 411 Insurance and Risk Management	3 hours
FN 426 Financial Markets and Institutions	3 hours
FN 436 Management of Financial Institutions	3 hours
FN 481 Portfolio Management and Security Analysis	3 hours
FN 486 International Finance	3 hours
Total	70 hours

Bachelor of Science in Organizational Management

This degree program is designed specifically for the adult learner and offered in a nontraditional format. Refer to the Adult and Continuing Education section of the bulletin for the program outline and description of courses.

Associate of Science in Accounting

The purpose of this degree is to provide those students who for various reasons do not acquire a four-year degree an opportunity to develop enough competence in a specific area to obtain gainful employment.

Major Requirements:

AC 220-221 Principles of Accounting	6 hours
AC 325-326 Intermediate Accounting	6 hours
AC 341 Cost Accounting	3 hours
AC 351 Corporate Taxation	3 hours
BA 302 Business Communications	3 hours
BA 310 Principles of Management	3 hours
EC 282 Principles of Microeconomics	3 hours
Total	27 hours

Associate of Science in Computer Information Systems

The purpose of this degree is to provide those students who for various reasons do not acquire a four-year degree an opportunity to develop enough competence in a specific area to obtain gainful employment.

Major Requirements:

IS 211 Fundamentals of Systems Development	3 hours
IS 231 Information Systems in the Organization	3 hours
IS 270 Digital Computing and Logic	3 hours
IS 280 Programming of Business Systems in C	3 hours
IS 330 Systems Analysis Methods	3 hours
IS 335 Modern Database Design and Implementation	3 hours
IS 341 Management of Business Networks	3 hours
AC 220 Principles of Accounting I	3 hours
BA 310 Principles of Management	3 hours
Total	27 hours

Minor in Accounting

AC 220-221 Principles of Accounting	6 hours
AC 325-326 Intermediate Accounting	6 hours
AC Electives	9 hours
Total	21 hours

Minor in Computer Information Systems

IS 211 Fundamentals of Systems Development	3 hours
IS 231 Information Systems in the Organization	3 hours
IS 270 Digital Computing and Logic	3 hours
IS 280 Programming of Business Systems in C	3 hours
IS 330 Systems Analysis Methods	3 hours
IS 341 Management of Business Networks	3 hours
Total	18 hours

Minor in Finance (for business majors only)

FN 321 Money, Banking, and Capital	3 hours
FN 381 Investments	3 hours
FN 401 Financial Decision-Making and Theory	3 hours
FN 411 Insurance and Risk Management	3 hours
FN 426 Financial Markets and Institutions	3 hours
FN 486 International Finance	3 hours
FN Elective	3 hours
Total	21 hours

Minor in Management

BA 310 Principles of Management	3 hours
BA 383 Human Resource Management	3 hours
BA Electives (6 hours must be upper division)	9 hours
AC 220-221 Principles of Accounting	6 hours
Total	21 hours

Description of Courses

Accounting

AC 220-221 Principles of Accounting I-II **3-3 hours**

This course presents fundamental accounting concepts, theories, and procedures. Both accounting principles and practice are emphasized so that students can obtain an understanding of the sources of financial information and the uses of such information. Lab required.

AC 325-326 Intermediate Accounting I-II **3-3 hours**

Further in-depth analysis and discussion of intermediate financial accounting theories, concepts, and procedures. Emphasis is also placed on recent developments in accounting evaluation and reporting practices. The course material is preparatory for the CPA examination. Lab required. Prerequisite: AC 221.

- AC 330 Managerial Accounting** **3 hours**
This course is designed to show students how accounting can help to solve problems that confront those who are directly responsible for the management of an enterprise. Students learn to interpret and apply accounting data in planning and controlling business activity. Lab required. Lab required. Prerequisite: AC 221.
- AC 341 Cost Accounting** **3 hours**
Emphasis is placed on the determination and control of costs. Students learn to assemble and interpret cost data for the use of management in controlling current operations and planning for the future. The course presents the theory and practice for job order, process, and standard cost systems. Prerequisite: AC 221.
- AC 350 Individual Taxation** **3 hours**
This course is an analysis of the federal income tax law as it applies to individuals and a survey of the law applicable to new regulations, cases, and tax issues. Prerequisite: AC 326.
- AC 351 Corporate Taxation** **3 hours**
This course is an analysis of partnership and corporate tax laws and an introduction to tax research and planning as a means of gaining an understanding of the role of tax practitioner. Prerequisite: AC 326.
- AC 420 Governmental and Non-Profit Accounting** **3 hours**
A thorough study of the accounting principles and practices involved in budgeting, recording, and reporting for state and local governments, hospitals, colleges/universities, and voluntary and welfare organizations. Prerequisite: AC 326.
- AC 421 Advanced Accounting** **3 hours**
Emphasizes financial accounting concepts utilized in business combinations, the preparation of consolidated financial statements, accounting for investments, branch accounting, segments and interim reporting, foreign transactions, corporate reorganizations and liquidations, and consignment transactions. Accounting for partnerships will also be covered. Prerequisite: AC 326.
- AC 430 Accounting Information Systems** **3 hours**
Students will learn about the accounting system as an information system. Computer-related issues and controls should be identified, discussed, and integrated in the overall discussion of accounting concepts, principles, and controls. Prerequisite: AS 100.
- AC 431 Auditing** **3 hours**
The purpose of this course is to help the student to understand the auditing part of the work of the public accountant, and to help him/her apply the methods and procedures followed in conducting an audit for a small or medium-sized concern. The procedures for the effective auditing of cash, receivables, inventories, other assets, liabilities, and proprietorship are studied with an above-average degree of care. The procedures to be followed in carrying out detailed audit systems are also considered in the course. Prerequisite: AC 421.
- AC 440 Contemporary Issues in Accounting** **3 hours**
This is an integrative accounting course covering real-world cases drawn from financial accounting, tax, cost, auditing, ethics, and information systems. It emphasizes the environment of the accounting profession, professionalism, and interaction between accounting principles and the management policy process. Current developments and emerging issues

in accounting are discussed. Problems encountered in accounting practice will be integrated in the course. Case studies will be utilized throughout the course. Writing and oral communication skills are heavily utilized. Prerequisites: AC 341, 351, 421, and 431.

AC 451 CPA Review

3 hours

Intensive practice in the application of accounting theory to problems of the caliber contained in CPA examinations. Prerequisite: permission of the instructor.

Administrative Systems Management

AS 100 Computer Applications

3 hours

This course is designed to give students basic computer concepts and practical experience in the use of the computer. Using software applications packages such as word processing, electronic spreadsheets, graphics, and database management, students will learn to input and output data useful in professional and personal pursuits. Prerequisite: One year of high school typing or AS 120.

AS 120 Keyboarding

1-2 hours

Development of alphanumeric touch skills. The course is taught on terminal keyboards using a software program that is correlated to the textbook. Students may progress at their own rate. Skill in speed and accuracy is emphasized. This is a service course.

AS 203 Software Tools for Personal Productivity

3 hours

This course introduces students to the concepts of information processing using computer technology. An overview of computer hardware and software is presented. Microcomputers, disk operating system, and Windows operating environments are explored in some detail. Intermediate and advanced concepts of word processing, spreadsheets, and database processing are required using the Microsoft Office suite of software. The World Wide Web is also integrated with application problems. Once these skills are mastered, students are taught computer-based business problem solving. As a part of the course, students are expected to use personal computers, demonstrate competency in Windows, and solve business problems using Excel and Access. Prerequisite: AS 100

AS 305 Information Technology for Competitive Advantage

3 hours

Students will be exposed to the changing world of information technology in national and multinational organizations. The role of information technology in securing competitive advantage for organizations will be introduced in an environment that combines conceptual lessons in building an e-business with hands-on exercises. Students will explore Internet technologies in relationship to web site development, and be exposed to software that facilitates web site management and deployment. It is expected that students will work individually and in groups to design web based forms and a full commercial web site. Prerequisite: IS 203

AS 320 Information Resource Management

3 hours

A study of electronic, micrographic, and paper information resources for organizations, including the systems used to classify, store, retrieve, protect, and preserve records. Planning systems that control the creation of information, store and retrieve information from active records, and dispose of inactive information. Prerequisite: junior standing.

AS 450 Telecommunications and Distributed Processing **3 hours**
Examines the technology, organization, and operations of telecommunication and distributed data processing systems. Topics to be discussed include hardware/software facilities, transmission systems, system design considerations, and distributed system configurations. Business functions and case studies will be used to illustrate the application of telecommunication and distributed processing technology. Prerequisite: IS 335

AS 499 Office Internship **3-6 hours**
A work experience program offered in cooperation with business and industry to provide on-the-job training intended to bridge theoretical concepts with practical application. Credit hours earned depend on the length of the practicum. Three credit hours are granted for practicums of 100 hours; six credit hours, for 200 hours. All internships require one class meeting per week with instructor. Internships must be applied for prior to placement. Prerequisite: BA 310 and junior standing.

Management

BA 100 Principles of Business Mathematics **3 hours**
This course is a basic math review that is designed to help students acquire computation skills required in the office. Through a variety of business-oriented exercises and realistic consumer and job applications, students explore the important role math plays on the job. Contents include: mathematics of accounting and records management, mathematics of financial and office management, mathematics of marketing and retailing, and the metric (SI) system. Offered alternate years.

BA 101 Business English **3 hours**
Business English offers a thorough coverage of the principles of grammar, punctuation, capitalization, spelling, usage, and style. Required of all business students falling below 14 on the English ACT.

BA 105 Introduction to Business **3 hours**
Introduction to Business offers an introduction to the principles and practices of business and an overview of the functional areas.

BA 302 Business Communication (W) **3 hours**
Theory, practices, and techniques essential to external and organization communications; development of skill in presenting oral and written communications. Prerequisite: BA 101 or a minimum of 14 on the English portion of the ACT.

BA 310 Principles of Management **3 hours**
This is an introductory course designed to familiarize students with the knowledge, roles, responsibilities, and skills required of modern managers. Prerequisites: sophomore standing.

BA 371 Production/Operations Management **3 hours**
Creative management of the production and operation function of the organization can lead to competitive advantage. This course examines what production and operations managers do, as well as investigates the latest tools and concepts they use to support key decisions. Prerequisites: BA 310 and junior standing.

- BA 375 Business Law (W)** **3 hours**
 This course is designed to familiarize the student with the fundamental principles of the laws of business so they act intelligently and understand their rights, duties, and inabilities in ordinary business transactions. Contracts, bailment, sales, creditors' rights and bankruptcy, and agency and employment relationships are covered. Emphasis is given to the Uniform Commercial Code. Prerequisites: junior standing.
- BA 383 Human Resource Management** **3 hours**
 A study of the issues, trends, and problems involved in the strategic management of personnel including recruitment, motivation, evaluation, compensation, and employee development. Prerequisites: BA 310 and junior standing.
- BA 385 International Business** **3 hours**
 A study of the international business environment, with emphasis on commercial policies and treaties, export/import operations, government regulations affecting international business, internal international business activities, and study of cultural issues. Prerequisites: EC 281, EC 282, and BA 310
- BA 415 Organizational Behavior** **3 hours**
 People are the common denominator of all organizational endeavors, regardless of organizational size or purpose. This course examines theory and research regarding the behavior of individuals and groups in organizations. Topics include motivation, communication, group dynamics and decision making, leadership, and organizational change. Prerequisites: BA 310 and junior standing.
- BA 460 Business Ethics** **3 hours**
 Emphasis is placed on the ethical concepts that are relevant to resolving moral and legal issues in business, the reasoning and analytical skills needed to apply ethical concepts to business decisions, and the social and natural environments within which moral issues in business arise. Prerequisites: BA 310 and junior standing.
- BA 487 Negotiations** **3 hours**
 This course focuses on the problems and possibilities of effectively negotiating workable agreements in organizational and interpersonal situations. Emphasis is placed on intellectual understanding and practical skills in everyday business negotiations. Cases and exercises are used to build skills in thinking strategically and analytically when negotiating organizational problems. Prerequisites: BA 310 and junior standing.
- BA 488 Leadership and Organizational Change** **3 hours**
 This course examines the knowledge and skills relevant to the development of appropriate leadership behavior in various organizational contexts as well as effective influence in interpersonal relations. Prerequisites: BA 310 and junior standing.
- BA 490-491 Research and Independent Study** **1-3 hours each**
 This course is designed to allow students to participate in supervised directed research on practical organizational issues. Prerequisites: Consent of the department chair and senior standing.
- BA 492-493 Business Practicum - Internship** **1-3 hours each**
 Leading corporations throughout the country have established summer internship programs that provide opportunity for gaining real-life experience to those who participate. The criteria for

applying for these internships vary from company to company and must be applied for through the department. Students may gain up to 3 hours credit for each internship in which they participate provided they make application prior to participating in the program. A notebook on experience gained and an evaluation by the corporate supervisor is required.

BA 495 Business Policy and Strategy (W)

3 hours

This course is designed to develop an understanding of policy formation and strategic planning as related to current business practices. Integration of business fundamentals (marketing, finance, accounting, production, economics) into a balanced analysis of the whole business system is emphasized. Open to seniors only.

Computer Information Systems

IS 211 Fundamentals of Systems Development

3 hours

Introduction to computer programming for Business and IS students. No previous experience and knowledge of programming are required. Visual Basic is used to teach solid programming concepts and practices. Topics include variables and their types, control structures, flow control, controls for graphical-user-interfaces, event-driven programming, file and database processing using MS Access, and the application development cycle. Prerequisite: AS 100.

IS 231 Information Systems in the Organization

3 hours

Students are introduced to the use of information systems and technology in organizations, including the manner in which these add value to organizational processes and products. Topics covered include concepts of decision-making, role of information systems, typology of systems, hardware and software, and management or organizational support systems. Students would be expected to analyze cases, use computerized tools such as decision support features of Excel, HTML for Web pages and electronic commerce. Prerequisite: AS 100.

IS 270 Digital Computing and Logic

3 hours

Number systems: binary, octal, hexadecimal; number base conversion, arithmetic and different bases; complement number systems; one's, two's, nine's, ten's complements; COMPUTER DATA REPRESENTATION. Introduction to Boolean Algebra, Venn diagrams, Karnaugh maps and truth tables; introduction to gates and synthesis of simple switching circuits and decision tables and flowchart logic. Prerequisite: IS 211.

IS 280 Programming of Business Systems in C

3 hours

An introduction to ANSI C programming is presented. Concepts are explained in a clear, understandable manner using modern business applications. Important programming definitions, concepts, and rules are addressed. Upon completion of the course, students will be proficient in designing, coding, debugging, testing, and distributing applications. Coding of applications will include but not be limited to detailed descriptions of algorithms to perform common programming tasks such as sorting, searching, and hashing. Prerequisite: IS 211.

IS 311 Advanced Programming of Business Systems in C++

3 hours

C++ concepts and rules are explained in a clear, understandable manner and applied to modern business applications. Important programming definitions, concepts, and rules are addressed. Students should enter the course with a strong C programming background as this course will focus on such object-oriented elements of C++ as classes, methods, constructors, overloaded functions and operations, templates, virtual functions and the STL. Prerequisite: IS 280.

IS 330 Systems Analysis Methods**3 hours**

This course introduces the student to the techniques of developing an information system. Students will study the system life cycle, system analysis methodologies, data analysis techniques, system design, joint application design, rapid application design, and an overview of object-oriented systems. Students are also expected to use a CASE tool to develop a system specification. Prerequisite: IS 231.

IS 335 Modern Database Design and Implementation**3 hours**

This course provides an in-depth discussion of the new tools and technologies that are shaping modern database management. Detailed coverage of client/server and distributed databases, including trends toward architectural downsizing, redefining the role of mainframes, the increased emphasis on LANs, and end-user computing. Case studies are used to illustrate the role of database analysis and design concepts in the total systems development process. The student will become proficient in the utilization of Oracle and Microsoft-Access database management systems. Prerequisite: IS 311.

IS 341 Management of Business Networks**3 hours**

This course introduces the managerial and technical aspects of business networks, including the hardware and software mechanisms that allow access from one computer to files and services provided on other computers. An overview of local area nets (LAN) and Wide Area Nets (WAN) is provided, as also those of software protocols, routers, bridges, and firewalls. On the practical side, the student will learn about the network services provided by the operating system (Windows/NT), network analyzers, and the management of security and reliability. The student will also learn to install, configure, and test network hardware/software, and use such facilities in practical applications, including e-mail, remote file access, client/server hook-ups, and dial-up networking. Prerequisite: IS 311

IS 350 Web-Based Programming**3 hours**

This course covers Web publishing and Web-based applications development, with emphasis in accessing remote database information. Web site design concepts and tools are introduced, including Active-HTML, CGI, SGML, VRML, and multimedia presentation. A survey of scripting languages for the Web includes Perl, VBScript, Jscript, and JavaScript. The goal is to prepare students with skills for designing, creating, programming, publishing, and developing applications on the Web. Prerequisite: IS 335

IS 410 Object-oriented Programming for Information Systems**3 hours**

The concepts of object-oriented methodologies and programming are presented and reinforced through the Java and the C++ programming languages. Language syntax, error handling, object creation/destruction and memory allocation strategies are explored. Java GUI components, event handling, and Web-based programming are introduced. Prerequisite: IS 311

IS 420 Project Management for Information Systems**3 hours**

This course focuses on models used in a software development project, including tools that improve project productivity. Topics include concepts of project management, task scheduling, cost estimation models, risk assessment, and software maturity framework. Students will be using tools and cases to gain depth in software project management principles and practice. Prerequisite: IS 311

Economics

EC 282 Principles of Microeconomics **3 hours**

An analysis of the basic concepts which describe how individuals choose what to consume and how entrepreneurs choose what to produce. The pricing mechanism and the determination of output level in the various market structures.

EC 283 Principles of Macroeconomics **3 hours**

An analysis of the basic concepts of the national income, including such various components as consumption, investment, government expenditures, and the export-import sector. An introduction to the general theories of inflation, growth and employment.

Finance

FN 311 Principles of Finance **3 hours**

Nature and scope of business finance. Emphasis on financial planning, forecasting, and analysis, corporate valuation, capital budgeting and risk assessment, cost of capital structure, short-term and long-term financial management, and international finance. Prerequisites: AC 221 and MA 171

FN 321 Money, Banking, and Capital Markets **3 hours**

An analysis of the interrelated financial system, central banks, private banks, and other sources and users of financial capital. Theoretical and empirical policy and institutional issues are analyzed using economics and finance methodologies. Topics include the theory of money demand and supply.

FN 381 Investments **3 hours**

Introductory survey course focusing on the process and instruments of investment. Emphasis on security market structure, characteristics and valuation of securities, approaches to investment analysis, and international investments. Prerequisite: FN 311

FN 401 Financial Decision-Making **3 hours**

Advanced financial management course geared toward the finance major and directed toward exploring the linkage between current finance theory and practice. Emphasis on capital budgeting theory and techniques, risk adjustment, capital structure and financial policy, and mathematical programming approaches to project selection. Prerequisites: FN 311 and MA 171.

FN 411 Insurance and Risk Management **3 hours**

This course is designed to provide and familiarize students with Insurance and Risk Management processes and methods of treating personal and business risk exposures within the corporate and institutional environment. Focus is given to assisting students in becoming more efficient consumers of insurance and providing a necessary foundation to those who will pursue further study in insurance and related areas. Prerequisite: FN 311.

FN 426 Financial Markets and Institutions **3 hours**

Develops an understanding of the structure and functioning of our monetary-financial system. Emphasis on the institutional process of financial intermediation in the financial marketplace and the role that specific institutions and instruments play. Prerequisite: FN 321.

FN 436 Management of Financial Institutions **3 hours**
Development of fundamental concepts and principles of sound institutional management. Includes the financial environment, strategy, performance measures, and asset/liability management topics within an overall decision framework. Prerequisite: senior standing.

FN 481 Portfolio Management and Security Analysis **3 hours**
Rigorous course geared toward the senior finance major. Emphasis on integrating portfolio theory with practical approaches to investment analysis and management. Topics include efficient diversification and portfolio choice, capital asset pricing theory, arbitrage pricing theory, and bond portfolio management, options pricing, and financial futures. Prerequisites: FN 381 and MA 171.

FN 486 International Finance **3 hours**
Focus on carrying on business in the framework of the growing field of international finance. Exploration of how American business can work with and use international finance in foreign manufacturing and marketing operations. Prerequisite: senior standing.

Health Care Administration

HC 325 Introduction to Health Services Administration **3 hours**
A broad orientation to the health delivery system. Orientation to the role of the health services manager and/or supervisor. Provides organizational theory and practical information about health administration. Students will investigate the organizational and environmental contexts within which a health manager works. Laboratory is required where students will visit various community health facilities. Prerequisite: junior standing.

HC 330 Legal Aspects and Ethics of Health Care **3 hours**
Presentation of the historical perspectives, current status, and future projections in the field. Concepts of corporate liability, malpractice, and professional negligence. Informed consent, incident reporting, and the importance of accurate and complete records stressed. Emphasis on the prevention rather than the defense of legal actions. Examination of the role of ethics and moral decision-making in the everyday life of the health service manager, with special emphasis on the various professional codes of ethics. Prerequisite: HC 325.

HC 454 Long Term Care Administration **3 hours**
This course is designed to familiarize the student with the long-term health care delivery system to give the students a working knowledge of the wholistic approach to the care of the elderly and long-term care individuals. It will give an overview of some of the emotional and physiological needs of individuals who require long-term care. Other areas of concentration will be financing, managing, standards, and compliance for quality. Prerequisite: HC 325.

HC 495 Health Services Management Problems and Research **3 hours**
Seminar type course where selected health service management problems will be identified, studied, and evaluated, such as the current and emerging challenges in financing, organizational changes, and managerial functions. Prerequisite: HC 330.

HC 497 Practicum in Human Care Management **3 hours**
An on-the-job experience provided in selected institutions and agencies related to the student's career interest. Students obtain firsthand knowledge of the operational world of work by devoting full-time effort to observing and participating in the management functions. Depending

on the student's background and interest, the internship may be in one specific department or rotate among many departments. Routine written reports are required. A major management project will be completed. Faculty direction provided by telephone and on-site visitations. Students return to campus periodically for group sharing of their experiences with each other. Students put in a minimum of 250 work hours. Prerequisite: HC 454.

Marketing

MK 301 Principles of Marketing 3 hours

Principles and methods involved in the movement of goods and services from producers to consumers; strategies the firm may use to take advantage of market opportunities; how the social, political, technological, and economic environments affect these market opportunities.

MK 342 Marketing Research 3 hours

Nature and the role of information in the decision-making process; Identification and discussion of the elements and relationships that constitute the research process; planning and conducting a research project; the role and nature of a marketing information system. Prerequisites: MK 301 and MA 321.

MK 343 Consumer Behavior 3 hours

This course is intended to help students understand the motivation and behavior of buyers and consumers. Consumer behavior will be discussed within a marketing framework and will be related to the task of marketing management. Prerequisite: MK 301

MK 345 Advertising Management 3 hours

Focuses upon one area of the marketing mix—advertising. Experiential learning is emphasized, and students are required to develop an advertising campaign for a client. Small groups form advertising agencies, with students assuming the roles of account executive, creative director, research director, media director, and promotion director. Each agency competes for the client's account. Prerequisite: MK 342.

MK 350 Sales Management 3 hours

A multidisciplinary approach to the study of sales force management. The topic areas of major concern focus on the total sales process: selection, training, motivation, and compensation of personnel, sales forecasting, sales territory management, and analysis. The basic objectives are to provide the student with a management perspective to plan, organize, and direct a sales force. Prerequisite: MK 301.

MK 448 Global Marketing 3 hours

This course is designed around the analysis of international marketing competition in the foreign market context. The objectives of the course are to provide the student with the necessary background to evaluate foreign environments, to evaluate the influence of international marketing competition on the domestic marketing mix; and to design multinational business strategies. Prerequisite: MK 301.

MK 478 Contemporary Marketing Issues 3 hours

A comprehensive survey of current marketing topics of importance to firms and society. Individual investigation and reporting emphasized in seminar fashion. Prerequisites: MK 301, senior standing, and at least two other marketing courses.

Department of Chemistry

Professors: Gwebu, LaiHing (Chair)
Associate Professors: Lee-Guey, Ranatunga, Volkov

Majors: Biochemistry (B.S.)
Chemistry (B.S.)
Chemistry Education (B.S.)
Cytotechnology (B.S.)
Medical Technology (B.S.)
Pre-Occupational Therapy (A.S.)
Pre-Physical Therapy (A.S.)
Pre-Physician's Assistant (A.S.)
Pre-Speech Pathology (A.S.)

Minor: Chemistry

Purpose

It is the purpose of the Department of Chemistry to prepare its students for acceptance into graduate and professional schools, to provide training required for employment in the laboratories of government and industry, and to prepare them for careers in teaching chemistry at the secondary level. While pursuing these objectives, the department seeks to offer its students a quality program of chemical education that underscores the importance of the liberal arts and nurtures the integration of faith and reason.

It is the purpose of the Allied Health program to give advice and guidance to students considering allied health careers, to aid in the placement of students in the professional schools of their choice, and to ensure that they are awarded the degree that follows successful completion of the clinical phase of their chosen programs.

High School Preparation

Students planning to study chemistry at Oakwood should include as many science and mathematics courses as possible in high school, and they should endeavor to make superior grades in these courses. The following courses are strongly recommended: algebra I, algebra II (precalculus), geometry, biology, chemistry, and physics.

Application for Admission

To be admitted as a major in the Department of Chemistry, students must have completed at least 32 hours of course work, including EN 112 Freshman Composition, and have an overall minimum GPA of 2.25.

Exit Examinations

Chemistry majors will be required to take an exit examination prepared by the American Chemical Society that will be administered in the junior year. The examination is designed to ascertain the students' general knowledge of the subject areas of general and organic chemistry. A minimum of 40 percent is required for passing, and if failed, the student may repeat the examination in the senior year.

Allied health majors will be required to take a departmental examination that will be administered at the end of the sophomore year. A minimum grade of C is required for passing.

Career Opportunities

Ask an old chemist what he would like most, and his answer would be, "a young chemist." This statement describes the atmosphere of enthusiasm about chemistry and chemical research that permeates the department. Indeed, chemistry at Oakwood is an exciting confrontation of the student with the theories and the methods of modern chemistry and biochemistry. Many of the graduates of this department have earned doctoral degrees in science, medicine, and dentistry from some of the most prestigious universities in this country and in Europe. Others have achieved successful careers in the laboratories of government and industry as chemists, biochemists, and engineers. Oakwood has been listed as one of the 23 historically Black colleges that are most productive of Black scientific talent.

Currently, the demand for allied health professionals greatly exceeds the supply of available personnel. As a result, salaries are highly competitive and the graduate usually has a variety of employment options available.

Bachelor of Science in Biochemistry

This program is designed to meet the needs of those students who are primarily interested in preparing for careers in such areas as biochemistry, pharmacology, neurochemistry, medicine, dentistry, or pharmacy.

Major Requirements:

CH 141-142 General Chemistry	8 hours
CH 211 Analytical Chemistry	3 hours
CH 311-312 Organic Chemistry and Laboratory.	8 hours
CH 341 Physical Chemistry and Laboratory.	4 hours
CH 401-402 Biochemistry and Laboratory	8 hours
CH 410 Applied Chemistry	3 hours
BI 131-132 General Biology	8 hours
BI 321 Genetics	3 hours
BI 460 Cell and Molecular Biology	4 hours
BI 481 Mammalian Anatomy I	4 hours
CH 411 Instrumental Methods and Laboratory	3 hours
MA 171-172 Calculus (MA121-122 may be required first)	8 hours
PH 103-104 General Physics	8 hours
Total	72 hours

Minor is not required

Bachelor of Science in Chemistry

This program is designed to meet the needs of those chemistry majors who are primarily interested in a professional career in chemistry or graduate studies. This program prepares the student either for work in the chemical industry or for advanced studies in graduate school. Admission to this curriculum requires approval of the department and a minimum GPA of 3.25 in chemistry and mathematics courses.

Major Requirements:

CH 141-142 General Chemistry	8 hours
CH 211 Analytical Chemistry	3 hours
CH 311-312 Organic Chemistry and Laboratory	8 hours
CH 341-342 Physical Chemistry and Laboratory	8 hours
CH 410 Applied Chemistry	3 hours
CH 411 Instrumental Methods	3 hours
CH Electives	6 hours
MA 171-172-271 Calculus (MA 121-122 may be required first)	12 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations	3 hours
PH 103-104 General Physics	8 hours
Total	65 hours

Bachelor of Science in Chemistry Education

This program qualifies a person to teach secondary school chemistry. After graduation, students may apply for the Alabama Class B Certificate: Chemistry, grades 7-12; and the SDA Basic Teaching Certificate: Chemistry, grades 7-12. Chemistry Education majors must work as lab assistants and tutors in the department.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: K. LaiHing.

Bachelor of Science in Cytotechnology

Major Requirements:

CH 141-142 General Chemistry	8 hours
BI 131-132 General Biology	8 hours
MA 121 Precalculus	3 hours
AH 250 Medical Terminology	2 hours
AH 100 Intro. to Allied Health Careers	1 hour
CH 311-312 Organic Chemistry	8 hours
AH 103 Introduction to Public Health	2 hours
BI 111-112 Anatomy and Physiology	6 hours
BI 221 Microbiology	4 hours
BI 331 Histology	3 hours

BI 460 Cellular and Molecular Biology	3 hours
PY 307 Statistical Methods	3 hours
SO 211 Cultural Anthropology	3 hours
Total	54 hours

GPA Requirement: Overall 2.5 required for graduation.

Year Four: Professional component at the University of Alabama in Birmingham.

General Education Requirement variation: Omit the two hour religion elective and the physics requirement.

This is a cooperative program in which the student spends three years at Oakwood College and four quarters at an approved institution to complete the clinical requirements. Current affiliate agreement exists with the University of Alabama in Birmingham.

Allied Health Program

The Department of Chemistry houses the Allied Health Program. The following courses of pre-professional study are available within this program: medical technology, pre-occupational therapy, and pre-physical therapy, pre-physician's assistant, and pre-speech pathology; as well as advising in such areas as pre-dental, pre-medicine, pre-medical records, pre-pharmacy, pre-respiratory therapy, and pre-X-ray technology. Students must ensure that they will meet the minimum entrance requirements of their prospective professional schools.

GPA Requirement: Overall 2.5 is required for all Allied Health majors for graduation.

Bachelor of Science in Medical Technology

This is a cooperative degree program in which the student spends approximately three years at Howard University, Meharry/Tennessee State University, and the University of Alabama in Birmingham.

Major Requirements:

AH 100 Introduction to Allied Health Careers	1 hour
AH 250 Medical Terminology	2 hours
CH 141-142 General Chemistry	8 hours
CH 211 Analytical Chemistry	3 hours
CH 311-312 Organic Chemistry and Laboratory	8 hours
CH 401 Biochemistry	4 hours
BI 131-132 General Biology	8 hours
BI 221 Microbiology	4 hours
BI 422 General Physiology	3 hours
BI 455 Immunology	3 hours
MA 121-122 Precalculus	6 hours
PH 103-104 General Physics	8 hours
PY 307 Statistical Methods	3 hours
Total	61 hours

General Education Requirement variation:

Omit the two hour religion elective.

