

# OAKWOOD COLLEGE

## 2007-2009

### BULLETIN



EDUCATION EXCELLENCE ETERNITY



Oakwood College  
7000 Adventist Blvd., NW.  
Huntsville, Alabama 35896  
(256) 726-7000  
[www.oakwood.edu](http://www.oakwood.edu)

## GENERAL INFORMATION

### Accreditation

#### *Regional Accreditation*

Oakwood College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4501 for questions about the status of Oakwood College.

#### *Denominational Accreditation*

Oakwood College is accredited by the Adventist Accrediting Association of the Department of Education of the General Conference of Seventh-day Adventists.

#### *Oakwood College offers programs accredited by:*

Association of Collegiate Business  
Schools and Programs  
Commission on Accreditation for Dietetics  
Education  
Council on Social Work Education  
National Council for Accreditation of  
Teacher Education  
National League for Nursing Accrediting  
Commission

#### *Oakwood College offers programs approved by the:*

Alabama Board of Nursing  
Alabama State 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, NW  
Huntsville, AL 35896

### Telephone:

(256) 726-7000

### FAX:

(256) 726-7404

### Directory:

Enrollment Mgmt. ....	800-358-3978
In Alabama .....	256-726-7356
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

### 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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*Education, Excellence, Eternity*

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# A MESSAGE FROM THE PRESIDENT



Greetings to each of you who are considering Oakwood College as your educational home away from home! We are pleased to welcome you to this dynamic and unique environment and look forward to your making this the college of your choice. These are crucial years in your educational experience and we believe you will find that Oakwood will make a profound difference in your life. It presents wonderful opportunities to learn and excel as you prepare for the future.

Oakwood College has been consistently listed among the "top institutions of higher learning in the Southern region" by *U.S. News and World Report* in its annual issue rating colleges and universities in America. But further, Oakwood promotes the true education that develops the whole person: intellectually, physically, and spiritually.

You will find that we are committed to providing an environment in which every student can succeed. An outstanding faculty and a caring staff and administration provide an environment for intellectual growth, spiritual formation, development of a healthy lifestyle, and a commitment to helping you accomplish your educational goals. This College Bulletin will prove to be invaluable as you introduce yourself to the world of higher education. It offers an introduction to Oakwood, the campus, buildings, personnel, and capsule class descriptions.

At Oakwood your spiritual development is a vital concern. As such, the foundation on which all rests in Jesus Christ--the source of wisdom, knowledge, health and happiness. We desire that you leave Oakwood with a strong faith and commitment that will transcend this present world. You will find that the effort you put into your college experience will determine what you get out of it.

During your time here, if you make a commitment to its aim, *Education, Excellence, Eternity*, and its motto, *Enter to Learn, Depart to Serve*, Oakwood College promises to be one of your most rewarding and fulfilling experiences. I challenge you to join us for the journey of your life.

Delbert W. Baker, Ph.D.  
President



*EDUCATION, EXCELLENCE, ETERNITY*

## ACADEMIC CALENDAR 2007-2008

### Events

### Fall Semester

Online/Web Registration for New, Transfer and Re-Admit Students .....	Jun. 18-Jul. 31
Faculty/Staff Colloquium .....	Aug. 6-7
Testing New Students .....	Aug. 14
Orientation for New & Transfer Students begins .....	Aug. 15
Registration for New & Transfer Students .....	Aug. 15-16
Freshmen Consecration .....	Aug. 17
Regular Registration for Re-Admitted Students/Late Registration for Students Enrolled Spring Semester .....	Aug. 20-21
Instruction Begins/Late Registration for All Students .....	Aug. 22
Drop/Add Fee Begins .....	Aug. 23
Last Day for Final Acceptance .....	Aug. 27
Last Day to Enter Classes .....	Aug. 29
Late Registration Ends .....	Aug. 29
Labor Day Observed .....	Sept. 3
Classes Organized [Seniors, Juniors, Sophomores] .....	Sept. 5
Last Day for 100 Percent Tuition Refund, Less \$100 Charge .....	Sept. 7
Last Day to Add a Class to Existing Schedule .....	Sept. 11
Last Day to Financially Clear .....	Sept. 12
Last Day to Register for English Proficiency Examination .....	Sept. 13
Last Day for 90 Percent Tuition Refund .....	Sept. 14
English Proficiency Exam .....	Sept. 16
Academic Convocation .....	Sept. 18
New Seniors/Advisors Submit AFG/FYS to Chairs .....	Sept. 24
Last Day for 75 Percent Tuition Refund .....	Sept. 28
New Seniors' AFG/FYS Due in Records Office From Chairs .....	Oct. 5
Last Day for 50 Percent Tuition Refund .....	Oct. 5
Financial Aid 60 Percent Marking Period .....	Oct. 23
Last Day to Drop a Class With a "W" .....	Nov. 2
Last Day to Register for English Proficiency Examination .....	Nov. 8
English Proficiency Examination .....	Nov. 11
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 Comp. Exit Exam .....	Dec. 9
Final Exams .....	Dec. 10-13
All Grades Due .....	Dec. 17
Christmas/New Year's Recess .....	Dec. 17-Jan. 11

\*These dates are subject to change without prior notification.

## ACADEMIC CALENDAR 2007-2008

### Events

### Spring Semester

Online/Web Registration for New, Transfer & Re-Admit Students .....	Dec. 3-14
Testing New Students .....	Jan. 14
Registration for New, Transfer & Re-Admitted Students .....	Jan. 14
Orientation for New & Transfer Students .....	Jan. 15
Late Registration for Students Enrolled Fall Semester .....	Jan. 15
Instruction Begins/Late Registration for All Students .....	Jan. 16
Deadline for Graduating Seniors to Register for Home Study/Independent Study .....	Jan. 16
Drop/Add Fee Begins .....	Jan. 17
M. L. King Birthday Observed .....	Jan. 21
Late Registration Ends .....	Jan. 23
Last Day to Enter Classes .....	Jan. 23
Last Day to Register for English Proficiency Examination .....	Jan. 24
Last Day for 100 Percent Tuition Refund, Less \$100 Charge .....	Jan. 25
English Proficiency Exam .....	Jan. 27
Spring Convocation .....	Jan. 29
Last Day to Financially Clear .....	Feb. 1
Last Day for 90 Percent Tuition Refund .....	Feb. 1
Last Day to Add to Existing Schedule .....	Feb. 1
Last Day to Accept Year 2008 Seniors' AFG/FYS in Records Office .....	Feb. 6
Senior Deadline for Transfer Credit/Incompletes, Deferred Grades .....	Feb. 6
Senior Presentation .....	Feb. 6
Last Day for 75 Percent Tuition Refund .....	Feb. 15
Last Day for 50 Percent Tuition Refund .....	Feb. 29
Spring Break .....	Mar. 3-7
Classes Resume .....	Mar. 10
Advising/Regular Registration for Fall Semester .....	Mar. 10-14
Financial Aid 60 Percent Marking Period .....	Mar. 13
Prospective Year 2009 Seniors' AFG/FYS to Chairs .....	Mar. 14
Alumni Weekend .....	Mar. 20-23
Last Day to Drop a Class With a "W" .....	Mar. 28
Tentative Graduation List 2008 to Chairs .....	Apr. 4
Prospective Year 2009 Seniors' AFG/FYS Due in Records Office .....	Apr. 4
Last Day to Process Incomplete/Terminal Leave .....	Apr. 7
Honors Convocation .....	Apr. 8
Final Graduation List .....	Apr. 18
Instruction Ends .....	Apr. 25
Freshman English Composition Exit Exam .....	Apr. 27
Final Exams .....	Apr. 28-May 1
All Grades Due .....	May 5
Consecration .....	May 9
Baccalaureate/Commencement .....	May 10

\*These dates are subject to change without prior notification.

## ACADEMIC CALENDAR 2008-2009

### Events

### Fall Semester

Online/Web Registration for New, Transfer and Re-Admit Students .....	Jun. 16-Jul. 31
Faculty/Staff Colloquium .....	Aug. 4-5
Testing New Students .....	Aug. 12
Orientation for New & Transfer Students Begins .....	Aug. 13
Registration for New & Transfer Students .....	Aug. 13-14
Freshmen Consecration .....	Aug. 15
Regular Registration for Re-Admitted Students/Late Registration for Students Enrolled Spring Semester .....	Aug. 18-19
Instruction Begins/Late Registration for All Students .....	Aug. 20
Drop/Add Fee Begins .....	Aug. 21
Last Day for Final Acceptance .....	Aug. 25
Last Day to Enter Classes .....	Aug. 27
Late Registration Ends .....	Aug. 27
Labor Day Observed .....	Sept. 1
Classes Organized (Seniors, Juniors, and Sophomores) .....	Sept. 3
Last Day for 100 Percent Tuition Refund, Less \$100 Charge .....	Sept. 5
Last Day to Add a Class to Existing Schedule .....	Sept. 9
Last Day to Financially Clear .....	Sept. 10
Last Day to Register for English Proficiency Examination .....	Sept. 11
Last Day for 90 Percent Tuition Refund .....	Sept. 12
English Proficiency Examination .....	Sept. 14
Academic Convocation .....	Sept. 16
New Seniors/Advisors Submit AFG/FYS to Chairs .....	Sept. 22
Last Day for 75 Percent Tuition Refund .....	Sept. 26
Last Day for 50 Percent Tuition Refund .....	Oct. 3
New Seniors' AFG/FYS Due in Records Office From Chairs .....	Oct. 3
Financial Aid 60 Percent Marking Period .....	Oct. 23
Last Day to Drop a Class With a "W" .....	Oct. 31
Last Day to Register for English Proficiency Examination .....	Nov. 6
English Proficiency Examination .....	Nov. 9
Advising/Regular Registration for Spring Semester .....	Nov. 10-14
Thanksgiving Break .....	Nov. 24-28
Classes Resume .....	Dec. 1
Last Day to Process Incomplete/Terminal Leave .....	Dec. 1
Instruction Ends .....	Dec. 5
Freshmen Comp. Exit Exam .....	Dec. 7
Final Exams .....	Dec. 8-11
All Grades Due .....	Dec. 15
Christmas/New Year's Recess .....	Dec. 15-Jan. 9

\*These dates are subject to change without prior notification.



## ACADEMIC CALENDAR 2008-2009

### Events

### Spring Semester

Online/Web Registration for New, Transfer & Re-Admit Students .....	Dec. 1-12
Testing New Students .....	Jan. 12
Registration for New, Transfer & Re-Admitted Students .....	Jan. 12
Orientation for New & Transfer Students .....	Jan. 13
Late Registration for Students Enrolled Fall Semester .....	Jan. 13
Instruction Begins/Late Registration for All Students .....	Jan. 14
Deadline for Graduating Seniors to Register for Home Study/Independent Study .....	Jan. 14
Drop/Add Fee Begins .....	Jan. 15
M. L. King Birthday Observed .....	Jan. 19
Late Registration Ends .....	Jan. 21
Last Day to Enter Classes .....	Jan. 21
Last Day to Register for English Proficiency Examination .....	Jan. 22
Last Day for 100 Percent Tuition Refund, Less \$100 Charge .....	Jan. 23
English Proficiency Exam .....	Jan. 25
Spring Convocation .....	Jan. 27
Last Day to Financially Clear .....	Jan. 30
Last Day for 90 Percent Tuition Refund .....	Jan. 30
Last Day to Add to Existing Schedule .....	Jan. 30
Senior Presentation .....	Feb. 4
Last Day to Accept Year 2009 Seniors' AFG/FYS in Records Office .....	Feb. 4
Senior Deadline for Transfer Credit/Incompletes, Deferred Grades .....	Feb. 4
Last Day for 75 Percent Tuition Refund .....	Feb. 13
Last Day for 50 Percent Tuition Refund .....	Feb. 27
Spring Break .....	Mar. 2-6
Classes Resume .....	Mar. 9
Advising/Regular Registration for Fall Semester .....	Mar. 9-13
Prospective Year 2010 Seniors' AFG/FYS to Chairs .....	Mar. 13
Financial Aid 60 Percent Marking Period .....	Mar. 17
Last Day to Drop a Class With a "W" .....	Mar. 27
Tentative Graduation List 2009 to Chairs .....	Apr. 3
Prospective Year 2010 Seniors' AFG/FYS Due in Records Office .....	Apr. 3
Last Day to Process Incomplete/Terminal Leave .....	Apr. 6
Alumni Weekend .....	Apr. 9-12
Honors Convocation .....	Apr. 14
Final Graduation List .....	Apr. 17
Instruction Ends .....	Apr. 24
Freshman English Composition Exit Exam .....	Apr. 26
Final Exams .....	Apr. 27-30
All Grades Due .....	May 4
Consecration .....	May 8
Baccalaureate/Commencement .....	May 9

\*These dates are subject to change without prior notification.

## **Mission Statement**

Oakwood College, a historically Black Seventh-day Adventist institution of higher learning, provides quality Christian education that emphasizes academic excellence; promotes harmonious development of mind, body, and spirit; and prepares leaders in service for God and humanity.

## **Strategic Goals**

**Spiritual Vitality:** Promote a Christ-centered, Seventh-day Adventist worldview.

**Educational Excellence:** Demonstrate academic excellence in teaching and learning.

**Nurturing Environment:** Facilitate a supportive environment that is sensitive to the needs of students and all other constituents.

**Operational Efficiency:** Ensure efficient service and resource management.

**Resource Development:** Provide sufficient financial resources to support all aspects of the institution.

**Institutional Relations:** Enhance the reputation and relationships of the institution.

**Technology Leadership:** Maintain a technologically progressive campus.

## **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 1,750 students come from as many as forty states and thirty countries. The residential facilities house more than 60 percent of the student body. Family housing is also available for approximately twenty-five 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 59 percent of the faculty hold doctoral 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 have disabilities. For assistance students should contact the Disability Office at (256) 726-7149.

## **Campus Buildings**

East Hall, the oldest building, houses the Division of Advancement and Development. Initial work on the building began in 1907 and was completed in 1909.

The J. L. Moran Hall, completed in 1944, houses faculty offices and classrooms for the Department of History and the Department of English and Foreign Languages. 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 Success, 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 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 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 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 the 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.

The E. A. Cooper Science Complex, completed in 1981, houses laboratories, classrooms, offices, and storage space 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 Communication.

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 a faculty resource area. The facility is fully networked, Internet and audiovisual ready, with cutting-edge technology.

West Oaks Apartments, completed in 2002, consists of six two-story apartment buildings, three for male residents and three for female residents. The West Oaks Clubhouse was completed in 2004 and features ground floor and basement lounges, a kitchen, laundry facilities and administrative offices.

The Morningstar House, donated by the Harris Home Foundation, was relocated to campus and restored in 2002 by the Alumni Association.

Oakwood College Industries building, located at 4920 University Square on the southernmost part of the campus, was acquired in 2003. It houses institutional support services such as Health and Counseling Services, WOCG Radio Station, the Office of Grants and Contracts, and the Community Development Center. It also houses businesses that network with and/or employ Oakwood College students and employees. Contact information for the OCI facility is available through the Office of Grants and Contracts.

### **Under Construction**

A 10,000 square foot extension to the Calvin E. Moseley Religion Complex is currently under construction and scheduled for completion Fall 2007. It will house the Bradford-Cleveland-Brooks Institute for Continuing Education in Ministry. The extension will include a foyer with a legacy lobby and transition hall, an auditorium, four classrooms, a learning research lab, and four offices.

A 258-bed residential facility is currently under construction also. It will provide multiple amenities including: suite-style living, complete with kitchenettes; single/double-occupancy bedrooms with wireless and cable television access; study rooms; laundry facilities on each floor; a multipurpose worship room; and an activity center with exercise, game and entertainment areas, a barbershop, kitchen facility, and administrative offices.

## 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 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 *College 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 who 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 of Trustees, 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
Admission Office	Telephone:	(256)726-7356
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 either **Regular** or **Conditional**. International, transfer, and adult and 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 Status

1. Completed application form signed and dated along with a nonrefundable \$25 fee.(NO PERSONAL CHECKS)
  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 (home school applicants see the Home School section).
- OR
- General Education Diploma (GED)

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 17.  
     Minimum SAT combined score of 840.  
     Results used only for placement and/or academic advising.
4. One character reference, preferably sent from a principal, counselor, teacher, or pastor familiar with the student. Respondents should not be relatives.

\*For deficiencies see the general education requirements

### **Conditional Status**

Conditions	Requirements
Student in high school who has completed at least six semesters and has a cumulative GPA of at least 2.00	The student must submit final official high school transcript and all required documents 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 results below the minimum	Remedial course placement is required during the first semester of enrollment.
*Student with a high school GPA of 1.70 to 1.99	Must submit an essay of 100 words or more explaining choice of major, career goals, past accomplishments, and academic difficulties encountered during academic career.  Must register under the requirements for Academic Probation as listed in the bulletin
*Student with cumulative GPA below 1.70	Must submit an essay of 100 words or more explaining choice of major, career goals, past accomplishments, and academic difficulties encountered during academic career  Must receive special approval from the vice president for Academic Affairs. Applicants approved are given a one semester probationary acceptance. Students are limited to 13 credit hours and must receive a minimum cumulative grade point average of 2.00 at the end of the first semester to continue enrollment.  Must register under the requirements for Academic Probation as listed in the bulletin

**\*All conditions must be removed by the end of the first semester.**

## 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 who have completed their academic courses through Griggs University or another regionally accredited program are accepted for regular admission. The General Education Diploma (GED) is required from students who do not graduate from accredited programs.

## 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 the 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. One character reference, preferably sent from the principal, counselor, teacher, or a pastor familiar with the student. Respondents should not be relatives.

5. ACT/SAT scores. (These must be submitted 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 (the 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 who register for less than a full course of study, or who accept unauthorized employment and fail to maintain their F-1 status will not be allowed to enroll or continue enrollment until proper documentation has been received from the Immigration Naturalization Service (INS).

International students must report to the Enrollment Management Office each semester after registration so that INS clearance can be processed for immigration purposes. All students must be registered within 30 days, starting with the first day of classes. Copies of the passport, visa, I-94, and registration clearance forms must be submitted. Students who do not register during this time period may have their immigration status terminated by INS. Students with terminated records will have to reapply to INS and pay additional fees to have their files reinstated. Reinstatement is neither automatic nor guaranteed.

### **After Enrollment**

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

1. Advisement in the areas of immigration regulations and documentation, financial concerns, health insurance, housing and residential 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*.

### Admission of Former Students

Students who have not been enrolled for at least one or more semesters must complete a Returning Student Application Form from the Records Office. A fee of \$15 is required.

### Advanced Placement Courses

High School students who take Advanced Placement (AP) courses and the accompanying College Entrance Examination Board AP tests are given credit toward graduation for the examinations listed below if the required score is earned. Credit will be recorded without grades and will not be included in the calculation of the grade point average. Students interested in obtaining AP credit must forward an official score report to the Records Office prior to initial enrollment. AP courses not listed are subject to review by the appropriate academic department.

AP Examination	Score	OC Course Equivalency-Credit
Art History	3 or above	AR 217 (3 hours)
Studio Art: 2-D Design	3 or above*	AR 101 (3 hours)
Studio Art: 3-D Design	3 or above*	AR 102 (3 hours)
Studio Art: Drawing	3 or above*	AR 111 (3 hours)
Biology	4 or 5	BI 131 & BI 132 (8 hours)
Calculus AB	3	MA 211 (3 hours)
Calculus AB	4 or 5	MA 171 (4 hours)
Calculus BC	3	MA 171 (4 hours)
Calculus BC	4 or 5	MA 171 & MA 172 (8 hours)
Chemistry	4 or 5	CH 141 & CH 142 (8 hours)
English Language & Comp.	3 or above	EN 111 (3 hours)
English Literature & Comp.	3 or above	EN 201 or EN 211 (3 hours)
Foreign Languages:		
Chinese Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
French	3 or above	FR 101 & FR 102 (6 hours)
Italian Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
German	3 or above	Mod. Lang. requirements (6 hours)
Japanese Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
Russian Lang. & Culture	3 or above	Mod. Lang. requirements (6 hours)
Spanish	3 or above	SP 101 & SP 102 (6 hours)
United States History	3	HI 211 (3 hours)
United States History	4 or 5	Hi 211 & HI 212 (6 hours)
World History	3	HI 103 (3 hours)
World History	4 or 5	HI 103 & HI 104 (6 hours)
Music Theory	3	MU 211 (3 hours)
Music Theory	4 or 5	MU 211 & MU 212 (6 hours)
Physics B	3	PH 103 (4 hours)
Physics B	4 or 5	PH 103 & PH 104 (8 hours)
Physics C-Elec. & Magnet.	3 or above	PH 121 (4 hours)
Physics C-Mechanics	3 or above	PH 122 (4 hours)
Statistics	3 or above	MA 321 (3 hours)

\*Must include portfolio; portfolio must be approved by Communication Department.

## **Advanced Level Examination**

The following credit toward graduation may be granted to a student who has passed an Advanced Level Examination (British): six semester hours for each A, B, or C pass and three 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 and Conditional). Transfer students must also submit official transcript from all schools attended. A 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 the 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, the LEAP student must submit:

1. Application for general admission to the college.
2. Official college transcript from all schools attended.
3. Official high school transcript.

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 2.00 or higher and has completed the ACT/SAT requirements. National Merit scholars (finalists, semi-finalists, commended) are given tuition and/or residence hall discounts.

Academic scholarships are for a maximum of four years for all bachelor degrees. Engineering students completing the dual degree program will be awarded for a maximum of three years. All scholarship recipients must maintain fulltime status, 12 hours plus, in order to receive their awards.

Scholarships are also available to transfer students whose GPA is 2.50 and above. Awards will be prorated according to the admissions classification of transferable hours.

Students that participate in the Adventist Colleges Abroad (ACA) program will continue to receive their academic scholarship(s) while abroad.

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 Brochure* provided by the Enrollment Management Office. Students cannot receive refunds based on over awarding of institutional funds.

## Financial Policies

### Schedule of Charges for 2007-2008 Academic Year [SUBJECT TO CHANGE]

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

Resident students	\$5,971
Nonresident students	\$5,971

#### Room and Meal Plans for Resident Students

##### ROOM\*

Wade Hall/Annex (Faculty Road)	1,841
Carter Hall and Peterson Hall (double)	1,514
Edwards Hall (single)	2,300
Edwards Hall (double)	1,514
Holland Hall (single)	2,612
Holland Hall (double)	1,986
West Oaks (large)	3,112
West Oaks (small)	2,420

*\*All room choices are subject to availability.*

##### MEAL PLANS

Nineteen meals per week	2,071
Fourteen meals per week	1,948
Ten meals per week	1,779

#### Additional Fees

##### HEALTH FEE

Resident students	83
Nonresident students	83

##### GENERAL FEE

Resident students	280
Nonresident students	280

#### Total Charges per Semester

Resident students (standard room and 19-meal plan)	9,919
Nonresident students	6,334

#### Tuition Rates per Semester

12-16 Hours	\$5,971
8-11 Hours	\$5,435
1-7 Hours	\$515/per hour
Over 16 Hours	\$371/per additional hour

## Other Expenses

Room damage deposit/Activity fee: \$200 (one-time refundable fee of \$150; dorm fee of \$50)  
 Books and supplies: \$475 per semester (approximately)  
 Health insurance: \$265 per semester for U.S. citizens and \$395 per semester for international students  
 ACT Testing: \$50.00  
 Laboratory fees: \$15-\$60 per lab  
 Late registration: \$137.00  
 Graduation fee: \$189.00  
 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, American Express, 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	\$6,334 (Based on 12-16 hours)
Room and Board	\$3,585
<b>Totals</b>	<b>\$9,919 X 70% = \$6,943</b>

### Balance due in the following installments:

<i>Fall Semester</i>	%	Amount
September 30, 2007	10	\$992
October 30, 2007	10	\$992
November 30, 2007	10	\$992

<i>Spring Semester</i>	%	Amount
January 30, 2008	10	\$992
February 28, 2008	10	\$992
March 30, 2008	10	\$992

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

Tuition and fees	\$6,334 X 70% =	\$4,434
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### Balance due in the following installments:

<i>Fall Semester</i>	%	Amount
September 30, 2007	10	\$633
October 30, 2007	10	\$633
November 30, 2007	10	\$634

<i>Spring Semester</i>	%	Amount
January 30, 2008	10	\$633
February 28, 2008	10	\$633
March 30, 2008	10	\$634

## Refund and Repayment Policy

The refund and repayment requirements apply when a student makes changes in course load, withdraws, drops out, takes an unapproved leave of absence, fails to return from an approved leave of absence, or is expelled.