Associate of Science in Pre-Occupational Therapy

Major Requirements:

AH 100 Introduction to Allied Health Careers	1 hour
AH 200 Practicum in Occupational Therapy	1 hour
AH 250 Medical Terminology	2 hours
AR 101 Basic Design or 261 Sculpture	3 hours
BI 111-112 Anatomy and Physiology	6 hours
CH 101-102 Introduction to Chemistry	8 hours
MA 121 Precalculus	3 hours
PY 101 Principles of Psychology	3 hours
PY 221 Personal and Soc. Adjust. or PY 321 Abnormal Behav.	3 hours
PY 307 Statistical Methods	3 hours
PY 325 Developmental Psychology	3 hours
SO 101 Principles of Sociology	3 hours
Total	39 hours

Associate of Science in Pre-Physical Therapy

Major Requirements:

AH 100 Introduction to Allied Health Careers	1 hour
AH 210 Practicum in Physical Therapy	1 hour
AH 250 Medical Terminology	2 hours
BI 111-112 Anatomy and Physiology	6 hours
CH 141-142 General Chemistry	8 hours
MA 121 Precalculus	3 hours
PH 103-104 General Physics	8 hours
PY 101 Principles of Psychology	3 hours
PY 307 Statistical Methods	3 hours
SO 101 Principles of Sociology	3 hours
Total	38 hours

Associate of Science in Allied Health Pre-Physician Assistant

Major Requirements

CH 141-142 General Chemistry	8 hours
MA 121 Precalculus	3 hours
BI 111-112 Anatomy and Physiology	6 hours
AH 250 Medical Terminology	2 hours
AH 100 Introduction to Allied Health Careers	1 hour
AH 103 Introduction to Public Health	2 hours
CH 311 Organic Chemistry	4 hours
PY 307 Statistical Methods	3 hours
BI 131 General Biology	4 hours
SO 101 Sociology	3 hours
Total	36 hours

Associate of Science in Allied Health Pre-Speech Pathology

Major Requirements:

CH 141 General Chemistry	4 hours
MA 121 Precalculus	3 hours
AH 250 Medical Terminology	2 hours
AH 100 Introduction to Allied Health Careers	1 hour
AH 103 Introduction to Public Health	2 hours
PH 103 General Physics	4 hours
PY 307 Statistical Methods	3 hours
BI 111-112 Anatomy and Physiology	6 hours
CO 320 Voice and Diction	3 hours
PS 355 Human Growth and Development	3 hours
SO 101 Sociology	6 hours
PE 205 First Aid and CPR	1 hour
Total	38 hours

Minor in Chemistry

CH 141-142 General Chemistry	8 hours
CH 211 Analytical Chemistry	3 hours
CH 311-312 Organic Chemistry and Lab	8 hours
Total	19 hours

Description of Courses

Allied Health

- AH 100 Introduction To Allied Health Careers** **1 hour**
Seminar course that introduces the scope of allied health careers. Students would be exposed to these professions by the instructor, during field trips, and by local practicing professionals.
- AH 103 Introduction to Public Health** **2 hours**
This course is designed to enable students to develop an understanding and appreciation for factors affecting health status and the personal and professional means by which they might contribute to community health. All lectures examine applications to minority health concerns, health objectives for the year 2000, and career opportunities with public health.
- AH 200 Practicum in Occupational Therapy** **1- 2 hours**
Provides students with the opportunity to put necessary volunteer/observation hours in at a facility that provides occupational therapy services. The number of credit hours awarded will be according to the number of hours spent at the participating facility (as provided by the supervising therapist) and a written report submitted by the student. One credit hour awarded for 40 total hours spent. Two credit hours awarded for 80 total hours spent.
- AH 210 Practicum in Physical Therapy** **1- 2 hours**
Description is the same as AH 200 except that the observation/volunteer time is in the field of physical therapy.

AH 230 Introduction to Dentistry**2 hours**

This course is designed to give the student an understanding of dentistry and dental hygiene as professions and to develop some basic and clinical skills. The course will give the students basic knowledge in dental anatomy, morphology, and dentistry as a career. Laboratory experience will include visits to local dentists' offices and the School of Dentistry at Meharry Medical College or UAB. Prerequisites: BI 131 and CH 141.

AH 250 Medical Terminology**2 hours**

The study of origins and usage of hundreds of the medical terms that must be mastered by students in all health professions. The course covers and explains important prefixes, suffixes, and word roots. Each system of the human body and its relevant medical terms will be discussed. Sample case studies and hospital reports will be examined to refine the usage of these medical terms.

Chemistry**CH 100 Chemistry in Society****3 hours**

A nonmathematical study of chemical principles. Discusses the role of chemistry in society, how molecules are built, react, and affect our lives. Topics covered will include current problems such as acid rain, global warming, and ozone depletion.

CH 101 Introduction to Inorganic Chemistry and Lab**3 hours**

A survey of the fundamental principles of inorganic chemistry. Three hours of lecture and two hours of laboratory each week. Does not apply to a major or minor in chemistry.

CH 102 Introduction to Organic and Biochemistry and Lab**3 hours**

A survey of fundamental principles of organic and biochemistry. Three hours of lecture and two hours of laboratory each week. Does not apply to a major or minor in chemistry.

CH 105 Pregeneral Chemistry**3 hours**

A survey of chemical calculations that are basic to an understanding of general chemistry. Required of students who are not prepared to enter general chemistry.

CH 141-142 General Chemistry and Lab**4-4 hours**

A survey of the fundamental laws and theories of chemistry, with special emphasis on the working of problems and the relationship between atomic structure and the chemistry of the elements. Three hours of lecture and two hours of laboratory each week.

CH 211 Analytical Chemistry and Lab**3 hours**

The fundamental principles of quantitative analysis using gravimetric, volumetric, and spectrophotometric measurements. Prerequisite: CH 142

CH 311-312 Organic Chemistry (W)**3-3 hours**

A survey of organic chemistry, which includes a general treatment of the mechanisms of organic reactions, resonance theory, the molecular orbital theory, the physiochemical basis of synthetic reactions, and an introduction to spectroscopy. Prerequisite: CH 142.

CH 311L-312L Laboratory for Organic Chemistry**1-1 hour**

312L emphasizes qualitative organic analysis.

- CH 331 Nutritional Biochemistry** **3 hours**
A study of metabolism, macronutrition, vitamins, trace elements, food additives, and processing. Does not apply to a major in biochemistry. Prerequisite: CH 312. Offered when required.
- CH 341-342 Physical Chemistry** **3-3 hours**
A study of the fundamentals of chemical thermodynamics, chemical kinetics, and quantum mechanics. Prerequisites: CH 142, PH 104, and MA 172 or equivalent.
- CH 341L-342L Laboratory for Physical Chemistry** **1-1 hour**
- CH 401-402 Biochemistry (W)** **3-3 hours**
The chemistry of carbohydrates, lipids, proteins, nucleic acids, intermediary metabolism. Biochemistry is the study of the biology and chemistry of the human body. It is the chemistry of life. It explains, for example, why and how muscles grow during exercise and how the body uses carbohydrates to produce energy. Biochemistry seeks to explain the rationale and reasons for chemotherapy, control of blood pressure, diabetes, and cancer. Prerequisite: CH 312.
- CH 401L-402L Laboratory for Biochemistry** **1-1 hour**
- CH 410 Applied Chemistry and Lab** **3 hours**
A study of analytical instrumental techniques, with application to solving practical chemical problems. Prerequisite: CH 312.
- CH 411 Instrumental Methods and Lab** **3 hours**
Basic theory of instrument design and parameter optimization in the operation of scientific instrumentation, with application to thermal and electrical instrumentation methods. Prerequisite: CH 312.
- CH 421 Special Topics in Chemistry (W)** **3 hours**
Exact topics will be listed in the schedule. Topics may include quantum chemistry, instrumental analysis, qualitative organic analysis, and biochemistry. Offered when required. Prerequisite: senior chemistry majors.
- CH 480 Advanced Biochemistry** **3 hours**
This course is designed to meet the needs of the following categories of students: those preparing to become biochemists, molecular biologists or molecular pharmacologists; those planning to take the GRE in biochemistry, cell and molecular biology; and those planning to enroll in medical and related professional schools. Prerequisite: CH 402. Offered when required or every other year.
- CH 490-491 Research and Independent Study (W)** **each 1-3 hours**
An original investigation in chemistry or biochemistry under the guidance of the faculty. Prerequisite: senior.

Department of Education

Professors: Bliss (Chair), McDonald
Associate Professors: Mbyirikira, Melancon

Majors Offered (B.S.):

Biology Education	Mathematics Education
Business Education	Music: Vocal/Choral Ed. P-12
Chemistry Education	Music: Instrumental Ed. P-12
Elementary Education	Physical Education Teaching P-12
English Language Arts Ed.	Religious Education
Family and Consumer Science Ed.	Social Science Education

Purpose

The purpose of the Department of Education is the "wholistic preparation of teachers for service in a global society." The programs are designed to prepare teachers for certification in Seventh-day Adventist church schools and in public school systems as well as for graduate study in education and related fields.

Oakwood College is an institutional member of the American Association of Colleges for Teacher Education. The teacher education programs are approved by the Alabama State Department of Education, the General Conference of Seventh-day Adventist Department of Education, and the National Council for Accreditation of Teacher Education [NCATE].

Elementary Education

The elementary education curriculum prepares students for elementary school teaching, for graduate study, and for employment in administration, teaching, supervision, and support services. The curriculum qualifies students to apply for Alabama Class B Certification: grades K-6; certification in other states; and SDA Basic Teaching Certification: grades K-8.

Secondary Education

The following teaching areas are offered in secondary education: biology, business education, chemistry, English language arts, family and consumer science, mathematics, religion, and social science. Students pursuing biology, chemistry, and mathematics may choose a single teaching field or the option of two teaching fields (see education advisor). Religious education students **must** choose a second teaching field in order to be eligible for state certification (see education advisor).

These programs allow students, upon graduation, to apply for the Alabama Class B Certification: grades 6-12 (except religion), and the SDA Basic Teaching Certification: grades 7-12.

P-12 Programs

The following teaching areas are offered in early childhood through the secondary teaching level: music education instrumental (P-12), music education vocal-choral (P-12), and physical education (P-12).

These curricula allow students, upon graduation, to apply for Alabama Class B Certification: P-12, and SDA Basic Teaching Certification: K-12.

The North American Division of Education and the Alabama State Board of Education periodically revise the requirements governing certification. Therefore, requirements for degrees leading to certification are subject to change from those published in this catalog. The student is required to seek advisement from the Education Department at the beginning of his/her program of study to ensure that both degree requirements and certification requirements are met.

Application for Admission

Admission to Oakwood College does not mean admission to a teacher education program. Criteria for admission into teacher education include the following:

1. A formal written application for admission to teacher education submitted after completion of at least 60 semester hours, including 48 hours of general studies.
2. A cumulative GPA of 2.50 for all college work used to meet the approved program. The overall grade point average is calculated using the following components:
 - a. General studies — all work used to meet the general studies requirements in the approved program.
 - b. Professional studies — all work used in professional studies of the approved program
 - c. Teaching field(s) — all work used in the teaching field(s) used to meet program requirements.
 - d. Additional course work may be taken to fulfill the GPA requirement.
 - e. No grade below 'C' will be accepted in the following courses: EN 111, 112; MA 100, 101, 108; PE 211; all religion courses; all professional education courses; and all courses in the teaching field.
3. A passing score on the Alabama Basic Skills Test (CMEE). A fee is required.
4. Satisfactory recommendations from advisor(s), an education instructor, employment supervisor, and residence hall dean.
5. A satisfactory interview by members of the Teacher Education Council.
6. Demonstration of emotional maturity and positive attitudes as appraised and observed by the teacher education faculty.

Additional Guidelines

Teacher education students who wish to receive credit for study at institutions outside the United States must obtain an evaluation of the credits from World Education Services, Inc., New York, or from a state, federal, or private foreign credential evaluation service recognized by the Teacher Certification Office of the Alabama Department of Education.

All correspondence work in general studies or work taken off campus must have prior approval.

Students desiring a career in secondary education must consult the secondary education program advisor no later than the first semester of the sophomore year in order to plan an appropriate course of study.

The exact course requirements may differ from student to student depending on the precise time a student enrolls in teacher education. This curriculum is based on denominational, state, and institutional policies and is thereby subject to change.

The Teacher Education Council reserves the right to admit persons to teacher education who, in the judgment of the Council, are most likely to profit from the teacher education program of study offered at Oakwood College.

If necessary, a student may repeat required entrance examinations in an effort to meet admission standards. A limited number of specified courses in education may be earned prior to admission to the Teacher Education Program.

Application to Internship

In the junior year, education students must apply to the Teacher Education Council for admission to internship for the ensuing senior year. In addition to letters of recommendation, students are required to maintain a minimum GPA of 2.50. Internship is offered each semester, and all methods courses must be taken before internship. A student may take one three-hour course in conjunction with internship if it does not interfere with the internship requirement. The English Proficiency Examination requirement must be satisfied to be admitted to internship.

Graduation Requirements

It is the student's responsibility to prepare and submit to the Education Department the following items: application for graduation (which includes the final year schedule), transfer credit form with the required signatures (if applicable), four-year checksheet (completely filled in), college transcript (including all work completed and used), applications for SDA and Alabama State certifications (conviction of a felony will preclude certification by the State of Alabama), fingerprinting by a certified agency, information sheet for graduate registry, and confirmation of registration with the placement office.

Consult your education advisor about courses in general studies that may also be counted in the teaching field for P-12 and secondary education programs. Detailed information on teacher preparation and certification is outlined in the *Teacher Education Handbook*.

Exit Examination

Each student must perform satisfactorily on a departmentally prepared exit examination with the following components: essay questions taken from the professional and specialty areas, multiple choice questions taken from the professional and specialty areas, and an exit interview. Please see the *Teacher Education Handbook* for a statement on an external examination for seniors.

Graduate Deficiency

The Education Department will provide remediation free of charge to any graduate who performs deficiently in his/her area of specialization, within two years of the program's completion.

Career Opportunities

An increasingly diverse student population will demand large numbers of minority teachers, especially males, and particularly in the areas of mathematics and the sciences.

Master of Arts in Teaching

The Master of Arts in Teaching (MAT) is offered during the summer by Andrews University on the Oakwood College campus. Faculty from both institutions provide the teaching staff. The curriculum is jointly planned to meet the needs of Oakwood College graduates as well as other interested practitioners.

The NCATE-approved degree is conferred by Andrews University and will satisfy the advanced study requirements for the SDA Standard and Professional Teaching Certificates.

Students studying for the Master of Arts in Teaching degree in Elementary Education may receive all of their instruction on the Oakwood College campus. Secondary teachers may receive up to 12 hours of instruction at Oakwood and the remainder at Andrews University. Application procedures and policies are the same as those at the Berrien Springs campus.

Bachelors' Degree

The following core courses are required of all education students as part of their major:

Professional Studies Core Curriculum:

ED 130 Orientation to Teaching	2 hours
ED 200 Educational Psychology.....	3 hours
ED 240 Principles of Teaching: P-12	3 hours
ED 250 Philosophy of Christian Education	2 hours
ED 254 History, Philosophy, and Foundations of Education.....	3 hours
ED 275 Instructional Technology.....	3 hours
ED 300 Classroom Organization and Management: P-12	3 hours
ED 350 Introduction to Special Education.....	3 hours
ED 370 Tests and Measurements.....	3 hours
FS 355 Human Development	3 hours
Total	28 hours

General education requirement variations:

ED 275 substitutes for AS 100; MA 100 plus two other math (Elementary majors only);
HI 314 receives religion credit; HI 103-104, 211-212 required; no substitute for RE 331.

Bachelor of Science in Biology Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 335 Methods in Teaching Science	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship	9 hours
Total	42 hours

Teaching Field:

BI 111 Human Anatomy or BI 422 General Physiology	3 hours
BI 131-132 Biology	8 hours
BI 204 Introduction to Research	1 hour
BI 221 Microbiology	3 hours
BI 230 Plant Biology	3 hours
BI 316 Biological Instrumentation	2 hours
BI 321 Genetics	3 hours
BI 401-402 Biology Seminar	2 hours
BI 415 Biostatistics	3 hours
BI 425 General Ecology	3 hours
BI 430 Philosophy of Science	2 hours
BI 490 Research and Independent Study	1 hour
MA121 or 122 Precalculus	3 hours
Teaching field electives from the following:	
BI 112, 225, 331, 380, 460	6 hours
Total	43 hours

Total hours required for the degree are 154.

Bachelor of Science in Business Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 337 Foundations in Vocational Education	2 hours
ED 338 Business Education Techniques	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship	9 hours
Total	44 hours

Teaching Field:

AC 220-221 Principles of Accounting	6 hours
AS 100 Computer Applications	3 hours
AS 120 Keyboarding	2 hours
AS 320 Information Resource Management	3 hours
AS 499 Office Internship	3 hours
BA 105 Introduction to Business	3 hours
BA 302 Business Communication	3 hours
BA 310 Principles of Management	3 hours
BA 375 Business Law	3 hours
BA 383 Human Resource Management	3 hours
CO 201 Fundamentals of Public Speaking	3 hours
EC 282 Microeconomics or EC 283 Macroeconomics	3 hours
IS 231 Information Systems in the Organization	3 hours
MK 301 Principles of Marketing	3 hours
Total	50 hours

Total hours required for the degree are 153.

Bachelor of Science in Chemistry Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 335 Methods in Teaching Science	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship	9 hours
Total	42 hours

Teaching Field:

CH 141-142 General Chemistry	8 hours
CH 201 Qualitative Analysis	3 hours
CH 211 Analytical Chemistry I	3 hours
CH 311-312 Organic Chemistry and Laboratory	8 hours
CH 341-342 Physical Chemistry and Laboratory	8 hours
CH 331 Nutritional Biochemistry	3 hours
CH 401 Biochemistry	3 hours
CH 410 Applied Chemistry	3 hours

MA 121 or 122 Precalculus I or II	3 hours
MA 172 Calculus	4 hours
PH 102 Physical Science	3 hours
PY 307 Statistical Methods	3 hours
Total	52 hours

Total hours required for the degree are 149.

Bachelor of Science in Elementary Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 342 Reading Diagnosis	3 hours
ED 420 Internship	9 hours
Total	40 hours

Teaching Field:

ED 311 Methods in Teaching Science and Health: K-8	3 hours
ED 312 Methods in Teaching Music: K-8	3 hours
ED 313 Meth. in Tchg Lang. Arts and Children's Literature: K-8	3 hours
ED 315 Methods in Teaching Mathematics: K-8	3 hours
ED 316 Methods in Teaching Art: K-8	3 hours
ED 318 Methods in Teaching Social Studies and Bible: K-8	3 hours
ED 341 Foundations of Reading	3 hours
PE 330 Methods in Teaching Physical Education: P-12	3 hours
Electives in the Teaching Field	3 hours
Total	27 hours

General education requirement variations:

PE 330 substitutes for one hour of PE activity.
Total hours required for the degree are 133.

Bachelor of Science in English Language Arts Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 332 Methods in Teaching Language Arts	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship	9 hours
Total	42 hours

Teaching Field:

CO 201 Fundamentals of Public Speaking	3 hours
CO 231 Introduction to Journalism and Media	3 hours
CO 241 Introduction to Mass Communication	3 hours
CO 353 Fundamentals of Play Directing	3 hours

CO 355 Creative Drama	3 hours
EN 111-112 Freshman Composition	6 hours
EN 201 World Literature	3 hours
EN 211- 212 Survey of English Literature	6 hours
EN 302 Survey of American Literature II	3 hours
EN 311 Theory and Practice in Literary Criticism	3 hours
EN 320 Black Literature	3 hours
EN 324 Contemporary American Literature	3 hours
EN 413 Descriptive English Grammar	3 hours
Electives from: CO 232, 242, 305, 320, 330, 331, 333, 421, EN 301, 321, 324, 341, 351, 421, 431, 451, 461	15 hours
Total	60 hours

Total hours required for the degree are 152.

Bachelor of Science in Family and Consumer Science Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 336 Methods in Teaching Family and Consumer Sciences	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship	9 hours
Total	42 hours

Teaching Field:

FS 101 Introduction to Family and Consumer Sciences	1 hour
FS 111 Food Preparation	3 hours
FS 131 Nutrition	3 hours
FS 151 Fashion Sewing Selection	3 hours
FS 152 Fashion Sewing and Textiles	3 hours
FS 201 Art in Life	3 hours
FS 221 Home Management	3 hours
FS 305 Parenting	3 hours
FS 340 Family Economics and Management	3 hours
FS 342 Family Living	3 hours
FS 355 Human Growth and Development	3 hours
FS 403 Child Development Practicum	3 hours
FS 404 Admin. and Supervision of Preschools	3 hours
FS 411 Housing and Interiors	3 hours
FS 421 Quantity Food Management	3 hours
FS 441 Home Management Practicum	3 hours
FS 442 Occupational Family and Consumer Sciences	3 hours
FS 453 Senior Seminar	1 hour
FS 490 Research and Independent Study	1 hour
Total	51 hours

Total hours required for the degree are 149.

Bachelor of Science in Mathematics Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 334 Methods in Teaching Math	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship: Secondary School	9 hours
Total	42 hours

Teaching Field:

MA 121, 122 Precalculus I, II	6 hours
MA 171-172-271 Calculus I, II, III	12 hours
MA 251 Geometry	3 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations	3 hours
MA 321 Probability and Statistics	3 hours
MA 401 Advanced Calculus	3 hours
MA 411 Introduction to Modern Algebra	3 hours
MA 490 Research and Independent Study	3 hours
CM 210 Computer Science I with C++	3 hours
Total	42 hours

Total hours required for the degree are 140.

Bachelor of Science in Music-Instrumental Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
MU 230 Principles of Teaching Music Education	2 hours
MU 330 Methods of Teaching Music Mat I	2 hours
MU 331 Methods of Teaching Music Mat II	3 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 440 Internship P-12	9 hours
Total	47 hours

Teaching Field:

MU 165, 166 Individual Instruction	2 hours
MU 205 Chamber Ensemble	1 hour
MU 207 Orchestra	1 hour
MU 211-212 Theory I and Laboratory	6 hours
MU 220 Music Repertoire	2 hours
MU 231 Survey of Woodwind Instruments	1 hour
MU 232 Survey of Strings Instruments	1 hour
MU 265, 266 Individual Instruction	2 hours
MU 311-312 Theory II and Laboratory	6 hours
MU 315 Form and Analysis	3 hours
MU 320-321 Music History	6 hours

MU 332 Literature of School Music	3 hours
MU 333 Diction for School Music	1 hour
MU 365, 366 Individual Instruction	2 hours
MU 360 Conducting	2 hours
MU 465, 466 Individual Instruction	1 hour
MU Elective (Secondary Instruction Voice)	2 hours
Total	43 hours

Total hours required for the degree are 139.

Bachelor of Science in Music-Vocal/Choral Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
MU 230 Principles of Teaching Music Education	2 hours
MU 330 Methods and Materials of Teaching I	2 hours
MU 331 Methods of Teaching Music Mat II	3 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 440 Internship P-12	9 hours
Total	47 hours

Teaching Field:

MU 165, 166 Individual Instruction	2 hours
MU 211-212 Theory I and Laboratory	6 hours
MU 220 Music Repertoire	2 hours
MU 265, 266 Individual Instruction	2 hours
MU 311-312 Theory II and Laboratory	6 hours
MU 315 Form and Analysis	3 hours
MU 320-321 Music History	6 hours
MU 332 Literature of School Music	3 hours
MU 333 Diction for School Music	1 hour
MU 365, 366 Individual Instruction	2 hours
MU 360 Conducting	2 hours
MU 465, 466 Individual Instruction	2 hours
MU 499 Recital	0 hour
MU Elective (Secondary Instruction Piano)	2 hours
MU Ensemble (MU 201, 202, 203)	2 hours
Total	41 hours

Total hours required for the degree are 139.

Bachelor of Science in Health and Physical Education Teaching

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 440 Internship P-12	9 hours
PE 330 Methods in Teaching Physical Education	3 hours
Total	43 hours

Teaching Field:

PE 207 Intermediate Swimming	1 hour
PE 211 Health Principles	2 hours
PE 226 Team Sports	3 hours
PE 275 or 276 Gymnastics Team	1 hour
PE 285 Introduction to Physical Education	3 hours
PE 301 Individual and Dual Sports	3 hours
PE 305 Officiating Athletics Contests	2 hours
PE 310 Athletic Injuries	2 hours
PE 315 Motor Learning	2 hours
PE 335 Physical Education Tests and Measurements	3 hours
PE 340 Administration of Physical Education	2 hours
PE 401 Physiology of Exercise	3 hours
PE 410 Adapted Physical Education	2 hours
PE 415 Kinesiology	3 hours
PE Electives from: 101, 102, 120, 122, 126, 128, 150, 155 210, and 422	2 hours
BI 101 Life Science	3 hours
BI 111 Human Anatomy and Physiology	3 hours
Total	40 hours

Total hours required for the degree are 140.

Bachelor of Science in Religious Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 317 Methods in Teaching Bible N-12	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship	9 hours
Total	42 hours

Teaching Field:

RE 111 Life and Teachings of Jesus	3 hours
RE 200 Dynamics of Christian Living	2 hours
RE 201-202 Fundamentals of Christian Faith	6 hours
RE 301-302 Old Testament Prophets	6 hours
RE 311 Prophetic Interpretation: Daniel	3 hours
RE 312 Prophetic Interpretation: Revelation	3 hours

RE 331 Gift of Prophecy	3 hours
RE 345 World Religions	2 hours
RE 412 Acts and the Epistles	3 hours
RE 441 Bible Manuscripts	2 hours
RE Electives from 249, 450, and 451	5 hours
Total	38 hours

Total hours required for the degree are 133.

Bachelor of Science in Social Science Education

Professional Studies:

Professional Studies Core Curriculum	28 hours
ED 333 Methods in Teaching Social Studies	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
ED 430 Internship	9 hours
Total	42 hours

Teaching Field:

EC 282 Principles of Microeconomics	3 hours
EC 283 Principles of Macroeconomics	3 hours
GE 201 Physical Geography	3 hours
GE 202 Cultural Geography	3 hours
GE 302 Regional Geography	3 hours
HI 103,104 World Civilization	6 hours
HI 165 African American History	3 hours
HI 211, 212 United States History	6 hours
HI 265 Minorities in America	3 hours
HI 314 Denominational History	3 hours
HI 322 Hist. of England II or HI 469 Modern Europe	3 hours
HI 325 African Civilization or HI 364 West African Civilization	3 hours
HI 459 Recent Amer. Hist. or HI 460 America in Indust. Age	3 hours
HI 480 Research Seminar	3 hours
HI 490 Independent Study	2 hours
PS 200 Comparative Government	3 hours
PS 211 American Government	3 hours
PS 300 State and Local Government	3 hours
PY 101 Principles of Psychology	3 hours
SO 101 Principles of Sociology	3 hours
SO 231 Social Problems	3 hours
Total	68 hours

Total hours required for the degree are 157.

Description of Courses

- ED 130 Orientation to Teaching** **2 hours**
An introductory course that includes an overview of the American school system and the preparation and qualities essential for successful teaching in public and private schools. Students will engage in classroom observation and participation in public school classrooms.
- ED 200 Educational Psychology** **3 hours**
A study of the nature of teaching and learning, which addresses the fundamentals involved in the expected developmental progression of the learning process. The course focuses on ways in which psychological knowledge is applied to teaching at each domain (physical, social, emotional, and cognitive) as individual characteristics that influence instructional decisions. Additionally, it includes an investigation of theories of learning and motivation and their instructional applications in educational settings. Prerequisites: PY 101 or SO 101, and ED 130.
- ED 240 Principles of Teaching** **3 hours**
A course designed to give the prospective teacher an understanding of the principles and procedures of teaching. Opportunity is provided for observing, assisting, and instructing in laboratory classroom activities, including required experiences in a multigrade classroom. Prerequisite: ED130
- ED 250 Philosophy of Christian Education** **2 hours**
A study of the fundamental principles, concepts, and aims of Christian education.
- ED 254 History, Philosophy, and Foundations of Education (W)** **3 hours**
A study of historical, philosophical, and sociological foundations of education. Special emphasis will be placed on ways of addressing the challenges posed by the cultural diversity in American schools. Prerequisite: ED 130.
- ED 275 Instructional Technology** **3 hours**
A course designed to provide the prospective teacher with a functional knowledge of the computer and how to infuse technology in the classroom. It also encompasses a variety of current technologies and media applications for specific instructional designs in curriculum development and classroom presentations as well as the evaluation, selection, and use of technological materials and equipment. Additionally, a working knowledge of programming and software applications, such as word processing, spreadsheets, database, and Logo, is included. Prerequisite: one unit of high school typing or AS 120.
- ED 300 Classroom Organization and Management** **3 hours**
Analysis and implementation of effective classroom organization in self-contained, nongraded and multigraded settings. Strategies for effective discipline, flexible grouping patterns, and healthy classroom climate are investigated. Prerequisites: ED 130 and 240 and admission to teacher education.
- ED 311-318 Methods and Materials of Teaching: K-8** **3 hours**
A series of courses in methods and materials used in teaching subject matter to elementary students. Emphasis is placed on technology infusion as well as planning and implementing unit activities in simulated and field experiences. Prerequisites: ED 200 and 240.
- ED 311 Methods in Teaching Science and Health: K-8** **3 hours**

ED 312 Methods in Teaching Music: K-8	3 hours
ED 313 Methods in Teaching Language Arts and Children's Literature: K-8	3 hours
ED 315 Methods in Teaching Mathematics: K-8	3 hours
ED 316 Methods in Teaching Art: K-8	3 hours
ED 317 Methods in Teaching Bible: K-8	2 hours
ED 318 Methods in Teaching Social Studies: K-8	3 hours
ED 332-338 Methods and Materials of Teaching in the Secondary Schools	2 hours
A series of courses in methods and materials used in teaching subject matter to students in the high school and intermediate grades. Emphasis is placed on planning and implementing specific learning activities in simulated and clinical settings. Prerequisite: ED 240, 300 and admission to teacher education.	
ED 332 Methods in Teaching Language Arts in the Secondary School	3 hours
ED 333 Methods in Teaching Social Studies in the Secondary School	2 hours
ED 334 Methods in Teaching Mathematics in the Secondary School	2 hours
ED 335 Methods in Teaching Science in the Secondary School	2 hours
ED 336 Methods in Teaching Family and Consumer Sciences in the Secondary School	2 hours
ED 337 Foundations in Vocational Education	2 hours
ED 338 Business Education Techniques	2 hours
ED 340 Methods in Teaching Secondary Reading	3 hours
A content area reading course designed to acquaint the pre-service teacher with reading and study strategies needed to address content assignments with understanding. Prerequisite: admission to teacher education.	
ED 341 Foundations of Reading	3 hours
A course designed to examine the current trends and strategies used in teaching reading. Students are required to develop teacher-made materials and participate in teaching children to read as part of the field practicum activities. Prerequisite: ED 240.	
ED 342 Reading Diagnosis and Remediation	3 hours
This course investigates current practices, trends, techniques, and materials for diagnosis and remediation of reading difficulties. Prerequisite: ED 341.	

- ED 350 Introduction to Special Education (W)** **3 hours**
 This course acquaints prospective teachers and professional workers with the characteristics and problems of exceptional children and youth, including: the mentally retarded and advanced; the emotionally maladjusted; and those having visual, hearing, speech or other physical handicaps. Prerequisite: ED 130
- ED 364 Libraries and Materials** **3 hours**
 This course is designed to introduce the student to the use and functions of a library and its resources. It will survey library organization, services, processes, and materials. Fundamentals of classification, basic reference materials, and general print and nonprint materials will be studied. Prerequisite: AS 100 or ED 275.
- ED 370 Educational Tests and Measurements** **3 hours**
 A course designed to provide functional knowledge of the meaning, use, and operation of tests and measurements in education. Use of measurement procedures in collecting data and applying appropriate statistical procedures in interpreting the results is presented. The role of evaluation in classroom instruction, the development of standardized tests, teacher-made tests, and other types of tests, as well as the grading system, are studied. Prerequisites: ED 200 and ED 240.
- ED 376 Computer Assisted Instruction** **2-4 hours**
 A course designed to provide functional knowledge of the meaning, use, and role of computer assisted instruction (CAI) in education. The student will develop CAI packages and/or modules for classroom use. Prerequisite: AS 100 or ED 275.
- ED 385 School Curriculum and Administration** **3 hours**
 A basic professional course designed to teach the essential elements in the organization of the curriculum and the role of management in promoting the educative process. Prerequisite: Admission to teacher education.
- ED 400 Contemporary Topics in Education** **3 hours**
 A study of contemporary issues within the field of education. Guest lecturers, research projects, field experiences, and seminars comprise the format of this course. Prerequisites: junior standing, admission to teacher education, and permission of the instructor.
- ED 420-440 Internship** **9 hours**
 This course is offered each semester in cooperation with selected area schools. The student teacher will be assigned to a cooperating teacher at the beginning of the semester and will be expected to spend a minimum of twelve (12) weeks full-time internship in the area school. Student teachers are expected to provide their own transportation to their teaching centers and to follow the school calendars where they are assigned. College transportation is provided for a fee. The course requires weekly attendance at the student teaching seminars. Application to student teaching should be made during the spring semester prior to the beginning of the academic year in which student teaching is planned. Prerequisite: senior standing.
- ED 420 Internship in Elementary School** **9 hours**
- ED 430 Internship in Secondary School** **9 hours**
- ED 440 Internship: P-12** **9 hours**

ED 490-491 Research and Independent Study

each 1-3 hours

A major research project which contributes to the knowledge base of the field of education. The project is tailored to the student's area of professional interest. Prerequisite: Admission to teacher education and permission of the department chair.

Department of English and Communications

Professors: B. Benn, U. Benn, Gooding
Associate Professors: Bowe (**Chair**), Daly, Davis, Elliott, Harrison
Assistant Professors: Conwell, Hyman, Mohan, Patterson, Tucker, Whatley

Majors Offered: Art (A.S.)
Communications (B.A.)
English (B.A.)
English Language Arts Education (B.S.)
English/Professional Writing (B.A.)
French (B.A.)
Spanish (B.A.)

Minors Offered: Art
Communications
English
French
Spanish

Mission

The Department of English and Communications provides quality Christian education for students from diverse educational backgrounds through its programs in English, communications, art, and foreign languages. These programs, in the words of the College mission statement, “are unequivocally Christian in character, designed to integrate faith and learningprepare individuals for service to God and humanity, and provide an atmosphere for appreciation for oneself and affirmation of cultural diversity.”

Purpose

The Department of English and Communications serves a dual purpose. On the one hand, it functions as the college’s largest service department, and on the other, it offers majors in four distinct programs.

A. Service Department

The department provides a major segment of the liberal arts curriculum through its general education offerings in writing, literature, speech, foreign languages, and art; and it provides remedial courses in reading, writing, and English as a second language. Through general education and remedial course offerings, the department thus serves every student.

B. Majors

- The **English program** is intended to meet the needs of students desiring a strong liberal arts background and/or superior writing skills for the job market, offering the traditional English major as well as a major in Professional Writing. Graduates pursue advanced studies in English and related fields, and English is also a major of choice for law school aspirants.

- The **communications program** allows students to pursue one of five concentration tracks: electronic media, print journalism, public relations, communication arts, or photo journalism. Each concentration’s curriculum reflects requirements specific to the professional job market and meets prerequisites for graduate studies.
- The **art program** is designed to prepare students to make rapid application of their skills in the commercial art industry. Students, however, are encouraged to complete a four year degree after earning the A.S. degree at Oakwood College
- The **foreign language program**, in conjunction with Adventist Colleges Abroad (ACA) provides students with an opportunity to acquire knowledge of the geography, culture, and language of a particular country. The program meets prerequisites for graduate school, and bilingual students find unlimited opportunities for service in the corporate world.

High School Preparation

Students wishing to major in English or communications should follow the college preparatory program in high school. Students should endeavor to read widely and learn to express themselves clearly and correctly in speech and in writing.

Exit Examinations

All majors in English, communications, and foreign languages are required to take an exit examination during their senior year with a minimum 70 percent passing grade.

All art majors must present a portfolio to the art faculty and exhibit work in a senior art show.

Career Opportunities

English is an excellent degree for students desiring to enter general service areas of the business world where skills such as editing, grant proposal writing, and speech writing are always in high demand. Other opportunities include graduate school, journalism, law, library science, medicine, public relations, and teaching. Students in communications are prepared for professional careers in broadcasting, journalism, and public relations, or for media-related positions in education and industry. Artists find employment in a variety of professions in thousands of organizations around the world. Foreign language majors with their bilingual skills find unlimited opportunities for work and graduate school.

Bachelor of Arts in Communications

This program is designed to enable students to study communications from individual, group, historical, societal, and cultural perspectives.

Major Requirements:

CO 201 Fundamentals of Public Speaking	3 hours
CO 221 Introduction to Mass Communications	3 hours
CO 231 Introduction to Journalism and Media Writing	3 hours
CO 315 Mass Media Law	3 hours
CO 330 Communication Theory**	3 hours

CO 401 or 403 Practicum or Internship in Communications***	3 hours
CO Concentration in Public Relations, Communication Arts Electronic Media, Photo Journalism or Print Journalism	18 hours
CO Electives****	6 hours
AR 204 Desktop Publishing for Graphic Design*	3 hours
Total	45 hours

*Students in electronic media concentration will replace AR 204 with CO 232 Writing Non-fiction for Electronic Media.

**Photo Journalism major substitute CO 333 Feature Writing.

***Photo Journalism major substitute AR 401 Practicum in Art/Photography or AR 403 Internship in Art/Photography.

****Photo Journalism majors take photo journalism electives (AR 342 Advanced Photography II, CO 332 Writing for Public Relations, CO 345 Editing, EN 304 Advanced Composition or EN 341 Technical Writing)

***Public Relations concentration:**

CO 311 Principles of Advertising	3 hours
CO 331 Principles and Practices of Public Relations	3 hours
CO 332 Writing for Public Relations	3 hours
CO 371 Public Relations Management	3 hours
Electives by advisement	6 hours

***Communication Arts concentration:**

CO 320 Voice and Diction	3 hours
CO 325 Interpersonal Communication	3 hours
CO 421 Persuasion	3 hours
Electives by advisement	9 hours

***Electronic Media concentration:**

CO 305 Production Management	3 hours
CO 343 Fundamentals of Audio Production or CO 347 Advanced Video Production	3 hours
CO 346 Fundamentals of Video Production	3 hours
CO 410 Broadcast Advertising	3 hours
Electives by advisement	6 hours

***Photo Journalism concentration:**

AR 101 Basic Design	3 hours
AR 141 Fundamentals of Photography	3 hours
AR 314 Advanced Publishing Layout and Design	3 hours
AR 335 Photoshop	3 hours
AR 341 Advanced Photography I	3 hours
AR 371 Studio Photography	3 hours

***Print Journalism concentration:**

CO 332 Writing for Public Relations	3 hours
CO 333 Feature Writing	3 hours

CO 435 Editing	3 hours
Electives by advisement	9 hours

***Minor is required 18-21 hours**

*Minor must include at least five courses that do not overlap with courses in the student’s major or general education requirements.

*For a minor, communications majors may substitute a second communications concentration of 18 hours.

Bachelor of Arts in English

This degree is intended to meet the needs of students desiring a strong liberal arts background or of students planning to enter graduate or professional school.

Major Requirements:

EN 201 World Literature	3 hours
EN 211, 212 Survey of English Literature	6 hours
EN 301, 302 Survey of American Literature	6 hours
EN 304 Advanced Composition	3 hours
EN 311 Literary Criticism	3 hours
EN 320 and EN 321 African American Literature	6 hours
EN 341 Technical Writing, EN 351 Creative Writing, or CO 231 Introduction to Journalism	3 hours
EN 413 Descriptive English Grammar	3 hours
EN 431 Elizabethan Literature	3 hours
EN 470 Seminar in English	1 hour
EN Electives	6 hours
Total	46 hours

***Minor is required 18-21 hours**

*Minor must include at least five courses that do not overlap with courses in the student’s major or general education requirements.

Bachelor of Arts in English/Professional Writing

Technical and Professional Writing majors are in demand both nationally and internationally. Students who major in Technical and Professional Writing work in almost every field of industry and public life, including high technology industries, business, government, and research.

Major Requirements:

EN 201 World Literature	3 hours
Lit. Elective (English Lit, American Lit., African American Lit, Lit. of African Peoples	3 hours
EN 304 Advanced Composition	3 hours
EN 413 Descriptive English Grammar	3 hours
EN 341 Professional Writing	3 hours

EN 470 Seminar	1 hour
CO 231 Introduction to Journalism and Media Writing	3 hours
CO 435 Editing	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
AS 203 Software Tools for Personal Productivity	3 hours
AS 305 Information Technology for Competitive Advantage	3 hours
BA 302 Business Communication	3 hours
EN 490 Professional Writing Internship (Research)	3 hours
Select two courses from EN 351 Creative Writing, CO 332 Writing for Public Relations, CO 333 Feature Writing, CO 232 Writing Non-Fiction for Electronic Media	6 hours
Total	43 hours

***Minor is required**

Bachelor of Science in English Language Arts Education

This program qualifies persons to teach secondary school English or language arts. After graduation, students may apply for Alabama Class B Certificate: English Language Arts, grades 7-12; and SDA Basic Teaching Certificate: English Language Arts, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program Advisor: L. Gooding.

Bachelor of Arts in French

Students intending to use ACA classes to major or minor in French must be advised by the program director before registering for classes. Program Director: U. Benn

Major Requirements:

FR 201-202 Intermediate French	6 hours
FR Electives (offered at ACA campus)	27 hours
FR 490-491 Research and upper division electives	9 hours
Total	42 hours

***Minor is required** **18-21 hours**

Bachelor of Arts in Spanish

Students intending to use ACA classes to major or minor in Spanish must be advised by the program director before registering for classes. Program Director: U. Benn

Major Requirements:

SP 201-202 Intermediate Spanish	6 hours
SP Electives (Offered at ACA Campus)	27 hours
SP 490-491 Research and upper division electives	9 hours
Total	42 hours

Minor is required 18-21 hours

*Minor must include at least five courses that do not overlap with courses in the student's major or general education requirements.

Associate of Science in Art Concentration: Commercial Art

This two-year program is designed to prepare students to make rapid application of their skills in the commercial art world of visual communications. The students concentrate on creating posters, banners, murals, and other publicity-type productions. Designs and layouts for books, magazines, advertisements, and other printed materials are studied in a practical manner to produce camera-ready art for printing.

Major Requirements:

AR 101-102 Basic Design	6 hours
AR 111 Fundamentals of Drawing	3 hours
AR 141 Fundamentals of Photography	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours
AR 217 Art Appreciation	3 hours
AR 311 Photoshop	3 hours
AR 314 Advanced Publishing Layout and Design	3 hours
AR 377 Portfolio	2 hours
AR Electives	3 hours
Total	29 hours

Associate of Science in Art Concentration: Photography

Photography has very broad and practical uses such as photojournalism, documentation, illustration, and fine art. This two-year program provides training and experience with equipment and techniques in black-and-white, and color photography.

Major Requirements:

AR 101-102 Basic Design	6 hours
AR 141 Fundamentals of Photography	3 hours
AR 204 Desktop Publishing for Graphic Design	3 hours

AR 217 Art Appreciation	3 hours
AR 311 Photoshop	3 hours
AR 341 Advanced Photography	3 hours
AR 374 Studio Photography	3 hours
AR 377 Portfolio	2 hours
Art electives	3 hours
Total	29 hours

Minor in Art

AR 101 Basic Design	3 hours
AR 111 Fund. of Drawing or AR 121 Fund. of Painting	3 hours
AR 141 Fundamentals of Photography	3 hours
AR 217 Art Appreciation	3 hours
AR 311 Advanced Drawing, AR 321 Advanced Painting, or AR 341 Advanced Photography	3 hours
Art electives (must be upper division)	6 hours
Total	21 hours

Minor in Communications

CO 201 Fundamentals of Public Speaking	3 hours
CO 231 Introduction to Journalism and Media Writing	3 hours
CO 221 Introduction to Mass Communications	3 hours
Electives (in one concentration; at least 9 upper division)	12 hours
Total	21 hours

Minor in English

EN 201 World Literature	3 hours
EN 211, 212 Survey of English Literature	6 hours
EN 301, 302 Survey of American Literature	6 hours
EN 304 Advanced Composition	3 hours
Elective	3 hours
Total	21 hours

Minor in English (Writing Emphasis)

EN 201 World Literature	3 hours
EN 304 Advanced Composition	3 hours
EN 413 Descriptive English Grammar	3 hours
EN Literature Elective	3 hours
CO 231 Introduction to Journalism and Media Writing	3 hours
Select two courses from: EN 341 Technical Writing, CO 333 Feature Writing, CO 431 Writing for Public Relations, and CO 435 Editing	6 hours
Total	21 hours

Minor in French

FR 201-202 Intermediate French	6 hours
FR electives (offered at ACA campus)	9 hours
FR upper division elective	6 hours
Total	21 hours

Minor in Spanish

SP 201-202 Intermediate Spanish	6 hours
SP Electives (Offered at ACA campus)	9 hours
SP upper division elective	6 hours
Total	21 hours

Description of Courses

Art

AR 101- 102 Basic Design **3-3 hours**

A study of the basic principles and elements of representational and nonrepresentational design. Two-and three-dimensional design is explored. Emphasizes understanding of line, color, shape, texture, and balance in spatial relationships.

AR 111 Fundamentals of Drawing **3 hours**

The fundamentals of rendering based on the principles and elements of design and spatial organization. Natural forms will be approached to develop the powers of observation, self-expression, and technical skills. Various black-and-white media will be used.

AR 121 Fundamentals of Painting **3 hours**

The fundamentals of painting in oils and or acrylics designed to develop the proper use of equipment, media, and color in landscape, still-life, and figure subjects. Offered alternate years.

AR 141 Fundamentals of Photography **3 hours**

The fundamentals of using the camera as an instrument of creative expression. The course is a hands-on experience in camera handling black-and-white negative and print developing, contact printing, and enlargements. Special emphasis is placed on materials, lighting, exposure, and photography as a means of creative aesthetic self-expression. Students must have a 35mm camera. Rentals are available at the College Bookstore.

AR 204 Desktop Publishing for Graphic Design **3 hours**

The study and use of lettering, type styles, graphics, page layout design and desktop publishing. The course is designed to study the advancement and refinement of graphic art techniques with emphasis on the proper use of mechanical tools and computer-aided (Macintosh) desktop publishing systems, as they relate to the commercial art industry.

AR 217 Art Appreciation **3 hours**

A general survey of art from prehistory to contemporary time. By means of lectures, slides and video presentations, the course is designed to engender an appreciation of visual expression and show how art of cultures throughout the ages has shaped modern Western culture. Prerequisite: EN 112.

AR 261 Sculpture**3 hours**

The basics of three-dimensional designs in wood, stone, clay, plaster, and other materials, putting into practice the fundamentals of modeling, carving, casting, and construction. Emphasis is placed on design, tools, and techniques leading to the control and understanding of materials and their relationship to sculpture. No previous experience needed.

AR 311-312 Advanced Drawing**3-3 hours**

Advanced development of competent graphic expression by drawing from the model, with emphasis on line, mass, gesture, and structure. Students manipulate various media and materials, developing an individual method and style. Offered alternate years. Prerequisite: AR 111.

AR 314 Advanced Publishing Layout and Design**3 hours**

Advanced study of computer generated graphic and electronic page layout and design. Layouts are produced on page layout software and carried to a camera ready stage for production. Emphasis is placed of fine tuning design and layout skills as well as mastery of software for speedy productions. Prerequisite: AR 204.

AR 335 Photoshop**3 hours**

The study and mastery of Photoshop imaging software. Student explores the flexibility of image manipulation and creative use of built-in filters and plug-ins. Student learns to digitize and color correct images for the purpose of imaging print making, graphic layout and electronic media. Emphasis is placed on use of software, scanning techniques, equipment usage, material, creation and manipulation of images electronically. Prerequisite: AR 204.

AR 321-322 Advanced Painting**3-3 hours**

A continued study in the advancement of personal style and skill through the study of form and color in portrait and figure painting, using oils and acrylics. Prerequisite: AR 121.

AR 341-342 Advanced Photography**3-3 hours**

Advanced applications in black-and-white and color photography producing prints, enlargements, and transparencies, with emphasis on personal expressions and creative use of photography for illustration and fine art. Individual experimentation is highly recommended. Prerequisite: AR 141.

AR 374 Studio Photography**3 hours**

A survey of lighting techniques used in the studio, ranging from portraiture to still life. To be able to understand the reasons for using various types of lighting equipment and some of the techniques employed in using them, the class hours will be devoted to lighting demonstrations in the studio, lectures, and critiquing of assignments. Laboratory will consist of planning out assignments, gathering props, shooting assignments, printing, and mounting for class critiques. Prerequisite: AR 141 or permission of instructor.

AR 377 Portfolio**1-3 hours**

The development of a professional portfolio of work done as a sample for prospective employers. Preparation for job interviews will be emphasized and a well-written resume will be produced, ready for stepping into the job market. Prerequisite: permission of instructor.

AR 401 - 402 Practicum in Art/Photography **3 hours**
Student gains practical experience in Commercial Art, Photography or Photo Journalism. The student will work under the cooperative direction of professionals and the Art faculty. Student becomes familiar with ongoing tasks and techniques in commercial art, photography, or photo journalism concentration. Practicum of six hours each week is required. Prerequisites: adequate background and consent of the instructor.

AR 403 Internship in Art/Photography **3 hours**
The student must work full-time in the Commercial Art, Photography or Photo Journalism industry and perform ongoing tasks and practices of professionals in the student's area of concentration. Student must apply to the employing organization and be accepted to work four to eight weeks under the direction of a professional. Prerequisites: adequate background, junior standing, and consent of the instructor.

Communications

CO 201 Fundamentals of Public Speaking **3 hours**
A study of the fundamental principles of oral communication and their effective application through classroom speeches and constructive criticism. Prerequisite: EN 111.

CO 221 Introduction to Mass Communications **3 hours**
Explores the history, structures, functions, responsibilities, and impact of mass media in society. Includes an overview of the print and electronic industries and how they relate to each other, their roles in technological advances, and how they influence society's formation of knowledge, attitudes, and behavior. Prerequisite: EN 111.

CO 231 Introduction to Journalism and Media Writing (W) **3 hours**
The principles of news gathering, interpreting, and reporting are studied. Experience is gained in writing newspaper articles. Prerequisites: CO 221, EN 112, and AS 120 or type 45 wpm.

CO 232 Writing Non-fiction for Electronic Media (W) **3 hours**
Principles and techniques for script writing for non-fiction radio and TV productions are explored. Besides simulated exercises, students will also write a final documentary script targeted for use by students enrolled in CO 347 as part of their productions. Prerequisites: 231; concurrent enrollment is acceptable.

CO 242 Mass Communication and Society **3 hours**
An analysis of the relationships between mass communication and society, including institutional functions and socioeconomic, structural-cultural, and other factors affecting mass communications processes. Prerequisite: CO 221.

CO 311 Principles of Advertising **3 hours**
An institutional and functional study of persuasion, consumer motivation and behavior, and application of the principles of advertising to electronic media. Students will prepare a media campaign for a product or service in a simulated market environment. Prerequisite: CO 221.

CO 315 Mass Media Law **3 hours**
An overview of legal aspects of the media and First Amendment issues, with emphasis on libel, privacy and intrusion, copyright, FCC laws, advertising, and marketing. Prerequisite: CO 221.

- CO 320 Voice and Diction** **3 hours**
Trains for improvement in the use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation, with individual help in the correction of faulty speech habits. Prerequisite: CO 201.
- CO 325 Interpersonal Communications** **3 hours**
A study of interpersonal communication skills such as listening, conflict management, and nonverbal communication. Practical applications of skills are emphasized. Prerequisite: CO 201.
- CO 330 Communication Theory** **3 hours**
The scope and purpose of communication, the factors involved in the process, and the role of language in human behavior. Prerequisite: CO 201.
- CO 331 Principles and Practices of Public Relations** **3 hours**
An in-depth analysis of the practice of public relations. Students will study the field's history and current techniques used by practitioners to build two-way relationships with their publics and influence public opinion. Prerequisite: CO 221.
- CO 332 Writing for Public Relations (W)** **3 hours**
Examines the various styles and formats used in public relations writing and how it impacts target audiences, message strategies, and channel selection. Prerequisite: CO 221 and AR 204.
- CO 333 Feature Writing (W)** **3 hours**
Theory and practice of writing feature stories for newspaper and magazine use, supplemented by practical assignments in interviewing, writing, revision, and marketing of articles. Prerequisite: CO 231.
- CO 342 Radio and TV Announcing** **3 hours**
A course designed to help the student acquire the skills that will lead to competent performance as a media announcer. Study is given to the speech techniques that are required in preparation, announcing, and narration of various types of material. Prerequisites: CO 201 and CO 232.
- CO 343 Fundamentals of Audio Production** **3 hours**
Practical aspects of radio production techniques are studied, with emphasis on the basic operation of radio and audio equipment. Group and individual activities. Laboratory is involved. Prerequisite: CO 221.
- CO 346 Fundamentals of Video Production** **3 hours**
The student is expected to become conversant with the basic operation of audio and video equipment. Keyboard skills and a laboratory are involved. Students are required to participate in routine lab exercises for a minimum of six hours each week. Each student will also be required to demonstrate ability to translate stories and ideas into moving images by producing a portfolio video of approximately three to five minutes in length. Prerequisite: CO 221, CO232; concurrent enrollment permissible.
- CO 347 Advanced Video Production** **3 hours**
Students will have the option of selecting one or more of the four following areas of interest: audio, editing, photography or producing/directing. A laboratory is involved. They will be required to produce an individual video based on a script written or acquired from students in CO 232 and planned in CO 350. Prerequisites: CO 232, CO 346 and concurrent enrollment in CO 350.

- CO 350 Production Management** **3 hours**
 The course will teach the methodology of planning and management during preproduction, production, and postproduction of nondramatic films and videos. Students will write a proposal, take a script, and break it down for production outline, scheduling, budgeting, and producing. Prerequisites: CO 221, CO 346 and concurrent enrollment in CO 347 Advanced Video Production.
- CO 353 Fundamentals of Play Directing** **3 hours**
 Theories of direction and production. Producing and directing a one-act play or one act from a longer play for public performance. Prerequisite: CO 201.
- CO 355 Creative Drama** **3 hours**
 Philosophy and techniques involved in improvised drama, including drama for children. Prerequisite: CO 201.
- CO 360 Fiction and Dramatic Screen Writing (W)** **3 hours**
 Students will learn how to develop stories and characters, the formats for various genres, and the art of writing and marketing a script. Students will be required to write a screenplay from a minimum of 25 min. length to a full-length script. Offered alternate years. Prerequisite: CO 347.
- CO 365 Fiction/Dramatic Film and TV Production** **3 hours**
 Students will go through the entire process of producing a dramatic video or film using an electronic camera (or they may upgrade to a 16mm camera at their own expense) based on a script written or acquired from CO 360. Offered alternate years. Prerequisite: CO 347; recommended: CO 353.
- CO 371 Public Relations Management** **3 hours**
 Students will be exposed to all elements involved in managing a public relations office. Specific focus will be given to strategic planning, time management, creating budgets, staffing, working with clients and service providers, and personnel training. Prerequisites: CO 330 and CO 331.
- CO 373 Working With the Media in Public Relations** **3 hours**
 Studies will focus on how to build media relationships that promote credibility and news coverage, techniques that generate positive publicity, crisis management, and integrating new media technologies into public relations practice. Prerequisites: CO 331 and CO 332.
- CO 401-402 Practicum in Communications** **3-3 hours**
 Students will gain practical experience in journalism, communication arts, public relations, or audio/video production. Students will work under the cooperative direction of professionals and the communications faculty. Students will become familiar with the ongoing tasks and routines required in their areas of concentration. Practicum of six hours each week is required. Prerequisites: adequate background and consent of the instructors.
- CO 403 Internship in Communications** **2- 3 hours**
 Student must work full-time at a journalistic, public relations, or broadcast facility and perform ongoing tasks and practices of professionals in the student's area of concentration. Student must apply to the employing organization and be accepted to work four to eight weeks under the direction of a professional. Prerequisites: adequate background, junior standing, and consent of the instructor.

CO 410 Broadcast Advertising **3 hours**
Besides acquiring an overview of how the advertising, broadcasting and media-buying industries work in a synergical environment, students will learn to write and produce effective commercials for radio, TV, and the Internet, and understand the sales and marketing aspects of the broadcast advertising industry. Each student will simulate an advertising campaign which will include at least three commercials/PSAs. A lab is involved. Prerequisite: CO 343 or CO 347.

CO 411 Broadcast Management **3 hours**
A study of the various aspects involved in managing a media facility as a medium for both profit and social change. Offered alternate years. Prerequisites: CO 201 and CO 221.

CO 421 Persuasion **3 hours**
An advanced speech course in which the student will study theories and models of persuasive speaking and practice the delivery of persuasive speeches. Offered alternate years. Prerequisite: CO 201.

CO 435 Editing (W) **3 hours**
Theory and practice of newspaper copy editing and headline writing. Emphasis is placed on the need to develop a broad grasp of contemporary social, political, and religious issues with discretion and finesse. Laboratory experience required. Prerequisites: CO 231 and CO 333.

English

EN 090-091 English as a Second Language **3-3 hours**
A course designed for students whose native language is not English. Study and practice of English in its written form. Laboratory is required.

EN 095 Composition Skills Review **3 hours**
This course is required of all beginning freshmen during their first semester if the ACT enhanced English score is below 16 or the SAT English score is below 410. Laboratory is required. An exit examination is given before the completion of EN 095.

EN 099 Developmental Reading **2 hours**
This course is required of all beginning freshmen during their first semester if the ACT enhanced English score is below 16 or the SAT English score is below 410. Laboratory is required.

EN 111-112 Freshman Composition **3-3 hours**
A study of rhetoric designed to teach students effective writing, reading, speaking, and listening. In EN 111, emphasis is placed on the short theme and close study is given to expository and argumentative writing. In EN 112, students are introduced to literature, to methods of research using the library, the Internet, and CD-ROM, and to writing a research paper. An exit examination is given before the completion of EN 111, and the requirements for EN 112 may not be met by CLEP.

EN 201 World Literature (W) **3 hours**
A survey of selected world masterpieces of literature—some in translation. Emphasis is placed on the ancient, medieval, and Renaissance periods, and on major African-American authors. Prerequisite: EN 112.

- EN 204 Effective Reading Strategies for College Students** **2 hours**
 A course designed for college students to increase their rate of comprehension. Speed drill, vocabulary, and comprehension exercises are covered.
- EN 211, 212 Survey of English Literature I, II (W)** **3,3 hours**
 A study of English literature from Anglo-Saxon to modern times. Historical and biographical backgrounds are important but major emphasis is placed on a critical and evaluative analysis of the literature. Prerequisite: EN 112.
- EN 221 Literature of African Peoples** **3 hours**
 This course introduces students to the literature of sub-Saharan African Americans and West Indians.
- EN 250 English Fundamentals** **2 hours**
 A course designed for students who did not pass the English Proficiency Examination required in their junior year. In it, the basic mechanics of sentence and paragraph structure will be reviewed until the student can demonstrate the ability to write acceptable standard English. Only students who have taken the English Proficiency Examination may register for EN 250. The requirements of this course may not be met by special examination. This course may not count toward a major or minor in English.
- EN 301, 302 Survey of American Literature (W)** **3,3 hours**
 A study of major American poets and prose writers and main currents of thought to which they contributed. Prerequisite: EN 112.
- EN 304 Advanced Composition (W)** **3 hours**
 An intensive study designed to develop the writing skills of students through advanced rhetorical strategies. When EN 304 is taken at Oakwood College, a grade of B or better exempts a student from the English Proficiency Examination. Prerequisites: EN 112 and junior standing, and completion of the literature requirement (EN 201, EN 211, EN 212, EN 301 or EN 302).
- EN 305 Biblical Literature (W)** **3 hours**
 A study of selected books from the Old and New Testaments with emphasis on their literary value and with consideration of the place of the Bible in world literature. Prerequisite: EN 112. Offered alternate years.
- EN 311 Theory and Practice in Literary Criticism (W)** **3 hours**
 An introduction to literary theory from Plato to Foucault. Emphasis is placed on the relationship between literature and other disciplines in the humanities and the social sciences, and how these disciplines influence the production, canonization, interpretation, and analysis of texts. The reading includes adolescent literature to illustrate Plato's views on the literary education of young minds. Prerequisites: EN 201 and any two of EN 211, EN 212, EN 301, or En 302.
- EN 320, 321 African-American Literature I, II (W)** **3, 3 hours**
 A survey designed to introduce the student to literature written by Black writers. EN 320 to 1945; EN 321 1945 to present. Prerequisite: EN 201, 211, 212, 301, or 302.
- EN 323 Twentieth Century American Literature (W)** **3 hours**
 An introduction to major American writers of the twentieth century, with emphasis on modernism and post-modernism, and their implication for Christian morality. Prerequisites: EN 211, EN 212, EN 301, or EN 302 and junior standing.

- EN 324 Twentieth Century British Literature (W)** **3 hours**
 An introduction to major British writers of the twentieth century, with emphasis on the impact of the politics of social change on the literature of the period. Prerequisites: EN 211, EN 212, EN 301, or EN 302, and junior standing.
- EN 341 Professional Writing (W)** **3 hours**
 A course designed to meet the demands of writing in industry. Writing of reports, proposals, and memoranda, with emphasis on organization and clarity, is required. Prerequisites: EN 112 and junior standing.
- EN 351 Creative Writing** **3 hours**
 Designed to meet the needs of those interested in developing skills in creative writing, fiction, nonfiction, and poetry. Prerequisite: EN 112 and junior standing.
- EN 411 History of the English Language (W)** **3 hours**
 A study of the development of the language, with emphasis on the sound system and grammar; application of historical insights into problems of teaching English. Offered alternate years. Prerequisites: EN 211 and 212.
- EN 413 Descriptive English Grammar** **3 hours**
 An intensive study of English grammar from both the traditional and the linguistic points of view. Prerequisite: EN 304.
- EN 421 Milton (W)** **3 hours**
 A study of *Paradise Lost* and *Paradise Regained* with some attention given to Milton's minor poems. Offered alternate years. Prerequisites: EN 211 and 212.
- EN 431 Elizabethan Literature (W)** **3 hours**
 A study of major authors and works of the period. Offered alternate years. Prerequisites: EN 211 and 212.
- EN 451 Romanticism (W)** **3 hours**
 A specialized course in the study of English poetry and prose between 1798 and 1832. Emphasis is placed on the classical background of Romanticism and the major Romantic poets. Offered alternate years. Prerequisites: EN 211 and 212.
- EN 461 Victorianism (W)** **3 hours**
 A specialized course emphasizing major English writers from 1832-1890. Attention is given to the milieu of the period. Offered alternate years. Prerequisites: EN 211 and 212.
- EN 470 Seminar in English** **1 hour**
 A seminar and capstone course in which senior English majors make a brief, comprehensive review of the body of knowledge that comprises the English program at Oakwood College, and study current problems and developments in the broad field of English language and literature. Prerequisites: senior status and 27 upper division English hours.
- EN 490-491 Research and Independent Study** **each 1-3 hours**
 Individual research under the guidance of an instructor. Limited to senior majors. Prerequisite: prior approval of the department chair.