If a recipient of Title IV aid (ex. Stafford loans, PLUS loans, PELL grant, SEOG, etc.) withdraws during a payment period (or a period of enrollment), the institution must calculate the amount of Title IV aid the student did not earn. Unearned Title IV funds must be returned to the Title IV programs. If any withdrawals occur after the specified sixty percent (60%) point of the semester calendar, no adjustment will be made toward the Title IV initial award.

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 the summer term are as follows for drop/withdrawal:

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

### 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.

As of August 23, 2000, students receiving Title IV financial aid who withdraw from Oakwood College 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 courseload. 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\*

IT 100	Keyboarding .....		\$40.00
IT 120	Software Tools for Personal Productivity .....		40.00
IS 211	Fund. of Systems Dev. ....		20.00
IS 231	Information Systems .....		20.00
IS 270	Files and Large Systems .....		20.00
IS 335	Database Design and Implementation .....		20.00
IS 343	Information Security .....		20.00

\*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 210	Fundamentals and Skills .....	\$15.00
NU 211	Assessment and Skills .....	15.00
NU 214	Nursing Performance I .....	15.00
NU 333	Nursing Performance II .....	15.00
NU 338	Nursing Performance III .....	15.00
NU 413	Nursing Performance IV .....	15.00
NU 414	Nursing Performance RN I.....	15.00
NU 417	Nursing Performance V .....	15.00
NU 418	Nursing Performance RN II .....	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

## **Religion & Theology**

RL 211 -212	Greek I, II .....	each \$15.00
RL 311-312	Hebrew I, II .....	each 15.00
RP 131	Spiritual Formation .....	75.00
RP 132	Introduction to Christian Ministry .....	115.00

## **Financial Aid**

Students applying for the Federal Student Financial Assistance Program (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 2007-2008 academic year would submit their 2006 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/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 or online with electronic signature.
  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 completing 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 61 or more hours (juniors and seniors) to maintain the minimum cumulative grade point average required by the college for graduation. This component will be evaluated before the fall semester. Those minimum standards are outlined in the *Oakwood College Bulletin* as follows:

<b>Hours Attempted</b>	<b>Required GPA</b>
0 - 29	1.70
30 - 60	2.00
61 - 92	2.00
93 - 128	2.00

**Quantitative Component:** Once at least 24 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 12 hours per term for two semesters would be required to pass 18 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 18 hours. The successful pass rate increases to 80 percent once the student attempts 61 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 15 full-time equivalent semesters. A full-time equivalent semester is deemed to contain a minimum of 12 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. The GPA from other colleges will not factor into the 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, and 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 their 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 72 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 decision 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
- 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, freshman and senior verification will be for one year, junior for two years, and sophomore for three years.

### **Transfer Students Eligibility for Aid**

Transfer students are eligible for federal aid during their first semester of attendance at the college. Refer to the *Satisfactory Academic Progress* brochure obtainable from the Office of Financial Aid or the Enrollment Management Office.

### **Remedial Course Work**

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 course work 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.

**Federal Work Study:** A need-based student employment program through which the federal government subsidizes earnings for hours worked in special student employment positions.

**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 Loans:** Loans that students may borrow regardless of need but will have to pay all interest charges.

**Federal PLUS Loans:** Loans that parents of dependent students may obtain to pay for the students' 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.

## Office of Student Employment

**Purpose.** The Office of Student Employment at Oakwood College is committed to assisting our students with their employment needs. The Student Employment Program serves three purposes:

- To provide employment for students enabling them to earn a portion of their expenses and funds while pursuing a college degree;
- To enhance the educational development and growth of students by providing employment-related learning experience;
- To provide academically related employment experience which may be of value vocationally in post-college years.

**Employment Time Frame.** Each semester the employment period begins the first official day of classes and ends the last day of final exams.

**Campus Employment and OSE Requirements.** A student establishes eligibility for participation in the Work-Study Program by completing the Free Application for Federal Student Aid (FAFSA) each year. The priority date for completing this application is May 1. Student who have completed financial aid files and applied for work-study by this date and exhibit financial need are given priority consideration. Students who have been determined eligible for work-study will receive an award notification indicating by semester the maximum amount of gross earnings.

- All students must have a cumulative grade point average of 2.0 or better in order to receive Federal Work Study funds
- All freshman must fill-out Data Profile Sheets
- All students must have a resume and cover letter. (Office of Student Employment will provide a template if students do not have one available).
- It is mandated that all students who are employed and receiving cash must have Direct Deposit; NO exceptions.

Students must have the following items complete in order to receive Student Employment

- Financial Clearance verification form
- Completed I-9 with Social Security Card and one of the following:
- Copy of Driver's License
- Copy of birth certificate
- Copy of passport

Students receiving cash must fill out the following forms:

- W-4 (federal tax form)
- A-4 (state tax form)

**General Guidelines:**

- Work-Study is a part-time job.
- Fringe benefits such as sick leave, vacation pay, and holiday pay are not part of your compensation.
- You will not be paid to study.
- You will not be paid Work-Study funds for hours worked in excess of the maximum semester amount listed on your contract or after the semester ends.
- You and your supervisor are responsible for keeping up with the number of hours you are authorized to work. If you exceed your total award for a term, part of your other aid for the academic year may be canceled.
- Students who accept Work-Study jobs are expected to work the entire period of the assignment, to be punctual, and to perform efficiently. Student should notify supervisors in advance when illness or unforeseen circumstances prevent attendance.
- You must terminate your Work-Study employment immediately upon withdrawal from Oakwood College.
- You must maintain a minimum of six credit hours to prevent cancellation of your Work-Study position.

## **Student Services and Student Life**

### **Some Facts You Should Know**

The focus of the Division of Student Services is the facilitation of learning outside the classroom for building a community in which students are encouraged to be responsible citizens. The division consists of eleven departments including: Non-coed housing (residence halls, annex apartments and West Oaks Complex), Food Services, Student Activities, Office of Spiritual Life, Counseling & Health Services, Career Services & Testing, Enrollment Management/Admissions/International Student Affairs, and the United Student Movement (USM).

### **Spiritual**

Oakwood College is committed to the spiritual nurture and character development of each student with the goal of 'developing servant leaders'. The Office of Spiritual Life, in conjunction with the Oakwood College Church, the USM, and the residence halls offers numerous programs and services for spiritual enrichment including weekly chapel services, Sabbath church service, Adventist Youth Society, residence hall worships, student missionary program, and club and outreach activities. The Office of Spiritual Life offers spiritual counseling in a gender sensitive confidential atmosphere. For more information contact the Office of Spiritual Life at (256) 726-7109.

### **Assembly/Chapel**

During the school year, distinguished guest speakers address the student body at the weekly assemblies/chapels. All registered students carrying 6 or more credit hours are required to attend weekly chapel/assemblies on Tuesday mornings from 9:50 A.M. to 11:00 A.M.

### **Convocations, the Arts and Lecture Series**

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 Arts and Lectures programs, and special convocations.

### **Student and Social Activities**

The Student Activities Office, as part of the Student Life area of the Division of Student Services, supports the College's mission by fostering a diversity of student opportunities for learning, leadership, community-building and creative expression beyond the classroom.

The Student Activities Office at Oakwood College is the primary co-curricular programming organization on campus. Each year the Activities Office provides over 75 individual activities for the college community. The Student Activities Office also serves in an advisory capacity to the United Student Movement and over 30 student clubs and organizations.

### **Extracurricular Activities Participation**

The social and 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 and/or intramural sports.

Membership in the academic departmental clubs including Varsity Athletics is a distinct honor and will be based on academic performance. Student must have minimum GPA of 2.00 to participate in academic club and Varsity Athletic activities and a GPA of 2.50 to hold office. **NO GREEK SOCIAL CLUBS ARE ALLOWED TO RECRUIT, ORGANIZE OR FUNCTION ON CAMPUS.**

### **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 Organizations**

Freshman Class	Junior Class
Sophomore Class	Senior Class

### **Residential Housing Clubs**

Carter Hall	Peterson Hall
Cunningham Hall	Wade Hall
Edwards Hall	West Oaks Apartment Complex

### **Intramural Sports**

The college sponsors a program of intramural sports for men and women in connection with the department of Health and Physical Education.

### **Varsity Athletics**

The college offers opportunity for male and females students to participate in non-scholarship athletics in the following sports:

Basketball (Men & Women)	Golf (Men)
Softball (Women)	Volleyball (Men & Women)
Baseball (Men)	Track & Field (Men & Women)
Soccer (Men & Women)	

### **Health Services**

Oakwood College Health and Counseling Services provides quality physical and mental health care in a nurturing manner while promoting/preserving confidentiality. Health and Counseling Services plays an active role in the health and lifestyle of its students and the college.

Health Services is open Monday through Thursday, 8:30 a.m. to 4:00 p.m., and Friday, 8:30 a.m. to 11:00 a.m., to meet the basic health needs of the campus community. The Health Services Office is staffed by licensed registered nurses. Physicians may be seen during posted hours. When Health Services is closed, all medical needs and emergencies may be handled by any of the hospital emergency rooms and/or outpatient clinics in the surrounding area. A \$83.00 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, is 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 (2MMR) and hepatitis B series and meningococcal. **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 are required to accept the insurance offered by the school. For further information contact Health Services at (256)726-7840.**

### **Counseling Services**

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

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

### **Cost**

Many professional services to students are given without charge. Insurance may be billed for some outpatient health services. For further information contact Counseling and Testing at (256) 726-7840

### **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 Directors and 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 the *Student Handbook* CD from the Office of Student Services and read the rules and regulations governing student life at Oakwood College, preferably before registration. The *Student Handbook* is also available online at [www.oakwood.edu](http://www.oakwood.edu). 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/her scholastic attainment but also upon his/her general conduct and attitude toward the community in which he/she 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 (see sections Student Citizenship, below, and Withdrawal from the College due to Disciplinary Actions, in the *Student Handbook*).

## **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/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/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 of "F" and will be computed in the student's final grade.

## **Weekend/Overnight Leaves**

Permission for an overnight or weekend leave from the campus may be obtained from the appropriate residential housing office for students who live in residential housing. 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).

## **Use of Vehicles**

Since the ownership and 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 24 hours of his/her arrival should arrival be after registration has been concluded, or within 24 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. (For further information contact Campus Safety at (256) 726-7371).

## **Residential Housing**

Oakwood College is a boarding institution. As such, all students are required to live on campus and participate in one of the three meal programs (exception: nontraditional housing residents can opt out of meal plan). Students who wish to live off campus must meet one of 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 or a single custodial parent.
- \* They are at least 22 years of age or have had two years of military service and are *not* on social, citizenship, or academic probation.
- \* They are taking six hours or fewer.

## **Non-Coed Residential Housing Facilities**

Edwards Hall and Male Annex Apartments	(upper-class men)	ext. 7177
Wade Hall and Female Annex Apartments	(upper-class women)	ext. 8206
Cunningham Hall [provisional]	(upper-class women)	ext. 7135
Peterson Hall	(male freshmen)	ext. 7309
Carter Hall	(female freshmen)	ext. 7750
West Oaks Apartments		(256) 890-5000

## **Room Reservations**

Room reservation will be based on at least 70 percent financial clearance, which includes tuition, room and board, room damage deposit, residence hall activity fee, general health fee, general student fee and medical insurance fee (when applicable).

## **Housing Damage Deposit and Activity Fee**

New and returning students must have a room damage deposit of \$150.00 and a nonrefundable residence hall activity fee of \$50.00 on file to be eligible for housing. Students who qualify to live in the nontraditional West Oaks Apartment Complex are required to pay a damage/rent deposit of \$300.00.

## **Apartments (Married or single parents)**

The college owns 30 units of one- and two-bedroom apartments which are available to married or single parent 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.

## **Career Services and Testing Center**

The Career Development and Testing Center seeks to provide career opportunities for students and alumni through programs and services which will enhance their professional competencies and increase their marketability. A plethora of testing services is made available to students. Our office provides an alternative day for national placement exams for students and community members

whose religious convictions prevent them from testing on Saturday. These exams include, but are not limited to, the ACT, APTTP, PRAXIS, and LSAT. Course exemption exams such as CLEP (College Level Exam Program) and DSST (Dante's Subject Standardized Exam) are also available. In addition, we offer several interest inventories for those students who may not have a clear understanding of their direction in life.

Several career development services and programs are also available to students throughout the school year including resume writing workshops, mock interview sessions with critique, career interest modules, dress for success seminars, and other like services. Additional, we annually provide the opportunity for students to interact with alumni and other professionals through our Youth Motivational Task Force (YMTF) and Black Executive Exchange Program (BEEP).

Information on these and other available services, please contact the Career Development and Testing Services office at (256) 726-7131.

All other information concerning the Division of Student Services and student life can be found in the current Student Handbook, the Residential Life Guide, and other College publications. For more information contact the Office of Student Services at (256) 726-7400.



# 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 fifteen 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 Music and about forty-five majors and thirty minors.

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

<b>Department</b>	<b>Degree</b>	<b>Major</b>	<b>Minor</b>
<b>Communication</b>	A.S.	Art	Art
	B.A.	Communications	Communications
<b>Education</b>	B.S.	Elementary Education Secondary Ed. (listed by discipline)	
<b>English and Foreign Languages</b>	B.A.	English	English
	B.S.	English Language Arts Ed.	
	B.A.	French	French
	B.A.	Spanish	Spanish
<b>Family and Consumer Sciences</b>	B.S.	Dietetics	Food and Nutrition
	B.S.	Family/Consumer Sc.	Family/Consum.Sc.
	B.S.	Family/Consum. Sc. Ed.	Child Development
	B.S.	Human Dev./Family Stud.	
<b>Health and Physical Education</b>	B.S.	Fitness and Wellness	Fitness and Wellness
	B.S.	Health/Physical Ed. Teaching	Health/Physical Education
	B.S.	Health Science	
<b>History</b>	B.A.	History	History
	B.A.	International Studies	African Amer. Stud.
	B.A.	Pre-Law	Political Science
	B.S.	Social Science Ed.	
<b>Mathematics and Computer Science</b>	B.S.	Applied Mathematics	Mathematics
	B.S.	Computer Science	Computer Science
	B.A.	Math/Computer Science	Physics
	B.A.	Mathematics	
	B.S.	Mathematics Education	
<b>Music</b>	B.A.	Music	Music
	B.S.	Music Education	
	B.M.	Theory and Composition	
	B.M.	Vocal Performance and Pedagogy	
<b>Nursing</b>	B.S.	Nursing	
<b>Psychology</b>	B.A., B.S.	Psychology	Psychology Correctional Sci. Sociology
<b>Religion and Theology</b>	B.A.	Theology	Biblical Languages
	B.S.	Religious Education	Theology
<b>Social Work</b>	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 abbreviations are:

AC	Accounting	IT	Information Technology
AH	Allied Health	MA	Mathematics
AR	Art	MK	Marketing
BA	Management	MU	Music
CH	Chemistry	NU	Nursing
CM	Computer Science	OM	Organizational Management
CO	Communications	PH	Physics
EC	Economics	PE	Health and Physical Education
ED	Education	PS	Political Science
EG	Engineering	PY	Psychology
EN	English	RB	Biblical Studies
FN	Finance	RG	Religion Education
FR	French	RL	Biblical Languages
FS	Family and Consumer Sciences	RP	Practical Studies
GE	Geography	RT	Theological and Religious Studies
HC	Health Care Administration	SO	Sociology
HI	History	SP	Spanish
IS	Computer Information Systems	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 designation 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:

<b>Classification</b>	<b>Minimum Cum. GPA</b>	<b>Maximum Load</b>
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).

A class load of 12 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).

<b>Classification</b>	<b>Minimum Cum. GPA</b>	<b>Number of Semester Hours</b>
Freshman	1.70	0 - 29
Sophomore	2.00	30 - 60
Junior	2.00	61 - 92
Senior	2.00	93+

## 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 who 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 \$137. 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 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. 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 Foreign Languages 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. It is the students' responsibility to prove to the satisfaction of the academic department that from their experience they have developed competencies that are equivalent to classroom learning. In order to qualify, academic departments may require a challenge exam. Students should follow procedures outlined by the department which may include the following:

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 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 (Educational Testing Services) 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.
10. CLEP examination is administered by the Career Development and Testing Center.
11. The student must complete and submit an Academic Request form to the Records Office to take CLEP.

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

<b>CLEP subject</b>	<b>Score</b>	<b>Course Equivalent</b>	
American Government	50	PS 211	(3 hours)
American Literature	50	EN 301, 302	(6 hours)
Calculus	50	MA 171	(4 hours)
College Algebra	50	MA 108	(3 hours)
College French (Level	50	FR 101-102	(6 hours)
College Mathematics	50	MA 101	(3 hours)
College Spanish	50	SP 101-102	(6 hours)
English Literature	50	EN 211, 212	(6 hours)
Freshman College Composition	50	EN 111	(3 hours)
Life Science	50	BI 101-102	(6 hours)
General Chemistry	50	CH 141-142	(6 hours)
History of the United States I and II	50, 50	HI 211, 212	(6 hours)
Human Growth and Development	50	FS 355	(3 hours)
Information Systems and Computer Applications	50	IT 120	(3 hours)
Introduction to Educational Psychology*	50	ED 200	(3 hours)
Introductory Accounting	50	AC 220-221	(6 hours)
Introductory Business Law	50	BA 475	(3 hours)
Introductory Psychology	50	PY 101	(3 hours)
Introductory Sociology	50	SO 101	(3 hours)
Precalculus	50	MA 121	(3 hours)
Principles of Macroeconomics	50	EC 283	(3 hours)
Principles of Microeconomics	50	EC 282	(3 hours)
Principles of Management	50	BA 310	(3 hours)
Principles of Marketing	50	MK 301	(3 hours)
Western Civilization I and II	50, 50	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 quality points earned in all courses attempted and dividing by the quality hours attempted ( $GPA = QP/QHA$ ). Credits are included in calculating the GPA for grades of F, FA and I. The symbols AU, NC, DG, IP, NR, 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, or deemed not the student's fault.

## **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 via the Internet at the end of each semester.

## **Errors and Corrections**

Upon reviewing of their grades, the student should carefully check them 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. All grades must be posted by the end of January.

## **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 Success (CAS). Failure of an 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 61 semester hours has not attained a cumulative GPA of 2.00 will be recommended for suspension. During the suspension, the student must attend another accredited college carrying a minimum class load of 12 hours and passing with no grade lower than C. Class schedules must include courses previously taken at Oakwood where grades of D or lower were received. Application for readmission must be submitted to the Records Office at Oakwood College.

Students recommended for suspension will receive an official notification of dismissal from the Academic Affairs Office, which includes an Academic Suspension Appeal Letter. Once received, the student should adhere to the following procedures:

1. The form must be completed and returned to the Academic Risk Management Office (ARM) of CAS/Freshman Studies within one week of receiving the notification.
2. A copy of either the Appeal Approval Form or Appeal Denial Form signed by the chairperson will be forwarded to the student within two weeks after receipt of the appeal form.
3. Academic approval for readmission does not mean that a student meets financial aid guidelines. (Contact the Financial Aid Office for assistance).

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 CAS 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 440; students must register for MA 095. ACT composite is less than 17 or SAT composite is less than 840; students must take OC 097.
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 CAS.
7. Must attend weekly advising sessions with the CAS 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.

### **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 a 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. Students who have received BA or BS degrees are not considered Oakwood students.

### **Community and Service Learning Course (OC 201)**

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.

### **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 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 students not enrolled. 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 for Academic Affairs, and the vice president for 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 Appeal Committee for further review and recommendation. In either case, the final decision is the responsibility of the vice president for Academic Affairs.

The Academic Appeal 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 Appeal Committee of the student's concern, (b) the aggrieved student submits a written report of the complaint to the chair of the Academic Appeal 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 Appeal 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 Appeal 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 Appeal 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**

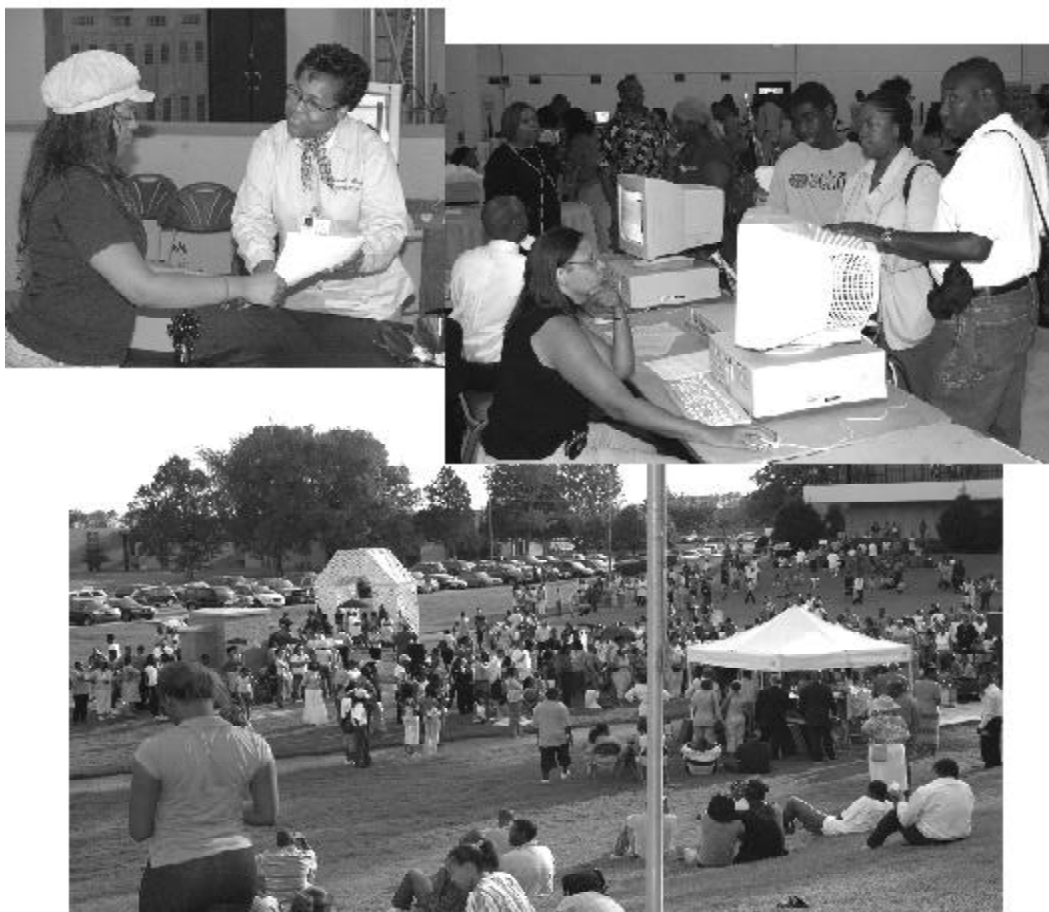
Students may enroll for a double major provided they meet all of the requirements for both majors. Pursuing a double major will require more than 128 hours and take longer than four years to complete.

## 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 arts 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.



# **ACADEMIC SUPPORT SERVICES**

## **Center for Academic Success**

The mission of the Center for Academic Success (CAS) is to assist students to gain the skills necessary to do college-level work. The program, in collaboration with the Departments of Mathematics and Computer Science, and English and Communications, offers Introduction to College Math, Composition Skills Review, and College Reading Strategies 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 they assist students across the curricula in tutorials, exercises, applications, and reviews.

The laboratory component provides opportunity for individualized instruction consistent with students' 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.

## **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 097 Strategies for Academic Success**

Beginning Fall Semester 2007, this revised course replaces the former course PY 095 Scholarship Skills and will be taught exclusively from the CAS department. This course is designed to effectively guide new students toward academic success through the utilization of cutting edge study and learning strategies.

All new students admitted to Oakwood College on academic probation and/or having composite score of less than 17 on the ACT or less than 840 on the SAT test are required to register for this course the first semester.

## **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, 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, along with 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 their 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 based on the data presented. The student may be warned, retained, suspended or dismissed according to this data.

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 semesters, 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. Students in these categories are subject to academic suspension.

## **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 (mandatory lab attendance is required), and OC 097 which supports the academic development of Oakwood students by assisting students to develop skills in time management and study skills. 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 students 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.

## **Disability Services**

The Office of Disability Services is committed to the principle of providing reasonable accommodations for students with disabilities by eliminating barriers and providing access to academic opportunities at Oakwood College. New students with disabilities who need special accommodations should contact the Disability Coordinator once they have received their letter of final acceptance and provide documentation of their disability and academic recommendations. Currently enrolled students with disabilities should contact the Disability Coordinator at the beginning of each semester to ensure continuity of services. Early registration will also assist students with disabilities in obtaining special supportive services.

### **The Eva B. Dykes Library**

<http://www.oakwood.edu/library>

**Mission Statement:** The Eva B. Dykes Library promotes academic excellence by supporting the College's curriculum. It provides the Oakwood College community and constituents with access to quality resources and services that enhance teaching, learning, research, and the integration of faith.

#### **Goals:**

1. Provide and promote access to resources and services at the time and place of need.
2. Prepare an information literate graduate.
3. Enrich teaching, learning and research through collections, access, and content management.
4. Recruit, support, and retain qualified and competent staff.
5. Continue to position and promote the library as a place that supports scholarship.
6. Promote the physical and virtual library's role in supporting teaching and learning.
7. To employ and support current and emerging technologies, allowing users and staff to accomplish their goals.

The Eva B. Dykes Library offers a variety of resources to meet your information needs. Whether your search is for print, electronic, archival, or multimedia materials, all are available or accessible from the Eva B. Dykes Library. All Oakwood students, faculty and staff may borrow library materials. Your current Oakwood College ID is your library card. Librarians and staff are ready to assist you in identifying, locating, evaluating, and using resources effectively.

Services include access to 42 networked computers in the Computer Lab, and another 14 distributed on the main and upper floors; wireless internet connection; interlibrary loans from libraries worldwide; and class or individual instruction. In addition to the book collection, resources include thousands of electronic journals and e-books accessible on and off campus; over 500 print periodicals, 7,000 plus videos and DVDs, laptops, digital cameras, projectors and other equipment.

The Library is an affiliate member of the Network of Alabama Academic Libraries (NAAL) and a member of the Adventist Libraries Cooperative (ALICE) and Southeastern Library Information Network (SOLINET). The consortia provide electronic resources at reduced cost, offer on-going professional development and training for library faculty and staff. The Library is also a member of the HBCU Library Alliance and is a member of the Alabama Virtual Library (AVL) which makes over 40 databases available to the Library.

### **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 Cooper 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 Success, designed to help the prospective music student overcome deficiencies. The Departments of Psychology and Social Work share a computer laboratory located in Green Hall. The Department of Nursing has a clinical skills laboratory that provides simulated clinical practice, and a computer laboratory with test item databanks that assist students to prepare for the exit examination and the National Council Licensure Examination for Registered Nurses. Other departments have seminar rooms and places where students may use computers or get special assistance.





# **DEGREE REQUIREMENTS**

## **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 student is responsible at all times for knowing his or her scholastic standing and for fulfilling all requirements of the college by referring to published academic policies, regulations and standards and by consulting with the appropriate dean, department chair or advisor. It is the student's responsibility to ascertain and meet course requirements, prerequisite requirements, graduation requirements, appropriate course sequencing and any other requirements of the college.

### **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 21 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 IT 120 or IT 203. Students not having passed one year of high school typing must take IT 100 or pass a keyboarding test in the Business & Information Systems Department.

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, 221 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: RG 202 and RG 301. (HI 314 may substitute for RG 301, but will only receive history credit and requires three other hours of religion.) Students not having passed two years of high school Bible must include RG 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 RG 202 and RG 301.

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 toward the major.
5. A 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: IT 120 or IT 203. Students not having passed one year of high school typing must take IT 100.

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 100, FS 131, or PH 101. Advanced courses in these areas may be substituted with departmental approval.

Religion and Theology ..... 6 hours  
Required: RG 102 (RG 101 if student has not taken two years of high school Bible) and RG 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 \$150 and \$35 extra for each additional degree by October 15 (\$10 late fee).
3. CLEP, incompletes, and transfer credit results must be in the Records Office by the first business day in March for spring graduation.
4. Enrollment in Home Study courses must be completed by the end of on-campus spring regular registration.

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 \$175 graduation fee).

# DEPARTMENTS OF INSTRUCTION

## Department of Biological Sciences

<b>Professors:</b>	Gullo, Paul (Chair), Randriamahefa, Schmidt
<b>Associate Professors:</b>	Hamilton, Otieno, Sovyanhadi
<b>Assistant Professor:</b>	Durant, Vanterpool
<b>Affiliate:</b>	Carson

<b>Majors:</b>	Biology (B.S.) Biology Education (B.S.) Biomedical Sciences (B.S.) Natural Science (B.S.)
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<b>Minor:</b>	Biology
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### 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 choice for students who desire to become 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, overpopulation, 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 .....	4-4 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* .....	18 hours
MA 171 Calculus I (MA 121, 122, or 123 may be required first) or MA 211 Survey of Calculus ( MA 121, 122, or 123 may be required first) .....	3 or 4 hours
PH 103-104 General Physics (with laboratory) .....	8 hours
CH 141-142 General Chemistry .....	8 hours
CH 311-312 Organic Chemistry I-II (with laboratory) .....	8 hours
<b>Total .....</b>	<b>68-69 hours</b>

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

### **Bachelor of Science Biology Education**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The 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. Hamilton.

### **Bachelor of Science in Biomedical Sciences**

The biomedical sciences program is a four-year, full time intensive course of study requiring the successful completion of 128-129 approved semester credits and leads to a Bachelor of Science (BS) degree in Biomedical Sciences. For continued enrollment in the program, a student must maintain a cumulative GPA of 3.20. First-year applicants must have: 1) a SAT combined score of at least 1100, with a mathematics score of at least 500 or an ACT score of at least 23; 2) an overall grade point average of B or higher in the sciences; 3) research or outreach experience; and 4) AP and Honors courses.

**Major Requirements:**

BI 131-132 General Biology .....	8 hours
BI 204 Introduction to Research .....	1 hour
BI 225 Developmental Biology .....	3 hours
BI 241 General Microbiology .....	4 hours
BI 316 Biological Instrumentation .....	2 hours
BI 321 Genetics .....	3 hours
BI 323 Undergraduate Research .....	1 hour
BI 415 Biostatistics .....	2 hours
BI 460 Cellular and Molecular Biology .....	3 hours
BI 481-482 Mammalian Anatomy I-II .....	8 hours
BI Elective Select from: BI 230 Plant Biology, BI 331 Histology, BI 422 or 423 General Physiology, BI 455 Immunology, or BI 471 Molecular Genetics .....	3 hours
CH 141-142 General Chemistry .....	8 hours
CH 311-312 Organic Chemistry I-II (with laboratory) .....	8 hours
CH 401 Biochemistry I (with laboratory) .....	4 hours
CH 402 Biochemistry II .....	3 hours
MA 171 Calculus I .....	4 hours
PH 103-104 General Physics (with laboratory) .....	8 hours
RT 321 Christian Ethics .....	3 hours
PE 450 Epidemiology .....	3 hours
<b>Total .....</b>	<b>79 hours</b>

**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 is taken in residence at Oakwood College.
2. The general education requirements for a bachelor's degree are taken 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, or 123 may be required first) or MA 211 Survey of Calculus (MA 121, 122, or 123 may be required first) .....	3 or 4 hours
PH 103-104 General Physics (with laboratory) .....	8 hours
CH 141-142 General Chemistry .....	8 hours

CH 311-312 Organic Chemistry I-II (with laboratory) .....	8 hours
<b>Total .....</b>	<b>47-48 hours</b>

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
<b>Total .....</b>	<b>19 hours</b>

## 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 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 Developmental Biology** **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 and BI331 or 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**

<b>Professors:</b>	Anderson
<b>Associate Professors:</b>	Kenea (Chair), Selassie
<b>Assistant Professors:</b>	Burton, Gunn, Jouett, Kessio, Lewis, Roper, Word
<b>Instructors:</b>	Roach
<b>Majors:</b>	Accounting (A.S., B.S.) Business Administration (B.B.A.) Emphasis in: Health Care Administration, Information Technology, Management, Marketing Business Education (B.S.) Computer Information Systems (A.S. and B.S.) Finance (B.S.) Organizational Management (B.S.)
<b>Minors:</b>	Accounting Computer Information Systems Finance Information Technology Management

### **Purpose**

The purpose of the Department of Business and Information Systems is to provide students with a quality Christian education in business and information systems, enabling them to meet the challenges of the global competitive market.

### **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 and Organizational Management; the Bachelor of Business Administration (B.B.A.) with concentrations in Health Care Administration, Information Technology, Management, and Marketing; Associate in Science (A.S.) in Accounting and Computer Information Systems. 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 successfully pass a written exit examination, administered during the fall semester of the student's junior year subject to completion of the following core courses: AC 220-221, BA 302, BA 310, BA 371, BA 375,

EC 282, EC 283, FN 311 and MK 301. There will be a charge of \$35 plus handling fee for the exit exam.

Students who take the departmental exit exam (Fall Semester) and do not pass must enroll in BA 250 Business Review (Spring Semester). The ETS Exit Exam will be given as the final exam for BA 250. The exam will be at the expense of the department.

## Internships

All business majors are required to do an internship in his/her respective major area with the exception of Health Care majors who are required to do a practicum as an internship. Internships must have a minimum of 150 hours in order to receive three (3) hours of college credit. All Internships MUST be applied for and approved by the department chair prior to deployment for internship. In order to receive credit/grade for the internship, the students must register for the course BA 492 - Internship.

## 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 Communication .....	3 hours
BA 310 Principles of Management .....	3 hours
BA 371 Production Management* .....	3 hours
BA 375 Business Law .....	3 hours
BA 492 Internship** .....	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 or PY 307 Statistical Methods .....	3 hours
MK 301 Principles of Marketing .....	3 hours
<b>Total .....</b>	<b>46 hours</b>

\*Not needed by computer information systems or information technology majors.

\*\*IT students take IT 499; HC students take HC 497.

\*\*\*Not needed by accounting majors.

+See Advisor

## **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 Federal Taxation I* .....	3 hours
AC 351 Corporate Taxation .....	3 hours
AC 380 Accounting Information Systems .....	3 hours
AC 420 Governmental and Non-Profit Accounting .....	3 hours
AC 421 Advanced Accounting .....	3 hours
AC 431 Auditing .....	3 hours
<b>Total .....</b>	<b>70 hours</b>

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

## **Bachelor of Business Administration**

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

### **Major Requirements:**

Business Core Curriculum .....	43-46 hours
Concentration in Health Care Administration, Information Technology, Management, or Marketing* .....	18-27 hours
<b>Total .....</b>	<b>61-67 hours</b>

### **\*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.

AH 350 Medical Terminology .....	3 hours
HC 325 Introduction of Health Services Administration .....	3 hours
HC 330 Legal Aspects and Ethics of Health Care .....	3 hours
HC 340 Health Technology and Human Diseases .....	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 .....	6 hours
FN 411 Insurance and Risk Management .....	3 hours
<b>Total .....</b>	<b>27 hours</b>

**\*Information Technology** concentration:

This concentration is designed to prepare competent information technology personnel for careers as end-user information systems specialists in business, industry, and government. Graduates will be prepared to assume major roles in information technology in support of organizational objectives. After graduation, students will be prepared to take the MOUS and MCSE certification exams.

IT 203 Advanced Software Tools .....	3 hours
IT 305 Information Technology Management .....	3 hours
IT 320 Web Design and Multimedia Applications .....	3 hours
IT 450 Telecommunications and Distributed Processing .....	3 hours
IS 280 Programming of Business Systems in C .....	3 hours
IS 341 Management of Business Networks .....	3 hours
IS 342 Advanced Business Networks .....	3 hours
IS 343 Information Security .....	3 hours
IS 420 Project Management .....	3 hours
<b>Total .....</b>	<b>27 hours</b>

**General Education Variation**

Students are required to take IT 120 Software Tools for Personal Productivity and IT 203 Advanced Software Tools and receive a minimum grade of C in both.

**\*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
<b>Total .....</b>	<b>21 hours</b>

**\*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
<b>Total .....</b>	<b>18 hours</b>

### **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 .....	43 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 335 Modern Database Design and Implementation .....	3 hours
IS 341 Management of Business Networks .....	3 hours
IS 342 Advanced Business Networks .....	3 hours
IS 343 Information Security .....	3 hours
IS 350 Web-Based Programming .....	3 hours
IS 420 Project Management for Information Systems .....	3 hours
<b>Total .....</b>	<b>73 hours</b>



### **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 and Banking .....	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
<b>Total .....</b>	<b>70 hours</b>

### **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 350 Federal Taxation I .....	3 hours
BA 302 Business Communications .....	3 hours
BA 310 Principles of Management .....	3 hours
EC 282 Principles of Microeconomics .....	3 hours
<b>Total .....</b>	<b>27 hours</b>

## 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 335 Modern Database Design and Implementation .....	3 hours
IS 341 Management of Business Networks .....	3 hours
IS 420 Project Management for Information Systems .....	3 hours
AC 220 Principles of Accounting I .....	3 hours
BA 310 Principles of Management .....	3 hours
<b>Total .....</b>	<b>27 hours</b>

### Minor in Accounting

AC 220-221 Principles of Accounting .....	6 hours
AC 325-326 Intermediate Accounting .....	6 hours
AC Electives .....	9 hours
<b>Total .....</b>	<b>21 hours</b>

### 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 341 Management of Business Networks .....	3 hours
IS 420 Project Management for Information Systems .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### Minor in Finance (for Business Majors Only)

FN 321 Money and Banking .....	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
<b>Total .....</b>	<b>21 hours</b>

### Minor in Information Technology\*

IS 231 Information Systems in the Organization .....	3 hours
IT 203 Advanced Software Tools .....	3 hours
IT 305 Information Technology Management .....	3 hours
IT 320 Web Design & Multimedia Applications .....	3 hours
IS 280 Programming of Business Systems in C .....	3 hours
IS 341 Management of Business Networks .....	3 hours
IS 342 Advanced Business Networks .....	3 hours
<b>Total .....</b>	<b>21 hours</b>

**\*NOTE:** The completion of this minor qualifies the student to sit for the MOUS certification and Microsoft 70-210 and/or 70-215 leading to an MCP designation.

### 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
<b>Total .....</b>	<b>21 hours</b>

## 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. 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 Federal Taxation I** **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 325.

**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 and AC 350.

**AC 380 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: IT 120.

**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 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 326.

**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.

### **Information Technology**

**IT 100 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.

**IT 120 Software Tools for Personal Productivity** **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 IT 100.

**IT 203 Advanced Software Tools****3 hours**

This course introduces students to the concepts of information processing using computer technology. Intermediate and advanced concepts of word processing, spreadsheets, and database processing are required using the Microsoft Office suite of software. Once these skills are mastered, they learn computer-based business problem solving. As a part of the course, students are expected to use personal computers and solve business problems using Excel and Access. Prerequisite: IT 120

**IT 305 Information Technology Management****3 hours**

This course emphasizes critical issues, analysis, and problem solving by today's end-user professional. The course consists of an overview and critical analysis of the role and importance of end-user computing in today's organization. Students will use the case approach to investigate emerging information technologies, and examine associated behavioral issues. Prerequisite: junior standing.

**IT 320 Web Design and Multimedia Applications****3 hours**

The role of information technology in securing competitive advantage for organizations is introduced in an environment that combines conceptual lessons in Web design and multimedia applications. Students learn Internet and Web design concepts using Microsoft FrontPage, Web editors, and multimedia tools. Prerequisite: IT 203

**IT 450 Telecommunications and Distributed Processing****3 hours**

Examines the technology, organization, and operations of telecommunication and distributed data processing systems. Discussion topics 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 341

**IT 499 Internship****3-6 hours**

A work experience program offered in cooperation with business and industry to provide on-the-job training intended to bridge the theoretical concepts with practical application. Three credit hours are granted for most practicums but additional hours may be earned depending on the intensity of the program. Internships must be applied for and approved 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. (Designed for non-business majors/minors and prospective business teachers).

**BA 250 Business Review** **2 hours**

A course designed for students who did not pass the Business Departmental Exam (Major Field Test) required in their senior year. The course consists of a review of the major theories and concepts for making sound business decisions. A variety of activities will be used to reinforce these principles, and students will exhibit this understanding through case analysis, completion of study guides, class discussions and written exams. Only student who have taken the Business Departmental Exit Exam may register for BA 250. The requirements of this course may not be met by special examination. This course may not count toward a major or minor in Business.

**BA 302 Business Communication (W)** **3 hours**

This course is a composite of theory, practices, and technologies essential to the development and refinement of written communication skills in business. 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** **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 282, EC 283, 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 Internship****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 and approved through the department. May earn credit for more than one internship. Required of all business majors. Prerequisite: Junior standing.

**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: IT 120.

**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. Student are expected to analyze cases, use computerized tools such as decision support features of Excel, HTML for Web pages and electronic commerce. Prerequisite: IT 120.

**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 for CIS majors or IT 203 for IT majors.

**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 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: junior standing.

**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 231for CIS majors and IT 203 for IT majors



**IS 342 Advanced Business Networks****3 hours**

This course provides an advanced skill level with the concepts and terminology of computer intercommunications and networking. The course relies on a hands-on approach as the primary teaching method for focusing on organizational enterprise networking and for studying specific network protocols. Prerequisite: IS 341

**IS 343 Information Security****3 hours**

This course introduces basic concepts of computer and network security with an emphasis on the threats and countermeasures relevant to Internet and web service. Students will be prepared to evaluate the security needs of organizations, and to develop strategies to address these needs. The requirements and design of security technologies will be reviewed and case studies presented. Prerequisite: IS 342.

**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: junior standing.

**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: senior standing for CIS majors or IS 280 for IT majors.

**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.

**FN 321 Money and Banking** **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. Prerequisites: EC 282 and EC 283.

**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.

**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: FN 321.

**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 is on business operations 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 340 Health Technology and Human Diseases 3 hours**

The purpose of this course is to examine advances in health technology as they relate to human diseases. As future health care administrators, students will assess the impact of cutting-edge technologies on administrative functions and have a framework for understanding and applying this knowledge to diagnostic tests and procedures determined by different diseases of the human body. The course also provides the administrator with in-depth knowledge about specific diseases which aids in the analysis of research data necessary for success in the critical functions of supervision. 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 6 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:** LaiHing (Chair), Volkov  
**Associate Professors:** Baker, Ranatunga  
**Assistant Professors:** Perry, Phillips, Raman

**Majors:** Biochemistry (B.S.)  
Biochemistry Professional (B.S.)  
Chemistry (B.S.)  
Chemistry Professional ( B.S.)  
Chemical Engineering (B.S.)  
Chemistry Education (B.S.)  
Cytotechnology (B.S.)  
Medical Technology (B.S.)  
Pre-Physical Therapy (B.S.)  
Pre-Occupational Therapy ( A.S.)  
Pre-Physician Assistant (A.S.)  
Pre-Speech-Language 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 prepare students choosing allied health careers, to give guidance regarding the choice of schools to complete their professional education, and to aid in their placement in professional school.

### 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 student's 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 an exit examination that will be administered in the junior or last year of their respective pre-professional program. A minimum of 50 percent 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.

Most of the growth that is occurring in health professions is happening in the allied health careers. Physical therapy, occupational therapy and physician assistant are examples of allied health careers that are consistently on the Bureau of Labor Statistics list of highly desirable—professions that will enjoy good salaries and job security due to their role in the health care system and because demand outstrips supply. Minority students are especially needed in the allied health professions, as Blacks are underrepresented in almost every health profession. However, good academic preparation is vital to success. Therefore, the Allied Health curriculum and advisement are designed to maximize academic success and support the College's mission to assist in the development of Christian character.

### **Early Selection Program (ESP)**

#### **Medical/Dental Scholars - Loma Linda University - Oakwood College Early Selection Program (NS 320)**

To be eligible for admission to Loma Linda University School of Medicine/Dentistry Scholars Early Acceptance/Selection Program applicants must complete the usual prerequisite courses for entry into Loma Linda University School of Medicine/Dentistry as outlined in the School of Medicine/Dentistry Bulletin. Students shall be eligible for nomination during their junior year of college.

### **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 and Laboratory .....	8 hours
CH 211 Analytical Chemistry and Laboratory .....	4 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 and Laboratory .....	4 hours

CH 411 Instrumental Methods and Laboratory .....	4 hours
BI 131-132 General Biology .....	8 hours
BI 321 Genetics .....	3 hours
CH 490, 491, 492 Research & Independent Study .....	3 hours
BI 481 Mammalian Anatomy I or BI 460 Cell and Molecular Biology .....	4 hours
MA 171-172 Calculus (MA121-122 may be required first) .....	8 hours
PH 103-104 General Physics .....	8 hours
<b>Total .....</b>	<b>74 hours</b>

**Minor is not required**

### **Bachelor of Science Professional Degree in Biochemistry**

This curriculum is based on The American Chemical Society suggested guidelines for an ACS certified degree and is an intensive study of chemistry and biochemistry that is recommended for people planning research careers in chemistry, particularly those interested in graduate study in chemistry or biochemistry. The biochemistry track has similar requirements to the ACS chemistry degree, but requires two semesters of biochemistry, cellular and molecular biology and a senior thesis.