French

FR 101-102 Beginning French **3-3 hours**
Study of the fundamentals of grammar with elementary conversation and reading of simple material on French culture. Accurate pronunciation is stressed. Laboratory is required. Students who have successfully completed 2 or more years of high school French, two years or less before resuming study of the language at Oakwood College, must enroll in Intermediate French.

FR 201-202 Intermediate French **3-3 hours**
A general review and continuation of grammar and vocabulary building, with special emphasis on the spoken language. Selected readings on French American life and culture. Laboratory is required. Prerequisite: FR 102.

FR 490-491 Research and Independent Study **3-3 hours**
Individual research under the guidance of an instructor. Prerequisites: senior majors who have completed one year on an ACA campus.

Courses offered at Institut Adventiste du Saleve (In quarter hours)

FR 221 Intermediate Composition **2-3 hours**
Fundamental principles of French composition and stylistics.

FR 251 Intermediate Oral Expression **1-3 hours**
For students having a basic knowledge of French. They will learn how to function in a socially acceptable way in French culture by using the vocabulary, syntax, and sentence structure studied in FR 201 class in dialogues, role plays, and varied activities.

FR 301 Advanced French **6 hours**
For students scoring sufficiently high on the placement test or those having completed FR 201.

FR 321 Advanced Composition I **2-3 hours**
Techniques of composition, planning, and organization, narrative procedures, descriptions, and development of ideas.

FR 351 Advanced Oral Expression I **1-3 hours**
Students will develop their ability to express their ideas on different topics concerning French culture and civilization through presentations.

FR 421-422-423 Advanced Composition II **each 2-3 hours**
Techniques of expository writing. Study of the process of writing, analysis of the subject, narrative procedures, description, and development of ideas.

FR 425-426-427 French Rhetoric **each 2-5 hours**
Techniques of expository writing (as for examinations). Study of the process of writing; analysis of the subject; documentation and research of ideas; complete outlining; writing of drafts and rewriting; linking of ideas in various parts of a text.

FR 431-432-433 Advanced Orthography **each 2-3 hours**
Intensive practical application of French orthography.

- FR 441-442-443 Advanced Grammar** **each 2-4 hours**
 Systematic review of the rules of French grammar.
- FR 451 Advanced Oral Expression II** **2-3 hours**
 Individual exercises and group discussion on a wide variety of current topics in order to allow the student to acquire and put into practice a more varied, precise, and flexible style of spoken French.
- FR 461-462 Literary Discussion** **2-2 hours**
 Systematic reading and analysis of vocabulary style ideas of specific French literary works. Every quarter new authors and books of different styles are studied in depth.
- FR 465-466-467 Literary Analysis** **each 2-3 hours**
 Reading, analysis, and commentary of French literary texts.
- FR 471-472-473 French Civilization** **each 2-3 hours**
 A study of the main artistic trends in French history and the importance and influence of French culture from the Middle Ages to contemporary times. French life today: intellectual, artistic, political, and religious.
- FR 481 Survey of French Literature** **2 hours**
 A study of the history of French literature and its different styles utilizing works from the Middle Ages to the twentieth century.
- FR 491-492-493 Survey of French Literature** **each 2-3 hours**
 A study of the history of French literature and its different styles utilizing works from the eighteenth century to the twentieth century.

Spanish

- SP 101-102 Beginning Spanish** **3-3 hours**
 A study of the fundamentals of grammar, with elementary conversation and reading of simple material on Spanish and Hispanic American culture. Accurate pronunciation is stressed. Laboratory is required. Students who have successfully completed 2 or more years of high school Spanish, two years or less before resuming study of the language at Oakwood College, must enroll in Intermediate Spanish.
- SP 201-202 Intermediate Spanish** **3-3 hours**
 A general review and continuation of grammar and vocabulary building, with special emphasis on the spoken language. Selected readings on Spanish and Hispanic American life and culture. Laboratory is required. Prerequisite: SP 102.
- SP 490-491 Research and Independent Study** **3-3 hours**
 Individual research under the guidance of an instructor. Prerequisite: senior major who has completed one year on an ACA campus.

Courses offered at Colegio Adventista de Sagunto (In quarter hours)

- AP 201-202-203 Spanish Folklore** **2-2-2 hours**
 Insight on the customs, traditions, holidays, costumes, music, songs, and dances of the Spanish people, with an in-depth study on individual regions.

- SP 251-252-253 Intermediate Spanish Grammar** **4-4-4 hours**
Review of grammar combined with oral and written practice at the intermediate level.
- SP 261-262-263 Intermediate Spanish Composition** **3-3-3 hours**
Written Spanish, with special emphasis on grammar, orthography, and syntax at the intermediate level. At least one composition due each week based on everyday topics.
- SP 271-272-273 Intermediate Spanish Conversation** **2-2-2 hours**
Oral practice in class, with emphasis on grammar, phonetics, and syntax at the intermediate level. Laboratory required.
- SP 312-313 Spain and its Culture** **2-2 hours**
Lectures and readings on Spanish culture—its history, politics, arts, and literature—with special emphasis on the Spanish way of thinking.
- SP 331-332-333 History of Spanish Literature** **3-3-3 hours**
A general study of Spanish literature from the Middle Ages to contemporary times. Recommended for students with advanced Spanish language skills.
- SP 351-352-353 Advanced Spanish Grammar** **4-4-4 hours**
An in-depth study of Spanish grammar and syntax combined with both oral and written practice.
- SP 361-362-363 Advanced Spanish Composition I** **3-3-3 hours**
Written Spanish, with special emphasis on reading comprehension and compositions which incorporate the usage and understanding of studied grammatical structures. Compositions will be related to themes studied in class.
- SP 371-372-373 Advanced Spanish Conversation I** **2-2-2 hours**
Attainment of a strong basic Spanish vocabulary with special emphasis on grammatical structures and idioms, and an understanding of the different speaking levels that exist within the language. Emphasis will also be placed on being able to understand and participate fluently and with self-confidence in a colloquial Spanish conversation. Laboratory is required.
- SP 399 Readings in Spanish Literature** **1-3 hours**
- SP 422-423 Translation and Interpretation** **2-2 hours**
Translation methodology and its application to translations of Spanish texts into English and vice versa. Attention is given to the idiomatic expressions in both languages.
- SP 451-452-453 Advanced Spanish Grammar II** **4-4-4 hours**
Review of grammar, with emphasis on difficult points of grammar, orthography, syntax, and style combined with the study of expressions, idioms, and an increase in vocabulary.
- SP 461-462-463 Advanced Spanish Composition II** **3-3-3 hours**
Written Spanish, with special emphasis on difficult points of grammar, orthography, syntax, and style combined with the study of expressions, idioms, and an expanded vocabulary.
- SP 471-472-473 Advanced Spanish Conversation II** **2-2-2 hours**
Discussion at all levels of the language: colloquial, technical, and philosophical. Some of the discussions will be taken from newspapers and/or magazines. Special emphasis on syntax, style, phonetic accuracy, and vocabulary. Two hours of laboratory required each week.

Department of Family and Consumer Sciences

Professor: Davis (Chair)
Associate Professor: Warren
Assistant Professors: Mohan, Smith

Majors: Dietetics (B.S.)
Family and Consumer Sciences (B.S.)
Family and Consumer Sciences Education (B.S.)
Human Development and Family Studies (B.S.)

Minors: Apparel and Design
Child Development
Food and Nutrition
Family and Consumer Sciences

Purpose

It is the purpose of the Department of Family and Consumer Sciences to provide professional programs in nutrition, human development and family studies, family and consumer sciences education, and general family and consumer sciences. The faculty requires that every student enrolled in each professional program acquire an understanding of the body of knowledge specified for that program. The department will provide a Christian perspective to all aspects of family and consumer sciences and utilize knowledge and skills to strengthen family life in the home and society.

The Department of Family and Consumer Sciences has been approved for the Didactic Program in Dietetics by the American Dietetics Association. Students planning to qualify for the Didactic Program in Dietetics must see the Program Director for a list of current classes required by the American Dietetic Association. The Teacher Education Program in Family and Consumer Sciences is approved by the Alabama State Department of Education and the National Council for Accreditation of Teacher Education (NCATE).

All majors are required to become members of the student section of the American Association of Family and Consumer Sciences or the American Dietetic Association.

Application for Admission

To be admitted as a major in the Department of Family and Consumer Sciences, students must have completed at least 32 semester hours, including EN 112 Freshman Composition, and have an overall minimum GPA of 2.00.

Exit Examination

All students are required to take an exit examination the first semester of their senior year. Evaluation of conceptual skills, techniques of projects, and laboratory performances will be included in the examination. All students must pass the examination with 70 percent proficiency before graduation.

Career Opportunities

Career choices for graduates from this department include: dietitians, fashion coordinators, fashion designers, family life specialists, hospital administrators, interior decorators, nutritionists, preschool directors, and teachers.

Bachelor of Science in Dietetics

This program is designed for students who possess a strong interest in the sociological, psychological, physiological, and economical aspects of food and nutrition with emphasis on health promotion/disease prevention. It is required that students have a GPA of at least a 2.5 or better in order to apply to the Didactic Program in Dietetics.

Admission Requirements for the Didactic Program in Dietetics:

1. GPA 2.5 or above on 4.0 scale.
2. Students whose native language is not English must achieve a satisfactory score on the TOEFL examination.
3. Have a grade of C or better in EN 111-112 Freshman Composition.
4. Students who have less than 2.5 can only be admitted on a provisional basis by meeting the following criteria:
 - * Successful score on Watson Glaser Test
 - * Must score a competent level (12th grade) on the reading test

Major Requirements:

FS 101 Introduction to Family and Consumer Sciences	1 hour
FS 111 Food Preparation	3 hours
FS 131 Nutrition	3 hours
FS 322 Community Nutrition I	3 hours
FS 323 Community Nutrition II	3 hours
FS 360 Vegetarian Cuisine	3 hours
FS 421 Quantity Food Management	3 hours
FS 431 Food Systems Management	3 hours
FS 438 Clinical Nutrition I	3 hours
FS 439 Clinical Nutrition II	3 hours
FS 453 Senior Seminar	1 hours
FS 490 Research and Independent Study	3 hours
BA 310 Principles of Management	3 hours
BI 111-112 Human Anatomy and Physiology	6 hours
BI 221 Microbiology	4 hours
CH 141-142 General Chemistry	8 hours
CH 311-312 Organic Chemistry	8 hours
CH 331 Nutritional Biochemistry	3 hours
EN 341 Technical Writing	3 hours
PY 101 Principles of Psychology	3 hours
SO 101 Principles of Sociology	3 hours
Total	71 hours

Approved Pre-professional Practice Program (AP4)

Upon completion of the undergraduate dietetics degree, graduates are eligible to enter a supervised practice program (an AP4 or internship). Successful completion of this program will qualify them to take the Registration exam to become a Registered Dietitian, which is a professional status conferred by the American Dietetic Association (ADA). Oakwood College's AP4 program provides a minimum of 900 hours of supervised practice and follows the ADA minimum academic requirements. The Council on Education Division of Education Accreditation/Approval also approves the program.

Bachelor of Science in Family and Consumer Sciences

This program provides the students with holistic concepts of family and consumer sciences. Courses in apparel and design, child development, family economics, home management, nutrition, and parent education are included in the curriculum. Students are prepared for graduate study, cooperative extension work, and business careers.

Major Requirements:

FS 101 Introduction to Family and Consumer Sciences	1 hour
FS 111 Food Preparation	3 hours
FS 131 Nutrition.	3 hours
FS 151 Fashion Sewing Selection	3 hours
FS 152 Fashion Sewing and Textiles	3 hours
FS 201 Art in Life	3 hours
FS 211 Social and Professional Ethics	1 hour
FS 221 Home Management	3 hours
FS 305 Parenting	3 hours
FS 340 Family Economics and Management	3 hours
FS 342 Family Living.	3 hours
FS 355 Human Development	3 hours
FS 401 Dress Design	3 hours
FS 411 Housing and Interiors	3 hours
FS 421 Quantity Food Management	3 hours
FS 441 Home Management Practicum	3 hours
FS 453 Senior Seminar	1 hour
FS Electives	12 hours
CH 101 Introduction to Inorganic Chemistry	3 hours
Total	60 hours

Bachelor of Science in Family and Consumer Science Education

This program qualifies a person to teach secondary school family and consumer sciences. After graduation, students may apply for the Alabama Class B Certificate: Family and Consumer Sciences, grades 7-12; and the SDA Basic Teaching Certificate: Family and Consumer Sciences, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Advisor: R. Davis.

Bachelor of Science in Human Development and Family Studies

This program focuses on the family and relationships throughout the life cycle in a setting of multicultural forces. This curriculum prepares students for careers in child development, family life, government, social services agencies, and businesses which specialize in goods and services for the family.

Majors who desire to teach in the primary grades but have not completed a traditional teacher education program may obtain teacher certification in early childhood education or early childhood education for the handicapped by entering the Alabama nontraditional fifth year program at the University of Alabama in Huntsville or Alabama A & M University.

Major Requirements:

FS 101 Introduction to Family and Consumer Sciences	1 hour
FS 111 Food Preparation	3 hours
FS 131 Nutrition	3 hours
FS 210 Principles of Early Childhood Education	3 hours
FS 221 Home Management	3 hours
FS 231 Developing Creativity in Young Children	3 hours
FS 302 Preschool Environments	3 hours
FS 305 Parenting	3 hours
FS 340 Family Economics and Management	3 hours
FS 342 Family Living	3 hours
FS 355 Human Development	3 hours
FS 358 Infant and Toddler Developmental Studies	3 hours
FS 403 Child Development Practicum	3 hours
FS 404 Administration and Supervision of Preschools	3 hours
FS 441 Home Management Practicum	3 hours
FS 452 Advanced Family Studies	3 hours
FS 453 Senior Seminar	1 hour
FS 454 Internship in Human Development and Family Studies	3 hours
FS Electives	6 hours
SW 312 Minority Aging	3 hours
ED 341 Foundations of Reading	3 hours
Total	62 hours

Minor in Apparel and Design

FS 151 Fashion Sewing Selection	3 hours
FS 152 Fashion Sewing and Textiles	3 hours
FS 201 Art in Life	3 hours
FS 351 Tailoring	3 hours
FS 401 Apparel Design	3 hours
FS 411 Housing and Interiors	3 hours
Total	18 hours

Minor in Child Development

FS 231 Developing Creativity in Young Children	3 hours
FS 210 Principles of Early Childhood Education	3 hours
FS 302 Preschool Environments	3 hours
FS 305 Parenting	3 hours
FS 355 Human Development	3 hours
FS 358 Infant and Toddler Development Studies	3 hours
FS 403 Child Development Practicum	3 hours
Total	21 hours

Minor in Food and Nutrition

FS 111 Food Preparation	3 hours
FS 131 Nutrition	3 hours
FS 355 Human Development	3 hours
FS 360 Vegetarian Cuisine	3 hours
FS Electives (upper division)	6 hours
Total	18 hours

Minor in Family and Consumer Sciences

FS 111 Food Preparation	3 hours
FS 151 Fashion Sewing Selection	3 hours
FS 221 Home Management	3 hours
FS 305 Parenting	3 hours
FS 342 Family Living	3 hours
FS 355 Human Development	3 hours
FS Electives (upper division)	3 hours
Total	21 hours

Description of Courses

FS 101 Introduction to Family and Consumer Sciences **1 hour**

A survey of family and consumer sciences as a field of study, its organizational framework, growth and expansion, and present status; exploration of career opportunities in family and consumer sciences and in related disciplines that utilize home economics and skills.

FS 111 Food Preparation **3 hours**

The selection, care, composition, and preparation of foods. One laboratory each week.

FS 131 Nutrition **3 hours**

Basic principles of human nutrition, including nutrients and allowances for various ages and normal stress conditions. Carries credit toward the general education requirement in science.

FS 151 Fashion Sewing Selection **3 hours**

Artistic and economic factors are studied and applied to clothing for the family. Emphasis is placed on planning, buying, alteration, cost, and care of clothing. This course offers students opportunities in construction of garments for the family, using patterns to develop speed and confidence.

- FS 152 Fashion Sewing and Textiles** **3 hours**
The impact of technology on textile fibers and fabric structure, recognition of fiber properties, and finishing processes as they apply to construction and selection of clothing.
- FS 201 Art in Life** **3 hours**
Designed to develop an understanding of basic guidelines for an aesthetic appreciation of art in today's world. To increase enjoyment in art and to produce freedom of expression.
- FS 210 Principles of Early Childhood Education** **3 hours**
A course designed to give the prospective teacher an understanding of the principles and procedures employed in the organization, management, and supervision of an early childhood education program.
- FS 211 Social and Professional Ethics** **1 hour**
A course designed to develop an understanding of the current social code for both men and women and to provide experience in its application to college life, home, and community living. Acceptable modes of interacting in social and professional situations are presented.
- FS 221 Home Management** **3 hours**
A study of management of time, energy, finance, food, clothing, health and recreation in homemaking and family life.
- FS 231 Developing Creativity in Young Children** **3 hours**
Development of creativity and self-expression in children through stories, music, rhymes, play activities, and creative media. One three-hour laboratory is required each week.
- FS 301 Experimental Foods** **3 hours**
Research methods applied to individual and class problems in food preparation. Laboratory included. Prerequisites: FS 111 and CH 141.
- FS 302 Preschool Environments** **3 hours**
Examination of preschool programs in alternative environments, including criteria for physical facilities, child health and safety, personnel and licensing, management of finances, and current legislation. Prerequisite: junior standing.
- FS 305 Parenting** **3 hours**
Current theories related to the effects of various parenting methods. Emphasis on designing a learning environment within the home for the holistic development of the child. Prerequisite: junior standing.
- FS 321 Advanced Nutrition (W)** **3 hours**
A study of the physiological and chemical factors involved in the absorption and metabolism of food nutrients and how these factors apply to normal nutrition. Prerequisites: FS 433, BI 112 and CH 312.
- FS 322 Community Nutrition I** **3 hours**
This course is designed to prepare students for community service while addressing public health issues. Principles of communication, counseling, and nutritional requirements throughout the life cycle are covered. Prerequisites FS 131, BI 112 and junior standing.

- FS 323 Community Nutrition II** **3 hours**
This course is designed to prepare students for community service while addressing entrepreneurship, multiculturalism, health care, legislation, nutrition policy and program planning. Prerequisites: FS 322 and junior standing.
- FS 340 Family Economics and Management** **3 hours**
A study of supply and demand, consumer welfare, credit, protection and legal regulations, and current issues which affect the individual's total responsibility as a consumer in today's changing economic environment. Prerequisite: junior standing.
- FS 342 Family Living (W)** **3 hours**
Evaluation of membership in a social structure created to benefit each person as a contributor to the family and to society in their physical, mental, and religious aspects. Prerequisite: FS 355.
- FS 351 Tailoring** **3 hours**
Principles involved in making suits and coats for men and women. Open only to those who show skill in the construction of garments. Prerequisite: FS 151 or by approval.
- FS 355 Human Development** **3 hours**
A study of the physical, mental, emotional, and social development of the individual from conception through senescence, with particular emphasis on normal adaptation to change and learning processes. Observation and laboratory are required. Prerequisite: junior standing.
- FS 358 Infant and Toddler Development** **3 hours**
An in-depth study of infants and toddlers, with special emphasis on developing and setting up creative programs for infants and toddlers. Observation and participation in infant and toddler programs required. Prerequisite: junior standing.
- FS 360 Vegetarian Cuisine** **3 hours**
A study of foods, cookery, nutrition, and demonstration techniques as they apply to planning nutritionally balanced meals based upon a vegetarian diet. Laboratory included. Prerequisites: FS 111 and FS 131.
- FS 401 Apparel Design** **3 hours**
A course involving principles of draping and flat pattern design and their practical applications in sewing for men and women. Current construction techniques and individualized fitting are stressed. Prerequisite: FS 151.
- FS 403 Child Development Practicum** **3 hours**
Effective methods of working with children, impact of teacher behavior on the behavior of the children, teacher-parent and teacher-teacher relationships. Two lectures and six hours of observation and participation in a child development laboratory program are required each week. Prerequisites: FS 210, 231, 302, 355, and 358.
- FS 404 Administration and Supervision of Preschools** **3 hours**
Development center: essential planning procedures, including curriculum, guidance, health protection, housing, equipment, food service, budgeting, parent-staff relations, social services, and community relations. Six hours of laboratory are required each week. Prerequisite: FS 403.

- FS 411 Housing and Interiors** **3 hours**
A study of the principles of planning housing and living environments in relation to needs, resources, and lifestyles of individuals and families at all stages of the life cycle. Prerequisite: FS 201.
- FS 421 Quantity Food Management** **3 hours**
Introduction to the responsibilities of first-level food service supervisors in quantity food service; includes planning, preparation, service, and safety of acceptable nutritionally adequate meals at designated budgetary levels. Laboratory experience in quantity food production. Prerequisites: FS 111 and junior standing.
- FS 431 Food Systems Management** **3 hours**
Introduction to food services, principles of organization and management, financial control, equipment selection, layout in institutional food service, and technical operations. Prerequisites: FS 421 and junior standing.
- FS 433 Community Nutrition** **3 hours**
A study of the nutrition care service delivery system within the community, with emphasis upon nutritional assessment, planning, intervention, evaluation, education, and the legislative process. Community service learning laboratory included. Prerequisites: FS 131, BI 112, and junior standing.
- FS 438 Clinical Nutrition I** **3 hours**
Introduction of clinical experience in dietetics, understanding and applying clinical laboratory values, nutritional assessment, quality improvement while utilizing medical nutritional therapy. Laboratory practice included. Prerequisites: CH 311, BI 112, FS 323.
- FS 439 Clinical Nutrition II** **3 hours**
Introduction of clinical experience in dietetics, understanding and applying clinical laboratory values, nutritional assessment, medical nutritional therapy, Adventist beliefs and professional conduct in patient care. Laboratory experience included.
- FS 440 Clinical Nutrition (W)** **3 hours**
The principles of nutrition applied to physiological conditions altered by disease and abnormalities. Nutritional assessment techniques, nutrition care strategies, and diet therapy will be emphasized. Laboratory included. Prerequisite: FS 321.
- FS 441 Home Management Practicum** **3 hours**
Cooperative living in homemaking groups in the home management house. Experience is given in management, accounting, food preparation and services, aesthetic arrangements, and entertaining. Charges are based on prevailing food costs. Registration required in the department office one semester in advance. Prerequisites: FS 111, 340, and departmental senior, or permission of instructor.
- FS 442 Occupational Family and Consumer Science** **3 hours**
A course designed to provide supervised occupational work experience in family and consumer sciences. Prerequisite: FS 421.
- FS 452 Advanced Family Studies (W)** **3 hours**
A comparative study of families internationally utilizing the United States as a framework. Special attention will be given to developing countries, eastern Europe, and the Far East. Prerequisites: FS 342 and departmental senior, or permission of instructor.

- FS 453 Senior Seminar** **1 hour**
A study of professional organizations, meetings, and publications in all areas of family and consumer sciences. Includes resume writing and job search. Prerequisite: Departmental senior or permission of instructor.
- FS 454 Internship in Human Development and Family Studies** **3 hours**
Organized opportunities for work experience in cooperative extension services and family agencies. Prerequisite: departmental senior or permission of instructor.
- FS 490-491 Research and Independent Study** **each 1-3 hours**
Individual research. Limited to majors. Prerequisites: departmental senior and prior approval by department chair.

Department of Health and Physical Education

Professors: Lovejoy, Shaw (Chair)
Assistant Professors: Benn-Marshall, Henry, Roddy, Sovyanhadi
Instructor: Hamilton

Majors: Health Science (B.S.)
Fitness and Wellness (B.S.)
Health and Physical Education (B.S.)
Health and Physical Education Teaching (B.S.)

Minor: Health and Physical Education

Purpose:

It is the purpose of the Department of Health and Physical Education to provide instruction in health education and a variety of physical activity and theory courses. These courses are designed to promote healthful living and physical fitness, as well as knowledge and skill development.

Application for Admission:

To be admitted as a major in the Department of Health and Physical Education, students must have completed at least 32 hours of course work, including EN 112 Freshman Composition and 4 hours of physical education. Applicants must have an overall minimum GPA of 2.00 and have a minimum GPA of 2.25 in physical education courses. Application forms must be obtained from, and returned to, the department.

Exit Examination:

Seniors are required to take and pass at the 80th percentile an exit examination from the department.

Career Opportunities:

Graduates in this department may have careers as coaches, fitness specialists, health educators, intramural directors, parks and recreation programmers, sports medicine personnel, teachers, and water safety instructors. A B.S. degree in Health Science offers a broad study of health care and provides the academic preparation required for graduate training.

Bachelor of Science in Fitness and Wellness

Major Requirements:

PE 101 Physical Conditioning	1 hour
PE 155 Aerobics	1 hour
PE 205 First Aid and CPR	1 hour
PE 211 Health Principles	2 hours

PE 270 Water Safety Instructor	2 hours
PE 280 Weight Training	1 hour
PE 285 Introduction to Physical Education	3 hours
PE 310 Athletic Injuries	2 hours
PE 315 Motor Learning	2 hours
PE 320 Fitness Testing	2 hours
PE 340 Organization and Administration of Physical Ed.	3 hours
PE 401 Physiology of Exercise	3 hours
PE 410 Adapted Physical Education	2 hours
PE 415 Kinesiology	3 hours
PE 421 Health Promotion	3 hours
PE 422 Fitness Management	3 hours
PE 490 Research and Independent Study	3 hours
PE Activity Electives	3 hours
PE Electives	3 hours
AR 204 Desktop Graphic Design	3 hours
BA 105 Introduction to Business	3 hours
BI 111 Anatomy and Physiology	3 hours
BI 112 Anatomy and Physiology	3 hours
FS 131 Nutrition	3 hours
PY 421 Counseling Skills	3 hours
Total	61 hours

Bachelor of Science in Health Science

Major Requirements:

PE 205 First Aid and CPR	1 hour
PE 211 Health Principles	2 hours
PE 280 Weight Training	1 hour
PE 315 Motor Learning	2 hours
PE 320 Fitness Testing	2 hours
PE 335 Physical Education Test and Measurements	3 hours
PE 401 Physiology of Exercise	3 hours
PE 410 Adapted Physical Education	2 hours
PE 415 Kinesiology	3 hours
PE 421 Health Promotion	3 hours
PE 450 Epidemiology and Disease Control	3 hours
PE 490 and 491 Research and Independent Study	6 hours
AH 103 Introduction to Public Health	2 hours
AH 250 Medical Terminology	2 hours
BI 111-112 Human Anatomy and Physiology	6 hours
BI 131-132 General Biology and Lab	8 hours
CH 102 Introduction to Organic and Biochemistry and Lab	3 hours
ED 250 Philosophy of Christian Education	2 hours
FS 131 Nutrition	3 hours
HC 325 Introduction to Health Services Administration	3 hours
HC 330 Legal Aspects and Ethics of Health Care	3 hours
MA 101 Fundamental Concepts of Math	3 hours
NU 105 Pharmacology	1 hour

NU 106 Non-Drug Therapeutics	3 hours
NU 411 Community Health Nursing	5 hours
PY 101 Principles of Psychology	3 hours
PY 347 Health Psychology	3 hours
Total	81 hours

Bachelor of Science in Health and Physical Education

Major Requirements:

PE 205 First Aid and CPR	1 hour
PE 211 Health Principles	2 hours
PE 226-227 Team Sports I and II	6 hours
PE 275 Gymnastics	1 hour
PE 285 Introduction to Physical Education	3 hours
PE 301-302 Individual and Dual Sports I and II	6 hours
PE 305 Officiating Athletic Contests	2 hours
PE 310 Athletic Injuries	2 hours
PE 315 Motor Learning	2 hours
PE 330 Methods of Teaching Physical Education	3 hours
PE 335 Physical Education Test and Measurements	3 hours
PE 340 Administration of Physical Education.	3 hours
PE 401 Physiology of Exercise	3 hours
PE 410 Adapted Physical Education.	2 hours
PE 415 Kinesiology	3 hours
PE Activity Electives	3 hours
PE Electives	6 hours
BI 111-112 Human Anatomy and Physiology	6 hours
FS 131 Nutrition	3 hours
Total	60 hours

Bachelor of Science in Teaching Health and Physical Education

This program qualifies a person to teach physical education. After graduation, students may apply for the Alabama Class B Certificate: Physical Education, grades P-12; and the SDA Basic Teaching Certificate: Physical Education, grades P-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: H. Shaw.

Minor in Health and Physical Education

PE Activities – Select one course from each of these areas: aquatics, fitness, individual sports, and team sports	4 hours
PE 205 First Aid and CPR	1 hour
PE 285 Introduction to Physical Education	3 hours
PE 305 Officiating Athletic Contests	3 hours

PE 310 Athletic Injuries	3 hours
PE 340 Organization and Administration of Physical Education	3 hours
PE Electives	<u>2 hours</u>
Total	19 hours

Description of Courses

PE 101 Physical Conditioning	1 hour
Skills, methods, and exercises for attaining muscular and cardiorespiratory fitness.	
PE 102 Basic Swimming	1 hour
This course is designed to teach the basic swimming skills and to overcome fear of the water.	
PE 107 Aerobic Swimming	1 hour
A course designed for the swimmer that emphasizes the benefits of continuous exercise. Special emphasis will be placed on developing strength in different body areas and enhancing the cardiovascular fitness of the student. This class takes the learned aspects of the swimming strokes and applies them to the students' overall fitness level. Prerequisite: PE 102 or permission of the instructor.	
PE 120 Flag Football	1 hour
An introduction to the skills and rules of flag football.	
PE 122 Basketball	1 hour
An introduction to the skills and rules of basketball.	
PE 126 Softball	1 hour
An introduction to the skills and rules of softball.	
PE 128 Volleyball	1 hour
An introduction to the skills and rules of volleyball.	
PE 150 Badminton	1 hour
An introduction to the skills and rules of badminton.	
PE 155 Aerobics	1 hour
Exercises designed for the development of cardiopulmonary endurance and muscular fitness.	
PE 190 -191-192 Independent Activity	1-1-1 hour
Independent activity classes for those with disabilities and others with special needs under the direction of a physical education advisor. Prerequisite: permission of department chair.	
PE 205 Standard First Aid and CPR	1 hour
This course will prepare the student to recognize emergencies and how to respond to them. It will also provide an in-depth study of CPR, including practice sessions on a manikin. Participation in all class activities is required.	
PE 207 Intermediate Swimming	1 hour
Perfecting of the American crawl and elementary backstroke, learning and developing skills of the sidestroke, breaststroke, back crawl, and inverted breast stroke. Prerequisite: perform basic strokes well, tread water, and be comfortable in deep water.	