#### **Major Requirements:**

CH 141-142 General Chemistry and Laboratory .....	8 hours
CH 211 Analytical Chemistry and Laboratory .....	4 hours
CH 311-312 Organic Chemistry and Laboratory .....	8 hours
CH 341-342 Physical Chemistry and Laboratory .....	8 hours
CH 350 or 351 Chemistry Seminar .....	1 hour
CH 401-402 Biochemistry and Laboratory .....	8 hours
CH 410 Applied Chemistry and Laboratory .....	4 hours
CH 411 Instrumental Methods and Laboratory .....	4 hours
CH 441 Inorganic Chemistry and Laboratory .....	4 hours
CH 490, 491, 492 Research and Independent Study .....	3 hours
BI 131-132 General Biology and Laboratory .....	8 hours
BI 321 Genetics or BII 460 Cellular and Molecular Biology or BI 471 Molecular Genetics .....	3 hours
MA 171-172 Calculus I and II .....	8 hours
PH 121, 122 General Physics (Calculus based) .....	8 hours
<b>Total .....</b>	<b>79 hours</b>

**A Senior Thesis is required for this degree.**

### **Bachelor of Science in Chemical Engineering**

This is a five-year program in collaboration with the University of Alabama in Huntsville where the student spends three years at Oakwood and two years at the University of Alabama in Huntsville. After successful completion of all requirements, the University of Alabama in Huntsville will grant the degree of B.S. in Chemical Engineering and Oakwood will grant the degree of B.S. in Chemistry.

#### **Major Requirements:**

CH 141-142 General Chemistry .....	8 hours
CH 311-312 Organic Chemistry and Laboratory .....	8 hours
CH 211 Analytical Chemistry and Laboratory .....	4 hours

CH 341 Physical Chemistry and Laboratory .....	4 hours
MA 171-172 Calculus I and II .....	8 hours
MA 271 Calculus III .....	4 hours
MA 311 Differential Equations .....	3 hours
MA 321 Probability and Statistics .....	3 hours
PH 121-122 General Physics (Calculus based) .....	8 hours
<b>Total .....</b>	<b>50 hours</b>

### **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 3.00 in chemistry and mathematics courses.

#### **Major Requirements:**

CH 141-142 General Chemistry and Laboratory .....	8 hours
CH 211 Analytical Chemistry and Laboratory .....	4 hours
CH 311-312 Organic Chemistry and Laboratory. ....	8 hours
CH 341-342 Physical Chemistry and Laboratory. ....	8 hours
CH 410 Applied Chemistry and Laboratory .....	4 hours
CH 411 Instrumental Methods and Laboratory .....	4 hours
CH 490, 491, 492 Research & Independent Study .....	3 hours
CH Electives .....	3 hours
MA 171-172-271 Calculus (MA 121, 122, or 123 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
<b>Total .....</b>	<b>68 hours</b>

### **Bachelor of Science Professional Degree in Chemistry**

This curriculum is based on The American Chemical Society suggested guidelines for an ACS certified degree and is an intensive study of chemistry that is recommended for people planning to become professional chemists, planning careers in chemistry or to pursue graduate study in chemistry. In addition to the requirements of the normal BS degree, this curriculum requires additional advanced courses in chemistry and a senior thesis. These additional classes allow exposure to more advanced concepts and modern techniques in chemical research.

#### **Major Requirements:**

CH 141-142 General Chemistry and Laboratory .....	8 hours
CH 211 Analytical Chemistry and Laboratory .....	4 hours
CH 311-312 Organic Chemistry and Laboratory. ....	8 hours
CH 341-342 Physical Chemistry and Laboratory. ....	8 hours
CH 350-351 Chemistry Seminar .....	2 hours
CH 401 Biochemistry and Laboratory .....	4 hours
CH 410 Applied Chemistry and Laboratory .....	4 hours
CH 411 Instrumental Methods and Laboratory .....	4 hours
CH 441 Inorganic Chemistry and Laboratory .....	4 hours



CH 490, 491, 492 Research & Independent Study .....	3 hours
BI 131 General Biology and Laboratory .....	4 hours
MA 171-172 Calculus I & II .....	8 hours
MA 271 Calculus III .....	4 hours
MA 311 Differential Equations .....	3 hours
PH 121-122 General Physics and Lab (calculus based) .....	8 hours
<b>Total .....</b>	<b>76 hours</b>

**A Senior Thesis is required for this degree.**

### **Bachelor of Science in Chemistry Education**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The 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: R. Ranatunga

### **Minor in Chemistry**

CH 141-142 General Chemistry and Laboratory .....	8 hours
CH 211 Analytical Chemistry and Laboratory .....	4 hours
CH 311-312 Organic Chemistry and Laboratory .....	8 hours
<b>Total .....</b>	<b>20 hours</b>

### **Allied Health Program**

The Department of Chemistry houses the Allied Health Program. The following courses of pre-professional study are available within this program: cytotechnology, medical technology, pre-occupational therapy, pre-physical therapy, pre-physician assistant, and pre-speech language pathology; as well as advising in such areas as pre-dental, pre-dental hygiene, pre-medicine, pre-health information management, pre-pharmacy, pre-physical therapist assistant, 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 Cytotechnology**

This is a consortium program in which the student spends three years at Oakwood College and approximately twelve months at the University of Alabama in Birmingham (UAB). (Application for admission to UAB must be made separately and admission is not guaranteed).

### **Major Requirements:**

AH 100 Intro. to Health Professions .....	2 hours
AH 103 Introduction to Public Health .....	2 hours
AH 350 Medical Terminology and Laboratory .....	3 hours
CH 141-142 General Chemistry and Laboratory .....	8 hours
CH 311-312 Organic Chemistry and Laboratory .....	8 hours
BI 111-112 Anatomy and Physiology .....	6 hours

BI 131-132 General Biology .....	8 hours
BI 241 General Microbiology .....	4 hours
BI 321 Genetics .....	3 hours
BI 331 Histology .....	3 hours
BI 460 Cellular and Molecular Biology .....	3 hours
GE 202 Cultural Geography .....	3 hours
MA 121 Precalculus .....	3 hours
PY 307 Statistical Methods .....	3 hours
AH 402 Cytotechnology Clinical Education (UAB) .....	hours may vary
<b>Total .....</b>	<b>59+ hours</b>

**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.

### **Bachelor of Science in Medical Technology**

This is a consortium program in which the student spends three years at Oakwood College and approximately twelve months at a partnering institution: Florida Hospital, Andrews University, Meharry/Tennessee State University, Howard University or the University of Alabama in Birmingham. (Application for admission to partnering institution must be made separately and admission is not guaranteed).

#### **Major Requirements:**

AH 100 Introduction to Health Professions .....	2 hours
AH 350 Medical Terminology and Laboratory .....	3 hours
CH 141-142 General Chemistry and Laboratory .....	8 hours
CH 211 Analytical Chemistry and Laboratory .....	4 hours
CH 311-312 Organic Chemistry and Laboratory .....	8 hours
CH 401 Biochemistry and Laboratory .....	4 hours
BI 131-132 General Biology .....	8 hours
BI 241 General Microbiology .....	4 hours
BI 321 Genetics .....	3 hours
BI 422 General Physiology .....	3 hours
BI 455 Immunology .....	3 hours
MA 121-122 Precalculus .....	6 hours
PH 103-104 General Physics or elective .....	8 hours
PY 307 Statistical Methods .....	3 hours
AH 400, 401 Medical Technology Clinical Education .....	(hours may vary)
<b>Total .....</b>	<b>67+ hours</b>

#### **General Education Requirement Variation:**

Omit the two-hour religion elective.

## **Bachelor of Science in Pre-Physical Therapy**

Following completion of this degree, the student must complete professional Master's or doctoral education at a physical therapy school. This program is designed to allow students who desire to apply to 3+3 programs (e.g., Loma Linda University or Andrews University) to complete all prerequisite courses by the end of the junior year. Students who successfully complete the first year of physical therapy professional school will be awarded the B.S. in Pre-Physical Therapy from Oakwood College.

### **Major Requirements:**

AH 100 Intro to Health Professions .....	2 hours
AH 103 Intro to Public Health .....	3 hours
AH 210 Practicum in Physical Therapy .....	3 hours
AH 350 Medical Terminology and Laboratory .....	3 hours
AH 410 Critical Thinking in Health Care .....	2 hours
CH 141-142 General Chemistry and Laboratory .....	8 hours
BA 310 Principles of Management .....	3 hours
BI 111-112 Human Anatomy & Physiology .....	6 hours
BI 131-132 General Biology or upper division elective .....	8 hours
BI 221 Microbiology .....	4 hours
FS 355 Human Development .....	3 hours
HC 330 Legal Aspects of Health Care .....	3 hours
MA121 or 122 Pre-Calculus .....	3 hours
SO 211 Cultural Anthropology .....	3 hours
PE 315 Motor Learning .....	2 hours
PE 401 Physiology of Exercise .....	3 hours
PE 415 Kinesiology .....	3 hours
PH 103-104 General Physics .....	8 hours
PY 307 Statistical Methods .....	3 hours
PY 357 Health Psychology or PY elective .....	3 hours
RE 450 Christian Ethics or RE elective .....	2 hours
SW 382 Human Sexuality .....	3 hours
<b>Total .....</b>	<b>78 hours</b>

## **Associate of Science in Pre-Occupational Therapy**

### **Major Requirements:**

AH 100 Introduction to Health Professions .....	2 hours
AH 200 Practicum in Occupational Therapy .....	2 hours
AH 350 Medical Terminology and Laboratory .....	3 hours
AR 101 Basic Design or AR 261 Sculpture .....	3 hours
BI 111-112 Anatomy and Physiology .....	6 hours
CH 101-102 Introduction to Inorganic, Organic & Biochemistry and Laboratory .....	6 hours
MA 121 Precalculus .....	3 hours
PE 205 First Aid & CPR .....	1 hour
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
<b>Total .....</b>	<b>41 hours</b>

### **Associate of Science in Allied Health Pre-Physician Assistant**

#### **Major Requirements**

AH 100 Introduction to Health Professions .....	2 hours
AH 103 Introduction to Public Health .....	2 hours
AH 220 Practicum in Pre-Physician Assistant .....	2 hours
AH 350 Medical Terminology and Laboratory .....	3 hours
CH 141-142 General Chemistry and Laboratory .....	8 hours
CH 311 Organic Chemistry and Laboratory .....	4 hours
BI 111-112 Anatomy and Physiology .....	6 hours
BI 131 General Biology .....	4 hours
MA 121 Precalculus I or MA 122 Precalculus II .....	3 hours
PY 307 Statistical Methods .....	3 hours
SO 101 Principles of Sociology .....	3 hours
<b>Total .....</b>	<b>40 hours</b>

### **Associate of Science in Allied Health Pre-Speech-Language Pathology**

Following completion of this degree, the student must complete professional education at a college or university that offers this major.

#### **Major Requirements:**

AH 100 Introduction to Health Professions .....	2 hours
AH 103 Introduction to Public Health .....	2 hours
AH 350 Medical Terminology and Laboratory .....	3 hours
CH 141 General Chemistry .....	4 hours
BI 111-112 Anatomy and Physiology .....	6 hours
CO 320 Voice and Diction .....	3 hours
MA 121 Precalculus .....	3 hours
PE 205 First Aid and CPR .....	1 hour
PE 355 Human Development .....	3 hours
PH 103 General Physics .....	4 hours
PY 307 Statistical Methods .....	3 hours
SO 101 Principles of Sociology .....	3 hours
<b>Total .....</b>	<b>37 hours</b>

## Description of Courses

### Allied Health

**AH 100 Introduction to Health Professions 2 hours**

This course provides students with an overview of major health professions. The skills and attributes required for each profession are explored, along with educational requirements and employment outlook. The need for minority practitioners in health professions is emphasized.

**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 2010, and career opportunities with public health.

**AH 200 Practicum in Occupational Therapy 2 hours**

This course is designed to provide exposure to clinical occupational therapy at a local facility and the student will obtain volunteer observation hours. The course also assists the student in developing the specific skills required for submitting an application to the professional school of his/her choice.

**AH 210 Practicum in Physical Therapy 2 hours**

This course is designed to provide exposure to clinical physical therapy at a local facility and the student will obtain volunteer observation hours. The course also assists the student in developing the specific skills required for submitting an application to the professional school of his/her choice.

**AH 220 Practicum in Physician Assistant 2 hours**

This course is designed to provide exposure to clinical physician assistant at a local facility and the student will obtain volunteer observation hours. The course also assists the student in developing the specific skills required for submitting an application to the professional school of his/her choice.

**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 350 Medical Terminology (W) and Laboratory 3 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. Prerequisites: BI 111-112

**AH 400-401 Medical Technology Clinical Education hours may vary**

Prerequisite: completion of pre-professional medical technology courses.

**AH 402-403 Cytotechnology Clinical Education****hours may vary**

Prerequisite: completion of pre-professional cytotechnology courses.

**AH 410 Critical Thinking in Health Care (W)****2 hours**

This course is designed to develop and enhanced critical thinking skills, which are vital to health care professionals. Critical thinking models and strategies will be introduced in the context of the current health care environment. Using a problem-based learning approach, the student will analyze clinical, legislative, ethnical and patient care issues, working independently and in small groups. Prerequisites: junior or senior standing; AH 103, AH 350, and EN 112.

**AH 490 Research and Independent Study in Allied Health****each 1-3 hours**

An original investigation in Allied Health under the guidance of the faculty. Prerequisites: senior

**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. Prerequisite: high school precalculus

**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. Prerequisite: high school precalculus

**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. Prerequisite: high school chemistry and high school precalculus.

**CH 211 Analytical Chemistry and Lab****4 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 350-351 Chemistry Seminar** **1-1 hour**  
This course is designed to acquaint the students with ongoing research projects at Oakwood College. Extramural research experience is also discussed. Open to all students interested in research.
- 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** **4 hours**  
A study of analytical instrumental techniques, with application to solving practical chemical problems. Prerequisite: CH 312.
- CH 411 Instrumental Methods and Lab** **4 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 major.
- CH 441 Inorganic Chemistry and Lab** **4 hours**  
This course will focus on the molecular structures and properties of inorganic complexes and compounds. It will cover concepts in bonding, trends in periodic properties, molecular symmetry and its relationship to spectra, solid-state, reaction mechanisms, coordination chemistry and descriptive chemistry of selected elements.
- CH 490-491-492 Research and Independent Study (W)** **each 1-3 hours**  
An original investigation in chemistry or biochemistry under the guidance of the faculty. Prerequisite: senior.
- NS 320 - Loma Linda Dentistry Early Selection Program (LLU)** **hours may vary**

## Department of Communication

**Associate Professors:** Elliott (Chair), Harrison  
**Assistant Professors:** Conwell, Hinson

**Majors Offered:** Art (A.S.)  
Communication (B.A.)

**Minors Offered:** Art  
Communication

### Mission

The Department of Communication exists to promote an understanding of the communication industry in the areas of broadcast journalism, commercial art, communication arts, motion picture and television arts and sciences, photojournalism, print journalism, and public relations. The department seeks to provide high quality programs grounded in a Christian perspective. These programs should motivate students to build skills that will make them competitive in the marketplace.

### Purpose

The Department of Communication serves a dual purpose. On the one hand, it provides general education courses for a large segment of the student population, and on the other, it offers majors in two distinct programs.

#### A. Service Department

The department provides a segment of the liberal arts curriculum through its general education course offerings in speech and art, thus serving most students.

#### B. Majors

- The **communication program** allows students to pursue one of five concentration tracks: communication arts, electronic media, photojournalism, print journalism, or public relations. Each concentration's curriculum reflects requirements specific to the professional job market and meets prerequisites for graduate school.
- 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.

### High School Preparation

Students wishing to major in communication or art 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.



## Admission Requirements

To be admitted as a Communication major, a student must: have a minimum GPA of 2.0; complete the departmental application; and complete the departmental diagnostic exam.

## Exit Examinations

All majors are required to take an exit examination during their final year with a minimum passing grade of C.

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

## Career Opportunities

Students in communication are prepared for professional careers in broadcasting, journalism, and public relations, or for media-related positions in education and industry. Other opportunities include graduate school, journalism, law, library science, public relations, and teaching. Artists find employment in a variety of professions in thousands of organizations around the world.

## Bachelor of Arts in Communication

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

### Major Requirements:

CO 201 Fundamentals of Public Speaking .....	3 hours
CO 221 Introduction to Mass Communication .....	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 Communication*** .....	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
<b>Total .....</b>	<b>45 hours</b>

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

\*\*Photo journalism majors substitute CO 333 Feature Writing.

\*\*\*Photo journalism majors 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

\*\*Students minoring in Management may substitute a communication elective for this course.

**\*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 347 Advanced Video Production .....	3 hours
CO 346 Fundamentals of Video Production .....	3 hours
CO 350 Production Management .....	3 hours
CO 360 Fiction and Dramatic Screen Writing .....	3 hours
CO 365 Fiction/Dramatic Screen Production .....	3 hours
CO 410 Broadcast Advertising .....	3 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, communication majors may substitute a second communication concentration of 18 hours.

**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 communication. 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 314 Advanced Publishing Layout and Design .....	3 hours
AR 335 Photoshop .....	3 hours
AR 377 Portfolio .....	2 hours
AR Electives .....	3 hours
<b>Total .....</b>	<b>29 hours</b>

**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 335 Photoshop .....	3 hours
AR 341 Advanced Photography .....	3 hours
AR 374 Studio Photography .....	3 hours
AR 377 Portfolio .....	2 hours
Art electives .....	3 hours
<b>Total .....</b>	<b>29 hours</b>

**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
<b>Total .....</b>	<b>21 hours</b>

### **Minor in Communication**

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

### **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.

#### **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 times. By means of lectures and slide and video presentations, the course is designed to engender an appreciation of visual expression and show how the 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. 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 on fine tuning design and layout skills as well as mastery of software for speedy productions. Offered alternate years. 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. Offered alternate years. 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. Offered alternate years. 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. Offered alternate years. Prerequisite: AR 141 or permission of instructor.

**AR 377 Portfolio** **1-3 hours**

The course provides the opportunity for the student to develop a professional portfolio for presentation to prospective employers. The class will emphasize preparation for job interviews in the student's chosen field. The student will also produce a quality resume for presentation to potential employers. 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.

**Communication**

**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 211 Media Writing (W)** **3 hours**

This survey course is designed to develop writing skills in multiple communication disciplines: print media, (primarily news coverage) broadcasting, advertising, public relations, and online services. Writing proficiency is required in this W-designated course. Prerequisite: EN111

**CO 221 Introduction to Mass Communication** **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**

Course presents fundamentals in news gathering, reporting, and news writing. Students conduct live interviews and press conference coverage in completing multiple news assignments. Writing proficiency is required in this W-designated course. Prerequisites: CO 221, EN 112 and IT 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 communication processes. Offered alternate years. 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 Communication** **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 and junior standing or permission of instructor.
- 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 and junior standing or permission of instructor..
- CO 332 Writing for Public Relations (W)** **3 hours**  
Examines the various styles and formats used in public relations writing and how they impact target audiences, message strategies, and channel selection. Laboratory is required. Prerequisite: CO 221 and AR 204 (for communication majors and minors).
- CO 333 Feature Writing (W)** **3 hours**  
Course requires longer, in-depth articles for newspaper and magazine publication. Students build on well-developed research, reporting, and writing skills required for feature coverage. Writing proficiency is required in this W-designated course. 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 Advanced Audio Production** **3 hours**  
Practical aspects of audio 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 232, CO 346, and concurrent enrollment in CO 350.
- CO 346 Fundamentals of Video Production** **3 hours**  
This class is a hands-on introductory production course that builds skills, and applies the knowledge of video production in a class project. The student is expected to demonstrate proficiency with the operation of audio and video equipment, grammar of the visual medium, and proper procedures of production. Laboratory is required. Prerequisite: CO 221, CO 232; concurrent enrollment permissible.

**CO 347 Advanced Video Production** **3 hours**

This class is a hands-on production course that builds skills, and applies the knowledge of on-location studio and control room procedures for video production, beginning with routine exercises and leading up to student-selected portfolio productions. Emphasis is on the application of concepts, tools and techniques essential for the student to complete a video production from the initial concept of a program to its delivery to a client/distributor/end-user in a simulated market environment. The student is expected to demonstrate proficiency with the operation of audio and video equipment, grammar of the visual medium, and proper procedures of production. Laboratory is required. Prerequisites: CO 232, CO 346 and concurrent enrollment in CO 350.

**CO 350 Production Management** **3 hours**

This class is a hands-on production management course that provides each student an opportunity to learn planning techniques for the pre-production, production and post-production phases of program development. Prerequisites: CO 232, CO 343, CO 346 and concurrent enrollment in CO 343 Advanced Audio Production/CO 347 Advanced Video Production.

**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**

The principles and techniques of script writing for dramatic and fiction film and television productions are explored. Students will develop and write a major screenplay suitable for production and pitching to potential producers and or investors. Laboratory is required. Prerequisite: CO 347.

**CO 365 Fiction/Dramatic Film and TV Production** **3 hours**

This class is a hands-on production course that builds skills, and applies the knowledge of how to develop a successful narrative moving picture with actors using the electronic camera, and utilizing industry-oriented tasks and skills from idea development to final master. The student is expected to demonstrate proficiency with the operation of audio and video equipment, grammar of the visual medium, and proper procedures of production as a producer-director and/or a professional technician. \*Students can produce their major project on 16mm film. Camera rental, film stock, film to tape transfer and audio syncing would be at the student's expense. Laboratory is required. 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 Communication** **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 communication faculty. Students will become familiar with the ongoing tasks and routines required in their areas of concentration. Practicum of eight to ten hours each week is required. Prerequisites: adequate background and consent of the instructors.

**CO 403 Internship in Communication** **2-3 hours**

Students 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. Students must apply to the employing organization and be accepted to work six 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 synergic 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. Offered alternate years. 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 communication course in which students learn theories and principles of persuasion, social influence, and compliance gaining. The course will emphasize practical application of concepts learned. Offered alternate years. Prerequisite: CO 201.

**CO 435 Editing (W)** **3 hours**

Course explores theory and practice of copy preparation for newspaper and magazine publication, with emphasis on accuracy and a spectrum of contemporary ethical, legal, social, political, and religious issues. Writing proficiency is required in this W-designated course. Prerequisites: CO 231 and CO 333.

## Department of Education

**Associate Professors:** Mbyirukira (Chair), Malcolm, Melancon  
**Assistant Professor:** Enniss, Wood  
**Adjunct:** Schenck

### **Majors Offered (B.S.):**

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

### **Purpose**

The purpose of the Department of Education is the "holistic preparation of teachers for service in a multicultural 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. The unit's conceptual framework is built on the theme--"Holistic Preparation of Teachers for Service in a Multicultural Society" and provides the framework for the teaching and assessment systems. The fifteen conceptual framework outcomes are clearly identified in every aspect of teaching and of the assessment system to help students gain knowledge, skills and dispositions to become effective teachers (see Conceptual Framework outcomes on unit website, Internship Handbook, and Policy Handbook).

### **Accreditation**

The Teacher Education Program is a member of the American Association of Colleges for Teacher Education and it is 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, graduate studies, employment in supervision, and related 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 Education, Business Education, Chemistry Education, English Language Arts Education, Family and Consumer Science Education, Mathematics Education, Religious Education, and Social Science Education. Religious education majors are certified by the church. However, if state certification is desired, a second teaching field (state approved) must be pursued in order to be eligible for state certification (see education advisor).

Students pursuing secondary education must have earned an academic major in the appropriate discipline except Business Education, Physical Education Teaching, Family and Consumer Science Education and Religious Education.

## **P-12 Programs**

The following teaching areas are offered in pre-school through grade 12 programs: music education instrumental (P-12), music education vocal-choral (P-12), and physical education teaching (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 certification requirements for the North American Division states that "an applicant for denominational teaching certificate must be a member of the Seventh-day Adventist Church as outlined in the employment policies of the union conference education code". (See Certification Requirements K-12 for North American Division Seventh-day Adventist Schools).

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. No candidate will take more than five professional courses before admission into the program. The courses are the following: ED 130, ED 200, ED 240, ED 275, and ED 254.
3. A cumulative GPA of 2.50 and no grade below C in the teaching field or professional core.
4. A passing score on the Alabama Prospective Teacher Testing Program (APTTP) test.
5. Satisfactory recommendations from advisor(s) including content area advisors for secondary candidates only, an employment supervisor, and a residence hall dean (if applicable)..
6. First Portfolio Review Checkpoint.
7. An acceptable disposition assessment rating.
8. No incompletes
9. A satisfactory interview by members of the Teacher Education Council.

## **Additional Guidelines**

Students who wish to receive credit for study at institutions outside the United States must obtain an evaluation of the credits 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 by the department.

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 candidate to candidate depending on the precise time a candidate enrolls in teacher education. This curriculum is based on denominational, state, and institutional policies and is thereby subject to change.

The Teacher Education Council (TEC) 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. The TEC has the responsibility and authority to administer, evaluate, and revise all professional education programs.

### **Application to Internship**

By April 30, prior to the student teaching semester/year, the student must review the following criteria with his/her advisor to ensure that these requirements have been met.

1. Cumulative, professional and teaching field GPA of 2.5
2. Passing score in all three sections of the APTTP test.
3. C or higher in every course in each of the following: professional courses, teaching field courses, religion courses and health principles.
4. Recommendations (advisor, education faculty)
5. Passing score on the English Proficiency Exam
6. An acceptable disposition assessment rating
7. Satisfactory Second Portfolio Review Checkpoint (See Portfolio Handbook)
8. Passing PRAXIS II test

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), completed four-year checksheet, college transcript, applications for SDA and Alabama State certifications information for graduate registry, and confirmation of registration with Career Services.

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. (For additional information, see unit website, Internship Handbook, and Policy Handbook.)

### **Due Process - Field Experience Program**

At the recommendation of a cooperating teacher, a student can be placed on probation for two or more weeks. During the probationary period, the student will be closely observed by the college supervisor and the coordinator of student teaching. Any infraction during the probationary period is subject to immediate removal from the program. The student will be notified in writing.

Any student removed from student teaching (internship) for any cause, is automatically removed from the student teaching (ST) program. To be readmitted the student is required to reapply and to submit a letter of intent that addresses their problem. The letter and the application will be reviewed by the Teacher Education Council (TEC). The student will be notified in writing of the recommendation from the TEC.

A student who wishes to appeal any grievance arising during internship or any other field experience, should follow the steps outlined in the unit's website, Internship Handbook, and Policy Handbook.

Grievances other than those related to field experiences follow Oakwood College Student Handbook policies.

### **Exit Examination**

Exit examinations are administered in three sections. The candidate is assessed in the professional studies, writing proficiency, and in the teaching field. The teacher education faculty conducts an exit interview with each candidate to observe readiness for the teaching profession. (See Policy Handbook for additional information.)

## State Certification

Alabama state certification requires: (1) a completed application; (2) an application fee; (3) an official transcript (submitted by the candidate); (4) completed program checksheet; and (5) a set of fingerprints (a fee is required).

## Graduate Deficiency

The Education Department will provide remediation free of charge to any graduate whose performance is deficient in his/her area of specialization within two years of the program's completion.

## In-Service Teacher Courses

Certification courses are offered by the Education Department during the summers for inservice teachers only.

## 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 .....	2 hours
ED 254 History, Philosophy, and Foundations of Education.....	2 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
ED 400 Praxis II Preparation .....	1 hour
ED 420 or 430 or 440 Internship .....	11-12 hours
FS 355 Human Development .....	3 hours
<b>Total .....</b>	<b>36-37 hours</b>

### General Education Requirement Variations:

ED 275 substitutes for IT 120  
No substitute for RG 301.

## Bachelor of Science in Biology Education

### Professional Studies:

Professional Studies Core Curriculum .....	36 hours
ED 335 Methods in Teaching Science.....	2 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours
<b>Total .....</b>	<b>41 hours</b>

### Academic Major: General Biology

BI 111 Human Anatomy .....	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 241 General Microbiology .....	4 hours
BI 316 Biological Instrumentation .....	2 hours
BI 321 Genetics .....	3 hours
BI 401 Biology Seminar .....	1 hours
BI 415 Biostatistics .....	2 hours
BI 422 General Physiology .....	3 hours
BI 425 General Ecology .....	3 hours
BI 430 Philosophy of Science .....	2 hours
BI 451 Special Topics in Biology .....	3 hours
BI 490 Research and Independent Study .....	1 hour
CH 141-142 General Chemistry** .....	8 hours
MA 211 Applied Calculus** .....	3 hours
<b>Total .....</b>	<b>50 hours</b>

Total hours required for the degree are 140.

\*\*Meets a general education requirement.

### **Bachelor of Science in Business Education**

#### **Professional Studies:**

Professional Studies Core Curriculum .....	36 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
<b>Total .....</b>	<b>43 hours</b>

#### **Teaching Field:**

AC 220-221 Principles of Accounting .....	6 hours
IT 100 Keyboarding .....	2 hours
IT 120 Software Tools for Personal Productivity** .....	3 hours
IT 320 Information Resource Management .....	3 hours
IT 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
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
<b>Total .....</b>	<b>41 hours</b>

Total hours required for the degree are 139.

\*\*Meets a general education requirement.

## Bachelor of Science in Chemistry Education

### Professional Studies:

Professional Studies Core Curriculum .....	36 hours
ED 335 Methods in Teaching Science .....	2 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours
<b>Total .....</b>	<b>41 hours</b>

### Academic Major: Chemistry

CH 141-142 General Chemistry** .....	8 hours
CH 211 Analytical Chemistry I .....	3 hours
CH 311-312 Organic Chemistry and Laboratory .....	8 hours
CH 331 Nutritional Biochemistry .....	3 hours
CH 341 Physical Chemistry and Laboratory .....	4 hours
CH 401 Biochemistry and Laboratory .....	4 hours
CH 410 Applied Chemistry .....	3 hours
BI 131-132 General Biology** .....	8 hours
MA 171-172 Calculus** .....	8 hours
PY 307 Statistical Methods .....	3 hours
<b>Total .....</b>	<b>52 hours</b>

Total hours required for the degree are 139.

\*\*Meets a general education requirement.

## Bachelor of Science in Elementary Education

### Professional Studies:

Professional Studies Core Curriculum .....	36 hours
ED 341 Foundations of Reading .....	3 hours
ED 342 Reading Diagnosis .....	3 hours
<b>Total .....</b>	<b>42 hours</b>

### 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 Methods in Teaching 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
PE 330 Methods in Teaching Physical Education: P-12 .....	3 hours
<b>Total .....</b>	<b>21 hours</b>

### General Education Requirement Variations:

PE 330 substitutes for one hour of PE activity (elementary only).

Twelve hours of math electives

Twelve hours of natural sciences

Twelve hours of English

Twelve hours of social studies

Total hours required for the degree are 133.

## Bachelor of Science in English Language Arts Education

### Professional Studies:

Professional Studies Core Curriculum .....	36 hours
ED 332 Methods in Teaching Language Arts .....	2 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours
<b>Total .....</b>	<b>41 hours</b>

### Academic Major: English

CO 221 Introduction to Mass Communication .....	3 hours
CO 231 Introduction to Journalism and Media .....	3 hours
EN 201 World Literature** .....	3 hours
EN 211-212 Survey of English Literature** .....	6 hours
EN 301-302 Survey of American Literature I, II .....	6 hours
EN 304 Advanced Composition .....	3 hours
EN 311 Theory and Practice in Literary Criticism .....	3 hours
EN 320-321 African-American Literature I, II .....	6 hours
EN 323 Twentieth Century American Literature .....	3 hours
EN 353 Fundamentals of Play Directing .....	3 hours
EN 355 Creative Drama .....	3 hours
EN 413 Descriptive English Grammar .....	3 hours
EN 431 Elizabethan Literature .....	3 hours
EN 470 Seminar in English .....	1 hour
<b>Total .....</b>	<b>49 hours</b>

Total hours required for the degree are 140.

\*\*Meets a general education requirement..

## Bachelor of Science in Family and Consumer Science Education

### Professional Studies:

Professional Studies Core Curriculum .....	36 hours
ED 336 Methods in Teaching Family and Consumer Sciences .....	2 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours
<b>Total .....</b>	<b>41 hours</b>

### Academic Major: Family and Consumer Science

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 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 Management of Family Resources 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 ..... 48 hours**

Total hours required for the degree are 141.

\*\*Meets a general education requirement.

### **Bachelor of Science in Mathematics Education**

#### **Professional Studies:**

Professional Studies Core Curriculum .....	36 hours
ED 334 Methods in Teaching Math .....	2 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours

**Total ..... 41 hours**

#### **Academic Major: Mathematics**

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 419 Introduction to Real Analysis .....	3 hours
MA upper division electives (only 3 hours from MA 490 or MA 491) .....	6 hours
CM 210 Computer Science I with C++ .....	3 hours
CM 220 Computer Science II Data Structures with C++ .....	3 hours

**Total ..... 45 hours**

Total hours required for the degree are 133.

\*\*Meets a general education requirement.

### **Bachelor of Science in Music Education**

#### **Professional Studies:**

Professional Studies Core Curriculum .....	36 hours
MU 230 Principles of Teaching Music Education .....	2 hours
MU 332 Methods of Teaching Music Mat I .....	2 hours
MU 333 Methods of Teaching Music Mat II .....	3 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours

**Total ..... 46 hours**

#### **Academic Major: Music Instrumental**

MU 165, 465, 466 Individual Instruction .....	6 hours
MU 204 Wind Ensemble (repeatable) .....	5 hours
MU 205 Chamber Singers or MU 207 Orchestra (repeatable) .....	2 hours

MU 211-212 Theory I and Laboratory .....	6 hours
MU 231 Survey of Woodwinds .....	1 hour
MU 232 Survey of Strings Instruments .....	1 hour
MU 223 Survey of Percussion Instruments .....	1 hour
MU 234 Survey of Brass Instruments .....	1 hour
MU 311-312 Theory II and Laboratory .....	6 hours
MU 315 Form and Analysis .....	3 hours
MU 320, 321 or 322 Music History and Literature I, II, or III** .....	6 hours
MU 330 Literature of School Music .....	3 hours
MU 360 Conducting .....	3 hours
MU 499 Recital .....	0 hour
<b>Total .....</b>	<b>44 hours</b>

Total hours required for the degree are 140.

\*\*Meets a general education requirement.

### **Bachelor of Science in Music Education**

#### **Professional Studies:**

Professional Studies Core Curriculum .....	36 hours
MU 230 Principles of Teaching Music Education .....	2 hours
MU 332 Methods and Materials of Teaching I .....	2 hours
MU 333 Methods of Teaching Music Mat II .....	3 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours
<b>Total .....</b>	<b>46 hours</b>

#### **Academic Major: Music Choral**

MU 165, 465, 466 Individual Instruction .....	6 hours
MU 201 College Choir (repeatable) .....	5 hours
MU 205 Chamber Singers (repeatable) .....	2 hours
MU 211-212 Theory I and Laboratory .....	6 hours
MU 311-312 Theory II and Laboratory .....	6 hours
MU 315 Form and Analysis .....	3 hours
MU 320 Music History and Literature I .....	3 hours
MU 321 or 322 Music History and Literature II, or III** .....	3 hours
MU 330 Literature of School Music .....	3 hours
MU 331 Diction for School Music .....	1 hour
MU 360 Conducting .....	3 hours
MU 499 Recital .....	0 hour
<b>Total .....</b>	<b>41 hours</b>

Total hours required for the degree are 137.

\*\*Meets a general education requirement.

## Bachelor of Science in Health and Physical Education Teaching

### Professional Studies:

Professional Studies Core Curriculum .....	36 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours
PE 330 Methods in Teaching Physical Education .....	3 hours
<b>Total .....</b>	<b>42 hours</b>

### 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 .....	3 hours
BI 101 Life Science** .....	3 hours
BI 111 Human Anatomy and Physiology** .....	3 hours
<b>Total .....</b>	<b>40 hours</b>

Total hours required for the degree are 128.

\*\*Meets a general education requirement.

## Bachelor of Science in Religious Education

### Professional Studies:

Professional Studies Core Curriculum .....	36 hours
ED 331 Methods in Teaching Bible .....	2 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours
<b>Total .....</b>	<b>41 hours</b>

### Academic Major: Religious Education

RB 211 The Biblical Jesus .....	3 hours
RB 311-312 New Testament I, II .....	3-3 hours
RB 411-412 Old Testament I, II .....	3-3 hours
RB 413 Studies in Daniel and Revelation .....	3 hours
RP 131 Spiritual Formation for Ministry .....	2 hours
RP 132 Introduction to Christian Ministry .....	2 hours
RP 351 Introduction to Religious Education .....	3 hours
RT 221 Biblical Hermeneutics .....	2 hours

RT 222 The Gift of Prophecy and Ellen White .....	2 hours
RT 321 Christian Ethics .....	3 hours
RT 322 World Religions .....	2 hours
RT 421 Christian Theology I .....	3 hours
RT 423 Seventh-day Adventist Theology .....	3 hours
HI 314 History of the Seventh-day Adventist Church** .....	3 hours

**Total ..... 43 hours**

Total hours required for the degree are 131.

#### **General Education Requirement Variations:**

RB 211, RT 222, RT 321 and RT 423 fulfill the religion requirement for Religious Education majors.

\*\*Meets a general education requirement.

### **Bachelor of Science in Social Science Education**

#### **Professional Studies:**

Professional Studies Core Curriculum .....	36 hours
ED 333 Methods in Teaching Social Studies .....	2 hours
ED 340 Methods in Teaching Secondary Reading .....	3 hours

**Total ..... 41 hours**

#### **Academic Major: History**

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 319 Colonial Latin America or	
HI 320 Recent Latin America/Caribbean .....	3 hours
HI 314 History of the Seventh-day Adventist Church** .....	3 hours
HI 321 or HI 322 History of England I or II .....	3 hours
HI 325 African Civilization or HI 364 West African Civilization .....	3 hours
HI 459 Recent American History or HI 460 America in the Industrial Age .....	3 hours
HI 469 Modern Europe .....	3 hours
HI 480 Research Seminar .....	3 hours
HI 490 Independent Study .....	3 hours
HI upper division electives .....	3 hours
PS 211 American Government .....	3 hours

**Total ..... 48 hours**

Total hours required for the degree are 135.

\*\*Meets a general education requirement.

## **Description of Courses**

**ED 130 Orientation to Teaching (W) 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. Prerequisite for admission to teacher education.

**ED 200 Educational Psychology (W) 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 N-12 2 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) 2 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 PowerPoint 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**

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 and admission to teacher education.

<b>ED 311 Methods in Teaching Science and Health: K-8</b>	<b>3 hours</b>
<b>ED 312 Methods in Teaching Music: K-8</b>	<b>3 hours</b>
<b>ED 313 Methods in Teaching Language Arts and Children's Literature: K-8</b>	<b>3 hours</b>
<b>ED 315 Methods in Teaching Mathematics: K-8</b>	<b>3 hours</b>
<b>ED 316 Methods in Teaching Art: K-8</b>	<b>3 hours</b>
<b>ED 317 Methods in Teaching Bible: K-8</b>	<b>2 hours</b>
<b>ED 318 Methods in Teaching Social Studies and Bible: K-8</b>	<b>3 hours</b>
<b>ED 331-338 Methods and Materials of Teaching in the Secondary Schools</b>	
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.	
<b>ED 331 Methods in Teaching Bible in the Secondary School</b>	<b>2 hours</b>
<b>ED 332 Methods in Teaching Language Arts in the Secondary School</b>	<b>3 hours</b>
<b>ED 333 Methods in Teaching Social Studies in the Secondary School</b>	<b>2 hours</b>
<b>ED 334 Methods in Teaching Mathematics in the Secondary School</b>	<b>2 hours</b>
<b>ED 335 Methods in Teaching Science in the Secondary School</b>	<b>2 hours</b>
<b>ED 336 Methods in Teaching Family and Consumer Sciences in the Secondary School</b>	<b>2 hours</b>
<b>ED 337 Foundations in Vocational Education</b>	<b>2 hours</b>
<b>ED 338 Business Education Techniques</b>	<b>2 hours</b>
<b>ED 340 Methods in Teaching Secondary Reading</b>	<b>3 hours</b>
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.	
<b>ED 341 Foundations of Reading</b>	<b>3 hours</b>
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.	
<b>ED 342 Reading Diagnosis and Remediation</b>	<b>3 hours</b>
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 Praxis II 1 hour**

This course will provide teacher candidates systematic and meaningful assistance in their preparation for Praxis II examination.

**ED 420/430/440 Internship (420-Elementary; 430-Secondary; 440-P-12) 9-12 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 14 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: must pass the English Proficiency exam; senior standing.

**ED 475 Introduction to Technology in Education 3 hours**

This course is designed to equip the in-service teacher with technology skills as identified by ISTE standards and to address the current state of the art concepts in educational technology. Designed as a laboratory course it provides extensive hand-on experiences with microcomputers and other emerging technology. Emphasis is on enabling the in-service teacher to integrate technology in an instructional setting. Students will develop a web site and produce a portfolio of teaching materials. Offered summers only. \$20.00 laboratory fee.

**ED 476 Advanced Technology in Education****3 hours**

This course is designed to equip the in-service teachers with skills to complete six technology projects that address the ISTE standards not included in ED 475. It provides extensive hand-on experiences with microcomputers and other emerging technology. Emphasis is on enabling the in-service teacher to integrate technology in an instructional setting. Students will develop a web site and produce a portfolio of teaching materials in each project. Offered summers only. \$20. laboratory fee.

**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 Foreign Languages

<b>Professors:</b>	Bowe (Chair), Daly, Gooding
<b>Associate Professors:</b>	Davis, Patterson, Whatley
<b>Assistant Professors:</b>	Hyman, Tucker
<b>Instructor:</b>	Felix

<b>Majors Offered:</b>	English (B.A.) English Language Arts Education (B.S.) English/Professional Writing (B.A.) French (B.A.) Spanish (B.A.)
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<b>Minors Offered:</b>	English French Spanish
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### Mission

The Department of English and Foreign Languages provides quality Christian education for students from diverse educational backgrounds through its programs in English and foreign languages. These programs, in the words of the college mission statement, "are unequivocally Christian in character, designed to integrate faith and learning ....prepare 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 Foreign Languages 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 two distinct programs.

#### A. Service Department

The department provides a major segment of the liberal arts curriculum through its general education offerings in writing, literature, and foreign languages; 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 **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 foreign languages 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 and foreign languages are required to take an exit examination during their senior year with a minimum 70 percent passing grade.

## 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, law, library science, medicine, and teaching. Foreign language majors with their bilingual skills find unlimited opportunities for work and graduate school.

## 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
<b>Total .....</b>	<b>43 hours</b>

**\*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
IT 203 Advanced Software Tools .....	3 hours
IT 320 Web Design and Multimedia Applications .....	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
<b>Total .....</b>	<b>43 hours</b>

**\*Minor is required**

### **Bachelor of Science in English Language Arts Education**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The 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: D. Bowe.

### **Bachelor of Arts in French**

Students intending to use Adventist Colleges Abroad (ACA) classes to major or minor in French must be advised by the program director before registering for classes. Program Director: D. Bowe.

#### **Major Requirements:**

FR 201-202** Intermediate French .....	6 hours
FR Electives (offered at ACA campuses) .....	27 hours
FR 490-491 Research and upper division electives .....	9 hours
<b>Total .....</b>	<b>42 hours</b>

**\*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: D. Bowe.

### Major Requirements:

SP 201-202** Intermediate Spanish .....	6 hours
SP Electives (Offered at ACA campuses).....	27 hours
SP 490-491-492 Research and upper division electives .....	9 hours
<b>Total .....</b>	<b>42 hours</b>

**\*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.

\*\*Intermediate foreign language courses must be taken before the student enrolls in an ACA school overseas.

## 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
<b>Total .....</b>	<b>21 hours</b>

## 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
<b>Total .....</b>	<b>21 hours</b>

## Minor in French

FR 201-202** Intermediate French .....	6 hours
FR electives (offered at ACA campus) .....	9 hours
FR upper division electives .....	6 hours
<b>Total .....</b>	<b>21 hours</b>

## Minor in Spanish

SP 201-202** Intermediate Spanish .....	6 hours
SP Electives (Offered at ACA campus).....	9 hours
SP upper division electives .....	6 hours
<b>Total .....</b>	<b>21 hours</b>

\*\*Intermediate foreign language courses must be taken before the student enrolls in an ACA school overseas.

## Description of Courses

### 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. (Not counted in hours required for graduation).

#### **EN 095 Composition Skills Review** **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. An exit examination is given before the completion of EN 095. (Not counted in hours required for graduation).

#### **EN 099 College Reading Strategies** **2 hours**

This course is designed to help students achieve success in reading purposefully, skillfully, and critically and thereby gain confidence in their ability to meet the demands of college, the workplace, and our information -filled society. Students will practice active reading strategies to develop comprehension, vocabulary, and concentration. (Not counted in hours required for graduation).

#### **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, 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** **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** **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 Africans, African Americans and West Indians. Prerequisite: EN 112.
- 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, 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.
- 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 covers the period up to 1945; EN 321 covers 1945 to the 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. 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. Prerequisites: EN 112 and junior standing.
- EN 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.
- EN 355 Creative Drama** **3 hours**  
Philosophy and techniques involved in improvised drama, including drama for children. Prerequisite: CO 201.
- EN 370 Literature of Film** **3 hours**  
A survey of diverse literary texts as seen through their cinematic adaptations. Discussion of selected novels, stories and plays in relation to the film versions of the same works will generate appreciation of the differences involved in the transposition to film. Prerequisites: EN 112 and junior standing.
- 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 441 Nineteenth Century British Authors** **3 hours**  
A specialized course of study in English poetry and prose between 1798 and 1900. Emphasis is placed on the major romantic and victorian poets and the rise of the novel during the victorian period.
- EN 470 Seminar in English (W)** **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 English 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 two or more years of high school French within 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 French 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 two or more years of high school Spanish within 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 490-491-492 Research and Independent Study** **3-3-3 hours**  
Individual research under the guidance of an instructor. Prerequisite: senior Spanish 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

<b>Professor:</b>	Davis (Chair)
<b>Associate Professor:</b>	Sovyanhadi, Warren
<b>Assistant Professors:</b>	Dyett, Mohan
<b>Majors:</b>	Dietetics (B.S.) Family and Consumer Sciences (B.S.) Family and Consumer Sciences Education (B.S.) Human Development and Family Studies (B.S.)
<b>Minors:</b>	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 second 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 minimum GPA of 2.5 in order to apply to the Didactic Program in Dietetics.