- PE 210 Lifeguard Training** **2 hours**
 Covers the requirements for Red Cross Advanced Lifesaving certification. Prerequisite: PE 207 or equivalent performance ability. This course may receive one hour of PE activity.
- PE 211 Health Principles** **2 hours**
 A practical study of the principles of healthful living, including a study of the basic physiological processes. The health instructions found in the writing of Mrs. E. G. White are given special emphasis.
- PE 222 Racquetball I** **1 hour**
 An introduction to the techniques, skills, and methods of racquetball. The proper attire, eye goggles and nonscuffing gym shoes, is required.
- PE 224 Soccer** **1 hour**
 An introduction to the basic skills and rules of soccer.
- PE 226-227 Team Sports I and II** **3-3 hours**
 Organization, administration, and teaching progression of selected team sports. Prerequisite: previous experience in playing four of the following: flagball, softball, soccer, basketball, volleyball, field hockey, or team handball.
- PE 245 Tennis I** **1 hour**
 An introduction to the skills and rules of tennis.
- PE 247 Racquetball II** **1 hour**
 After beginning racquetball skill acquisition, Racquetball II provides the opportunity to develop offensive and defensive shots to a higher skill level. Prerequisite: PE 222 or permission of instructor.
- PE 249 Tennis II** **1 hour**
 This course is designed for the intermediate to advanced tennis player. Special emphasis will be placed upon skill, performance, and ability levels of each individual participant. Prerequisite: PE 245 or permission of the instructor.
- PE 250 Tumbling** **1 hour**
 The analysis and practice of elementary stunts and tumbling, including spotting and safety techniques.
- PE 260 Golf I** **1 hour**
 Introduction to golfing. Equipment supplied.
- PE 261 Golf II** **1 hour**
 The natural progression of golf instruction for the student interested in pursuing golf as a lifetime activity. This course is designed for the intermediate to advanced golfer. Emphasis will be placed upon skill, performance, and ability levels. Prerequisite: PE 260 or permission of the instructor.
- PE 270 Water Safety Instructor** **2 hours**
 Covers the requirements for Red Cross Water Safety Instructor certification. Prerequisite: PE 210

- PE 275 -276 Gymnastics Team** **1-1 hour**
 Culminates with public performance of skills on parallel bars, rings, unevens, balance beam, and mats. Prerequisite: Satisfactory performance of tryout requirements.
- PE 280 Weight Training** **1 hour**
 This is a body-building class based on the use of weight resistance experiences.
- PE 285 Introduction to Physical Education** **3 hours**
 A brief historical study of the physiological, psychological, and sociological basis of physical education and an analysis of its aims, objectives, and principles.
- PE 301-302 Individual and Dual Sports I and II** **3-3 hours**
 Organization, administration, and teaching progression of selected individual sports. Prerequisite: previous experience in playing four of the following: aquatics, badminton, golf, gymnastics, racquetball, tennis, and track and field.
- PE 305 Officiating Athletic Contests** **2 hours**
 Theory and practice in officiation at team sports, interpretation of rules, officiating techniques, examinations, and ratings. Prerequisites: previous experience in playing basketball, flag football or field hockey, and softball and volleyball. All students in these classes will be assigned to officiate for intramural programs of the college.
- PE 308 Theory of Coaching (W)** **2 hours**
 This course is designed to assist the student in developing the background and skills necessary to coach selected sports. Offered alternate years. Prerequisites: PE 226 and EN 103.
- PE 310 Athletic Injuries** **2 hours**
 The care and prevention of athletic injuries, including certification in first aid and cardiopulmonary resuscitation. Offered alternate years. Prerequisites: PE 205 and BI 111.
- PE 315 Motor Learning** **2 hours**
 Study and analyze the selected variables which influence the learning of motor skills. Prerequisite: junior standing.
- PE 320 Fitness Testing** **2 hours**
 This course is designed to enhance the understanding of fitness and the scientific aspects of evaluating fitness levels, and focuses on the hands-on application of advanced fitness testing. Tests include, but are not limited to, body fat analysis (hydrostatic weighing), treadmill stress testing, strength analysis, flexibility testing, lung capacity, nutrition analysis, stress profile, and varied other fitness and wellness evaluations. Requiring the student to understand how to administer these tests to each other is preparation for administering these and other tests in areas such as health clubs, hospital settings, and corporate fitness. This course is also preparation for academic environment application at the elementary, secondary, and college level. Prerequisite: PE 101.
- PE 330 Methods of Teaching Physical Education in Elementary and Secondary Schools** **3 hours**
 Development of physical education programs on the elementary and secondary level. Methods and materials for games of low organization, team and individual sports, and self-testing activities. Prerequisite: junior standing.

- PE 335 Physical Education Tests and Measurements (W)** **3 hours**
 Tests and evaluation in physical education: emphasis on test administration and application of results. Offered alternate years. Prerequisite: MA 101.
- PE 340 Organization and Admin. of Physical Education (W)** **2 hours**
 The relationship of the field of physical education to modern education. Theory and practice of the organization and administration of physical education activities, including intramurals. Offered alternate years. Prerequisite: PE 285.
- PE 401 Physiology of Exercise (W)** **3 hours**
 A study of the response of the body to exercise. Offered alternate years. Prerequisite: BI 111.
- PE 410 Adapted Physical Education (W)** **2 hours**
 A study of abnormalities found in students which may be helped or corrected by exercise. Activities for the handicapped. Offered alternate years. Prerequisite: junior standing.
- PE 415 Kinesiology** **3 hours**
 A study of joint and muscular mechanism action involved in movement. Also, the effect of gravity and other forces in motion. Offered alternate years. Prerequisite: BI 111.
- PE 421 Health Promotion** **3 hours**
 A study of the methods and structure involved in promoting all aspects of health. The student will explore the different areas of health and the specific ways to promote those areas to different populations. Included in the course content will be actual promotion of on-campus health activities, including but not limited to, stress-reduction seminars, exercise evaluation clinics, and a wellness day experience. The student will also obtain the skill necessary to manage a group of volunteer employees and learn the concepts of health management. Prerequisite: PE 211.
- PE 422 Fitness Management** **3 hours**
 This course will emphasize the employment aspects of fitness and wellness as they relate to health. Each student will be placed in a local health or wellness facility for the purpose of experiencing the workings of that facility—from the business aspects to the maintenance of the building. Contracts, staffing, promotion, and budgeting will be the focus areas for each student. The grading of the student will be a combined effort between the facility manager and site visits from the professor in charge of the practicum. Prerequisite: PE 285.
- PE 450 Epidemiology and Disease Control** **3 hours**
 A study of the general principles of disease etiology and the technique for their surveillance and control, with emphasis on the application of epidemiological measurements of disease frequency occurrence and distribution in human population and the use of measures in health care. Prerequisite: junior standing.
- PE 490-91 Research and Independent Study** **each 1-3 hours**
 Individual research under the guidance of an instructor. Limited to physical education majors. Prerequisite: junior standing and prior approval of the department chair.

Department of History

Professors:	Barham, Sepulveda (Chair)
Assistant Professor:	Smith-Winbush
Majors:	History (B.A.) International Studies (B.A.) Social Science Education (B.S.)
Minors:	African American Studies History Political Science

Introduction

The Department of History comprises areas of study in various fields of history, political science, and geography. Courses are designed to meet the questions of the past and the problems of the contemporary world in areas of American, Latin American, European, African, and Christian church history. Political Science courses are built around the various structures and concepts of politics, government, diplomacy, and international relations. Three survey courses are offered in cultural, physical, and regional geography.

Purpose

It is the purpose of the Department of History to prepare students to use the discipline of history and international studies as analytical tools to understand the dynamics of today's ever-changing and complex society. Courses in American history, Latin America, Europe, Africa, political science, and church history, along with student-teacher interaction, will provide ethical values and a knowledge base that will meet the department's purpose. The course offerings provide graduates with the skills needed to be competitive in graduate school, law school, and research. The knowledge gleaned from the courses taught in the department will promote a sound academic background and both spiritual and moral values. In addition, the student will learn to appreciate the diversity of a growing multicultural world society.

Application for Admission

To be admitted as a major in the Department of History, students must have completed at least 40 hours of course work, including EN 112 Freshman Composition, HI 103 or 104 World Civilization, and HI 211 or 212 United States History. Applicants must also have an overall minimum GPA of 2.00 and a minimum GPA of 2.25 in the history courses.

Exit Examinations

Candidates for the B.A. degree must pass a departmental exit examination in their senior year with a minimum grade of C+. This examination consists of both written and oral sections. Students will also be required to take one of the national standardized tests (e.g., the GRE), but the score will not affect the student's graduation.

Career Opportunities

Many graduates in history attend law school; others choose graduate school for careers in teaching and research. They may also find rewarding careers in governmental agencies such as the Department of State, the Diplomatic Corps, private industry, foundations, archives, and criminal justice organizations.

Bachelor of Arts in History

Major Requirements:

HI 103 World Civilization	3 hours
HI 104 World Civilization	3 hours
HI 211 U.S. History	3 hours
HI 212 U.S. History	3 hours
HI 319 Colonial Latin America or HI 320 Recent Latin America	3 hours
HI 321 History of England I or HI 322 History of England II	3 hours
HI 325 African Civilization or HI 364 West African Civilization	3 hours
HI 459 Recent America or HI 460 America in the Industrial Age	3 hours
HI 468 Age of Revolution or HI 469 Modern Europe	3 hours
HI 480 Research Seminar	3 hours
HI 490 Independent Study	3 hours
HI Electives (3 hours must be upper division)	9 hours
PS Elective	3 hours
Total	45 hours

Minor Required 18-21 hours

Bachelor of Arts in International Studies

Major Requirements:

GE 202 Cultural Geography or GE 302 Regional Geography	3 hours
HI 104 World Civilization	3 hours
HI 212 U.S. History	3 hours
HI 319 Latin America or HI 320 Recent Latin America	3 hours
HI 323 British Commonwealth or HI 469 Modern Europe	3 hours
HI 325 African Civilization or HI 364 West African Civilization	3 hours
HI 459 Recent America or HI 460 America in the Industrial Age	3 hours
HI 480 Research Seminar or PS 480 Research Seminar	3 hours
HI 490 Independent Study or PS 490 Independent Study	3 hours
PS 120 Introduction to Political Science	3 hours
PS 200 Comparative Governments	3 hours
PS 351 or PS 352 Public Policy	3 hours
PS 440 International Relations	3 hours
PS 450 American Diplomacy	3 hours
BA 385 International Business	3 hours
EC 282 Microeconomics or EC 283 Macroeconomics	3 hours
EN 201 World Literature	3 hours
FR 201-202 Intermed. French or SP 201-202 Intermed. Spanish	6 hours

FS 452 Advanced Family Studies or SW 307 International Social Work	3 hours
RE 345 World Religions	2 hours
SO 101 Principles of Sociology	3 hours
Total	62 hours

***Minor Required** **18-21 hours**

*Students minoring in history or political science are required to take at least 12 hours in addition to those included in the major.

Bachelor of Science in Social Science Education

This degree provides a comprehensive secondary school social science program, including economics, history, geography, political science, psychology, and sociology. After graduation, students may apply for the Alabama Class B Certificate: Social Science, grades 7-12; and the SDA Basic Teaching Certificate: Social Science grades 7-12.

Refer to the Department of Education section of this bulletin for the program outline. Program advisor: L. Hasse.

Minor in African American Studies

HI 165 African American History or HI 261 Black Diaspora	3 hours
HI 325 African Civilization or HI 364 West African History	3 hours
EN 320 or 321 African American Literature	3 hours
Select from: HI 165 or HI 261, HI 325 or HI 364 (see above), HI 265 Minorities in America, EN 251 Literature of African Peoples, EN 320 or 321 (see . above), MU 323 African American Music, PY 431 Black Psychological Perspectives, and RE 211 Black Liturgy	11-12 hours
Total	20-21 hours

Minor in History

HI 103 or HI 104 World Civilization	3 hours
HI 211 or HI 212 U.S. History	3 hours
HI 325 African Civilization or HI 364 West Africa	3 hours
HI 459 Recent America or HI 460 America in the Industrial Age	3 hours
HI 468 Age of Revolution or HI 469 Modern Europe	3 hours
HI Electives (3 hours must be upper division, not 480 or 490)	6 hours
Total	21 hours

Minor in Political Science

PS 120 Introduction to Political Science	3 hours
PS 200 Comparative Gov't. or PS 440 International Relations	3 hours
PS 211 American Gov't. or PS 300 State and Local Gov't.	3 hours
PS 351 or PS 352 Public Policy I or II	3 hours
PS 471 or PS 472 U. S. Constitutional Law I or II	3 hours
PS Electives (12 hours upper div. are required, not 480 or 490)	6 hours
Total	21 hours

Description of Courses

Geography

- GE 201 Physical Geography** **3 hours**
A survey course designed to help the student understand the vital relationship between man and the physical environment.
- GE 202 Cultural Geography** **3 hours**
An anthropological and environmental study of the interaction between humans and their environment, dealing with the origin and diffusion of man, race, and culture. The evolution of man's institutions from the earliest times to the present. Problems of urban growth, population explosion, pollution, food shortages, and environmental concerns.
- GE 302 Regional Geography** **3 hours**
A study of the world's major geopolitical regions and the interaction of their cultures with the climate, resources, industrial development, and environment. Prerequisite: GE 201.

History

- HI 103 World Civilization I** **3 hours**
A survey course that investigates the great movements of history from ancient times to A.D. 1650.
- HI 104 World Civilization II** **3 hours**
A survey course that investigates the great movements of history from the era of A.D. 1650 to the present time.
- HI 165 African American History** **3 hours**
A survey of the Black diaspora, with an emphasis on their experience in the United States from the ancient kingdoms of West Africa.
- HI 211 United States History I** **3 hours**
A survey of modernizing, pluralist American society and America in the international community, 1607 to 1877.
- HI 212 United States History II** **3 hours**
A survey of modernizing, pluralist American society and America in the international community, 1877 to the present .
- HI 261 Black Diaspora** **3 hours**
A comparative study on the scattering, plantation experience, post-Emancipation period, and the continuing struggle for the equality of Blacks in Latin America, the Caribbean, and the United States.
- HI 265 Minorities in America** **3 Hours**
An examination of the struggles and contributions of such minorities as African-Americans, Native Americans, Hispanics, Asians, and women in the United States.

- HI 314 Denominational History (W)** **3 hours**
 A survey course of the rise and progress of the Seventh-day Adventist Church. Prerequisite: HI 104 or 211.
- HI 319 Colonial Latin America (W)** **3 hours**
 A survey of Spanish and Portuguese America from the arrival of Columbus to 1820. The Caribbean region will also be studied. Prerequisite: HI 104.
- HI 320 Recent Latin America/Caribbean** **3 hours**
 An analysis of Latin America's authoritarianism, economics, and the U.S. and Soviet influence in the region from 1820 to the present. The decline and end of European/British rule in the Caribbean over the same period. Prerequisite: HI 104.
- HI 321 History of England I (W)** **3 hours**
 A study of the development of England from the Roman conquest to 1660, with emphasis on the Tudors and Early Stuarts period. Prerequisite: HI 103.
- HI 322 History of England II (W)** **3 hours**
 A study of the development of England and the British Empire from the Civil War to the present. Prerequisite : HI 104.
- HI 323 British Commonwealth** **3 hours**
 A study of the growth and decline of the British Empire and Commonwealth, with emphasis on the areas of Africa, Australia, Canada, the Caribbean, India, and Ireland. Prerequisite : HI 104.
- HI 325 African Civilization (W)** **3 hours**
 A survey of African civilization from the middle ages through the post colonial period (1960). Prerequisite: HI 103 or 104.
- HI 364 West African Civilization (W)** **3 hours**
 A study of West Africa from approximately A.D. 1000 to the present. The period examines the rise and decline of ancient Ghana, Mali, and Songhay. It also examines the Black diaspora, European penetration of West Africa, and the West African response to colonialism. Prerequisite: HI 103 or 104.
- HI 444 History of the Christian Church (W)** **3 hours**
 A study of the formation and development of the Christian church until the thirteenth century, with particular emphasis on the first four centuries. Prerequisite: HI 103.
- HI 446 The Age of Reformation (W)** **3 hours**
 A study of the main events in European history from 1450-1650, with emphasis on the religious controversy. Prerequisite: HI 103.
- HI 459 Recent American History (W)** **3 hours**
 A pluralist study of modern American society and America in the international community, 1930 to the present. Offered alternate years. Prerequisite: HI 211 or 212.
- HI 460 America in the Industrial Age (W)** **3 hours**
 A pluralist study of modern American society and America in the international community, 1877 to 1930. Offered alternate years. Prerequisite: HI 211 or 212.

- HI 468 The Age of Revolution (W)** **3 hours**
 A study of the main events in European history from 1789-1848, with emphasis on the French Revolution and Napoleon. Prerequisite: HI 104.
- HI 469 Modern Europe (W)** **3 hours**
 A study of the main events in European history from 1900 to the present, with emphasis on England, France, Germany, Russia, imperialism, and the two World Wars. Prerequisite: HI 104.
- HI 480 Research Seminar (W)** **3 hours**
 A major research paper in history under the supervision of the professor specializing in that area. Required of all history majors in their senior year. Prerequisite: senior history major.
- HI 490-491 Independent Study** **each 1-3 hours**
 A reading and study course in selected history topics. May be taken only once from the same professor. Prerequisite: upper division history major.

Political Science

- PS 120 Introduction to Political Science** **3 hours**
 An examination of the standard essentials of political science in which are considered certain contemporary political doctrines, systems of government, political organization and behavior, and a look at various worldwide governmental policies.
- PS 200 Comparative Governments** **3 hours**
 A study of selected nation-states in relation to their location on the globe as well as their capacity to provide their peoples with the economic, social, and political goods and services associated with human dignity.
- PS 211 American Government** **3 hours**
 A course of study concerning the organization of the United States government in regard to various branches at federal and state levels.
- PS 300 State and Local Government (W)** **3 hours**
 The study of the structure of state and local governments, including the historical development of local and regional governments in America. Prerequisite: PS 120.
- PS 351, 352 Public Policy I, II (W)** **3,3 hours**
 An examination of the economic, political, social, and institutional factors which influence the policymaking process in the United States. Case studies will be reviewed in the areas of economics, health, welfare, civil rights, defense, criminal justice, education, and environmental issues. Prerequisite: PS 120.
- PS 440 International Relations (W)** **3 hours**
 A study of critical factors affecting the conduct of international relations. Emphasis is placed on nation-states, global and regional international organizations, multinational corporations, individuals in the international arena, and the forces they bring to bear on the international political system. Prerequisite: PS 120.

- PS 450 American Diplomacy (W)** **3 hours**
A study of the key characteristics of U.S. foreign relations, what shapes them, the relationship between our nation's domestic setting—ideology, core values, politics, geography, social structure, and economy—and its foreign relations. Prerequisite: PS 120.
- PS 471, 472 United States Constitutional Law I, II (W)** **3,3 hours**
A study in the growth and development of the American constitutional system, with emphasis on the policy-making role of the Supreme Court. Prerequisite: HI 211 or 212.
- PS 480 Research Seminar** **3 hours**
A major research paper under the supervision of the professor specializing in that area. Prerequisite: senior international studies major.
- PS 490 Independent Study** **3 hours**
A reading and study course in selected international studies topics. Prerequisite: senior international studies major.

Department of Mathematics and Computer Science

Professor: Blake (Chair)
Associate Professor: Dobbins, Osei
Assistant Professors: Monroe, Patel

Majors: Applied Mathematics (B.S.)
Computer Science (B.S.)
Mathematics (B.A.)
Mathematics and Computer Science (B.A.)
Mathematics Education (B.S.)

Minors: Computer Science
Mathematics
Physics

Purpose

It is the purpose of the Department of Mathematics and Computer Science to provide students with experiences which will assist them in defining their lives and career objectives. Course offerings, advisors, and day-to-day contact with faculty and other students contribute to this goal. The courses provide the necessary background which will allow students to pursue graduate work, teach secondary school, obtain employment in government and industry, and acquire mathematical tools for use in the physical, social, life, and management sciences. The department also provides for students' academic development, an intellectual environment, personal development, interpersonal skills, and self-understanding. These goals reflect the department's philosophy, that the fostering of the intellectual growth and development of the students is our primary reason for being.

High School Preparation

Although many colleges provide remedial work in mathematics, potential mathematics majors will be at an advantage if they acquire skills in algebra, geometry, and trigonometry while in high school. These subjects are needed for traditional college calculus.

Application for Admission

To be admitted as a major in the Department of Mathematics and Computer Science, students must have completed as least 32 hours of course work, including EN 112 Freshman Composition. Students must also have completed MA 171-172 Calculus if a mathematics major, or CM 210, 220 if a computer science major. Applicants must have an overall minimum GPA of 2.00 and a minimum GPA of 2.25 in mathematics or computer science. Application forms must be obtained from, and returned to, the department.

Exit Examination

All majors in the Department of Mathematics and Computer Science are required to pass an exit examination with at least a grade of C. This examination will be administered during the fall and spring semesters of their senior year.

Career Opportunities

Careers available in mathematics are (1) in teaching: the public school system, the junior or community college system, and the college or university system; and (2) in industry: computer mathematician, operations researcher, statistician, classical engineering assistant, actuarial training, surveying assistant, research clerical accounting, and cartography.

A degree in computer science will provide opportunities in teaching, industry, and government. Several firms employ persons to design and write programs for computer users. Computer manufacturers are major employers of well-trained computer scientists. A graduate degree in computer science or mathematics provides more opportunities in teaching and research.

Bachelor of Science in Applied Mathematics/Engineering

This is a cooperative dual degree program in which the student spends approximately three years at Oakwood College and approximately two years at the University of Alabama in Huntsville (UAH) or the University of Alabama in Birmingham (UAB). Following the successful completion of all requirements, the student will be awarded the degree of Bachelor of Science in Applied Mathematics from Oakwood College. The student will also receive the degree of Bachelor of Science in Engineering from UAH or UAB in one of the following areas: civil engineering, computer engineering, electrical engineering, industrial and systems engineering, materials engineering, or mechanical engineering.

Major Requirements:

CH 141-142 General Chemistry	8 hours
CM 210 Computer Science with C++	3 hours
EC 281 Macroeconomics	3 hours
EG 111 Introduction to Engineering	2 hours
EG 112 Engineering Graphics	3 hours
EG 211 Statics	3 hours
MA 321 Statistics	3 hours
MA 171-172-271 Calculus (may need MA121-122 first)	12 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations	3 hours
PH 121-122 General Physics (calculus based)	8 hours
Total	51 hours

General Education Requirement variations:

- Six hours of literature in sequence and three hours of history, or
- Six hours of history in sequence and three hours in literature (UAH only)
- Omit one RE elective course
- Omit AS 100 (and for all other majors in the department)

Bachelor of Science in Computer Science

Major Requirements:

CM 210 Computer Science I with C++	3 hours
CM 220 Computer Science II Data Structures with C++	3 hours
CM 340 Computer Logic Design	3 hours

CM 350 Introductory Computer Architecture	3 hours
CM 352 Operating Systems	3 hours
CM 367 Programming Languages	3 hours
CM 401 Discrete Structures	3 hours
CM 402 Design and Analysis of Algorithms	3 hours
CM 490 Research and Independent Study	3 hours
Select three courses (6 hours upper division) from:	
CM 353 Operating Systems II, CM 381 Computer Networks, CM 480 Selected Topics, and CM 491 Research and Ind. Study	9 hours
MA 171-172-271 Calculus (may need MA 121-122 first)	12 hours
MA 308 Linear Algebra	3 hours
MA 312 Numerical Analysis	3 hours
MA 321 Probability and Statistics	3 hours
Total	57 hours

Bachelor of Arts in Mathematics

Major Requirements:

MA 171-172-271 Calculus (may need MA 121-122 first)	12 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations	3 hours
MA 321 Probability and Statistics	3 hours
MA 401 Advanced Calculus	3 hours
MA 411 Introduction to Modern Algebra	3 hours
MA Electives (upper division)	6 hours
CM 210 Computer Science I with C++	3 hours
CM 220 Computer Science II Data Structures with C++	3 hours
Total	39 hours

Minor Required 18-21 hours

Bachelor of Arts in Mathematics and Computer Science

Major Requirements:

MA 171-172-271 Calculus (may need MA 121-122 first)	12 hours
MA 308 Linear Algebra	3 hours
MA 312 Numerical Analysis	3 hours
MA 311 Differential Equations or MA 321 Probability and Statistics	3 hours
CM 210 Computer Science I with C++	3 hours
CM 220 Computer Science II Data Structures with C++	3 hours
CM 340 Computer Logic Design	3 hours
CM 367 Programming Languages	3 hours
CM electives (upper division)	6 hours
Total	39 hours

Minor Required 18-21 hours

Bachelor of Science in Mathematics Education

This program qualifies a person to teach secondary school mathematics. After graduation, students may apply for the Alabama Class B Certificate: Mathematics, grades 7-12; and the SDA Basic Teaching Certificate: Mathematics, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: J. Blake.

Minor in Computer Science

CM 210 Computer Science I with C++	3 hours
CM 220 Computer Science II Data Structure with C++	3 hours
CM 340 Computer Logic Design	3 hours
CM 367 Programming Languages	3 hours
CM electives (upper division)	6 hours
Total	18 hours

Minor in Mathematics

MA 171-172-271 Calculus (may need MA 121-122 first)	12 hours
MA 308 Linear Algebra	3 hours
MA 311 Differential Equations	3 hours
MA elective (upper division)	3 hours
Total	21 hours

Minor in Physics

PH 103-104 General Physics	8 hours
PH 301 Theoretical Mechanics	3 hours
PH 305 Applied Mathematics	3 hours
PH 311 Electricity and Magnetism	3 hours
EG 211 Statics	3 hours
Total	20 hours

Description of Courses

Computer Science

CM 210 Computer Science I with C++ **3 hours**

An introduction to computers and structured programming using the C++ programming language. Topics will include problem-solving methods and algorithms, data types, loops, arrays, functions, structures, character strings, pointers, operations on bits, and files. Program design and program styles will be stressed.

CM 220 Computer Science II Data Structures with C++ **3 hours**

A continuation of the study of data representation and algorithm design using C++. Principles of good programming style and step wise refinement will be stressed. Topics will include string processing, searching and sorting, recursion, and dynamic data structures. Prerequisite: CM 210.

- CM 340 Computer Logic Design** **3 hours**
Introduction to formal methods in design of computer logic circuits and systems, contemporary design practices, and devices used in the synthesis of digital logic systems. Topics will include combinational and sequential systems, gates, memory elements, registers, bus structure, timing and control, arithmetic and logical unit, I/O units. Prerequisite: CM 220.
- CM 350 Introductory Computer Architecture** **3 hours**
Organization and structuring of major hardware components of digital computers. Information transfers and transformations which occur inside a computer. Architecture-instruction sets, instruction formats, addressing modes, and register usage. Organization computer units—ALU, CPU, memory, I/O hardware description methodologies. Taxonomy of computer architectures. A study of an assembly language will be the case study of the course. Prerequisite: CM 340.
- CM 352 Operating Systems I** **3 hours**
Introduction to concepts and algorithms incorporated in operating systems. Examines interrelationships between operating systems and computer hardware. Compares batch, real-time, and time-sharing operating systems. Process management techniques, interrupt, handlers, CPU scheduling algorithm, interlocks, resource allocation, deadlocks, paging, and memory systems are studied. Prerequisite: CM 350.
- CM 353 Operating Systems II** **3 hours**
Continuation of CM 352. Introduces advanced topics in the design of operating systems, device management and file management techniques, scheduling algorithms, security, and queuing theories. Comparison of existing operating systems for client-server, microcomputer, minis, and mainframes. Prerequisite: CM 352.
- CM 367 Programming Languages** **3 hours**
Organization of programming languages, especially routine behavior of programs; formal study of programming language specification and analysis; study, comparison, and evaluation of commercially available programming. BNF and syntax diagrams, grammars, program constituents, scoping rules, precedence, binding, parameter passing, and compile-versus interpretation. Prerequisite: CM 210.
- CM 381 Computer Networks** **3 hours**
This course will introduce data communication, base-band and broad-band local area networks, logical link control, Internet protocol, broad case protocol, and distributed processing. Prerequisite: CM 340.
- CM 401 Discrete Structures** **3 hours**
Mathematical basis for students of computer science. Propositional logic and proof, set theory, algebraic structures, groups and semigroups, graph theory, lattices and Boolean algebra, and finite fields. Prerequisite: CM 210.
- CM 402 Design and Analysis of Algorithms** **3 hours**
Analysis tools-Turing and Markov algorithms, complexity measures, computational techniques. Bound analysis of algorithms. Algorithms for internal and external searching/sorting. Optimality. Prerequisite: CM 352.
- CM 480 Selected Topics in Computer Science** **3 hours**
Students will study special topics of interest which are not normally included in their major courses. Prerequisite: approval of instructor.

CM 490-491 Research and Independent Study [W]**each 1-3 hours**

Formulation and solution of a selected problem in computer science. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: upper division status.

Engineering**EG 111 Introduction to Engineering****2 hours**

Elementary engineering design, drafting, graphics, descriptive geometry, and engineering problems. Familiarization with shop processes, fasteners, and dimensioning. Application of drawing principles to problems of descriptive geometry. Emphasis is placed on student participation in creative design processes.

EG 112 Engineering Graphics**3 hours**

Elementary graphics design, drafting, graphics, descriptive geometry, and engineering problems. Familiarization with shop processes, fasteners, and dimensioning. Application of drawing principles to problems of descriptive geometry. Emphasis is placed on student participation in creative design processes.

EG 211 Statics**3 hours**

Elements of statics in two and three dimensions, centroids, analysis of structures and machines, and friction. Prerequisites: MA 271 and PH 122.

Mathematics**MA 095 Introduction to College Mathematics****2 hours**

This course is required of all freshmen whose mathematics ACT score is below 16 or mathematics SAT score is below 440, and it must be taken before any other mathematics course, if needed.

MA 100 Introduction to Elementary Mathematics**3 hours**

A study of the language and structure of mathematics, including numeration, integers, rational and real numbers, concepts related to consumer mathematics, plane and spherical geometry, elementary probability theory, and introduction to the use of computers and simple statistics. This course is open to elementary education majors only and cannot be used to fulfill the general education requirements in mathematics.

MA 101 Fundamental Concepts of Mathematics**3 hours**

Topics include number systems and their bases, sets, relations and their properties, further extensions of the number systems, polynomials, relations, functions, and their graphs, ratio, proportions, and variation. Other topics include basic trigonometry, logarithms, and some topics in statistics. Does not count toward a mathematics major or minor.

MA 108 Introductory College Algebra**3 hours**

A beginning course in algebra solving linear equations, polynomials, factoring, systems of equations, graphs, and quadratic equations. Does not count toward a mathematics major or minor.

- MA 121-122 Precalculus I, II** **3-3 hours**
College algebra and trigonometry, including such topics as rational expressions, rational exponents, equations and inequalities, relations and functions, exponential and logarithmic functions, circular functions and trigonometric functions. Prerequisite: one year of high school algebra.
- MA 171 Calculus I** **4 hours**
Limits, continuity, derivatives, differentials, chain rule, implicit differentiation, applications of the derivative, conics, and antidifferentiation. Prerequisite: MA122 or one year of high school precalculus.
- MA 172 Calculus II** **4 hours**
Definite integrals, fundamental theorem of calculus, exponential and logarithmic functions, inverse trigonometric functions, hyperbolic functions, techniques of integration, l'Hospital's rule, improper integrals, applications of the integral, sequences and series. Prerequisite: MA 171.
- MA 211 Survey of Calculus** **3 hours**
An introductory study of differential and integral calculus, the theory of vector spaces, and linear algebras as applied to chemistry. Does not apply toward a mathematics major or minor. Prerequisite: MA 122 or equivalent.
- MA 251 Geometry** **3 hours**
An informal summary of elementary Euclidean geometry, a formal modern development of the basic concepts of elementary geometry, noneuclidean geometry, and a selection of topics in advanced Euclidean geometry. Prerequisite: MA 111.
- MA 271 Calculus III** **4 hours**
Polar coordinates, vectors and the geometry of space, partial differentiation, directional derivative, tangent plane, extreme values and Lagrange multipliers, multiple integrals, vector fields, divergence and curl, line and surface integrals. Prerequisite MA 172.
- MA 305 Applied Mathematics** **3 hours**
This course is designed to expose the mathematics major to the working environment of industry and to give him/her an opportunity to apply his/her knowledge of mathematics to solve problems in the physical, biological and social sciences. Prerequisite: MA 172. Offered alternate years.
- MA 308 Linear Algebra** **3 hours**
Systems of linear equations, matrices, matrix operations, determinants, vectors and vector spaces, bases, inner product, linear transformations, change of basis, eigenvalues and eigenvectors, diagonalization, and applications. Prerequisite: MA 172 or consent of instructor.
- MA 311 Differential Equations** **3 hours**
First-order differential equations, linear differential equations with variable and constant coefficients, systems of linear differential equations, Laplace transform methods, series solutions, boundary value problems, and applications. Prerequisite: MA 172 or consent of instructor.