Admission Requirements for the Didactic Program in Dietetics:

1. Sophomore classification
2. Minimum GPA of 2.5 on a 4.0 scale
3. A minimum grade of C in EN 111-112 Freshman Composition
4. Evidence of 12th grade reading level from diagnostic testing (any college testing center)

Students who do not meet the following requirements jeopardize their continuance in the dietetics program.

1. Score 75% or better on pre-exit/exit exam (only two attempts).
2. Maintain a minimum 2.5 GPA on a 4.0 scale
3. Earn a minimum C grade in all dietetic and cognate courses as outlined in this section.
4. Earn a minimum 75% score on all tests, projects and assignments.
5. Student must spend at least one summer acquiring pre-approved work or volunteer experience in the field of dietetics.

## Major Requirements:

FS 102 Introduction to Dietetics .....	1 hour
FS 111 Food Preparation .....	3 hours
FS 131 Nutrition .....	3 hours
FS 232 Nutrition Science .....	3 hours
FS 301 Experimental Foods .....	3 hours
FS 321 Advanced Nutrition .....	3 hours
FS 322 Community Nutrition I .....	3 hours
FS 323 Community Nutrition II .....	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 & Independent Study .....	2 hours
BA 310 Principles of Management .....	3 hours
BI 111-112 Human Anatomy and Physiology .....	6 hours
BI 221 General 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 or BA 302 Business Communication .....	3 hours
NU 212 Pharmacology for Nursing .....	1 hour
NU 330 Pathiophysiology .....	3 hours
PY 101 Principles of Psychology .....	3 hours
PY 307 Statistical Methods .....	3 hours
SO 101 Principles of Sociology .....	3 hours
<b>Total .....</b>	<b>85 hours</b>

General Education Requirement Variation:

\*Dietetic majors do not have to take PE211 Health Principles.

### **Dietetic Internship**

Upon completion of the undergraduate dietetics degree, graduates may apply for the internship program. 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). The Oakwood College internship program provides a minimum of 960 hours of supervised practice and follows the ADA minimum requirements. The Dietetic Internship Program is currently accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association, 120 S. Riverside Plaza, Suite 200, Chicago, IL 60606.

Requirements:

FS 495-496 Dietetics Internship I-II .....	12 hours
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### **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 Management of Family Resources .....	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 Management of Family Resources Practicum .....	3 hours
FS 453 Senior Seminar .....	1 hour

FS Electives .....	12 hours
CH 101 Introduction to Inorganic Chemistry .....	3 hours
<b>Total .....</b>	<b>60 hours</b>

### **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 Management of Family Resources .....	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 Management of Family Resources 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
<b>Total .....</b>	<b>62 hours</b>

### **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
<b>Total .....</b>	<b>21 hours</b>

### **Minor in Food and Nutrition**

FS 111 Food Preparation and Lab .....	3 hours
FS 131 Nutrition .....	3 hours
FS 232 Nutrition Science .....	3 hours
FS 340 Family Economics and Management .....	3 hours
FS 355 Human Development .....	3 hours
FS 360 Vegetarian Cuisine .....	3 hours
FS Electives (upper division) .....	3 hours
<b>Total .....</b>	<b>21 hours</b>

### **Minor in Family and Consumer Sciences**

FS 111 Food Preparation .....	3 hours
FS 151 Fashion Sewing Selection .....	3 hours
FS 221 Management of Family Resources .....	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
<b>Total .....</b>	<b>21 hours</b>

### **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 family and consumer sciences skills.

#### **FS 102 Introduction to Dietetics 1 hour**

Introduction to professional issues, roles, ethics, and values of the dietitian. Examines the nontraditional or alternative roles for the nutrition and dietetics professional. Emphasizes preparation for national registration examination.

#### **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 Management of Family Resources** **3 hours**  
Basic concepts and theories related to efficient time management and general life planning as well as methods and techniques for improving quality of life will be explored in this course.
- 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 232 Nutrition Science** **3 hours**  
Carbohydrates, proteins, fats, vitamins and minerals and their role in human metabolism is covered. The management of normal nutrition needs of individuals across the life cycle including focus on pregnancy, lactation, normal infant growth and development; childhood and adolescence; adult men's and women's health issues; and geriatrics. Prerequisite: FS 131 or by permission of instructor
- 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: BI 112, CH 312, FS 131.
- 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.
- 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.

- 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**  
Effective methods for operating a Development Center are emphasized: 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.
- 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, NU 212 and junior standing.
- 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. Prerequisites: FS 323, FS 438.
- FS 441 Management of Family Resources 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.

**FS 495-496 Dietetics Internship I-II****6-6 hours**

A dietetics internship providing supervised practical experience at various hospitals, food service institutions, long-term care and public health and wellness facilities. Students are required to attend two weeks orientation on campus before beginning internship rotations. Rotations may be completed at approved facilities in-state or out-of-state.



## **Department of Health and Physical Education**

**Professors:** Lovejoy, Shaw (Chair)  
**Assistant Professors:** Hamilton, Henry, Roddy

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

**Minor:** Fitness and Wellness  
Health and Physical Education

### **Purpose:**

The Health and Physical Education Department promotes quality Christian education and academic excellence by providing faculty, staff, and students with physical pursuits that will enhance their mental, social, personal, and spiritual dimensions.

The Department provides 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.

### **Eligibility Requirements:**

To be accepted 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 four hours of physical education. Prospective majors must have an overall minimum GPA of 2.00 and have a minimum GPA of 2.25 in physical education courses.

### **Exit Examination:**

Seniors are required to take and pass at the 70th percentile a written exit examination from the department, the first attempt to be taken by the end of the fall semester of their senior year.

### **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. The B.S. degree in Health Science offers a broad study of health care and provides the academic preparation required for graduate training.

### **Intramural Sports:**

The college sponsors a program of intramural sports for men and women in connection with the department of Health and Physical Education.

## 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. ....	2 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
<b>Total .....</b>	<b>60 hours</b>

## 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 Research and Independent Study .....	3 hours
AH 103 Introduction to Public Health .....	2 hours
AH 350 Medical Terminology and Laboratory .....	3 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
HC 340 Health Technology and Human Diseases .....	3 hours
MA 101 Fundamental Concepts of Math .....	3 hours
NU 106 Non-Drug Therapeutics .....	3 hours
NU 212 Pharmacology .....	2 hours
PY 101 Principles of Psychology .....	3 hours
PY 347 Health Psychology .....	3 hours
<b>Total .....</b>	<b>78 hours</b>

### **Bachelor of Science in Health and Physical Education Teaching**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The 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 Fitness and Wellness**

PE 101 Physical Conditioning .....	1 hour
PE 205 First Aid and CPR .....	1 hour
PE280 Weight Training .....	1 hour
PE 285 Introduction to Physical Education .....	3 hours
PE 320 Fitness Testing .....	2 hours
PE 401 Physiology of Exercise .....	3 hours
PE 415 Kinesiology .....	3 hours
BI 111 Human Anatomy & Physiology and Lab .....	3 hours
FS 131 Nutrition .....	3 hours
<b>Total .....</b>	<b>20 hours</b>

### **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 .....	2 hours
PE 310 Athletic Injuries .....	2 hours
PE 340 Organization and Administration of Physical Education .....	2 hours
PE Electives .....	5 hours
<b>Total .....</b>	<b>19 hours</b>

## **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 student's 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 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. Prerequisite: 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** **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** **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 Research and Independent Study** **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

<b>Professors:</b>	Barham, Sepulveda (Chair)
<b>Assistant Professor:</b>	Greene Jr., Smith-Winbush
<b>Majors:</b>	History (B.A.) International Studies (B.A.) Pre-Law (B.A.) Social Science Education (B.S.)
<b>Minors:</b>	Black World Studies History Political Science

### Introduction

The Department of History comprises areas of study in various fields of history, pre-law, 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 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 30 hours of course work, including EN 112 Freshman Composition and at least two courses in the History Department. 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 essay exit examination in their senior year with a minimum grade of C+. Students will also be recommended 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 165 African American History or HI 251 Black Diaspora .....	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
<b>Total .....</b>	<b>48 hours</b>

**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
PS120 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
FR 201-202 Intermed. French or SP 201-202 Intermed. Spanish .....	6 hours
SW 307 International Social Work .....	3 hours
<b>Total .....</b>	<b>57 hours</b>

**\*Minor Required ..... 18-21 hours**  
**(Minor recommended: history, political science, or foreign languages)**

\*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 Arts in Pre-Law Concentration: Political Science**

#### **Major Requirements:**

HI 212 U.S. History II .....	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
PL 101 Logic I .....	1 hour
PL 201, 202 Logic II, III .....	2 hours
PL 301-302 Critical Thinking I-II .....	2 hours
PS 120 Introduction to Political Science .....	3 hours
PS 211 American Government .....	3 hours
PS 300 State and Local Government .....	3 hours
PS 351-352 Public Policy I-II .....	6 hours
PS 471-472 Constitutional Law I-II .....	6 hours
PS 480 Research Seminar .....	3 hours
PS 490 Independent Study .....	3 hours
BA 475 Business Law .....	3 hours
CO 315 Mass Media Law .....	3 hours
PY 398 Psychology and the Law .....	3 hours
<b>Total .....</b>	<b>53 hours</b>

### **Bachelor of Science in Social Science Education**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The 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: C. Sepulveda.

### Minor in Black World 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 320 or 321 (see above), MU 323 African American Music, and PY 431 Black Psychological Perspectives .....	12 hours
<b>Total .....</b>	<b>21 hours</b>

### 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
<b>Total .....</b>	<b>21 hours</b>

### 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 division are required, not 480 or 490) .....	6 hours
<b>Total .....</b>	<b>21 hours</b>

### 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.

## 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 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, the plantation experience, the 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 women and such minorities as African-Americans, Native Americans, Hispanics and Asians in the United States.

**HI 314 History of the Seventh-day Adventist Church (W)** **3 hours**

A survey course of the rise and progress of the Seventh-day Adventist Church. Prerequisite: junior standing or permission of instructor.

**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 and 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 Christianity in the World I** **3 hours**  
A survey of the historical development and growth of the Christian Church throughout the World until the thirteenth century with emphasis on Africa, Asia and Europe. Prerequisite: junior standing.
- HI 445 History of the Christianity in the World II** **2-3 hours**  
A survey of the historical development of the Christian Church in the World from the thirteenth century to the present. Special attention will be given to development of the Church in Africa, the Americas, Asia, Europe, and the South Pacific. Prerequisite: junior standing.
- 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.

## Pre-Law

### PL 101-201-202 Logic I-II-III

1-1-1 hours

Introduces the student to the science of reasoning. special emphasis is given to the use of arguments and methods of reasoning. All this is done in the light of the Law School Admissions Test (LSAT).

### PL 301-302 Critical Thinking I-II

1-1 hours

The class uses graphical methods to display the structure of reasoning and aurmentation with the intention of advancing critical thinking. Most of the material used in this course will be designed to help the student become more proficient at doing questions found on the Law School Admissions Test. (LSAT).



## Department of Mathematics and Computer Science

<b>Professor Emeritus:</b>	Blake
<b>Associate Professors:</b>	Dobbins (Chair), Osei, Patel
<b>Assistant Professors:</b>	Jerries, Monroe, Smith
<b>Instructor:</b>	Young
<b>Majors:</b>	Applied Mathematics ( B.S.) Computer Science (B.S.) Mathematics (B.A.) Mathematics and Computer Science (B.A.) Mathematics Education (B.S.)
<b>Minors:</b>	Computer Science Mathematics Physics

### Purpose

The Department of Mathematics and Computer Science seeks to provide students with experiences that will assist them in defining their life and career objectives. Course offerings, advising and day-to-day contact with faculty and other students contribute to this goal. The courses provide the necessary background to 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 functions as a service unit for the entire College, teaching such mathematics courses as other departments deem necessary for their programs. In addition to the students' academic development, the Department provides an intellectual environment for fostering personal development, interpersonal skills and self-understanding. These goals reflect the Department's philosophy that our primary reason for being is to foster the intellectual growth and development of the students.

### High School Preparation

Potential mathematics majors should follow the college preparatory program in high school. Students should take as many mathematics courses as possible to acquire the knowledge and skills in algebra, geometry and trigonometry needed for 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

Majors in the Department of Mathematics and Computer Science are required to pass an exit examination with at least a grade of C. Applied Mathematics majors complete a senior project in engineering. The exit examination is administered during both the fall and spring semesters.

## Career Opportunities

Since mathematical scientists use mathematics to solve real-world problems, a degree in mathematics and computer science prepares a student for a variety of positions in business, government, industry and education (teaching K-12). The types of exciting and rewarding careers available include actuary, cryptologist, computer programmer, computer systems analyst, information scientist, mathematician, numerical analyst, operations research analyst and statistician.

### 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 Bachelor of Science degree in Applied Mathematics from Oakwood College. The student will also receive the Bachelor of Science degree 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 or MA 123 first) .....	12 hours
MA 308 Linear Algebra .....	3 hours
MA 311 Differential Equations .....	3 hours
PH 121-122 General Physics (calculus based) .....	8 hours
<b>Total .....</b>	<b>51 hours</b>

#### 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 general education requirement)  
Omit the two-hour religion elective course  
Omit IT 120/IT 203

### 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 from:	
CM 353 Operating Systems II, CM 381 Computer Networks, CM 480 Selected Topics, or CM 491 Research and Ind. Study .....	9 hours
MA 171-172-271 Calculus (may need MA 121-122 or MA 123 first) .....	12 hours
MA 308 Linear Algebra .....	3 hours
MA 312 Numerical Analysis .....	3 hours
MA 321 Probability and Statistics .....	3 hours
<b>Total .....</b>	<b>57 hours</b>

**General Education Requirement variation:**

Omit IT 120/IT 203

**Bachelor of Arts in Mathematics**

**Major Requirements:**

MA 171-172-271 Calculus ( may need MA 121-122 or MA 123 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 419 Introduction to Real Analysis .....	3 hours
MA Electives (upper division; only 3 hours from MA 490-491) .....	6 hours
CM 210 Computer Science I with C++ .....	3 hours
CM 220 Computer Science II Data Structures with C++ .....	3 hours
<b>Total .....</b>	<b>42 hours</b>

**Minor Required.....18-21 hours**

**General Education Requirement variation:**

Omit IT 120/IT 203

**Bachelor of Arts in Mathematics and Computer Science**

**Major Requirements:**

MA 171-172-271 Calculus (may need MA 121-122 or MA 123 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) .....	9 hours
<b>Total .....</b>	<b>42 hours</b>

**Minor Required.....18-21 hours**

**General Education Requirement variations:**

Omit IT 120/IT 203

**Bachelor of Science in Mathematics Education**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). The 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: G. Monroe.

**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
<b>Total .....</b>	<b>18 hours</b>

**Minor in Mathematics**

MA 171-172-271 Calculus (may need MA 121-122 or MA 123first) .....	12 hours
MA 308 Linear Algebra .....	3 hours
MA 311 Differential Equations .....	3 hours
MA elective (upper division) .....	3 hours
<b>Total .....</b>	<b>21 hours</b>

**Minor in Physics**

PH 121-122 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
<b>Total .....</b>	<b>20 hours</b>

## 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**

Introduces the profession of engineering and its various disciplines. Reviews selected mathematical concepts in Algebra, Plane Geometry and Trigonometry and applies them to solving selected engineering problems using graphical techniques. Includes engineering units/standards/scales of measure and design concepts. Introduces the organization and construction of freehand drawings/sketches. Students will learn how to analyze, formulate, and solve selected engineering problems.

**EG 112 Engineering Graphics** **3 hours**

Encompasses the field of engineering design graphics and its application to the design process. Designed to develop a student's imagination and to devise methods of creating innovative solutions. Major course content includes: design and creativity, computer graphics, engineering drawing, descriptive geometry, and problem solving using two-dimensional computer graphics by AutoCAD. Assignments will emphasize design techniques. Prerequisite: EG 111.

**EG 211 Statics** **3 hours**

The study of physical systems that remain at rest under the action of a set of forces. Topics include: forces, resultant forces, moments, couples, equivalent systems, rigid body equilibrium, 2-D and 3-D force bodies, distributed loads, trusses, frames, machines, shear and bending moment diagrams, static and kinematic friction, wedges, belt friction, and moments of inertia. Prerequisite: MA 271 and PH 121.



## Mathematics

### **MA 095 Introduction to College Mathematics** **2 hours**

A review of arithmetic and algebraic operations. Course topics include integers and rational numbers, solving and graphing equations, polynomial factoring and simplification of expressions involving radicals and negative exponents. 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 courses, 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 the 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**

Critical thinking skills, sets, number theory, the real number system, algebra, graphs, consumer mathematics, geometry. Does not count toward a mathematics major or minor.

### **MA 108 Introductory College Algebra** **3 hours**

A review of the fundamental ideas of algebra. Course topics include linear and quadratic equations and inequalities, rational expressions and function, polynomials, factoring, systems of equations and graph. This course does not count towards a mathematics major or minor.

### **MA 121 Precalculus Algebra** **3 hours**

The algebra of polynomial, rational, exponential and logarithmic functions; graphing; linear and quadratic equations; linear and quadratic inequalities. Additional topics may include matrices and determinants. Prerequisite: One year of high school algebra.

### **MA 122 Precalculus Trigonometry** **3 hours**

The study of trigonometric and inverse trigonometric functions and their graphs; trigonometric identities; and solving trigonometric equations. Additional topics may include vectors and complex numbers. Prerequisite: MA 121 or equivalent.

### **MA 123 Precalculus Algebra & Trigonometry** **4 hours**

Elementary functions, their graphs and applications, including polynomial, rational, algebraic, exponential, logarithmic and trigonometric functions. A fast-paced course designed as a review of the algebra and trigonometry needed in calculus. A student may not receive credit for MA 123 and the MA 121-122 sequence. Prerequisite: A semester of precalculus or trigonometry in high school.

### **MA 171 Calculus I** **4 hours**

Limits, continuity, derivatives, differentials, chain rule, implicit differentiation, applications of the derivative, antidifferentiation, definite integrals, fundamental theorem of calculus, exponential and logarithmic functions. Prerequisite: MA 122 or MA 123 or one year of high school precalculus.

### **MA 172 Calculus II** **4 hours**

Inverse trigonometric functions, hyperbolic functions, techniques of integration, l'Hopital's rule, improper integrals, applications of the integral, sequences and series, polar coordinates and vectors. Prerequisite: MA 171.

- MA 211 Applied Calculus** **3 hours**  
An introduction to differential and integral calculus with applications to problems in the life sciences, business, economics and the social sciences. Does not apply toward a mathematics major or minor. Prerequisite: MA 122 or MA 123 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. Offered spring semester of even years. Prerequisite: MA 121.
- MA 271 Calculus III** **4 hours**  
Vector-valued functions, partial differentiation, directional derivative, gradient, tangent plane, extreme values and Lagrange multipliers, iterated integrals, double integrals, vector fields, line and surface integrals, curl and divergence. 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 the student an opportunity to apply knowledge of mathematics to solve problems in the physical, biological, and social sciences. Offered as needed. Prerequisite: MA 172.
- 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 applications. Prerequisite: MA 172.
- MA 401-402 Advanced Calculus I, II** **3-3 hours**  
Vector Calculus: vectors and curves, functions of several variables, limits and continuity, vector functions of a vector, differentiability and the Jacobian matrix, transformations, multiple integrals, line and surface integrals. Theory of Convergence: infinite series, sequence and series of functions, improper integrals and integral representations of functions. Prerequisite: MA 308 and 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 271.

**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. Offered fall semester alternate years. Prerequisite: MA 271.

**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. Offered spring semester alternate years. Prerequisite: MA 271.

**MA 490-491 Research and Independent Study (W) each 1-3 hours**

An independent study or an original investigation in mathematics by the student under the guidance of the faculty. Prerequisites: departmental senior and prior approval by the department chair.

**Physics**

**PH 101,102 The Physical Sciences 3,3 hours**

This course introduces the general principle of physics, chemistry, geology and astronomy. Topics include measurements, motion, Newton's laws of motion, momentum, energy, work, power, heat, thermodynamics, waves, sound, light, electricity, magnetism, periodic law, chemical principles, chemical reactions, atmosphere, hydrosphere, and some topics in geology and astronomy. Prerequisite: MA 101.

**PH 103-104 General Physics 3-3 hours**

This course is designed to cover general physics at a level that assumes previous exposure to college precalculus and trigonometry. Topics include kinematics, vector physics, Newton's law of motion, work, energy, momentum, rotational motion, equilibrium, periodic motion, waves, light, sound and electromagnetism. Prerequisite: MA 122 or equivalent.

**PH 103L-104L General Physics Lab 1-1 hour**

The laboratory component of PH 103-104. Prerequisite: Must be taken concurrently with PH 103-104.

**PH 121-122 General Physics With Calculus 3-3 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 is required. Prerequisite: MA 171.

**PH 121L-122L General Physics with Calculus Lab 1-1 hour**

The laboratory component of PH 121-121. Prerequisite: Must be taken concurrently with PH 121-122.

**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 the student an opportunity to apply knowledge of mathematics to solve problems in the physical, biological, and social sciences. Offered when required. 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:** Lacy, Osterman  
**Associate Professors:** Chambers (Chair), Crarey, Kim  
**Assistant Professors:** Bucknor, Moore

**Majors:** Music (B.A.)  
Music Education: Instrumental (B.S.)  
Music Education: Choral (B.S.)  
Theory and Composition (B.M.)  
Vocal Performance and Pedagogy (B.M.)

**Minor:** Music

### Purpose

The Music Department supports the mission of the college by providing students with access to quality music instruction, opportunities, and services. Students are prepared for graduate school and employment by offering curricula leading to a Bachelor of Arts in Music, Bachelor of Science in Music Education, a Bachelor of Music in Theory Composition, and a Bachelor of Music in Vocal Pedagogy and Performance. Students who are committed to developing their vocal talent for service to God and to humankind are encouraged to apply.

### Application for Admission

Music majors must fulfill all the general admission requirements of the College. Acceptance to the College, however, does not guarantee admission to the Music Department as a music major. Students who want to major or minor in music at Oakwood College will need to audition on their instrument or voice. The Admission Audition for the music faculty can be either in person or by audio/video tape. This audition must be accompanied by three letters of recommendation. Students must take a written examination in music theory.

### How to Prepare for Auditions

Naturally, study and practice on an instrument or voice is very important. While it is not a requirement for admission as a music major, most students auditioning for acceptance as music majors have had private lessons. All music majors at Oakwood, regardless of performance area, are required to reach a basic proficiency in piano, so piano study before college is useful. If deficiency is found in this area at the Admission Audition, the student will be required to take the Piano Proficiency course MU 161-164, which must be completed by the end of the sophomore year to be admitted into the music degree program. Failure to accomplish this task may prolong the time for fulfilling the degree requirements. Foreign language study is also helpful particularly for voice majors; French, German or Italian is required.

### Music Ensemble Participation

Majors and minors must participate in a departmental ensemble eight consecutive semesters (except when student teaching or doing internship). Students may enroll in more than one ensemble, but must remain for the entire year. Large ensembles include Aeolians, College Choir, Wind

Ensemble, and Orchestra. Small ensembles include composition, piano, chamber ensembles, vocal and instrumental.

## Examinations

**Placement.** All entering students into the music department are required to take written and aural placement examinations in music theory, piano proficiency, and in the applied area. The results of these exams are used to place students in classes appropriate to their level of ability. To obtain Freshman standing as a music major, the student must qualify for MU 211, Theory I and MU 165, applied area.

**Piano Proficiency.** All music majors must demonstrate keyboard proficiency by passing a piano proficiency examination. Students who fail the exam will be required to take piano proficiency courses until the exam can be passed. This must be completed by the sophomore year. Keyboard proficiency includes the ability to play hymns, scales, triads, several moderately easy compositions and accompaniments, and harmonize simple folk melodies.

**Solo Recital.** Solo recitals are required for juniors, seniors, and minors. Individual instruction is required and must be preceded by a pre-recital four weeks prior to the recital date.

**Exit Examinations.** All majors in the Music Department are required to take a written exit examination, administered during the fall semester of the student's senior year, and pass with the minimum score of 70 percent.

## Career Opportunities

Study in the field of music offers a general creative education as well as skills in communication and analysis that are essential in most careers. Some students pursue careers closely related to music, such as performers, educators, songwriters, church musicians, conductors, arrangers, composers, musicologists and music business attorneys. Others choose careers behind the scenes, or in the business area of music in careers such as producers, engineers, managers, agents, and in publishing and sales. Many careers do not require a specific major but rather a wide range of demonstrated skills and accomplishments. Thus, some graduates pursue careers in fields quite unrelated to music. Regardless of your career choices, increasing your marketability to employers through internships, responsible work experience, good grades and involvement in college activities are important. A bachelor's degree is sufficient for many entry-level positions, but for advancement in an area of specialization, an advanced degree may be required.

## 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 217, 218 Sight Singing, Ear Training, and Dictation .....	2 hours
MU 220 Music Repertoire .....	3 hours

MU 311-312 Theory II and Laboratory*** .....	6 hours
MU 315 Form and Analysis .....	3 hours
MU 317, 318 Sight Singing, Ear Training, and Dictation .....	2 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 Ensemble .....	8 hours
MU 499 Recital .....	0 hours
Concentration in General Music, Composition, Piano, Instrument or Voice* .....	11 hours
<b>Total .....</b>	<b>64 hours</b>

**\*General Music** concentration:

Eleven hours by advisement (Individual Instruction)

**\*Piano** concentration:

Eight additional hours of piano and the course MU 316 Orchestration.

**\*Composition** concentration:

Eight additional hours of composition and the course MU 316 Orchestration.

**\*Voice** concentration:

Eleven hours by advisement (Individual Instruction).

**\*Instrument** concentration:

Eight additional hours of primary instrument and the course MU 316 Orchestration.

\*\*Must be taken concurrently with MU 217, 218.

\*\*\*Must be taken concurrently with MU 317, 318.

**General Education Requirement Variation:**

Omit MU 200 Music Appreciation

**Minor is not required**

**Bachelor of Science in Music Education  
Choral or Instrumental Major**

This program is accredited by the National Council for Accreditation of Teacher Education (NCATE). 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 .....	16 hours
MU 211, 212 Theory I and Laboratory .....	6 hours
MU 217, 218 Sight Singing, Ear Training, and Dictation .....	2 hours
MU 220 Music Repertoire .....	3 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 317, 318 Sight Singing, Ear Training, and Dictation .....	2 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 412 19th and 20th Century Analytical Technique .....	3 hours
MU 499 Recital .....	0 hours
MU Ensemble .....	8 hours
MU Elective .....	3 hours
<b>Total .....</b>	<b>73 hours</b>

### **General Education Requirement Variations:**

- Omit MU 200 Music Appreciation.
- MU 320-322 Music History substitutes for the history elective.

## **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 140 English and Italian Diction .....	3 hours
MU 141 French and German Diction .....	3 hours
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 217-218 Sight Singing, Ear Training, and Dictation .....	2 hours
MU 220 Music Repertoire .....	3 hours
MU 311, 312 Theory II and Laboratory .....	6 hours
MU 315 Form and Analysis .....	3 hours
MU 317-318 Sight Singing, Ear Training, and Dictation .....	2 hours
MU 320, 321, 322 Music History and Literature I, II, III .....	9 hours
MU 326 Vocal Literature - Song Repertoire .....	2 hours
MU 360 Conducting .....	3 hours
MU 362 Opera Workshop I or MU 363 Opera Workshop II .....	2 hours



MU 383 Anatomy for Singers .....	3 hours
MU 384 Vocal Pedagogy .....	3 hours
MU 499 Recital .....	0 hour
MU Ensemble .....	8 hours
*Modern Foreign Language .....	6 hours
<b>Total .....</b>	<b>80 hours</b>

\*Two semesters of same language (French, German or Italian).

#### **General Education Requirement Variations:**

Omit MU 200 Music Appreciation.

MU 320-322 Music History substitutes for the history elective.

MU 326 Vocal Literature substitutes for the literature course.

MU 383 Anatomy for Singers substitutes for the biology course.

#### **Minor in Music**

MU 165-466 Individual Instruction and Laboratory (three hours must be upper division) .....	6 hours
MU 211-212 Theory I and Laboratory .....	6 hours
MU 217, 218 Sight Singing, Ear Training, and Dictation .....	2 hours
MU 320 or MU 321 or MU 322 Music History .....	3 hours
MU 360 Conducting .....	2 hours
MU Ensemble .....	2 hours
MU 499 Recital .....	0 hours
<b>Total .....</b>	<b>21 hours</b>

**NOTE: Music fees, in addition to tuition, are assessed for certain courses (see department course fees).**

#### **Description of Courses**

<b>MU 100 Individual Instruction</b>	<b>1-2 hours</b>
Designed for the beginner and/or intermediate student. Not available for credit toward degree requirements. Students are expected to practice five hours per one credit hour. Repeatable credit. Limited enrollment. Prerequisite: audition.	
<b>MU 101 Class Piano</b>	<b>1 hour</b>
Introduction to the fundamentals of piano playing. Especially designed for the beginner. Not available for credit toward degree requirements. Repeatable credit.	
<b>MU 102 Class Voice</b>	<b>1 hour</b>
Introduction to the fundamentals of singing. Designed especially for the beginner. Not available for credit toward degree requirements. Repeatable credit.	
<b>MU 103 Class Instrument</b>	<b>1 hour</b>
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** **3 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 pre-college 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 140 English and Italian Diction for Singers** **3 hours**  
 Principles of pronunciation and articulation for sung and spoken English and Italian through the use of the International Phonetic Alphabet (IPA). Emphasis is placed upon correct articulation, stress, and inflection for singing of each language.
- MU 141 German and French Diction for Singers** **3 hours**  
 Principles of pronunciation and articulation for sung and spoken French and German through the use of the International Phonetic Alphabet (IPA). Emphasis is placed upon correct articulation, stress and inflection for singing of each language.
- 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. Music majors must take this concurrently with MU 111.
- 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 a week 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. Prerequisite: audition/jury.
- 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 and concert and recital attendance are also a part of class activities.
- MU 201 College Choir** **1 hour**  
 A large ensemble ranging from 80 to 100 plus voices. Membership in 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**  
 This ensemble is a midsize ensemble (40-55 members) of select voices primarily made up of music majors and minors. Membership into this ensemble is by audition and/or consent of the director. The ensemble performs for civic, religious, academic and cultural events. 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 certain civic, academic, and or religious events as needed. Repeatable 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 rehearses and perform literature appropriate for the ensemble (composition, vocal, piano, instrumental, hand bells, etc.). 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. Prerequisite: MU 111 or placement test.

**MU 217, 218 Sight Singing, Ear Training, and Dictation** **1, 1 hour**

Concentration on development of rhythmic, melodic, and harmonic ear training skills. Concurrent registration in MU 211, 212. Prerequisite: basic musicianship

**MU 220 Music Repertoire** **3 hours**

Guided listening to standard 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 241 French Diction for Singers** **3 hours**  
 Principles of pronunciation and articulation for sung and spoken French through the use of the International Phonetic Alphabet (IPA). Emphasis is placed upon correct articulation, stressing and inflection in singing. Research and performance of selected French repertoire is required. Offered alternate years, pending enrollment.
- MU 265, 266 Individual Instruction and Laboratory** **1-2 hours**  
 For course description, see MU 165, 166. Prerequisite: audition/jury. 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 a week per one credit hour. Repeatable credit. Junior level. Prerequisite: audition.
- 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 integral parts 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** **2-3 hours**  
 A detailed analysis of structure, harmonic, and contrapuntal forms in tonal music. Offered fall semester, odd years only. 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 spring semester, even numbered years only. Prerequisite: MU 212.
- MU 317, 318 Sight Singing, Ear Training, and Dictation** **1, 1 hour**  
 Advanced concentration on development of rhythmic, melodic, and ear training skills. Concurrent registration in MU 311, 312. Prerequisite: MU 217, 218.
- 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 to 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 and concert and recital attendance are also part of the class activities. Offered fall semesters. Prerequisites: junior standing and 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 and concert and recital attendance are also part of the class activities. Offered spring semesters. Prerequisites: junior standing and 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 African-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 and concert and recital attendance are also part of the class activities. Prerequisites: junior standing and 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 African-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, and contemporary music, as well as women in music. Open to non-music majors. No technical knowledge required. Offered spring semester.

**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 be studied. Offered alternate years, pending enrollment. Prerequisite: MU 265

**MU 326 Vocal Literature - Song Repertoire 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 140, MU 141, MU 265. Offered fall semester, odd numbered years only..

**MU 328 Church Music and Worship (W) 3 hours**

The study of the development of church music literature from antiquity to the present. Emphasis will be placed upon hymnology, church music practice, and Biblical principles governing music ministry. Prerequisite: junior standing, and/or permission of the instructor. Offered fall semester, even numbered years only.

**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 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 331 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 332, 333 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 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 362 Opera Workshop I** **2 hours**  
A survey of operatic literature from the Baroque to the Romantic Period. This course will emphasize the performance and staging of representative works of important composers from these musical periods culminating with a staged production. Prerequisites: MU 140, MU 141, and MU 265. Offered spring semester, even numbered years only.
- MU 363 Opera Workshop II** **2 hours**  
A survey of operatic literature and musical theatre literature from the 20th century to the present day. This course will emphasize the performance and staging of representative works of important composers from this time period, culminating with a staged production. MU 140, MU 141, MU 265. Offered spring semester, odd numbered years only.
- MU 365, 366 Individual Instruction and Laboratory** **1-2 hours**  
For course description, see MU 165, 166. Prerequisites: audition/jury. Limited enrollment.
- MU 370 Introduction to Music Technology** **3 hours**  
Survey of music software and hardware for the professional musician. Topics include music notation, sequencing and MIDI, audio recording and editing, synthesis, multimedia, and web publishing. Software applications, such as word processing, spreadsheets, database, and PowerPoint is included. Assignments include projects demonstrating the practical use of software tools. Offered alternate years, pending enrollment. Prerequisite: 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 383 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 fall semester, even numbered years only. Prerequisite: MU 265.
- MU 384 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 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 pre-recital 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**

<b>Professor:</b>	Allen (Chair)
<b>Associate Professors:</b>	Flood
<b>Assistant Professors:</b>	Anderson, Johnson, Mbuguje, Patel, Taylor
<b>Instructor:</b>	Wills
<b>Major:</b>	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.

### **Accreditation**

The program in nursing is accredited (2005-2010) by the  
National League for Nursing Accrediting Commission  
61 Broadway, 33rd Floor  
New York, NY 10006  
1-800-669-1656, ext. 153  
[www.nlnac.org](http://www.nlnac.org)

### **Approval**

The program in nursing is approved by the  
Alabama Board of Nursing  
RSA Plaza, Ste. 250  
770 Washington Ave.  
Montgomery, AL 36104  
[www.abn.state.al.us](http://www.abn.state.al.us)

### **Career Opportunities**

The Department of Nursing offers two baccalaureate degree options: a generic (four-year BS) option that prepares students to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN); and a two-year non-generic option (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 Generic Option

### Admission Requirements:

1. Admission by the college. Admission to the college does not guarantee admission to a specific department or program.
2. College cumulative grade point average (GPA) of 3.00 or above on a 4.00 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, with a grade of C (2.00) or above.
4. Demonstrated reading at the 12th grade level, as indicated through diagnostic testing by the Center for Academic Success (CAS) 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. This policy does not apply to NU 110 Introduction to Nursing taken at Oakwood College, which is open to non-nursing majors.

### Progression

To progress through the nursing program to graduation, the student must:

1. Pass a math proficiency examination at the 90 percent level in NU 210 Fundamentals and Skills, and pass a dosage calculation examination at the beginning of each nursing performance course at the 90 percent level.
2. Pass all required clinical skills performance assessments at the 90 percent level or above.
3. Earn a grade of C (2.00) or better in each required nursing theory course and a grade of "Pass" in each required nursing clinical (nursing performance course).
4. Maintain a cumulative grade point average (GPA) of 3.00 or above.
5. Maintain a nursing cumulative GPA of 3.00 or above beginning in the sophomore year of nursing courses.
6. Earn a grade of C (2.00) or better in each cognate course. Cognate courses include, but are not limited to, anatomy & physiology I & II, inorganic and organic chemistry, microbiology, nutrition, college-level mathematics, psychology, sociology, speech, statistics, service learning, and English composition.
7. Complete with a passing grade all previous level courses (cognate and nursing) before progression to the next level.
8. Repeat successfully all nursing and cognate courses in which the minimum grade (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.
9. Fulfill any remedial contracts specified by the department.
10. Present annual verification of current CPR certification and tuberculosis screening.
11. Demonstrate the personal qualifications necessary to the professional practice of nursing as evaluated by the Department of Nursing faculty.
12. Participate in scheduled and random drug screening and background checking as required.
13. Achieve a score equal to or greater than the national average on each required ATI test.
14. Pass the sophomore and junior level examinations prior to progressing to the junior and senior levels respectively.

Students who are dismissed from the program through the Disciplinary Policy are not eligible for progression.

Students who do not maintain the minimum required cumulative GPA of 3.00 and the nursing cumulative GPA of 3.00 may not progress to the next nursing course until the required GPA is achieved.

Students who engage in misconduct that would jeopardize their professional performance as nurses may be denied admission to or 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 option must graduate in order to write the National Council Licensure Examination for Registered Nurses (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.

### **Exit Examination**

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 (or FS 131 or FS 232) .....	3 hours
NU 210 Fundamentals and Skills .....	3 hours
NU 211 Assessment and Skills .....	3 hours
NU 212 Pharmacology for Nursing .....	2 hours
NU 213 Professional Foundations of Nursing Practice .....	3 hours
NU 214 Nursing Performance I .....	1 hour
NU 330 Pathophysiology .....	3 hours
NU 331 Adult and Gerontological Nursing I .....	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 338 Nursing Performance III .....	2 hours
NU 339 Adult and Gerontological Nursing II .....	3 hours
NU 409 Nursing With Infants and Children .....	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 Management and Complex Medical-Surgical Nursing .....	3 hours
NU 417 Nursing Performance V .....	3 hours
NU 421 Nursing Seminar .....	1 hour
BI 111-112 Anatomy and Physiology and Lab .....	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
OC 201 Community and Service Learning .....	1 hour
PY 101 Principles of Psychology .....	3 hours
PY 307 Statistical Methods .....	3 hours
RG 390 Ethics in the Professions .....	3 hours
SO 101 Principles of Sociology .....	3 hours
<b>Total .....</b>	<b>97 hours</b>

#### **General Education Requirement Variations:**

Omit IT 100, IT 120, IT 203

Omit history elective

Omit MA 101 if ACT is 21; must take MA 108 or a higher level mathematics course

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. Admission by the college. Admission to the college does not guarantee admission to a specific department or program.
2. College cumulative grade point average (GPA) of 3.00 or above.
3. Current license to practice as a registered nurse in Alabama.
4. Completion or equivalency credit for an associate degree program in nursing. (See prerequisite courses below).
5. Evidence of current CPR certification.
6. Medical clearance from Oakwood College Health Services.
7. Students having two failures (C- or less) in the physical sciences (biology, chemistry, microbiology) or two failures in previous nursing courses are not eligible for admission to the nursing program. This policy does not apply to NU110 Introduction to Nursing taken at Oakwood College, which is open to non-nursing majors.

#### **Prerequisites**

The student is expected to have completed the following courses with a grade of C (2.00) or better prior to entering the program in nursing:

English Composition I and II

Anatomy and Physiology I and II

College Mathematics or Beginning Calculus

Microbiology

Inorganic Chemistry

Introduction to Psychology

Nutrition

Public Speaking

PE Activity (1 semester credit)

Successful completion of NU340 Transition to Professional Nursing is prerequisite to progression to the second semester of the nursing program.

## Progression

1. Earn a grade of C (2.00) or better in each required nursing theory course and a grade of Pass in each required nursing clinical (nursing performance) course.
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 3.00 in the major.

## Major Requirements:

NU 330 Pathophysiology .....	3 hours
NU 334 Nursing Informatics .....	3 hours
NU 335 Transcultural Nursing .....	3 hours
NU 336 Research in Nursing .....	3 hours
NU 340 Transition to Professional Nursing .....	4 hours
NU 411 Community Health Nursing .....	3 hours
NU 414 Nursing Performance RN I .....	2 hours
NU 415 Gerontological Nursing .....	3 hours
NU 416 Management and Complex Medical-Surgical Nursing .....	3 hours
NU 418 Nursing Performance RN II .....	4 hours
NU 450 Nursing Elective .....	3 hours
CH 102 Introduction to Organic and Biochemistry and Lab .....	3 hours
OC 201 Community and Service Learning .....	1 hour
SO 101 Principles of Sociology .....	3 hours
RG 390 Ethics in the Professions .....	3 hours
<b>Total .....</b>	<b>44 hours</b>

## General Education Requirement Variations:

- Omit IT 100, IT 120, IT 203
- Omit the history elective
- Omit MA 101 if included in associate degree program
- Omit PE 211 Health Principles

Total hours required for the degree are 63 in addition to associate degree program.

## Description of Courses

### NU 106 Non-Drug Therapeutics 3 hours

This elective course is intended to teach persons 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). Prerequisites: NU 110; admission to nursing program.

**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. FS 131 and FS 232 will fill the requirement for this course.

**NU 210 Fundamentals and Skills 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, and environmental factors that individualize nursing care will be addressed. Prerequisites: Completion of all freshman level courses. Corequisites: (NU 209/FS 131/FS 232), NU212, NU213

**NU 211 Assessment and Skills II 3 hours**

This course further develops professional nursing assessment and performance skills introduced in NU 210 Fundamentals and Skills, with an emphasis on appropriate technology for health promotion, protection, and restoration across the life span. Interpersonal and communication skills are emphasized. Prerequisites: (NU 209/FS 131/FS 232), NU 210, NU 212. Corequisite: NU 214.

**NU 212 Pharmacology for Nursing 2 hours**

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. Prerequisites: BI 111 and BI 112, CH 101 and CH 102, 100 level nursing courses, MA 101 or MA 108. Corequisite: NU 210. Non-nursing majors by permission of instructor.

**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. Prerequisite: 100 level nursing courses.

**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. Prerequisites: (NU 209/FS 131, FS 232), NU 210, NU 212, NU 213. Corequisite: NU 211.

**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. Prerequisites: BI 111 and BI 112, BI 221, CH 101 and CH 102.

**NU 331 Adult and Gerontological Nursing I (W) 3 hours**

This course focuses on professional nursing principles for the promotion, maintenance, and restoration of health for young, middle, and older 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 multi-sectoral approach will be used to study socio-economics and the ethical and legal issues that affect adult health. Prerequisites: 200 level nursing and cognate courses. Corequisites: NU 330, NU 332, NU 333, NU 334.

**NU 332 Mental Health Nursing (W) 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. Emphasis is placed upon psychotherapeutic and psychopharmacological interventions, as well as the pathophysiology of psychiatric disorders. Prerequisites: 200 level nursing courses. Corequisites: NU 330, NU 331, NU 333.

**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. Prerequisites: 200 level nursing and cognate courses. Corequisites: NU330, NU331, NU332, NU 334.

**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. Prerequisites: 200 level nursing courses.

**NU 335 Transcultural Nursing (W) 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. Prerequisites: 200 level nursing courses.

**NU 336 Research in Nursing (W) 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. Prerequisites: 200 level nursing courses, PY 307, or permission of instructor.

**NU 337 Nursing With Infants and Children (W) 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. Prerequisites: NU 330, NU 331, NU 332, NU 333, NU 334. Corequisite: NU 338.

**NU 338 Nursing Performance III (W) 2 hours**

This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, restoration and leadership for individuals across the life span and their families in hospital and community-based settings. Prerequisites: NU330, NU331, NU332, NU333, NU334. Corequisites: NU335, NU336.

**NU 339 Adult and Gerontological Nursing II (W) 3 hours**

This course focuses on advanced nursing principles for the promotion, maintenance, and restoration of health for young, middle, and older adults. Contemporary health issues and concerns of these age groups will be studied with emphasis on developmental stages, impact of illness, spiritual dimensions, and cultural diversity. A multi-sectoral approach will be used to study socio-economics and the ethical and legal issues that affect adult health. Prerequisites: NU 335, NU336, NU337, NU338. Corequisites: NU412, NU413.

**NU 340 Transition to Professional Nursing 4 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 at Oakwood College. Theoretical models are examined. This course provides a systematic and comprehensive approach to health assessment and decision making. Campus laboratory experiences are required. Prerequisite: admission to the BS completion option in nursing.

**NU 350 International Nursing (W) 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 409 Nursing with Infants and Children (W) 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. Prerequisites: Successful completion of all junior level courses. Corequisites: NU335, NU336, NU338.

**NU 411 Community Health Nursing 3 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. Basic principles of the epidemiological process related to health promotion, primary, secondary, and tertiary disease prevention are emphasized. Attention is given to the involvement of the professional nurse in key ethical issues, and health policy formulation with a focus on vulnerable populations. Prerequisites: NU 410, NU 412, NU 413. Corequisites: NU 416, NU 417.

**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. Prerequisites: 300 level nursing courses. Corequisites: NU 410, NU 413.

**NU 413 Nursing Performance IV (W)**

**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 families during childbearing and childrearing years will be emphasized. Prerequisites: Successful completion of all junior level courses. Corequisites: NU 409, NU 412.

**NU 414 Nursing Performance RN I (W)**

**2 hours**

This clinical course provides opportunities for the implementation of professional nursing care to facilitate health promotion, maintenance, restoration and leadership for older adults and their families in hospital and community-based settings. Prerequisites: Completion of junior level RN-BS courses. Corequisites: NU412, Nursing elective.

**NU 415 Gerontological Nursing (W)**

**3 hours**

This course focuses on professional nursing principles for the promotion, maintenance, and restoration of health for older adults. Contemporary health issues and concerns of this age group will be studied with emphasis on developmental changes, health promotion practices, impact of illness, spiritual dimensions, and cultural diversity. A multi-sectoral approach will be used to study socio-economics and the ethical and legal issues that affect adult health. Prerequisites: Completion of junior level RN-BS courses. Corequisites: NU 414, NU450.