- MA 312 Numerical Analysis** **3 hours**
 Numerical methods as they apply to computers. Topics include roots of equations, linear and non linear simultaneous equations, polynomials, numerical integration, ordinary differential equations, interpolation and curve-fitting. Prerequisite: MA 172.
- MA 321 Probability and Statistics** **3 hours**
 Descriptive statistics, elementary probability, sampling distributions, inference, testing hypotheses and estimation, regression and correlation, and application. Prerequisite: MA 172.
- MA 401-402 Advanced Calculus** **3-3 hours**
 Limits, continuity, differentiation and integration of functions of several variables. Convergence and uniform convergence of infinite series and improper integrals. Differentials and Jacobians, transformations, line and surface integrals, and vector analysis. Prerequisite: MA 311.
- MA 411 Introduction to Modern Algebra (W)** **3 hours**
 Algebra of sets, equivalence relations, mappings, order relations; discussion of natural, rational, real, and complex number systems; study of the abstract systems: groups, fields, rings, and integral domain. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: MA 172.
- MA 419 Introduction to Real Analysis (W)** **3 hours**
 Elementary set theory, the real number system, sequences, limits of functions, continuity, differentiation, the Riemann-Stieltjes integral, and infinite series. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: MA 172.
- MA 421 Number Theory (W)** **3 hours**
 A study of the properties of numbers, divisibility, congruencies and residue classes; quadratic reciprocity, Diophantine equations, and algebraic numbers. In this course students are required to demonstrate their ability to write, using standard English. Offered alternate years. Prerequisite: MA 411 or equivalent.
- MA 422 Introduction to Complex Analysis (W)** **3 hours**
 Functions of a complex variable: integration, sequences and series, the calculus of residues and conformal mapping. In this course students are required to demonstrate their ability to write, using standard English. Prerequisite: MA 271.
- MA 490-491 Research and Independent Study (W)** **each 1-3 hours**
 An independent study by the student under the guidance of the staff of such topics as Green's Theorem, Laplace Transform, or Bessel Functions. Prerequisites: senior and permission of the department chair.

Physics

- PH 101,102 The Physical Sciences** **3,3 hours**
 A survey of astronomy, meteorology, geology, chemistry, and physics for the general student. Prerequisite: MA 101.
- PH 103-104 General Physics** **4-4 hours**
 An introductory treatment of mechanics, vibration, wave motion, sound, heat and thermodynamics; electricity and magnetism and optics. Prerequisite: MA 122 or equivalent. Laboratory included.

PH 121-122 General Physics with Calculus**4-4 hours**

This course is designed for science and engineering students. Topics covered in Physics 121 include vectors, Newtonian mechanics, heat and thermodynamics. Physics 122 deals with light, electricity, magnetism, and a brief introduction to modern physics. Laboratory included. Prerequisite: MA 171.

PH 301 Theoretical Mechanics**3 hours**

An intermediate course covering the basic principles of vector mechanics and the statics and dynamics of particles and rigid bodies. Offered when required. Prerequisites: one year of college physics and one year of calculus.

PH 305 Applied Mathematics**3 hours**

This course is designed to expose the mathematics major to the type of things a mathematician employed in industry does, and to give him/her an opportunity to apply his/her knowledge of mathematics to solve problems in the physical, biological, and social sciences. Prerequisite: one year of calculus.

PH 311 Electricity and Magnetism**3 hours**

In this course the theory of electric and magnetic phenomena is studied. The following are some of the topics that will be included: electrostatic and magnetic fields, introduction and use of vector analysis, circuit elements, electromagnetic effects of currents, radiation and Maxwell's equation. Offered when required. Prerequisites: one year of college physics and one year of calculus.

Department of Music

Professor:	Osterman
Associate Professors:	Chambers, Lacy (Chair), Mallory
Assistant Professors:	Clay, Contreras, Hutson
Instructors:	Bucknor, Ellis

Majors:	Music (B.A.) Music Business (B.S.) Music Education (B.S.) Theory and Composition (B.M.) Vocal Performance and Pedagogy (B.M.)
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Minor:	Music
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Purpose

The Music Department supports the College's mission of providing students with the broadest possible access to quality music instruction, opportunities and services. The department shares the College's philosophy that education should form the foundation for continuous intellectual musical development, social responsibility, and academic excellence in a Christian environment for the serious study of the music arts. The department prepares individuals for graduate school and employment by offering undergraduate music curricula leading to the degrees of Bachelor of Arts in Music, Bachelor of Science in Music Teacher Education, and Music Business, Bachelor of Music in Theory and Composition, and Bachelor of Music in Vocal Pedagogy and Performance.

Students who are committed to developing their talent to its highest for service to God and to humankind are encouraged to apply.

Application for Admission

To be admitted as a major in the Department of Music, students must submit an application, three letters of recommendation, and audition for the music faculty either by audio/video tape or in person. If accepted, students must also take the Theory Placement Examination and audition in the performing medium for the music faculty.

Deficiencies in musical background may require that the student take MU 111 Basic Musicianship and/or MU 100 Individual Instruction and/or MU 161-164 Piano Proficiency, which may prolong the time for fulfilling the degree requirements.

Ensembles

Majors and minors must participate in a departmental ensemble each consecutive semester (except when student teaching) until the degree requirements are fulfilled. Students may enroll in more than one ensemble.

Ensemble Requirements

Bachelor of Arts with Instrumental concentration

8 semester hours of orchestral/instrumental ensemble.

Bachelor of Arts with Piano concentration

8 semesters of ensemble (4 semesters of large ensemble choral and/or instrumental and 4 semesters in chamber and/or piano ensemble). Once enrolled in an ensemble, the student must complete an entire academic year. May alter yearly at the advisors' discretion.

Bachelor of Arts in Voice

8 semesters of choral ensemble: College Choir. Aeolians and/or Chamber Singers.

Bachelor of Science in Music Business

7 semesters of choral and/or instrumental ensemble

Voice concentration: It is encouraged that choral ensemble be elected

Piano/Instrumental concentration: It is encouraged that a large ensemble instrumental/choral be elected.

Bachelor of Science in Music Education (Instrumental)

7 semesters of instrumental ensemble (5 large and 2 small ensembles)

Bachelor of Science in Music Education (Vocal/Choral)

7 semester of choral ensemble (5 large and 2 small ensembles)

Bachelor of Music in Composition

8 semesters of ensemble (4 semesters of large ensemble choral and/or instrumental and 4 semesters in chamber ensemble). Once enrolled in an ensemble, the student must complete an entire academic year. May alter yearly at the advisors' discretion.

Bachelor of Music in Vocal Performance and Pedagogy

8 semesters of choral ensemble: College Choir. Aeolians and/or Chamber Singers.

****Note:** Attendance at all departmental recitals and concerts is required of all majors and minors. All solo recitals are preceded by a pre-recital six weeks prior to the recital date.

Exit Examinations

All senior music majors are required to take the standardized music examination prior to graduation. In addition, demonstrated performing competencies are required via a senior solo recital for all music majors. (A prerecital qualifying examination must be passed six weeks prior to the recital date.)

Career Opportunities

Career opportunities include architectural acoustics consultant, arts management, biographer, church musician, composer, conductor, historian, lyricist, music attorney, music industry (including radio, television, and publishing), music librarian, music therapist, performance, teaching, and more.

Bachelor of Arts in Music

This degree offers a broad-based study of music within a liberal arts curriculum. Students interested in general music as a double major are encouraged to pursue this degree. In addition to the core requirements, students can elect one of five areas of concentration: general music, piano, voice, instrument, and composition.

Major Requirements:

MU 165, 166, 265, 266, 365, 366, 465, 466 Individual Instruction and Laboratory	8 hours
MU 211-212 Theory I and Laboratory	6 hours
MU 220 Music Repertoire	2 hours
MU 311-312 Theory II and Laboratory	6 hours
MU 315 Form and Analysis	3 hours
MU 320, 321, 322 Music History I, II, III	9 hours
MU 328 Church Music and Worship	3 hours
MU 361 Conducting	3 hours
MU Ensemble	8 hours
MU 499 Recital	2 hours
Concentration in General Music, Composition, Piano, Instrument or Voice*	8-11 hours
Total	58-61 hours

*General Music concentration:

Eight hours by advisement (Individual Instruction)

*Piano concentration:

Eight additional hours of piano and the course MU 316 Orchestration, three hours, are required.

*Composition concentration:

Eight additional hours of composition and the course MU 316 Orchestration, three hours, are required,

*Voice concentration:

Eight additional hours of voice are required.

*Instrument concentration:

Eight additional hours of primary instrument and the course MU 316 Orchestration, three hours, are required.

General Education Requirement variation:

Omit MU 200 Music Appreciation

Minor is not required

Bachelor of Science in Music Business

This program is designed to give the student opportunities upon graduation to manage orchestras, opera companies, arts organizations and other related possibilities.

Major Requirements:

MU 165, 166, 265, 266, 365, 366, 465, 466 Individual Instruction and Laboratory	8 hours
MU 211-212 Theory I and Laboratory	6 hours
MU 220 Music Repertoire	2 hours
MU 311-312 Theory II and Laboratory	6 hours
MU 320, 321, 322 Music History I, II, III	9 hours
MU 328 Church Music and Worship	3 hours
MU 360 Conducting	3 hours
MU 470 Music Business Internship	2 hours
MU Ensemble	7 hours
MU 499 Recital	0 hours
AC 210-211 Principles of Accounting	6 hours
BA 105 Introduction to Business	3 hours
BA 310 Principles of Management	3 hours
MK 301 Principles of Marketing	3 hours
BA 460 Business Ethics	3 hours
BA 475 Business Law	3 hours
EC 281 Macroeconomics	3 hours
EC 282 Microeconomics	3 hours
Total	73 hours

General Education Requirement variation:

Omit MU 200 Music Appreciation.

Bachelor of Science in Music Education

This program qualifies a person to teach either vocal/choral or instrumental music. After graduation, students may apply for the Alabama Class B Certificate: Vocal/Choral or instrumental music, grades preschool-12; and the SDA Basic Teaching Certificate: Music, grades preschool-12.

Refer to the Department of Education section in this bulletin for program outline. Program advisor: L. Lacy.

Bachelor of Music in Theory and Composition

A professional degree designed to prepare undergraduate theory and composition music majors to meet the entrance requirements for graduate schools, schools of music, conservatories, and professional pursuits.

Major Requirements:

MU 165 - 466 Individual Instruction and Laboratory (Secondary Instrument)	4 hours
MU 211, 212 Theory I and Laboratory	6 hours
MU 220 Music Repertoire	2 hours
MU 240, 241, 242 Italian, French, German Diction or Languages	9 hours

MU 311, 312 Theory II and Laboratory	6 hours
MU 314 18th Century Counterpoint	3 hours
MU 315 Form and Analysis	3 hours
MU 316 Orchestration	3 hours
MU 320, 321, 322 Music History I, II, III	9 hours
MU 326-327 Vocal Literature or EN Literature Elective	3 or 4 hours
MU 328 Church Music and Worship	3 hours
MU 360 Conducting	3 hours
MU 165-466 Individual Instruction (Primary Instrument Composition)	8 hours
MU 380 Anatomy for Singers or biology course	3 hours
MU 412 20th Century Analytical Techniques	3 hours
MU 499 Recital	0 hours
MU Elective	3 hours
MU Ensemble	8 hours
Total	79-80 hours

General Education Requirement variations:

- Omit MU 200 Music Appreciation.
- MU 240-242 Diction substitutes for the foreign language.
- MU 320-322 Music History substitutes for the history elective.
- MU 326-327 Vocal Literature substitutes for the literature course

Bachelor of Music in Vocal Performance and Pedagogy

This is a professional degree and is designed to better prepare undergraduate vocal music majors to meet the entrance requirements for graduate schools, schools of music, and conservatories, or to teach studio voice.

Major Requirements:

MU 165, 166, 265, 266, 365, 366, 465, 466 Individual Instruction and Laboratory	16 hours
MU 211-212 Theory I and Laboratory	6 hours
MU 220 Music Repertoire	2 hours
MU 240, 241, 242 Italian/French/German Diction	9 hours
MU 311, 312 Theory II and Laboratory	6 hours
MU 315 Form and Analysis	3 hours
MU 316 Orchestration	3 hours
MU 320, 321, 322 Music History and Literature I, II, III	9 hours
MU 326 Vocal Literature I	2 hours
MU 327 Vocal Literature II	2 hours
MU 328 Church Music and Worship	3 hours
MU 351 Vocal Pedagogy and Practicum	3 hours
MU 360 Conducting	3 hours
MU 380 Anatomy for Singers	3 hours
MU 499 Recital	2 hours
MU Ensemble	8 hours
Total	80 hours

General Education Requirement variations:

- Omit MU 200 Music Appreciation.
- MU 240-242 Diction substitutes for the foreign language.
- MU 320-322 Music History substitutes for the history elective.
- MU 326-327 Vocal Literature substitutes for the literature course.
- MU 380 Anatomy for Singers substitutes for the biology course.

Minor in Music

MU 165, 166, 265, 266, 365, 366, 465, 466 Individual Instruction and Laboratory (four hours must be upper division)	8 hours
MU 211-212 Theory I and Laboratory	6 hours
MU 321 Music History II	3 hours
MU 360 Conducting	3 hours
MU Ensemble	2 hours
MU 499 Recital	<u>0 hours</u>
Total	22 hours

NOTE: Music fees, in addition to tuition, are assessed for certain courses. (See Department Course Fees)

Description of Courses

MU 100 Individual Instruction **1-2 hours**
 Not available for credit toward degree requirements. Students are expected to practice five hours per one credit hour. Repeatable credit. Limited enrollment.

MU 101 Class Piano **1 hour**
 Introduction to the fundamentals of piano playing. Especially designed for the beginner. Not available for credit toward degree requirements. Repeatable credit.

MU 102 Class Voice **1 hour**
 Introduction to the fundamentals of singing. Designed especially for the beginner. Not available for credit toward degree requirements. Repeatable credit.

MU 103 Class Instrument **1 hour**
 Introduction to the fundamentals of playing an instrument. Especially designed for the beginner. Not available for credit toward degree requirements. Repeatable credit.

MU 104 Class Organ **1 hour**
 An introduction to the fundamentals of organ playing. This course is especially designed for the beginner. Not available for credit toward degree requirements. Repeatable credit. Offered alternate years.

MU 111 Basic Musicianship **2 hours**
 This course is a study of the rudiments of music. It is designed for the general college student or the music major and minor whose precollege music skills are deficient. Not available for credit toward degree requirements. Repeatable credit. Music majors must take this concurrently with MU 101 or MU 161-164.

- MU 161-164 Piano Proficiency I-IV** **1, 1, 1, 1 hour**
This class is especially designed to prepare music majors for the piano proficiency examination given at the end of each academic year. The piano proficiency exam must be successfully completed by the end of the sophomore year. Audition/permission of the instructor.
- MU 165-166 Individual Instruction and Laboratory** **1-2 hours**
This course is designed for majors and minors in the study of primary and secondary areas of concentration. Students are expected to practice five hours per one hour credit. The laboratory consists of a weekly forum that provides an opportunity for performing in a low-stress situation in preparation for juries and recitals. Students must enroll every semester, except during internships, until the senior recital is passed. Limited enrollments.
- MU 200 Music Appreciation** **3 hours**
An introduction to the music of the Western world from the Middle Ages to the present time. Consideration is given to the various political, social, and religious factors that have caused changes in musical style from one art period to another. Representative compositions from each art period will be studied. Out-of-class listening, concert, and recital attendance are also a part of the class activities.
- MU 201 College Choir** **1 hour**
A large ensemble ranging from 80-100 plus voices. Membership into this ensemble is by audition and/or consent of the director. This ensemble will prepare students for the smaller ensemble the Aeolians MU 202. Choral literature from the classical, romantic and modern art periods will be performed. In addition, larger choral works will be sung and when possible, these works will be performed with orchestra. Repeatable credit.
- MU 202 Aeolians** **1 hour**
The official ensemble of Oakwood College is a mid-size (40-55 members) of selected voices primarily made up of music majors and minors. Membership into this ensemble is by audition and/or consent of the director. This ensemble performs for civic, religious, academic and cultural settings. Repertoire spanning from early baroque to contemporary gospel music is performed. Members joining this ensemble must demonstrate the ability to sing in various musical genres with ease. The Aeolians will join with the College Choir for large civic, academic, and or religious events as needed. Repeatable for credit.
- MU 203 Chamber Singers** **1 hour**
A small, highly select ensemble ranging from 8-16 voices. Membership into this ensemble is by audition and/or consent of the director. Repertoire for chamber ensemble will be performed spanning from the early Renaissance to early classical. Appropriate contemporary music from musicals and operas may be performed. The Chamber Singers will join the College Choir for large civic, academic, and or religious events as needed. Repeatable for credit.
- MU 204 Wind Ensemble** **1 hour**
A large ensemble that rehearses and performs standard band repertory. Membership by audition. Repeatable credit.
- MU 205 Chamber Ensemble** **1 hour**
A variety of small ensembles that rehearse and perform literature appropriate for the ensemble. Limited membership by audition. Repeatable credit.

- MU 206 Handbells** **1 hour**
The rehearsal and performance of standard handbell literature. Limited membership by audition. Repeatable credit.
- MU 207 Orchestra** **1 hour**
A large ensemble that rehearses and performs standard orchestral literature. Membership by audition. Repeatable credit.
- MU 211, 212 Theory I and Laboratory** **3,3 hours**
A study of the structural and harmonic materials of diatonic music with examples drawn from standard classical literature. Written, aural, and keyboard work are an integral part of this course. Prerequisites: MU 111 and MU 101.
- MU 220 Music Repertoire** **2 hours**
Guided listening to standards works of the Western Classical repertoire. The list of works is determined by the entire music faculty and is revised periodically. Prerequisite: MU 211 or permission of instructor.
- MU 230 Principles of Teaching Music Education** **2 hours**
A basic survey course designed to give the prospective teacher an understanding of the principles of music teaching and learning. The procedures employed will be the organization, motivation, and management of preschool-12 instrumental, vocal/choral, and general music. Opportunities are provided by observing, assisting, conducting, playing, singing, and participating in laboratory activities.
- MU 231 Survey of Woodwind Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on woodwind instruments. Offered alternate years, pending enrollment.
- MU 232 Survey of String Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on string instruments. Offered alternate years, pending enrollment.
- MU 233 Survey of Percussion Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on percussion instruments. Offered alternate years. Prerequisite: MU 212.
- MU 234 Survey of Brass Instruments** **1 hour**
This course is designed to develop the technical knowledge necessary for teaching tone production and performance skills on brass instruments. Offered alternate years, pending enrollment.
- MU 240 Italian Diction** **3 hours**
Principles of pronunciation and enunciation of Italian and the use of the international phonetic alphabet (IPA). Emphasis is placed upon reading, listening, and research of materials in Italian repertoire. Demonstrative performances are required. Offered alternate years, pending enrollment.

- MU 241 French Diction** **3 hours**
Principles of pronunciation and enunciation of French and the use of the international phonetic alphabet (IPA). Emphasis is placed upon reading, listening, and research of materials of French repertoire. Demonstrated performances are required. Offered alternate years, pending enrollment.
- MU 242 German Diction** **3 hours**
Principles of pronunciation and enunciation of German and the use of the international phonetic alphabet (IPA). Emphasis is placed upon reading, listening, and research of materials on German culture. Demonstrated performances are required. Offered alternate years, pending enrollment.
- MU 265, 266 Individual Instruction and Laboratory** **1-2 hours**
For course description, see MU 165, 166. Prerequisites: MU 165, 166. Limited enrollment.
- MU 300 Individual Instruction** **1-2 hours**
Not available for credit to majors and minors. Limited enrollment. Students are expected to practice five hours per one credit hour. Repeatable credit. Junior level. Prerequisite: MU 100.
- MU 311, 312 Theory II and Laboratory** **3,3 hours**
The study of structural and harmonic materials of chromatic music, with examples drawn from standard classical literature. Written, aural, and keyboard work are an integral part of this course. Prerequisite: MU 212.
- MU 314 18th Century Counterpoint** **3 hours**
A study of 18th century two-, three-, and four-voice counterpoint. Offered alternate years, pending enrollment. Prerequisite: MU 212.
- MU 315 Form and Analysis** **3 hours**
A detailed analysis of structure, harmonic, and contrapuntal forms in tonal music. Offered alternate years. Prerequisite: MU 212.
- MU 316 Orchestration** **3 hours**
The study of range, techniques, timbre, and transportation of orchestral and band instruments. Written exercises are an integral part of the course. Offered alternate years. Prerequisite: MU 312.
- MU 320 Music History and Literature I Chant to Chorale, 600-1600 (W)** **3 hours**
An in-depth study of the development of western music from the monophonic chants of the early church and continuing to the growth of polyphony, to the appearance of secular forms and the music of the reformation. Compositions will be studied, analyzed, and listened to. Attention will be drawn to the political, religious, philosophical and social events that shape the arts of any given time. Out of class listening, concert and recital attendance is also a part of the class activities. Offered Fall Semesters. Junior standing. Prerequisites: MU 212, MU 220, EN 112, or permission of the instructor.
- MU 321 Music History and Literature II Monteverdi to Mozart (W)** **3 hours**
The development of major musical styles in the baroque and classical periods. Compositions will be studied, analyzed and listened to. Attention will be drawn to the political, religious, philosophical and social events that shape the arts of any given time. Out of class listening, concert and recital attendance is also a part of the class activities. Offered Spring Semesters. Junior standing. Prerequisites: MU 212, EN 112, or permission of the instructor.

- MU 322 Music History and Literature III Beethoven to the present (W)** **3 hours**
 A study of the development of musical styles in the nineteenth and twentieth centuries. Consideration will also be paid to the influence of Afro-American composers and their music. Compositions will be studied, analyzed, and listened to. Attention will be drawn to the political, religious, philosophical and social events that shape the arts of any given time. Out of class listening, concert and recital attendance is also a part of the class activities. Junior standing. Prerequisites: MU 212, MU 220, EN 112 or permission of the instructor.
- MU 323 History of African-American Music (W)** **3 hours**
 A study of the history of Afro-American music from 1619 through the present day. Focuses upon the socio-historical context in which popular music, folk music, classical music, and religious music evolved. Topics include the spiritual, blues, gospel, jazz, rhythm and blues, contemporary music, as well as women in music. Open to non-music majors. No technical knowledge required. Offered Spring Semester. Prerequisites: HI 103-104 or HI 211-212.
- MU 324, 325 Piano Literature I, II** **3, 3 hours**
 A comprehensive study of teaching methods and piano literature from all art periods. Stylistic tendencies, as well as performance practices, will also be studied. Offered alternate years, pending enrollment. Prerequisite: MU 265
- MU 326 Vocal Literature I (W)** **2 hours**
 A survey of song literature from 1600 to the present day. Study of representative composers, poets, and works, with extensive listening and performance required. Emphasis will be placed on German Lieder, French Melodie, Italian Canzone, and the British and American Art song. An analysis of performance practices of the various musical periods, styles and representative composers of each genre. Offered alternating odd years, pending enrollment. Prerequisite: MU 266.
- MU 327 Vocal Literature II (W)** **2 hours**
 A survey of opera and oratorio from its conception to present day. Study of representative composers and their works from the various musical periods. Emphasis will be placed on styles and trends of the periods that had an impact on the two art forms. This class will require extensive listening and class participation. Offered alternating odd years, pending enrollment. Prerequisite: MU 266 and MU 326.
- MU 328 Church Music and Worship** **3 hours**
 The study of the biblical basis for the theological implications involved in church music practice, with emphasis on the development of principles for guidance in the use and selection of available literature. Offered alternate years. Prerequisite: MU 220.
- MU 329 Instrumental Literature** **3 hours**
 A comprehensive study of teaching methods and literature for various instruments from all art periods. Stylistic tendencies, as well as performance practices will be considered. Offered alternate years, pending enrollment. Prerequisite: MU 265.
- MU 330, 331 Methods and Materials of Teaching** **2, 3 hours**
 A two-part course in methods, materials, and techniques of teaching school music from preschool - grade 12. Emphasis is placed on the planning and implementation of learning activities in simulated and/or clinical settings. A practicum is required. Offered alternate years, pending enrollment. Prerequisite: ED 300.

- MU 332 Literature of School Music** **3 hours**
A critical study of school music literature pertaining to American multiculturalism. Appropriate for P-12 in public and private settings. A practicum is required. Prerequisite: MU 230.
- MU 333 Diction for School Music** **1 hour**
The study of the International Phonetic Alphabet as it pertains to romantic and Germanic languages to aid in effective communication with students of diverse backgrounds in public and private school settings. Offered alternate years. Prerequisite: MU 230.
- MU 350 Anatomy for Singers** **3 hours**
A study of the anatomical structure of the human body as it relates to the art of singing. Attention will be given to the function and structure of organs, muscles, cartilage, and bones involved in the respiratory and phonation process needed for singing. Offered alternate years, pending enrollment. Prerequisite: MU 265.
- MU 351 Vocal Pedagogy and Practicum** **3 hours**
A comprehensive study of methods, materials, and sequence for teaching voice. Emphasis is placed upon proper voice development and methods of vocal production and maintenance. Students will have supervised experiences in the teaching of private lessons. Offered alternate years. Prerequisite: MU 265.
- MU 360 Conducting** **2-3 hours**
The study of basic conducting techniques and patterns and their application in solving musical problems of tempo changes, dynamics, fermatas, cuing, and the development of the left hand. Offered alternate years. Prerequisite: MU 212.
- MU 361 Advanced Conducting** **2 hours**
A continuation of applying the basic skills of conducting, with attention given to choral and instrumental literature, rehearsal techniques, and phrasing. Offered alternate years, pending enrollment. Prerequisite: MU 360.
- MU 365, 366 Individual Instruction and Laboratory** **1-2 hours**
For course description, see MU 165, 166. Prerequisites: MU 265, 266. Limited enrollment.
- MU 370 Introduction to Music Technology** **3 hours**
A study of music technology in today's world. Topics include acoustics, electronic sound generation, recording, operation of audio equipment, and basic principles of composition, and arranging with some hands-on experience at the computer. Offered alternate years, pending enrollment. Prerequisite: MU 211 or permission of instructor.
- MU 380 Piano Pedagogy and Practicum** **3 hours**
A comprehensive study of methods, materials, and physiological and technical problems involved in teaching piano. Students will have supervised experiences in the teaching of private lessons. Offered alternate years. Prerequisite: MU 265.
- MU 382 Instrument Pedagogy and Practicum** **3 hours**
A comprehensive study of methods, materials, and physiological and technical problems involved in teaching various instruments. Students will have supervised experiences in the teaching of private lessons. Offered alternate years or as needed. Prerequisite: MU 265.

- MU 411 Modern Day Arranging** **3 hours**
A study of the art of arranging for voice and instruments using conventional and twentieth-century techniques. Offered alternate years, pending enrollment. Prerequisite: MU 315.
- MU 412 19th and 20th Century Analytical Technique** **3 hours**
This course is a continuation of MU 315 Form and Analysis This course will include the study and analysis of nineteenth and twentieth century scores and compositional techniques. Students will analyze different types (orchestral, keyboard, vocal, etc.) and write a paper on each piece. Prerequisites: MU 312, 314, 315.
- MU 465, 466 Individual Instruction and Laboratory** **1-2 hours**
For course description, see MU 165, 166. Prerequisite: MU 365, 366. Limited enrollment.
- MU 470 Music Business Internship** **2-6 hours**
This course is designed to give majors hands-on experience in the various areas of arts management and is tailored to meet the students' individual career goals. It includes learning the rudiments of bookings, audience development, marketing, promotion and presentation, fund-raising, finance, and much more. Repeatable credit, pending enrollment. Prerequisites: BA 310 and BA 411.
- MU 490-491 Research and Independent Study** **each 1-3 hours**
An individual investigation into the art/science of music. A major research project is required. Prerequisite: MU 321.
- MU 499 Recital** **0-2 hours**
Attendance at all departmental recitals and concerts is required of all majors and minors. All solo recitals are preceded by a prerecital six weeks prior to the recital date. Individual instruction is required. The Bachelor of Arts degree requires one 30-minute junior recital and one 60-minute senior recital. Senior status begins after the completion of the junior recital. The Bachelor of Science degree requires one 40-minute recital. The Bachelor of Music degree requires one 30-minute recital and one 60-minute recital. The minor in music requires one 30-minute recital. All recitals must be given in the same medium and be memorized according to traditional protocol. Repeatable credit. Prerequisites: MU 366. Permission from instructor required.

Department of Nursing

Professor:	Allen (Chair)
Associate Professors:	Dormer, Flood
Assistant Professors:	Anderson, Gwebu, Medley, Patel, Simons
Lab Instructor:	Wills

Majors: Nursing (B.S.)

Purpose

It is the purpose of the Department of Nursing to provide a liberal arts foundation to prepare nurses to apply Christian principles in meeting the biopsychosocial and spiritual needs of clients. Students are prepared to care for clients across the life cycle in a variety of health-care settings.

Career Opportunities

The Department of Nursing offers two baccalaureate degree programs: a generic (four-year BS) program that prepares students to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN); and a non-generic program two-year (RN-BS) that provides registered nurses prepared at the associate degree level an opportunity to obtain a bachelors degree in nursing. Both programs prepare students for graduate study in nursing and to practice at the professional level in a variety of health care settings, including the community, industry, government, hospitals, and clinics.

Bachelor of Science in Nursing

Admission requirements for clinical courses:

1. Admission by the college. Admission to the college does not guarantee admission to a specific department or program.
2. High school cumulative GPA of 3.00 or above on a four point scale, or college cumulative GPA of 2.70 or above on a four point scale.
3. ACT composite score of 17 or above, or SAT composite of 840 or above. Satisfactory completion of developmental courses, identified by low ACT/SAT scores, 'C' (2.00) or above.
4. Demonstrated reading level at 12th grade, as indicated through diagnostic testing by the Center for Academic Advancement (CAA), or other testing centers.
5. Students having two failures (C- or less) in the hard sciences (biology, chemistry) or two failures in previous nursing courses are not eligible for admission to the nursing program.

Progression

Students must:

1. Attain skill mastery of 100 percent to successfully complete each nursing performance course.

2. Pass a math proficiency examination at the ninety percent (90%) level in specified courses; students may repeat the math proficiency exam four times; mastery of the exam must be accomplished by the dates specified for each course.
3. Earn a grade of C (2.00) or better in each nursing course with a minimum cumulative grade point average of 2.50. Should a student receive a grade lower than 'C' he/she must repeat the course.
4. Earn a grade of C (2.00) or better in each cognate course. Cognate courses include, but are not limited to the following: chemistry, anatomy & physiology I & II, microbiology, college-level mathematics, psychology, sociology, speech, statistics, and English.
5. Complete all previous level courses (cognate and nursing) before profession to the next level.
6. Repeat successfully all courses in which the minimum grade C (2.00) was not achieved. No more than two courses may be repeated, only one of which may be a nursing course. Courses may be repeated in the following combination: one nursing and one cognate, or two cognate courses.
7. Fulfill any remedial contracts specified by the department.
8. Validate nursing knowledge through written examination and clinical performance for any courses taken prior to a lapse of two years or more in the program of studies.
9. Present annual verification of current CPR certification and tuberculosis screening.

Students who engage in misconduct that would jeopardize their professional performance as nurses may be denied admission or may be removed from the program. The Department of Nursing reserves the right to revise, add, or delete courses as needed to maintain the quality of the nursing program.

Students in the generic program must graduate in order to write the NCLEX-RN. The RN license may be denied where there is failure to show good moral character as it pertains to nursing, including, but not limited to: conviction of a felony, abuse of or addiction to alcohol or drugs, and theft of drugs. The decision as to whether the applicant is of good moral character is at the discretion of the Alabama Board of Nursing (Alabama Board of Nursing Administrative Code 610-X-8-.01 p. 46).

Exit Examinations

Students must demonstrate satisfactory performance on a comprehensive exit examination as described in the departmental *Student Handbook* in order to graduate from the program.

Major Requirements:

NU 110 Introduction to Nursing	3 hours
NU 111 Health Promotion and Environmental Health	3 hours
NU 209 Nutrition for Professional Nursing	3 hours
NU 210 Assessment & Skills I	3 hours
NU 211 Assessment & Skills II	3 hours
NU 212 Pharmacology for Nursing	1 hour
NU 213 Professional Foundations of Nursing Practice	3 hours
NU 214 Nursing Performance I	1 hour
NU 330 Pathophysiology	3 hours
NU 331 Nursing with Adults	3 hours
NU 332 Mental Health Nursing	3 hours
NU 333 Nursing Performance II	4 hours
NU 334 Nursing Informatics	3 hours

NU 335 Transcultural Nursing	3 hours
NU 336 Research in Nursing	3 hours
NU 337 Nursing with Infants & Children	3 hours
NU 338 Nursing Performance III	2 hours
NU 410 Leadership/Management	3 hours
NU 411 Community Health Nursing	3 hours
NU 412 Nursing with Women during Childbearing Years	3 hours
NU 413 Nursing Performance IV	4 hours
NU 416 Gerontological & Complex Medical-Surgical Nursing	3 hours
NU 417 Nursing Performance V	4 hours
NU 420 Nursing Trends	1 hour
OC 201 Community and Service Learning	1 hour
BI 111-12 Anatomy and Physiology	6 hours
BI 221 Microbiology	4 hours
CH 101 Introduction to Inorganic Chemistry and Lab	3 hours
CH 102 Introduction to Organic and Biochemistry and Lab	3 hours
PY 101 Principles of Psychology	3 hours
PY 307 Statistical Methods	3 hours
SO 101 Principles of Sociology	3 hours
Total	94 hours

General Education Requirement variations:

- Omit AS 100/AS 203
- Omit History elective
- Omit MA 101 if ACT is 21
- Omit PE 211 Health Principles

Total hours required for the degree are **132-133**.

**Bachelor of Science in Nursing
(RN Completion Program)**

Admission Requirements

1. Associate of Science degree or diploma from a state-approved school of nursing.
2. Satisfactory completion of all general education courses as required for the Oakwood College associate degree program or equivalents.
3. Two recommendations—one from current supervisor in a health-care setting or former instructor if applicant is a recent student of nursing (form to be provided by the department).
4. Current nursing license or temporary permit to practice in Alabama with verification of licensure.
5. Evidence of current CPR certification.
6. Credit for nursing courses taken at schools other than Oakwood will be considered on an individual basis by the Department of Nursing. Validation of previous knowledge will be determined by examination and/or demonstration.
7. If a lapse of time (2 years or greater) occurs in a student's program of study, prior nursing credits will not be accepted unless an applicant can validate nursing knowledge through written examinations and clinical performance.

Progression

1. A grade of C (2.00) or better in each course is required for the major.
2. Courses required for the major may be repeated only once. No more than two courses may be repeated, only one of which may be a nursing course.
3. Graduation requirements include a minimum GPA of 2.25 in the major.

Major Requirements:

NU 330 Pathophysiology	3 hours
NU 340 Professional Nursing	3 hours
NU 341 Health Assessment	2 hours
NU 342 Gerontological Nursing	3 hours
NU 410 Leadership/Management in Nursing	5 hours
NU 411 Community Health Nursing	5 hours
NU 414 Transcultural Nursing	3 hours
NU 415 Advanced Clinical Nursing	5 hours
NU 422 Research in Nursing	3 hours
CH 102 Introduction to Organic and Biochemistry	4 hours
PY 307 Statistical Methods	3 hours
Total	39 hours

General Education Requirement variations:

Omit the History elective

Omit PE 211 Health Principles and MA 101 if ACT is 21

Total hours required for the degree are **134-136**.

Description of Courses

NU 102 Adult Health I 6 hours

This course provides students with theory and clinical opportunities to use the nursing process to care for individuals and families with simple alterations in basic needs throughout the life cycle. Prerequisites: NU 101, NU 104 or FS 131, NU 105.

NU 106 Non-Drug Therapeutics 3 hours

This course is intended to teach persons in the use of simple remedies and treatments that can be used in the home. The principles underlying the effects of the treatment methods are examined, and common symptoms and illnesses that respond to these treatments are covered. It is not expected that the information given in this course will take the place of the services of physicians or other health-care professionals.

NU 110 Introduction to Nursing 3 hours

This course provides an introduction to biblical and Seventh-day Adventist principles of health and to the philosophy and conceptual framework of the Oakwood College Department of Nursing. Taught from a critical thinking perspective, this writing intensive course will also include nursing history and trends, medical terminology, and an introduction to legal and ethical issues in health care.

- NU 111 Health Promotion and Environmental Health** **3 hours**
This course focuses on theories, concepts, and the appropriate technology related to health and health promotion, with emphasis on biblical and Seventh-day Adventist principles. It concentrates on factors that influence health and strategies that enhance the care of individuals and communities through the promotion of a healthy environment. Basic knowledge related to environmental health will be incorporated, e.g., assessment and referral, advocacy, environmental justice, risk communication, legislation, and regulation.
- NU 201 The Childbearing Family** **5 hours**
This course emphasizes use of the nursing process to provide care for clients during the prepartum, labor, and postpartum periods of the childbearing process. Also emphasizes nursing care of children in stages of development from infancy through adolescence. Prerequisite: Level II status.
- NU 202 The Childrearing Family** **5 hours**
This course provides the student with the theory and practice of family-centered child care at different points on the wellness-illness continuum. It teaches students how to promote health and spirituality, and to care for the child and his/her family in a variety of clinical settings in acute care, long-term care, and community settings. Content includes normal phenomena and complications.
- NU 203 Mental Health Nursing** **5 hours**
In this course, students adapt the nursing process to individuals with altered basic needs and psychiatric problems. It builds on concepts of behavior, interpersonal and communication skills learned in prior nursing courses. Prerequisites: NU 201 and 202.
- NU 204 Adult Health II** **6 hours**
This course provides students with theory and clinical opportunities to apply medical-surgical concepts in the critical care setting where there are multiple alterations in basic needs. Principles of general client management are also discussed and implemented in clinical situations. Prerequisites: Level II status and all previous nursing courses.
- NU 205 Seminar in Nursing** **1 hour**
A seminar designed to assist students in preparing to write the NCLEX-RN. Students must perform at a satisfactory level on a comprehensive examination to measure readiness to pass NCLEX as a part of course requirements. Prerequisite: successful completion of, or current enrollment in, all general education courses and all major course requirements.
- NU 209 Nutrition for Professional Nursing** **3 hours**
This course focuses on normal and therapeutic nutrition throughout the life span. The role of proper nutrition in enhancing and maintaining health and interventions appropriate to various clinical situations will be addressed.
- NU 210 Assessment and Skills I** **3 hours**
This course introduces the student to professional nursing skills used in basic health assessment and patient care procedures performed in a variety of health care settings across the life span. Patient-related developmental, psychosocial, environmental, and health promotion factors that influence nursing care will be addressed.

- NU 211 Assessment and Skills II** **3 hours**
This course further develops professional nursing assessment and performance skills introduced in NU 210 Assessment and Skills I, with an emphasis on appropriate technology for health promotion, protection, and restoration across the life span. Interpersonal and communication skills are emphasized.
- NU 212 Pharmacology for Nursing** **1 hour**
A study of the principles of pharmacology and the roles and responsibilities of the nurse in drug administration will be emphasized in this course. A survey of the major drug categories will provide a foundation for the specific pharmacological applications in each clinical course.
- NU 213 Professional Foundations of Nursing Practice** **3 hours**
The course is an orientation to the role of the professional nurse. Content includes the definition and scope of nursing practice, history of the nursing profession, and functions of other health care professionals, contemporary issues, and trends in nursing and health care.
- NU 214 Nursing Performance I** **1 hour**
This clinical course provides opportunities for the development of professional nursing skills with emphasis on health promotion, disease prevention, health restoration, and beginning health assessment and nursing procedures in a variety of health care settings.
- NU 330 Pathophysiology** **3 hours**
This course is the study of the physiologic changes that occur as a result of disease processes and functions of the body. Alterations, the mechanisms involved and their manifestations as signs, symptoms, and physical and laboratory findings are examined in order to provide the common bond linking microbiology, chemistry, anatomy, and biochemistry to clinical practice.
- NU 331 Nursing with Adults** **3 hours**
This course focuses on professional nursing principles for the promotion, maintenance, and restoration of health for young and mid-life adults. Contemporary health issues and concerns of these age groups will be studied with emphasis on developmental stages, health promotion practices, impact of illness, spiritual dimensions, and cultural diversity. A multisectoral approach will be used to study socioeconomic and the ethical and legal issues that affect adult health.
- NU 332 Mental Health Nursing** **3 hours**
This course addresses the use of mental health nursing principles to promote, maintain, and restore optimum functioning for patients with neuropsychiatric disorders. It builds on concepts of behavior and interpersonal and communication skills learned in prior nursing courses.
- NU 333 Nursing Performance II** **4 hours**
This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, and restoration for adult clients in a variety of settings, including mental health experiences.
- NU 334 Nursing Informatics** **3 hours**
This course will provide a basic introduction to nursing informatics: the combination of nursing science, computer science, and information science that will enable the student to work effectively using nursing information systems for patient assessment and evaluation and the delivery and management of patient care.

- NU 335 Transcultural Nursing (Generic BSN Program) 3 hours**
This course provides an opportunity for the student to examine the way in which values, beliefs, and cultural practices affect health and illness among individuals, families, groups, and communities.
- NU 336 Research in Nursing (Generic BSN Program) 3 hours**
This course is designed to introduce the student to principles and methods of research to be utilized in developing a nursing research project. The research process is introduced culminating in completion of a research proposal. Basic skills for evaluating research and means of utilizing research findings to incorporate them into practice are explored. Emphasis is placed on the ethical/legal principles of scientific research.
- NU 337 Nursing with Infants and Children 3 hours**
This course focuses on applying professional nursing principles in the promotion, maintenance, and restoration of health for infants, children, adolescents, and their families. Health issues and nursing concerns of these age groups will be studied with emphasis on developmental stages, family processes, health promotion practices, and social, cultural, and spiritual influences.
- NU 338 Nursing Performance III 2 hours**
This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, and restoration for individuals across the life span and their families in community-based settings. Particular emphasis will be given to the care of infants, children, and adolescents and their families.
- NU 340 Professional Nursing 3 hours**
The associate degree and diploma nurse are oriented to the roles of the baccalaureate nurse through the exploration of professional issues. Students are introduced to the philosophy and conceptual framework of the bachelor of science program. Theoretical models are examined. Principles of teaching are emphasized. Prerequisite: completion of ASN or Diploma Program in Nursing.
- NU 341 Health Assessment 2 hours**
This course provides a comprehensive and systematic nursing approach to health assessment and decision-making, while incorporating traditional physical examination skills. Emphasis is placed on the nursing process in assessing and evaluating the health and functional status of individuals, with consideration to multicultural and developmental variations. Campus laboratory experiences are provided to enhance the students' assessment skills. Prerequisite: senior standing if in ASN Program.
- NU 342 Gerontology Nursing 3 hours**
This course emphasizes natural aging processes and special needs of older clients and families within the context of their environments. It examines physical, psychosocial, cultural, and spiritual adjustments associated with aging, and implications for nursing practice and social change. Learning experiences are selected to enhance the students' appreciation for the uniqueness of this age group.
- NU 350 International Nursing 3-6 hours**
This elective course provides the student an opportunity to gain theoretical and practical knowledge of issues in international nursing practice. The student may elect to participate in the didactic portion of the course only, or may engage in an overseas experience during the summer.

- NU 410 Leadership/Management** **3 hours**
The professional nurse has opportunities to interact with many individuals including, clients and their families, peers and other health care providers. This course is designed to assist the professional nursing student in the development of leadership/management skills so that he/she will be able to function as collaborator/facilitator and change agent. These concepts and theories will be operationalized through the use of the patterns of knowing thereby assisting the nurse to assume appropriate leadership/management roles in a variety of settings.
- NU 411 Community Health Nursing** **5 hours**
This course analyzes the multifaceted role of the community health nurse and the scope of nursing practice in maximizing the health and wellness potential of individuals, families, groups, and communities through culturally appropriate nursing strategies that promote health and provide health-care supervision, health education, and disease prevention. Basic principles of epidemiology and research are presented. The clinical setting promotes the synthesis of nursing skills and public health concepts through the application of the nursing process.
- NU 412 Nursing with Women during Childbearing Years** **3 hours**
This course focuses on the promotion, maintenance, and restoration of health for women during the childbearing years, their newborns, and their families. It relates physiological, environmental, cultural, behavioral, and spiritual factors and issues that influence the reproductive woman and childbearing. Issues and trends in women's health are addressed as well as professional nursing interventions.
- NU 413 Nursing Performance IV** **4 hours**
This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, and restoration to individuals, groups, and families. The student will be expected to synthesize knowledge and use skills from previous and current courses in providing care with a beginning level of independence. The care of women and their families during childbearing years and the implementation of nursing management skills will be emphasized.
- NU 414 Transcultural Nursing (RN-BSN Program)** **3 hours**
Provides opportunity for students to look at how values, beliefs, and practices among cultural groups affect the individual's health and illness. Prerequisites: admission to BSN clinical nursing courses and senior standing.
- NU 415 Advanced Clinical Nursing** **5 hours**
This course provides the student an opportunity to select an area of nursing interest to expand knowledge and skills and further refine management and leadership techniques, as the student begins preparation for transition into the field of nursing practice. Students initiate, plan, and evaluate individual development toward meeting professional and educational goals.
- NU 416 Gerontological and Complex Medical-Surgical Nursing** **3 hours**
This course focuses on patients with complex medical-surgical alterations in health throughout the adult life span. The course provides opportunities to manage health care of individuals, families, groups, and communities requiring health promotion, protection, and restoration. Chronic and acute clinical situations are addressed in the light of life-threatening situations.

NU 417 Nursing Performance V**4 hours**

This clinical course provides opportunities to manage health care of individuals, families, groups, and communities requiring health promotion, maintenance, and restoration. The student will practice in a variety of settings such as hospitals, senior citizen assisted living facilities, nursing homes, and senior citizen day care centers. The learner will be expected to integrate knowledge from previous and current courses in the comprehensive management of complex nursing situations throughout the adult life span.

NU 420 Nursing Trends**1 hour**

A global perspective is used to examine health care and nursing trends in relation to primary health care goals and objectives and the health objectives for the nation. Emphasis is placed on health advocacy skills to promote health and prevent disease. Contemporary practice models, health care economics, professional nursing issues, legal and ethical issues, and an analysis of the health care delivery system are among the topics that will be considered.

NU 422 Research in Nursing (RN-BSN Program)**3 hours**

The research process is explored. Students are introduced to their role as consumers of nursing research and taught how to analyze research for application to clinical practice.

NU 450 Nursing Elective**2-3 hours**

This senior elective course allows the student an opportunity to select a preferred area of nursing practice for focused theoretical learning and clinical practice. The student, in consultation with the course advisor, plans the elective experience.

Department of Psychology

Professors: Matthews
Associate Professors: Blanch-Payne, Carter (Chair), Cort
Assistant Professors: Webb

Majors: Psychology (B.A. and B.S.)

Minors: Correctional Science
Psychology
Sociology

Purpose

It is the purpose of the Department of Psychology to provide a liberal arts, undergraduate foundation with a basic understanding of the principles, facts, approaches, and methods in psychology. The goal of the department is to aid the student (1) in acquiring knowledge and developing skills for entry level professional service, (2) in preparing for entry into graduate programs, (3) in receiving a Christian perspective of psychology, and (4) in understanding self and others better in an appreciation of the origin, nature, and process of individual differences from the psychological viewpoint.

High School Preparation

A strong academic background will be valuable for the potential psychology major, with emphasis on biology, computer skills, mathematics, and social sciences.

Exit Examination

The Major Field Achievement Test developed by the Educational Testing Service or an equivalent will be administered during the spring semester to all seniors. A passing score is one standard deviation below the mean score of 146 or the mean score for the group. The lower of the two scores will be accepted.

Career Opportunities

Human understanding and service constitute great needs among people today. Psychology graduates are entering all kinds of occupations in business, governmental and private human service agencies, and teaching. The bachelor's degree in psychology is a flexible and versatile way to prepare for a career in human services and diverse lines of work. Psychology graduates are upwardly mobile, but their advances are strongly correlated with training beyond the bachelor's degree.

Bachelor of Arts in Psychology

The B.A. degree in Psychology offers a broad study of behavior and provides the academic preparation required for graduate training.

Major Requirements:

PY 101 Principles of Psychology	3 hours
PY 201 Psychology of Religion	3 hours
PY 307 Statistical Methods	3 hours
PY 371 Biological Psychology	3 hours
PY 401 History and Systems of Psychology	3 hours
PY 411 Principles of Research	3 hours
PY 460 Experimental Psychology	3 hours
PY 460L Experimental Psychology Lab	1 hour
PY 480 Seminar in Psychology	2 hours
Select from: PY 301 Social Psychology, PY 319 Theories of Personality, PY 321 Abnormal Behavior, and PY 325 Developmental Psychology	9 hours
PY Electives	9 hours
Total	42 hours

Minor is recommended

Bachelor of Science in Psychology

The B.S. degree with a counseling or industrial/organizational emphasis offers an applied approach to the study of behavior. It also provides the student with opportunities to develop marketable knowledge, skills, and abilities, and serves as the bridge between school and work.

Major Requirements:

PY 101 Principles of Psychology	3 hours
PY 201 Psychology of Religion	3 hours
PY 307 Statistical Methods	3 hours
Select from: PY 301 Social Psychology, PY 319 Theories of Personality, PY 321 Abnormal Psychology, and PY 325 Developmental Psychology	9 hours
PY 371 Biological Psychology	3 hours
PY 411 Principles of Research	3 hours
PY 422-424 Counseling Practicum	4 hours
PY 460 Experimental Psychology	3 hours
PY 460L Experimental Psychology Lab	1 hour
PY 480 Seminar in Psychology	2 hours
PY or SO electives	9 hours
SO 101 Principles of Sociology	3 hours
Counseling or Industrial/Organizational Emphasis*	9 hours
Total	55 hours

***Counseling emphasis:**

Select from: (one must be PY 421 or 423)

PY 331 Group Dynamics,	
PY 421 Counseling Skills,	
PY 423 Counseling Theories, and	
PY 430 Psychological Testing	6 hours
PY 340 Behavior Disorders in Children, or	
PY 431 Black Psychological Perspectives, or	
SO 361 Marriage and the Family	3 hours

***Industrial /Organizational emphasis:**

PY 351 Industrial Psychology	3 hours
PY 421 Counseling Skills or PY 423 Counseling Theories	3 hours
PY 430 Psychological Testing	3 hours

Minor in Correctional Science

PY 101 Principles of Psychology	3 hours
PY 321 Abnormal Behavior	3 hours
PY 398 Psychology and the Law	3 hours
PY or SO electives	6 hours
SO 101 Principles of Sociology	3 hours
SO 301 Sociology of Deviant Behavior or SO 398 Probation	3 hours
Total	21 hours

Minor in Psychology

PY 101 Principles of Psychology	3 hours
PY 201 Psychology of Religion	3 hours
Select from: PY 301 Social Psychology,	
PY 319 Theories of Personality,	
PY 321 Abnormal Behavior, and	
PY 331 Group Dynamics	9 hours
PY 421 Counseling Skills	3 hours
PY elective	3 hours
Total	21 hours

Minor in Sociology

SO 101 Principles of Sociology	3 hours
SO 231 Social Problems	3 hours
SO 241 Race Relations	3 hours
SO electives (upper division)	12 hours
Total	21 hours

Description of Courses

Psychology

- PY 095 Scholarship Skills** **2 hours**
This course is required during the first semester of all beginning freshmen on academic probation or with low ACT or SAT scores. Any other freshmen whose college GPA falls below 2.00 will also have to take this course the following semester, unless they have already passed it.
- PY 101 Principles of Psychology** **3 hours**
An overview of the science of psychology, including such concepts as emotion, motivation, adjustment, perception, learning, personality, abnormal behavior, therapies, intelligence, measurement, and experimental methods.
- PY 201 Psychology of Religion** **3 hours**
A study of the psychological aspects of religion and an analysis of several systems in psychology from a Christian perspective, utilizing the writings of Ellen G. White along with other Christian authors.
- PY 221 Personal and Social Adjustment** **3 hours**
This course focuses on applying basic psychological theories and concepts to enhance personal growth and interaction with others. Topics include gender roles/ identity, self-esteem, assertiveness, stress management, communication, intimacy, and other related areas. Prerequisite: PY 101.
- PY 301 Social Psychology (W)** **3 hours**
The study of group affiliations, group standards, social perceptions, and other social factors influencing the behavior of individuals and interaction among groups. Prerequisite: PY 101.
- PY 307 Statistical Methods** **3 hours**
An introduction to statistical procedures. Topics include preparation and use of graphs and tables, measures of central tendency and dispersion, probability and sampling, and tests of significance and association. Prerequisites: PY 101 and MA 101.
- PY 319 Theories of Personality (W)** **3 hours**
A study of the main theories of personality structure, with consideration of the essential ingredients of healthy attitudes and behavior patterns. Prerequisite: PY 101.
- PY 321 Abnormal Behavior** **3 hours**
A study of the types, natures, and causes of abnormal behavior; the effects of maladaptive behavior on individuals, families, and communities; and methods of treatment. Prerequisite: PY 101.
- PY 325 Developmental Psychology** **3 hours**
A study of current psychological theories relating to psychological development throughout the entire life span. Prerequisite: PY 101.
- PY 331 Group Dynamics** **3 hours**
A study of the dynamics of groups, with special emphasis being placed upon patterns of leadership, solidarity, cohesion, conflict, accommodation, and cooperation. Prerequisite: PY 101.

- PY 340 Behavior Disorders in Children** **3 hours**
This course is designed to give the student a descriptive and theoretical survey of the major forms of child psychopathology, with a detailed analysis of behaviors of children, methods of identification, and present methods of prevention and treatment. Prerequisite: PY 101.
- PY 351 Industrial Psychology** **3 hours**
Application of psychology to the study of industrial and personnel problems, including such areas as human relations, selection, training, employee motivation, and morale. Prerequisite: PY 101.
- PY 357 Health Psychology** **3 hours**
An introduction to the subfield of psychology which investigates the psychological and behavioral aspects of physical health. Mental functioning as a causative factor in physical illness/wellness will be explored. Prerequisite: PY 101.
- PY 361 Marriage and the Family** **3 hours**
The ethics of family relationships, changing trends, and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes, and problems that are likely to play a part in marriage. Prerequisite: SO 101.
- PY 371 Biological Psychology** **3 hours**
Physiological correlates of behavior, with special emphasis on the physiology and anatomy of the nervous system as a basis for relating behavior to its physiological components. Development of competence in reading and interpreting scientific reports and professional journals. Prerequisite: PY 101.
- PY 380 Cognitive Psychology** **3 hours**
Human cognition. Attention, knowledge representation, learning and memory, comprehension, and problem solving. Contributions of neuroscience and connectionism to the development of cognitive theory, experimentation, and applications. Prerequisite: PY 101.
- PY 398 Psychology and the Law** **3 hours**
This course examines the U.S. legal system through the use of psychological concepts, methods, and findings. It offers coverage of topics relevant to understanding how psychology interfaces with the law. Prerequisite: PY 101.
- PY 401 History and Systems of Psychology** **3 hours**
A study of the theoretical systems, experiments, and personalities involved in the development of psychology. Prerequisite: PY 101.
- PY 411 Principles of Research** **3 hours**
An introduction to research in the behavioral sciences. Topics include problem definition and hypothesis formation; observation, definition, and measurement; design and control of basic types of experimental and quasiexperimental designs; and explanation and interpretation of results. Laboratory required. Prerequisite: PY 307.
- PY 421 Counseling Skills** **3 hours**
This course acquaints the student with the practical applications of communication, helping skills, and counseling. Prerequisite: PY 101.

- PY 422-424 Counseling Practicum** **2-2 hours**
 Fifty-four hours each semester of supervised practical experience in a community mental health agency. Prerequisite: Completion of, or concurrent enrollment in PY 421 or PY 423.
- PY 423 Counseling Theories** **3 hours**
 This course involves a study of the major counseling theories. Prerequisite: PY 101.
- PY 430 Psychological Testing** **3 hours**
 A course designed to familiarize students with the history of the development of psychological testing, the theory behind it, and the various objective and projective instruments used to assess intellectual and personality functioning. Prerequisite: PY 101.
- PY 431 Black Psychological Perspectives** **3 hours**
 This course is designed to introduce the student to the issues and concerns regarding psychological development from a Black perspective. Prerequisite: PY 101.
- PY 460 Experimental Psychology** **3 hours**
 A survey course acquainting the student with the experimental analysis of behavior. The scientific method is used to investigate basic behavioral phenomena and principles. Students will also develop competence in reading, writing, and interpreting reports. Prerequisite: PY 411 or permission of instructor.
- PY 460L Experimental Psychology Lab** **1 hour**
 Controlled laboratory experiences will be provided to investigate verbal learning, individual differences, operant and classical conditioning, and other processes. Computer programs will be used to facilitate some of the laboratory exercises.
- PY 480 Seminar in Psychology** **2 hours**
 In-depth examination of particular topics of current interest in the field of psychology. Critical evaluation of current research. The course also reviews the graduation admission and employment searching process. Prerequisite: junior standing.
- PY 490-491 Research and Independent Study** **each 2-3 hours**
 Majors in psychology desirous of getting an independent course of research are encouraged to do so under the direction of an advisor. Prerequisites: PY 307, junior standing, and GPA of 3.00 or consent of instructor.

Sociology

- SO 101 Principles of Sociology** **3 hours**
 An introduction to the field of sociology, terms and concepts related to human behavior, and the influences of social and cultural factors upon human behavior.
- SO 211 Introduction to Cultural Anthropology** **3 hours**
 An introduction to the study of man as a total being, his culture and social organization, his interrelationships with his habitat, and his biophysical nature.
- SO 231 Social Problems** **3 hours**
 An analysis of areas of social behavior considered to be problems in contemporary American society. Prerequisite: SO 101

- SO 241 Race Relations** **3 hours**
A scientific approach to the study of racial elements in the population of the United States, with particular emphasis on White and African-American groups. Prerequisite: SO 101.
- SO 291 Introduction to Urban Studies** **3 hours**
An analysis of the modern urban community and its pattern of organization. Emphasis will be placed on the culture of cities and problems facing the urban dweller. Urbanization is examined from an American perspective as well as from a world perspective. Prerequisite: SO 101.
- SO 301 The Sociology of Deviant Behavior** **3 hours**
Examination of criminality among juvenile and adult offenders. Also, an analysis of law-enforcement policies and a critical examination of legal, judicial, and penological systems. Prerequisite: SO 101.
- SO 320 Social Psychology** **3 hours**
The study of group affiliations, group standards, social perceptions, and other social factors influencing the behavior of individuals and interaction among groups. Prerequisite: PY 101.
- SO 361 Marriage and the Family** **3 hours**
The ethics of family relationships, changing trends, and functions of the modern family. An attempt is made to bring the student into contact with facts, principles, attitudes, and problems that are likely to play a part in marriage. Prerequisite: SO 101.
- SO 398 Probation and Parole** **3 hours**
A study of the role of the probation officer in the social rehabilitation of juvenile and adult offenders. Theory of probation and parole in relation to actual case histories. Techniques of counseling and guiding the adult and juvenile offender in and out of the correctional institution. Prerequisite: SO 101.
- SO 421 History and Theories of Sociology** **3 hours**
A survey of the historical background of sociology and its development as a field of behavioral science, emphasizing basic theories of sociology and their significance to sociological research. Prerequisite: SO 101.

Department of Religion and Theology

Professors: Baker, Samson, Warren
Associate Professors: Allen (Chair), Burton, Doggette
Assistant Professors: Humphrey, Lampkin, Li, Shand

Majors: Bible Worker Instructorship (A.A.)
Church Leadership (Certificate)
Ministerial Theology (B.A.)
Publishing Ministry (Certificate)
Religion (B.A.)
Religious Education (B.S.)

Minors: Biblical Interpretation
Biblical Languages
Religion
Ministerial Theology

Purpose

The purpose of the Department of Religion and Theology is to provide a Christ-centered, distinctively Seventh-day Adventist, clinically grounded theological education for students in preparation for parish ministry, evangelism, teaching, chaplaincy, and pastoral counseling. The department serves the general student body of Oakwood College through the provision of religion courses across the curriculum. The religion and theology program is designed to prepare individuals for effective service to the church and humanity. The department also serves as a resource to all college departments for the promotion of faith and learning.

Application For Admission

To be admitted as a major in Ministerial Theology (or the Pre-Seminary Program), a student must file a formal application with the department the first semester of his or her sophomore year, at which time a list of standards for admission and candidacy will be given. These standards include a battery of diagnostic tests; a cumulative GPA of 2.00, demonstrated proficiency in English communication particularly by passing EN 111-112 Freshman Composition; and evidence of moral, emotional, social, and physical maturity. Students are admitted to the Ministerial Theology program upon approval by the department faculty at the beginning of the junior or third year.

Career Opportunities

Graduates from this department have become church pastors; evangelists; church administrators; Bible workers; hospital, military, and prison chaplains; literature ministers; and missionaries.

Exit Examination

During the senior year, a comprehensive examination will be administered covering four areas of competency: biblical, including biblical languages; theological; historical; and practical. The minimum passing grade for this examination is C.

Forum

As the student organization for the Religion and Theology Department, the Forum meets weekly and presents a structured program to the department student body and campus public on a range of biblical and theological topics. The programs take the form of panel discussions, sermons, religious musicals, and presentations by students, faculty, and invited guests.

Bachelor of Arts in Ministerial Theology

The ministerial theology major is designed to prepare the student for pastoral and evangelistic ministry. It provides the basic knowledge and skills necessary for pastoral employment and for admission to graduate education at the Seventh-day Adventist Theological Seminary.

Major Requirements:

RE 100 Introduction to Ministry	2 hours
RE 105 Religion and Language	2 hours
RE 200 Dynamics of Christian Living	2 hours
RE 201, 202 Fundamentals of Christian Faith	6 hours
RE 211 Black Liturgy	2 hours
RE 221 Jesus and the Gospels	3 hours
RE 301, 302 Old Testament Prophets	6 hours
RE 311 Prophetic Interpretation: Daniel	3 hours
RE 312 Prophetic Interpretation: Revelation	3 hours
RE 321-322 Homiletics and Preaching (must take at Oakwood)	6 hours
RE 331 Gift of Prophecy	3 hours
RE 412 Acts and Epistles	3 hours
RE 422-423 Pastoral Ministry (must take at Oakwood)	6 hours
RE 424 Public Evangelism	2 hours
RE 441 Bible Manuscripts	2 hours
RE 451 Contemporary Theology	3 hours
Select from: RE 249 Philosophy, RE 345 World Religions, RE 450 Ethics, and RE 444 Hebrews	4 hours
BL 211-212 Beginning Greek	6 hours
BL 311-312 Intermediate Greek	6 hours
HI 444 Church History or HI 446 Age of Reformation	3 hours
Total	73 hours

General Education Requirement variation:

BL 211-212 Beginning Greek substitutes for the foreign language requirement for ministerial theology majors, but not for religion majors.

No minor required for ministerial theology majors, but because of the large number of persons preparing for the pastoral/evangelistic ministry and the increased value of training in a nonministerial profession, it is recommended that every theology major have a double major, which may take up to five years to complete.

Bachelor of Arts in Religion

Major Requirements:

RE 105 Religion and Language	2 hours
RE 111 Life and Teachings of Jesus	3 hours
RE 200 Dynamics of Christian Living	2 hours
RE 201, 202 Fundamentals of Christian Faith	6 hours
RE 249 Introduction to Philosophy	2 hours
RE 301 or 302 Old Testament Prophets	3 hours
RE 311 Prophetic Interpretation: Daniel	3 hours
RE 312 Prophetic Interpretation: Revelation	3 hours
RE 323 The Work of the Bible Instructor	3 hours
RE 331 Gift of Prophecy	3 hours
RE 345 World Religions	2 hours
RE 412 Acts and Epistles	3 hours
RE 425 Christian Literature Salesmanship	2 hours
RE 441 Bible Manuscripts	2 hours
RE 451 Contemporary Theology	3 hours
RE Electives	3 hours
ED 130 Orientation to Teaching	2 hours
ED 240 Principles of Teaching or ED 254 History, Philosophy, and Foundations of Education	3 hours
HI 314 Denominational History	3 hours
HI 325 African Civilization or HI 364 West African History	3 hours
FS 305 Parenting or SO 361 Marriage and the Family	3 hours
PY 201 Psychology of Religion or SO 241 Race Relations	3 hours
PY 421 Counseling Skills	3 hours
Total	65 hours

Minor is not required.

Bachelor of Science in Religious Education

This program qualifies a person to teach secondary school Bible and to begin graduate study in such areas as school administration, religious education, guidance, and counseling. After graduation, students may apply for the SDA Basic Teaching Certificate: Religion, grades 7-12.

Refer to the Department of Education section in this bulletin for the program outline. Program advisor: M. Warren.

Associate of Arts Degree in Bible Worker Instructorship

This two-year curriculum prepares the graduate to assist pastors and evangelists as a Bible instructor. Practical methods of soul-winning are emphasized.

Major Requirements:

RE 101 Introduction to the Bible or RE elective	3 hours
RE 111 Life and Teachings of Jesus	3 hours
RE 201 and 202 Fundamentals of Christian Faith	6 hours

RE 311 Daniel or RE 312 Revelation	3 hours
RE 321 Homiletics and Preaching	3 hours
RE 323 The Work of the Bible Instructor	3 hours
RE 331 Gift of Prophecy	3 hours
RE 412 Acts and Epistles	3 hours
RE 424 Public Evangelism	2 hours
RE 451 Contemporary Theology	3 hours
Select from: BL 211 New Testament Greek, HI 314 Denominational History, PY 422 Counseling Practicum, PY 431 Black Psychological Perspectives, RE 301, 302 Old Testament Prophets, RE 441 Bible Manuscripts and RE 490 (1 hour), or SW 201 Introduction to Social Welfare	3 hours
Total	35 hours

Certificate in Church Leadership

This one-year program prepares the participant for effective lay leadership or self-supporting ministry.

Major Requirements:

RE 101 Intro. to the Bible or RE 323 Bible Instructorship	3 hours
RE 111 Life and Teachings of Jesus	3 hours
RE 201 and 202 Fundamentals of Christian Faith	6 hours
RE 311 Daniel or RE 312 Revelation	3 hours
RE 321-322 Homiletics and Preaching	6 hours
RE 331 Gift of Prophecy	3 hours
RE 422 Pastoral Ministry	3 hours
RE 424 Public Evangelism	2 hours
RE 425 Literature Salesmanship	2 hours
Total	31 hours

Certificate in Publishing Ministry

This one-year program focuses on the basic skills for selling Christian literature. On-campus and field practicum are included.

Major Requirements:

RE 111 Life and Teachings of Jesus	3 hours
RE 311 Prophetic Interpretation: Daniel	3 hours
RE 312 Prophetic Interpretation: Revelation	3 hours
RE 321 Homiletics and Preaching	3 hours
RE 331 Gift of Prophecy	3 hours
RE 425 Christian Literature Salesmanship	2 hours
BA 100 Business Math	3 hours
BA 210 Principles of Accounting	3 hours
BA 475 Business Law	3 hours

PY 101 Introduction to Psychology	3 hours
Free elective	2 hours
Total	31 hours

Minor in Biblical Interpretation (for theology majors only)

BL 411-412 Beginnig Classical Hebrew	6 hours
RE 325 Preaching the Hebrew Bible	3 hours
RE 421 Principles of New Testament Interpretation	3 hours
RE 431 Principles of Old Testament Interpretation	3 hours
RE 490 Research and Independent Study (NT)	3 hours
Total	18 hours

Minor in Biblical Languages

BL 211 Beginning New Testament Greek	3 hours
BL 212 Beginning New Testament Greek	3 hours
BL 311 Intermediate New Testament Greek	3 hours
BL 312 Intermediate New Testament Greek	3 hours
BL 411 Beginning Classical Hebrew	3 hours
BL 412 Beginning Classical Hebrew	3 hours
RE 325 Preaching the Hebrew Bible or RE 490 Research (Greek)	3 hours
Total	21 hours

Minor in Ministerial Theology (not for religion majors)

RE 111 Life and Teachings of Jesus	3 hours
RE 201 or 202 Fundamentals of Christian Faith	3 hours
RE 211 Black Liturgy or RE 423 Public Evangelism	2 hours
RE 311 Daniel or RE 312 Revelation	3 hours
RE 321 Homiletics and Preaching	3 hours
RE 422 or 423 Pastoral Ministry	3 hours
RE 301 or 302 O.T. Prophets or RE 412 Acts and Epistles	3 hours
Total	20 hours

Minor in Religion (not for theology majors)

RE 111 Life and Teachings of Jesus	3 hours
RE 201 or 202 Fundamentals of Christian Faith	3 hours
RE 211 Black Liturgy	2 hours
RE 311 Daniel or RE 312 Revelation	3 hours
RE 323 The Work of the Bible Instructor	3 hours
RE 331 Gift of Prophecy	3 hours
RE 451 Contemporary Theology	3 hours
Total	20 hours

Description of Courses

Biblical Languages

BL 211-212 Beginning New Testament Greek **3-3 hours**

These courses are designed to familiarize the student with the fundamentals of Greek grammar and sentence structure as found in the Greek New Testament. Vocabulary drills, simple translation, and reading exercises are provided in each lesson. A one-hour weekly lab is required.

BL 311-312 Intermediate New Testament Greek **3-3 hours**

Intermediate New Testament Greek consists of a comprehensive review of Greek grammar and syntax, translation of selected passages in the Greek New Testament, Greek vocabulary building through word studies, and elementary Greek work classifications. This course will emphasize some advanced principles of exegesis. Primary emphasis in this course relates to the use of Greek as a research tool and as a tool for more effective preaching. A one-hour weekly lab is required. Prerequisite: BL 212.

BL 411-412 Beginning Classical Hebrew **3-3 hours**

A survey of the most prevalent language found in the Old Testament, with emphasis on syntax, sentence structure, vocabulary, reading, and translation. The objective is not only to better equip the student for graduate work in biblical study but also to provide him /her with a useful tool for an accurate interpretation and understanding of the Bible during his/her college career and during his/her personal study. Because Hebrew is not required in the theological curriculum, it is offered only upon special request to the department.

Religion

RE 100 Introduction to Ministry **2 hours**

An introduction to ministry designed to acquaint majors with the call and role of the minister, as well as, the broad spectrum of career options in ministry. Through the use of practicing professionals, students will be exposed to the many facets of ministerial service. Students will participate in a battery of diagnostic tests designed to acquaint them with the demands of ministry. This course is required of all freshman theology students and all transfer theology students.

RE 101 Introduction to the Bible **3 hours**

A survey of the setting and content of biblical writings, with emphasis on selected biblical themes.

RE 105 Religion and Language **2 hours**

A study of language and its relationship to religion and its task to depict reality in religious expressions. Emphasis is given also to linguistic accuracy grammatically, syntactically, and philosophically whether in spoken or written form.

RE 111 Life and Teachings of Jesus **3 hours**

A review of the life of the Master Teacher and a study of the principles and parabolic representations of Christian life and faith as revealed in the Gospels. Prerequisite: Two years of high school Bible or RE 101.

- RE 200 Dynamics of Christian Living** **2 hours**
 A study of how one receives Jesus Christ, becomes a Christian, and remains a Christian. The course explores the realm of a personal relationship with God, including the steps to Christ, prayer, spiritual growth standards, and personal witnessing.
- RE 201, 202 Fundamentals of the Christian Faith** **3,3 hours**
 An extensive study of the fundamentals of Christian doctrines as believed and taught by Seventh-day Adventists. Prerequisite: Two years of high school Bible or RE 101.
- RE 211 Black Liturgy -- A Historical Analysis** **2 hours**
 An examination of the specific role of the Black Seventh-day Adventist Church in the community, also entailing a psychological analysis and description of Black worship.
- RE 221 Jesus and the Gospels (W)** **3 hours**
 The description is the same as for RE111, but this section is intended specifically for religion and theology majors. The class will put special emphasis on issues raised by modern scholarship, such as the quest for the historical Jesus, the synoptic problem, form and redaction criticism, the different genres, as well as the Sitz im Leben of diverse passages. Prerequisite: EN 112.
- RE 249 Introduction to Philosophy** **2 hours**
 An introduction to the thought of great thinkers, past and present, concerning the nature of reality. The course will focus on the best thinking on epistemology, metaphysics, empiricism, political philosophy, philosophy of religion, logic, and ethics.
- RE 301, 302 Old Testament Prophets (W)** **3-3 hours**
 A study of the major and minor prophets in their chronological sequence, tracing the hand of God in the history of Israel and Judah and the promises of redemption to all nations through the Messiah. Attention is given to the historicity of these books along with their literary and spiritual values. Prerequisite: RE 111 and 201 or 202.
- RE 311 Prophetic Interpretation: Daniel (W)** **3 hours**
 A study of the book of Daniel, in which historical backgrounds and pertinence to the times are stressed. Prerequisite: RE 201 or 202.
- RE 312 Prophetic Interpretation: Revelation (W)** **3 hours**
 A study of this book of prophecy, with special attention given to the portrayal of the controversy between the true and the apostate church forces. Prerequisite: RE 201 or 202.
- RE 321-322 Homiletics and Preaching (W)** **3-3 hours**
 A study of the preparation and delivery of sermons and gospel addresses. The course stresses the mechanics of sermon construction and analysis, and provides adequate exercises to ensure some proficiency in both the construction and delivery of gospel messages. Prerequisites: RE 111, 201, 202, 331, and BL 212. (Greek may be waived for religion majors.)
- RE 323 The Work of the Bible Instructor** **3 hours**
 A course designed to explore the principles and techniques of Bible teaching and personal evangelism. Field work is required. Prerequisites: RE 111, 201, and 202.

- RE 325 Preaching the Hebrew Bible (W)** **3 hours**
 This course focuses on preaching from the Hebrew narrative. Students will be instructed in the variety of ways of analyzing Hebrew narrative and utilizing aspects of this to inform their preaching and make the Hebrew Bible more relevant to today. Prerequisites: EN 112, RE 312 and RE 322.
- RE 331 The Gift of Prophecy (W)** **3 hours**
 A course of study tracing prophetic ministry in the Bible and especially in the experience of Ellen G. White while noting also its contributory role in the history and operation of the Seventh-day Adventist Church from the nineteenth century to the present. Prerequisite: RE 201 or 202.
- RE 345 World Religions** **2 hours**
 An introduction to the major religions of the world and their relation to Christianity. Prerequisite: junior standing.
- RE 412 Acts and Epistles (W)** **3 hours**
 A historical and exegetical study and survey of the book of Acts and the Epistles of Paul, tracing the origin of the Christian church, the spread of the gospel from Jerusalem to Rome, the historical setting and purpose for the Pauline letters, their relationships to doctrinal developments, and their usage in the Christian church. Prerequisites: RE 111, 201 or 202, 3 hours of upper division religion, and BL 212.
- RE 421 Principles of New Testament Interpretation (W)** **3 hours**
 An introductory course designed to cover the history, theory, and practice of New Testament Interpretation. It will trace the history of interpretive traditions from the Alexandrian and Antiochene school that influenced medieval interpretation to the modern trends rooted in the Reformation era and expressed in the various branches of Evangelical and historical-critical theology. A step by step guideline toward the understanding and exposition of passages representing the various literary genres of the New Testament will be developed. The class will pay attention to some of the new trends in literary criticism, such as rhetoric, structural exegesis, social studies, narrative criticism, feminist and womanist reading of the Bible, etc., as they apply to the Seventh-day Adventist preacher and scholar. Prerequisites: EN 112 and BL 312
- RE 422- 423 Pastoral Ministry** **3-3 hours**
 A study of the work of the pastor and his soul-winning activities, counseling, church services, administrative responsibilities, community interests, and preaching. Prerequisites: RE 100 and 322.
- RE 424 Public Evangelism** **2 hours**
 A study of the duties of the evangelist and his/her associates in the conducting of evangelistic campaigns. Prerequisite: junior standing.
- RE 425 Christian Literature Salesmanship** **2 hours**
 An introduction to the theory and practice of literature ministry, its goals, processes, mission, and rewards. Prerequisite: junior standing.
- RE 431 Principles of Old Testament Interpretation (W)** **3 hours**
 This is intended to introduce the student to hermeneutics, the study of the principles of interpretation. Attention will be given to the historical setting of the Hebrew Bible (OT) interpretation, its content, the formation of this corpus, the major literary and theological traditions of the OT, and the methodology and results of the grammatico-historical approach

to biblical scholarship. Of particular interest would be the use of narrative exegesis as an interpretive tool. Prerequisites: EN 112 and BL 412.

- RE 441 Bible Manuscripts** **2 hours**
A study of the history of the Bible, including its transmission, preservation, manuscript evidence, text, canon, textual criticism, versions, and the development of the English Bible. Prerequisites: BL 212, and 311 or 411.
- RE 444 Hebrews (W)** **2 hours**
An exegetical analysis of the Epistle to the Hebrews, its place in the New Testament canon, cultural background, literary genre and structure, doctrinal perspectives, and theological significance for Seventh-day Adventism. Prerequisite: junior standing.
- RE 450 Christian Ethics** **2 hours**
A study of the Christian principles applicable to moral and ethical problems. Possible response of the Christian to such contemporary issues as race, poverty, and health care. Prerequisite: junior standing.
- RE 451 Contemporary Theology (W)** **3 hours**
A study of themes in biblical and systematic theology, including the following: doctrine of God, soteriology, ecclesiology, the ministry, baptism, and the Lord's Supper. Attention will be given to the diversity of views held by different denominations. Prerequisites: RE 111, 201, 202, and 331.
- RE 490-91 Research and Independent Study** **each 1-3 hours**
A major research project tailored to the student's area of profession or major interest, and does not substitute for lecture courses. Prerequisites: permission by the department chair and a cumulative 3.00 GPA of all courses taken in this department.

Department of Social Work

Professor: Fraser (Chair)
Assistant Professors: Ashley, Brade, Mitchell

Major: Social Work (B.S.W.)

Purpose

It is the purpose of the Social Work Department to prepare students for entry level, generalist practice for service to individuals, groups, families, organizations and communities. This preparation includes an emphasis on personal and spiritual introspection and growth through the liberal arts foundation and core curriculum of social work values, ethics, knowledge and skills. This prepares students to meet the changing need of clients, to be advocates for underserved populations, to promote social and economic justice, and to improve the conditions for all people regardless of race, ethnicity, culture, economic status, religion, sexual orientation, and physical or mental capability. The core curriculum and field practicum provide students with the knowledge, skills and values necessary to assess, plan, intervene, evaluate and terminate service to diverse populations within the micro, mezzo and macro systems. The program is accredited by the Council on Social Work Education.

High School Preparation

High school students who anticipate entering the field of social work should take as many regular academic courses as possible. Courses in social sciences and those relating to marriage and family and to the problems of society will be helpful, as well as any computer courses.

Application for Admission

To be admitted as a major in the Department of Social Work, students must have completed at least 30 hours of course work, including EN 112 Freshman Composition and SW 202 Introduction to Social Work, and have an overall minimum GPA of 2.50. Application forms must be obtained from, and returned to, the Social Work Department office. Applicants must complete an autobiography, a series of personality tests and an individual interview with the social work faculty. Admission to the program is a prerequisite for taking the following courses: SW 300, SW 320, SW 334, SW 380, SW 390, SW 420, SW 451, SW 452, SW 453, SW 454, SW 455 and SW 480.

Application for the field instruction class for the fall semester must be submitted during the previous spring semester providing all lower division classes and foundation social work courses have been completed with a minimum GPA of 2.50 in classes in the major. Applicants to the field must have successfully completed the admission process and be enrolled in SW 451 during the spring semester prior to admission into SW 454.

Exit Examination

Social work majors who have reached senior status must pass an exit examination which is administered during the fall semester. Any student who does not receive 70 percent or higher on this examination has opportunity to retake the test during the spring semester. All students must successfully complete this examination. Students who fail to meet this standard must enroll in a social work seminar and complete a qualitative examination.

Career Opportunities

Students having a degree in social work may find employment in a large assortment of agencies. Some examples are: child welfare services, correctional facilities, day care, hospitals, mental health centers, nursing homes, public welfare, schools and senior citizens' homes. Also, employment may be found in public relations with public and private organizations, administrative areas where relationship skills are valuable, personnel areas, where a knowledge of human relations is essential, and/or research with various organizations.

Bachelor of Social Work

Social work majors are required to complete internships essential for integrating knowledge, values and skills. In SW 202 Introduction to Social Work, students complete 35 hours; in SW 300 Generalist Skills and Practice, students complete 75 hours; and in SW 454 and 455 Field Instruction and Seminar I and II, students are required to complete a total of 500 hours (250 hours in each course) in an assigned social service agency. Transportation is the student's responsibility.

Detailed information on the social work major is outlined in the *Social Work Student Handbook*, available from the departmental office for all majors. Additional information concerning the requirements for the field instruction courses are outlined in the *Field Instruction Manual* which is distributed to students in the spring semester or the junior year. Copies of the manual are also available in the departmental office.

Major Requirements:

SW 201 Introduction to Social Welfare	3 hours
SW 202 Introduction to Social Work	3 hours
SW 300 Generalist Skills and Practice	3 hours
SW 320 Modern Social Work Theories and Practice	3 hours
SW 330 Human Behavior and Social Environment I	3 hours
SW 331 Human Behavior and Social Environment II	3 hours
SW 334 Understanding Diversity and Oppression	3 hours
SW 380 Welfare Policies	3 hours
SW 390 Christian Philosophy of Social Work	3 hours
SW 420 Research in Social Work	3 hours
SW 451 General Methods of Micro Social Work	3 hours
SW 452 General Methods of Mezzo Social Work	3 hours
SW 453 General Methods of Macro Social Work	3 hours
SW 454 Field Instruction and Seminar I	7 hours
SW 455 Field Instruction and Seminar II	7 hours
SW 480 Career Preparation	2 hours
EN 304 Advanced Composition	3 hours
PY 307 Statistical Methods	3 hours
PY 411 Principles of Research	3 hours
Total	64 hours

Description of Courses

SW 201 Introduction to Social Welfare

3 hours

A study of the historical development of social welfare programs, practices, and policies. Open to nonmajors.

- SW 202 Introduction to Social Work** **3 hours**
An introduction to the development of the social work profession, interventive services and values, including volunteer experience in selected agencies. Open to nonmajors. Prerequisite: SW 201.
- SW 300 Generalist Skills and Practice** **3 hours**
Examination of activities and skills used by social workers in direct practice. A preparation course for senior-level practice experience. Students are required to complete 75 hours in an agency. Prerequisites: SW 202 and SW 330.
- SW 307 International Social Work** **3 hours**
This course focuses on most of the key economic, political, and social issues that shape human welfare, social development, and the role that social work plays in addressing these issues in an international context. Open to nonmajors. Offered alternate years.
- SW 312 Minority Aging** **3 hours**
An introduction to aging, including minorities, cultural, social class and sexual differences, their needs, and the availability of related services. An examination of the cultural aging experience of elderly minorities. Prerequisite: SO 101
- SW 320 Modern Social Work Theories and Practice** **3 hours**
This course provides the student with opportunities to examine and assess theories for social work practice in relation to the client, the social worker, and the setting in which they meet. Prerequisite: SW 202.
- SW 330 Human Behavior and Social Environment I (W)** **3 hours**
A study of the biological, psychological, social, cultural and spiritual foundations of development, their interrelationship for normal and abnormal behavior from infancy to the middle years, and functioning in the total environment. Prerequisites: BI 101, PY 101 and SO 101.
- SW 331 Human Behavior and Social Environment II (W)** **3 hours**
A continuation of SW 330. A study of the biological, psychological, social, cultural, and spiritual foundations of development; their interrelationship for normal and abnormal behavior from the middle years through old age and functioning in the total environment. Prerequisite: SW 330 or consent of instructor.
- SW 332 Child Welfare** **3 hours**
A historical and contemporary analysis and study of social services for children. Open to nonmajors with special permission. Prerequisite: junior standing.
- SW 334 Understanding Diversity and Oppression** **3 hours**
An analysis of the nature of oppression from a historical and social structural perspective. The social and interpersonal contexts of oppression, racism, discrimination, and powerlessness will be explored. Implications for social work practice on the micro, mezzo, and macro levels will be examined and analyzed for effective intervention. Prerequisite: SW 330.
- SW 380 Welfare Policies** **3 hours**
An analysis of the formulation of federal and local policies, including social legislation, which influence the lives of individuals, families, groups, and communities. Emphasis on contemporary policies and legislation relevant to social welfare. Students will be required to analyze a policy. Prerequisites: SW 201 and PS 120 or 211.

- SW 382 Human Sexuality** **3 hours**
 This course will study and analyze selected areas of human sexuality in order to equip students with a greater understanding of the personal and social nature of this complex and sensitive area. The course will provide knowledge concerning the physical, psychological, spiritual and cultural components of sexuality. The latitude in human sexual behavior and sexual dysfunctions will also be discussed. Open to nonmajors. Prerequisite: PY 101 or SO 101.
- SW 390 Christian Philosophy of Social Work** **3 hours**
 A study of the underlying Christian principles utilized by the Christian social worker and an examination of church philosophy which corresponds to the social work codes of ethics. Prerequisites: SW 201, SW 202 and SW 320.
- SW 420 Research in Social Work** **3 hours**
 An advanced course in research which allows an in-depth application of research skills utilized in social work practice. Special attention will be given to the development of individual research projects. The student is required to carry out a research project to its completion. Prerequisite: PY 411 or consent of instructor.
- SW 451 General Methods of Micro Social Work** **3 hours**
 An introduction of the general method of social work intervention with individuals, families, groups, organizations, and communities, with emphasis on utilization of GIM with individuals. Prerequisite: SW 331.
- SW 452 General Methods of Mezzo Social Work** **3 hours**
 A continuation of the general method with an in-depth study of the problem-solving method directed toward families, groups, and communities, with an emphasis on utilization of GIM with families and groups. Prerequisite: SW 451.
- SW 453 General Methods of Macro Social Work** **3 hours**
 This course will provide experiences designed to help students become more effective in working with clients in micro, mezzo, and macro systems, with emphasis on macro level practice. Students will develop entry-level skills for working with communities and organizations. Working in groups, students will develop grant writing skills and complete a community project which utilizes need assessment, resource development, and project implementation. Prerequisite: SW 452.
- SW 454 Field Instruction and Seminar I** **7 hours**
 A laboratory course designed to provide the student with supervised field practice in an approved agency selected by the department. Prerequisite: SW 451 (SW 452 may be taken concurrently).
- SW 455 Field Instruction and Seminar II** **7 hours**
 A continuation of SW 454 in the same agency. Students demonstrate use of the general problem-solving method with more depth and independence. Prerequisite: SW 454.
- SW 480 Career Preparation** **2 hours**
 A lab course designed primarily to prepare for professional employment and-or continued training. Open to nonmajors. Prerequisite: junior standing.
- SW 490 Research and Independent Study** **1-3 hours**
 This course will afford students the opportunity to do additional study in an area of interest under the direction of an advisor. Prerequisite: permission of the department chair.

Adult and Continuing Education

Associate Professor: Fraser (Chair)

Assistant Professors: McDonald

Major: Organizational Management (B.S.)

Purpose

It is the purpose of Adult and Continuing Education to meet the needs of working adults who are twenty-five years or older and have two or more years of college credits. Typically, these individuals are employed full-time and are unable to meet their educational needs through the traditional method.

The Adult and Continuing Education offers a degree completion program that allows the adult student to earn a bachelor's degree by attending class one night a week on a year-round basis. Classes begin at different intervals during the year, thus allowing students the flexibility of planning their own course completion. Students meeting all prerequisites can complete the program in approximately 18 months.

Application for Admission

To be admitted into the Adult Degree Completion Program in organizational management, students must have met the following requirements:

1. Successful completion of a minimum of 60 semester hours from an accredited college/postsecondary institution.
2. Minimum age of 25, with at least two years of relevant work experience.
3. GPA of 2.50 or better on a 4.00 scale on prior academic work.
4. Completion of application form and payment of the \$15 application fee.
5. Official transcripts from all colleges and universities previously attended.
6. Completion of credit for prior learning interview (waived if general education requirement has been met, and a total of 84 semester hours have been accepted for transfer).
7. Successful completion of writing sample.

Any applicant not meeting some of the above-stated requirements may be considered for special admission by the LEAP admission committee. If accepted, the applicant will be informed of any general education courses still required, accompanied by a recommendation as to when and where they can be completed.

Bachelor of Science in Organizational Management

Major Requirements:

OM 301	Module 1	Adult Development and Life Assessment	4 hours
OM 303	Module 2	Foundations of Management	3 hours
OM 305	Module 3	Group and Organizational Dynamics	3 hours
RE 221	Module 4	Jesus and the Gospels	3 hours
Total Semester One			13 hours
OM 306	Module 5	Survey of Research Design	3 hours
OM 307	Module 6	Research Project Part I	2 hours
OM 308	Module 7	Marketing for Managers	4 hours

OM 309	Module 8	Personnel Management	3 hours
OM 310	Module 9	Economics for Managers	4 hours
Total Semester Two			16 hours
OM 311	Module 10	Finance for Managers	3 hours
OM 411	Module 11	Accounting for Managers	4 hours
RE 451	Module 12	Contemporary Theology	3 hours
OM 413	Module 13	Social Issues in Business	3 hours
OM 414	Module 14	Research Project Part II	2 hours
Total Semester Three			15 hours
Total			44 hours

General Education Requirements

Computer and Health	5 hours
Humanities	15 hours
Natural Science and Mathematics	9 hours
Social and Behavioral Sciences	9 hours
Total	38 hours
Total Electives	46 hours
Total Graduation Requirements	128 hours

For more information, consult the *LEAP Program Student Handbook*.

COURSE DESCRIPTIONS

- OM 301 Adult Development and Life Assessment** **4 hours**
 Classical and contemporary adult development theories are examined in order to identify key themes in ones own life. Effective writing skills and the application of Kolb’s writing model will be learned and applied in writing all papers that are prepared for this module.
- OM 303 Foundations of Management** **3 hours**
 Management control functions, strategic planning and organizational structure and design, motivational theory, leadership styles, negotiation concepts and skills, total quality management, and management by objectives are studied and contrasted.
- OM 305 Group and Organizational Dynamics** **3 hours**
 A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and conflict resolution. Strategies are developed for efficient and productive group management to determine which tasks are best handled by a group or by an individual.
- OM 306 Survey of Research Design** **3 hours**
 An introduction to research and its tools, with specific emphasis on helping the student to complete the research project. Ideally, the project will focus on management and business. Content will include statistical methods, database research, and selecting a suitable topic.

- OM 307 Research Project Part I** **2 hours**
 The research topic is defined, suitable sources are located, and the actual research and writing are begun. The first presentation of this project is made to the group. The project is supervised by a research adviser and requires documentation of 250 clock hours of preparation time. The process is delineated in a timetable that culminates with the last class.
- OM 308 Marketing for Managers** **4 hours**
 Content provides an understanding of how the marketing system has evolved over time, how it presently functions, and how it is likely to develop in the future. Basic marketing theory and terminology are studied and applied to analyzing real-world cases involving domestic and international marketing opportunities and problems.
- OM 309 Personnel Management** **3 hours**
 An exploration of the values and perceptions of an organization that affect social and economic life through an analysis of policies and procedures relating to recruitment, selection, training, development, and compensation of employees.
- OM 310 Economics for Managers** **4 hours**
 A focus on the use of economics in making managerial decisions both within an organization and in the larger market area. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money income, business cycles, and international trade are explored.
- OM 311 Finance for Managers** **3 hours**
 The course is designed to provide the adult learner basic foundation of finance that includes the nature and framework of financial markets and their use by investors, corporations and related institutions. The student will learn modern valuation techniques, capital asset pricing and including but not limited to the arbitrage pricing, market efficiency and portfolio theory. This foundation course will emphasize corporate finance in large and essentials of investments in part to help the student get the core of finance.
- OM 411 Accounting for Managers** **4 hours**
 A managerial understanding of accounting and finance as reflected in financial statements, their relationship to each other, and how data in financial statements is used in evaluation, planning, and control in an organization.
- OM 413 Social Issues in Business** **3 hours**
 A study of the ethical concepts that are relevant to resolving moral issues in business, with a focus on developing reasoning and analytical skills to apply these concepts to business decisions. It includes history, ethics, social responsibility, policy, economics, law, and other areas.
- OM 414 Research Project Part II** **2 hours**
 A continuation of the process begun in OM 307. The project documentation is evaluated and a final oral report of the findings is presented to the adviser and the group. A final hard copy of the research report based on program guidelines is turned in to the adviser.
- RE 221 Jesus and the Gospels** **3 hours**
 This class will put special emphasis on issues raised by modern scholarship, such as the quest for the historical Jesus, the synoptic problem, form and redaction criticism, the different genres, as well as the Sitz im Leben of diverse passages.

RE 451 Contemporary Theology**3 hours**

A study of themes in biblical and systematic theology, including the doctrine of God, soteriology, ecclesiology, the ministry, baptism, and the Lord's Supper. Attention will be given to the diversity of views held by different denominations.

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Chemistry	Kenneth LaiHing, Ph.D.
Education	(Interim) Frances Bliss, Ph.D.
English and Communications	Derek Bowe, Ph.D.
Family and Consumer Sciences	Ruth Faye Davis, Ph.D.
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Robert Buyck, Ph.D. Baccalaureat es Letters-philosophie, University of Nance, France, 1951; Licence es Letters, University of Toulouse, 1962; Ph.D., University of Colorado, 1971. (1959-1975)	Professor Emeritus of French
Emerson A. Cooper, Ph.D. B.A., Oakwood College, 1949; M.S., Polytechnic Institute of Brooklyn, 1954; Ph.D., Michigan State University, 1959. (1948-1992)	Professor Emeritus of Chemistry
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Faculty

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B.S., Columbia Union College, 1967; A.M., New York University, 1970; Ph.D., New York University, 1983. At Oakwood since 1998.
- Gregory Allen, Th.D. Associate Professor of Religion
B.S., Atlantic Union College, 1976; M.Div., Andrews University, 1981; Th.D., Boston University, 1995. At Oakwood since 1998.
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