**NU 416 Management and Complex Medical-Surgical Nursing (W)**

**3 hours**

This course focuses on the nursing care of young, middle, and older adult patients with critical, complex disorders. This course will focus on the development of nursing leadership/management skills. Professional nursing knowledge and advanced psychomotor skills will be utilized in the care of critically ill patients. Professional nursing principles for health maintenance and restoration adults will be addressed from a developmental perspective. Spiritual, cultural, ethical, legal, and socioeconomic factors will be considered. Management concepts will be operationalized using the patterns of knowing. Prerequisites: NU410, NU412, NU 413. Corequisites: NU411, NU417, NU421.

**NU 417 Nursing Performance V**

**3 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 leadership skills in a variety of settings. The student will be expected to integrate knowledge from previous and current courses in the management of complex, leadership, and community nursing throughout the life span in leadership, community nursing and the management of complex nursing situations. Prerequisites: NU 410, NU 412, NU 413. Corequisites: NU 411, NU 416.

**NU 418 Nursing Performance RN II (W)**

**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 leadership skills in a variety of settings. The student will be expected to integrate knowledge from previous and current courses in the management of complex, leadership, and community nursing throughout the life span in leadership, community nursing and the management of complex nursing situations. Prerequisites: NU 414, NU 415, NU 450. Corequisites: NU 411, NU 416.



**NU 421 Nursing Seminar****1 hour**

This course is designed to prepare the students for the departmental exit examination and the National Council Licensure Examination for Registered Nurses (NCLEX-RN). It builds on concepts learned throughout the nursing program and evaluates student learning using both paper-pencil and computerized test items and rationales. Prerequisites: NU410, NU412, NU 413. Corequisites: NU411, NU 416, NU 417

**NU 450 Nursing Elective (W)****2-3 hours**

This senior course allows the student an opportunity to select a preferred area of nursing practice for focused theoretical learning and clinical experience. The student, in consultation with the course advisor, plans the course activities. This course is a requirement in the RN completion option and may be taken as an elective in the generic option.



## Department of Psychology

**Associate Professors:** Sawyers, Weems (Chair)

**Assistant Professors:** Cook, Edwards, Galley

**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 in (1) acquiring knowledge and developing skills for entry-level professional service, (2) preparing for entry into graduate programs, (3) receiving a Christian perspective of psychology, and (4) expanding an understanding of self and others with an appreciation of the origin and nature 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

All majors in psychology are required to take an exit examination during their senior year with a minimum 70 percent passing grade. If a passing score is not achieved, students may re-take the exam in March and April of the same year.

### Career Opportunities

Human understanding and service constitute great needs among people today. Psychology graduates are entering a multiplicity of occupations including business, law, government, private practice or mental health agency employment, and education. 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 321 Abnormal Behavior .....	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 325 Developmental Psychology, and PY 345 Adolescent Psychology .....	6 hours
PY Electives .....	9 hours
<b>Total .....</b>	<b>42 hours</b>

**Minor is recommended**

## Bachelor of Science in Psychology

The B.S. degree with a counseling or industrial/organizational concentration 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
PY 321 Abnormal Psychology .....	3 hours
Select from: PY 301 Social Psychology, PY 319 Theories of Personality, PY 325 Developmental Psychology and, PY 345 Adolescent Psychology .....	6 hours
PY 371 Biological Psychology .....	3 hours
PY 411 Principles of Research .....	3 hours
PY 480 Seminar in Psychology .....	2 hours
PY or SO Electives .....	15 hours
SO 101 Principles of Sociology .....	3 hours
Counseling or Industrial/Organizational Concentration* .....	17-18 hours
<b>Total .....</b>	<b>61-62 hours</b>

**\*Counseling concentration:**

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 422-424 Counseling Practicum .....	4 hours
PY 340 Behavior Disorders in Children, or	
PY 431 Black Psychological Perspectives, or	
SO 361 Marriage and the Family .....	3 hours
PY 460 Experimental Psychology .....	3 hours
PY 460L Experimental Psychology Lab .....	1 hour
<b>Total .....</b>	<b>17 hours</b>

**\*Industrial/Organizational concentration:**

PY 351 Industrial Psychology .....	3 hours
PY 430 Psychological Testing .....	3 hours
BA 105 Introduction to Business .....	3 hours
BA 310 Principles of Management .....	3 hours
BA 383 Human Resource Management .....	3 hours
BA 460 Business Ethics .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

**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
<b>Total .....</b>	<b>21 hours</b>

**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
<b>Total .....</b>	<b>21 hours</b>

### 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
<b>Total .....</b>	<b>21 hours</b>

### Description of Courses

#### Psychology

##### **PY 095 Scholarship Skills** **2 hours**

This course is designed to provide the student with essential college study skills, test taking strategies and learning techniques that will prepare them for a successful academic journey. Beginning freshman on academic probation and students with an ACT composite of less than 17 or an SAT composite of less than 840 are required to take this class. Other freshmen whose GPA falls below 2.00 will also need 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 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 303 Psychology of Women** **3 hours**

This course provides an overview of the events/issues that have served to shape the psychology that women adopted with reference to themselves and others toward them, and how that has changed over the years. The dynamics of the psychology of womanhood across cultures will also be examined.

##### **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 345 Adolescent Psychology** **3 hours**  
This course is designed to give the student a descriptive and theoretical survey of the developmental period of adolescence, to include a critical examination of the biological, cognitive, socio-emotional and socio-cultural factors impacting adolescent development. 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 data. 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 (W)** **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. 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 and psychology majors.
- 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.
- 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 (W)** **each 1-3 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 humankind as total being, culture and social organization, interrelationships with habitat, and 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 301 The Sociology of Deviant Behavior 3 hours**

A study of definitions and characteristics of behaviors which have at different times, and in different places, been considered deviant. Such behaviors include criminality, mental illness, alcoholism, drug addiction, abortion, prostitution, and pornography. Interdisciplinary theories are introduced to facilitate an understanding of these behaviors, their diagnosis, management, control, and prevention. 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.



## Department of Religion and Theology

<b>Professors:</b>	Baker, Diop, Samson (Chair), Warren
<b>Associate Professors:</b>	Allen, Doggette, Fraser, Li
<b>Assistant Professors:</b>	Benjamin, Kwesi, Thomas
<b>Majors:</b>	Theology (B.A.) Concentrations: Pastoral/Evangelistic Ministry, Teaching Ministry, Pre-Counseling/Pre-Chaplaincy Ministry Religious Education (B.S.)
<b>Minors:</b>	Theology Biblical Languages
<b>Certificate:</b>	Church Leadership

### Purpose

The purpose of the educational program of the Department of Religion and Theology is to provide Christ-centered, distinctively Seventh-day Adventist, clinically grounded theological education for students in preparation for pastoral ministry, evangelism, teaching, Christian counseling, and chaplaincy. The religion and theology program is designed to prepare individuals for effective service to God, church, and humanity. Specifically the program seeks to prepare students for entry-level practice in ministry and for seminary and graduate study in religion and theology in preparation for specialized ministry. The department serves the general student body of Oakwood College through the provision of religion and theology courses across the curriculum. The department also serves as a resource to all college departments for the promotion of faith and learning.

### Admission Requirements

Students seeking a Bachelor of Arts or Bachelor of Science degree in the Department of Religion and Theology will be admitted upon completion of admission criteria and departmental evaluation as described in the departmental *Student Handbook*. Admission requirements include:

1. Admission by the college as a full-time student (admission to the college does not guarantee admission to the Department of Religion and Theology).
2. Submission of departmental application materials, including application form, personal statement, and three personal recommendations (including one from the applicant's pastor).
3. ACT composite score of 16 or above, or SAT composite score of 840 or above. Students with ACT or SAT below 16 or 840 must enroll in developmental courses.
4. Completion of 30 semester hours, including the following religion and theology courses: RP 131, and RP 132.
5. A college GPA of at least 2.30.
6. Demonstrated reading at the 12th-grade level, as indicated through diagnostic testing by the Center for Academic Success (CAS) or other testing centers.
7. Completion of battery of personality and diagnostic tests.
8. Exemplary student conduct as outlined in the Oakwood College *Student Handbook*.

## Candidacy Requirements

Students seeking a Bachelor of Arts or Bachelor of Science degree in the Department of Religion and Theology will be advanced to candidacy upon completion of candidacy criteria and departmental evaluation as described in the departmental *Student Handbook*. Candidacy requirements include:

1. Admission to the Department of Religion and Theology (admission to the department does not guarantee advancement to candidacy).
2. Submission of departmental application materials, including application form, autobiographical sketch, résumé, personal interview, and two letters of recommendation from field education mentors.
3. Completion of 91 semester hours.
4. GPA of 2.30 or above in major courses.

In order to maintain candidacy status, students must meet the following requirements:

1. GPA of 2.30 or above in major courses.
2. Completion of the departmental exit examination with a score of 75% or above.
3. Completion of Emotional Competency Inventory (ECI).
4. Exhibit conduct befitting a ministerial student as outlined in the departmental *Student Handbook*

## Exit Examination

All graduating seniors in major programs must take a comprehensive examination in the fall semester of their final year. The examination will evaluate proficiency in four areas of competency: biblical studies, theological studies, historical studies, and practical studies. A minimum of 75 percent is required for passing, and students who fail must retake the examination. See the exit examination policy in the departmental *Student Handbook* for criteria and procedures.

## Bachelor of Arts in Theology

The Bachelor of Arts in Theology is designed to expose students to selected vocational options in ministry and provide a foundation for graduate education. The degree requirements emphasize spiritual formation and ministerial knowledge and skills. In addition to core requirements for the major, students must choose from one of three concentrations: Pastoral/Evangelistic Ministry, Teaching Ministry, or Pre-Counseling/Pre-Chaplaincy Ministry. Students in all concentrations are required to complete field education experience in selected practical courses. Field requirements, including the "Credit Hour to Clock Hour" policy, are described in the departmental *Student Handbook*.

## Core Requirements:

RB 211 The Biblical Jesus .....	3 hours
RB 311-312 New Testament I, II .....	3-3 hours
RB 411-412 Old Testament I, II .....	3-3 hours
RB 413 Studies in Daniel and Revelation .....	3 hours
RP 131 Spiritual Formation for Ministry .....	2 hours
RP 132 Introduction to Christian Ministry .....	2 hours
RP 231 Personal Evangelism .....	2 hours
RP 431 Christian Ministry I .....	3 hours
RT 221 Biblical Hermeneutics .....	2 hours

RT 222 The Gift of Prophecy and Ellen White .....	2 hours
RT 321 Christian Ethics .....	3 hours
RT 421-422 Christian Theology I, II .....	3-2 hours
RT 423 Seventh-day Adventist Theology .....	3 hours
HI 314 History of the Seventh-day Adventist Church .....	3 hours
HI 444-445 History of Christianity in the World I, II .....	3-2 hours
<b>Total .....</b>	<b>50 hours</b>

**Minor in Biblical Languages is required** (except for Concentration 3).

**General Education Requirement Variations:**

RB 211, RT 222, RT 321 and RT 423 fulfill the religion requirement.

Biblical languages requirements substitute for the modern language requirement.

HI 444 and HI 445 substitute for HI 103 or HI 104.

**Concentration 1: Pastoral/Evangelistic Ministry**

The concentration in Pastoral/Evangelistic Ministry prepares students for entry-level practice in pastoral ministry and for admission to graduate education at the Seventh-day Adventist Theological Seminary.

Concentration Requirements

RP 341-342 Biblical Preaching I, II .....	3-3 hours
RP 441 Christian Worship and the Black Liturgical Experience .....	2 hours
RP 442 Public Evangelism and Church Growth .....	2 hours
RP 443 Christian Ministry II .....	3 hours
Religion/Theology Electives .....	4 hours
<b>Total .....</b>	<b>17 hours</b>

Students are strongly recommended to select from the following courses in fulfilling the religion/theology elective requirement: RT 322 or RP 361 or RP 460.

**Concentration 2: Teaching Ministry**

The concentration in Teaching Ministry exposes students to the vocational option of teaching religion/theology at the secondary or collegiate level and prepares students for admission to graduate education at the Seventh-day Adventist Theological Seminary. It should be noted that this concentration is a pre-professional program; further education is necessary for professional credentialing and practice.

Concentration Requirements

RP 351 Introduction to Religious Education .....	3 hours
RP 450 Teaching Religion/Theology Practicum .....	3 hours
Religion/Theology Electives .....	4 hours
ED 130 Orientation to Teaching .....	2 hours
ED 240 Principles of Teaching .....	3 hours
ED 331 Methods in Teaching Bible .....	2 hours
<b>Total .....</b>	<b>17 hours</b>

Students are strongly recommended to select from the following courses in fulfilling the religion/theology elective requirement: RT 322 or RP 341 or RP 361. Students interested in pursuing the Master of Divinity degree at the Seventh-day Adventist Theological Seminary are strongly encouraged to take RP 341 in order to meet admissions requirements.

### **Concentration 3: Pre-Counseling/Pre-Chaplaincy Ministry**

The concentration in Pre-Counseling/Pre-Chaplaincy Ministry exposes students to the vocational options of Christian counseling and chaplaincy and prepares students for admission to graduate education at the Seventh-day Adventist Theological Seminary. It should be noted that this concentration is a pre-professional program; further education is necessary for professional credentialing and practice. Students in Concentration 3 must complete the concentration requirements and Option A or B.

#### Concentration Requirements

RP 361-362 Pastoral Care and Counseling I, II .....	3-3 hours
RP 460 Pre-Counseling/Pre-Chaplaincy Practicum .....	3 hours
PY 361 Marriage and the Family .....	3 hours
PY 421 Counseling Skills .....	3 hours
<b>Total .....</b>	<b>15 hours</b>

#### Option A

RL 211-212 Greek I, II .....	3-3 hours
RL 313 Greek III .....	2 hours
RL 311-312 Hebrew I, II .....	3-3 hours
RL 413 Hebrew III .....	2 hours
RL 314 Greek IV or RL 414 Hebrew IV .....	2 hours
Religion/Theology Electives .....	4 hours
<b>Total .....</b>	<b>22 hours</b>

Students are strongly recommended to select from the following courses in fulfilling the religion/theology elective requirement: RT 322 or RP 341 or RL 313 and 314 or RL 413 or RL 414. Students interested in pursuing the Master of Divinity degree at the Seventh-day Adventist Theological Seminary are strongly encouraged to take RP 341, RL 313, RL 314, RL 413 and RL 414 in order to meet admission requirements.

#### Option B

RL 211-212 Greek I, II or RL 311-312 Hebrew I, II .....	3-3 hours
RL 313-314 Greek III, IV or RL 413-414 Hebrew III, IV .....	2-2 hours
Religion/Theology Elective .....	3 hours
Modern Language .....	6 hours
Non-Religion/Theology Elective .....	3 hours
<b>Total .....</b>	<b>22 hours</b>

Students are strongly recommended to select from the following courses in fulfilling the religion/theology elective requirement: RT 322 or RP 341 or RL 313 and RL 314 or RL 413 and RL 414. Students are strongly recommended to take PY 331 in fulfilling the non-religion/theology elective requirement. Students interested in pursuing the Master of Divinity degree at the Seventh-day

Adventist Theological Seminary are strongly encouraged to take RP 341 and RL 211-212, RL 313-314 as well as RL 311-312 , RL 413-414 in order to meet admission requirements.

### **Bachelor of Science in Religious Education**

The Bachelor of Science in Religious Education is designed to qualify a person to teach secondary-school Bible and to pursue graduate study in such areas as school administration and religious education. Upon conferral of the degree, students may apply for the Seventh-day Adventist Basic Teaching Certificate: Religion, grades 7-12. Degree requirements are listed in the Department of Education section of the bulletin. Program Advisor: Department Chair.

### **Minor in Theology**

The Minor in Theology offers a bi-vocational ministerial option to non-majors interested in supplementing their primary discipline with significant coursework in theology and religion. The minor is especially designed for students not pursuing professional ministry but who recognize that God calls believing people of all vocations to spiritual service. The Minor in Theology also fulfills the discipline of theology requirements for the Bachelor of Arts in Interdisciplinary Studies with the addition of three hours of religion/theology electives. Students taking the Minor in Theology will meet the General Education requirements for religion and theology through their coursework. Students not having passed two years of high-school Bible must include RG 101, except transfer students who have completed six hours of college Bible.

#### **Minor Requirements**

RB 211 The Biblical Jesus .....	3 hours
RB 311 New Testament I.....	3 hours
RB 411 Old Testament I.....	3 hours
RP 131 Spiritual Formation for Ministry .....	2 hours
RP 231 Personal Evangelism .....	2 hours
RT 221 Biblical Hermeneutics .....	2 hours
RT 321 Christian Ethics .....	3 hours
RT 423 Seventh-day Adventist Theology .....	3 hours
<b>Total .....</b>	<b>21 hours</b>

### **Minor in Biblical Languages**

The Minor in Biblical Languages is designed for theology majors in recognition of the practical benefit of in-depth knowledge and skill in biblical languages for ministerial practice. Students other than theology majors are also permitted to enroll in a Minor in Biblical Languages.

#### **Minor Requirements**

RL 211-212 Greek I, II .....	3-3 hours
RL 313-314 Greek III, IV .....	2-2 hours
RL 311-312 Hebrew I, II .....	3-3 hours
RL 413-414 Hebrew III, IV .....	2-2 hours
<b>Total .....</b>	<b>20 hours</b>

## Certificate in Church Leadership

This one-year program prepares the participant for effective lay leadership or self-supporting ministry. The program also provides certification for ministers with training from other denominations who seek to practice ministry in a Seventh-day Adventist context.

### Certificate Requirements:

RB 211 The Biblical Jesus .....	3 hours
RB 311 New Testament I.....	3 hours
RB 411 Old Testament I.....	3 hours
RB 413 Studies in Daniel and Revelation .....	3 hours
RP 131 Spiritual Formation for Ministry .....	2 hours
RP 341 Biblical Preaching I.....	3 hours
RP 431 Christian Ministry I .....	3 hours
RP 442 Public Evangelism and Church Growth .....	2 hours
RT 221 Biblical Hermeneutics .....	2 hours
RT 222 The Gift of Prophecy and Ellen White .....	2 hours
RT 321 Christian Ethics .....	3 hours
RT 423 Seventh-day Adventist Theology .....	3 hours
HI 314 History of the Seventh-day Adventist Church.....	3 hours
<b>Total .....</b>	<b>35 hours</b>

## Description of Courses

### Biblical Studies

#### **RB 211 The Biblical Jesus** **3 hours**

An introductory study of the person and work of Jesus Christ as depicted in Scripture. This course explores the messages and Christological perspectives of each Gospel using an exegetical approach. The messages of the Gospels are explored in light of their historical, literary, socio-cultural, and theological contexts. The product of this exegetical analysis will be used to reflect on Old Testament foreshadowings of Christ. Sound methodological principles of Old Testament Christocentric interpretation will be employed, such as promise-fulfillment, typology, and redemptive-historical progression. The Christologies of the New Testament documents will be examined. Special attention will be given to the relevance of the person and work of Jesus Christ for ministerial practice and contemporary Christian living.

#### **RB 311 New Testament I (W)** **3 hours**

An introductory survey of the Pauline Epistles, utilizing the book of Acts as a historical resource. Each letter is analyzed exegetically. Emphasis is given to Paul's major themes, including God, Christ, the Holy Spirit, salvation, the church, and last day events, as well as the relevance of Paul's message to ministerial practice and contemporary Christian living. Prerequisite: RL 314 or permission of instructor.

**RB 312 New Testament II (W) 3 hours**

An introductory survey of Hebrews, Revelation, and the General Epistles, which include James, 1 and 2 Peter, Jude, 1, 2, and 3 John. Each letter is analyzed exegetically. Emphasis is given to major themes, including God, Christ, the Holy Spirit, the church, salvation, and last day events, as well as the relevance of each author's message to ministerial practice and contemporary Christian living. Prerequisite: RB 311.

**RB 411 Old Testament I (W) 3 hours**

An introductory survey of the Old Testament books from Genesis to Esther. The messages of each book are explored in light of their historical, geographical, literary, and theological contexts. Special attention is given to issues of interpretation and methodological approaches, laying the groundwork for the Christological interpretation of the Old Testament. Prerequisite: RL 414 or permission of instructor.

**RB 412 Old Testament II (W) 3 hours**

An introductory survey of the Old Testament books from Job to Malachi. The messages of each book are explored in light of their historical, geographical, literary, and theological contexts. Special attention is given to the interpretation of poetry and wisdom. The Christological interpretation of the Old Testament will be further developed. Prerequisite: RB 411.

**RB 413 Studies in Daniel and Revelation (W) 3 hours**

An exegetical exploration of the messages of Daniel and Revelation in light of their historical, literary, and theological contexts. Emphasis is given to the interpretation and application of apocalyptic prophecy from a Seventh-day Adventist perspective. Prerequisites: RB 312, RB 411, RL 314, RL 414, and RT 221 or permission of instructor.

**RB 490, 491 Research and Independent Study each 1-3 hours**

A research project tailored to the student's area of academic or professional interest. This course does not substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

**Biblical Languages**

**RL 211-212 Greek I, II 3-3 hours**

**RL 313-314 Greek III, IV 2-2 hours**

This course uses the linguistic similarities between English and New Testament Greek grammars toward the mastery of the morphology and the syntax of New Testament Greek. Students develop a usable vocabulary and the ability to translate simple passages. It emphasizes the application of Greek grammar to the understanding of the biblical text. Students develop the ability to translate selected passages with the aid of reference tools. Special emphasis is given to the value of Greek in the practice of ministry. Laboratory work is required. Prerequisite for RL 313: RL 212.

**RL 311-312 Hebrew I, II 3-3 hours**

**RL 413-414 Hebrew III, IV 2-2 hours**

An introductory course in Biblical Hebrew, emphasizing mastery of basic grammar. Students develop a usable vocabulary and the ability to translate simple passages. It emphasizes the ability to translate selected passages with the aid of reference tools. Special emphasis is given to the value of Hebrew in the practice of ministry. Laboratory work is required. Prerequisite for RL 413: RL 312.

**RL 411 Textual Criticism****2 hours**

An introduction to the methods and practice of textual criticism. This course will trace the transmission of the biblical documents from their original composition, their preservation through copied manuscripts, and their translation into various ancient and modern languages (with an emphasis on the development of the English Bible). Students will learn how to evaluate the accuracy of the various readings in the biblical manuscripts and translations. Prerequisites: RL 314 and RL 414 or permission of instructor.

**RL 490, 491 Research and Independent Study****each 1-3 hours**

A research project tailored to the student's area of academic or professional interest. This course does not substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

**Theological and Religious Studies****RT 221 Biblical Hermeneutics****2 hours**

An introduction to the principles and methods of biblical interpretation with emphasis on Christocentric interpretation. Special consideration is given to Seventh-day Adventist interpretation and the relationship between interpretation and spirituality. Students develop the ability to assess various critical methodologies and apply interpretive principles responsibly.

**RT 222 The Gift of Prophecy and Ellen White****2 hours**

A study of the biblical teaching on the Gift of Prophecy with emphasis on the manifestation of the gift in the ministry of Ellen G. White. Special consideration is given to issues of interpretation: Ellen White's relationship to the Bible and biblical prophecy; revelation, inspiration, and illumination; canon and authority; purpose of her writings; development of her thought; and relevance for modern believers. Attention is also given to Ellen White and her critics, Ellen White and the church, and the nature and role of the Ellen G. White Estate. Prerequisite: RT 221. This course does not meet the General Education requirement for non-majors.

**RT 223 Philosophy and Christian Thought****2 hours**

An introduction to the rigor of critical thinking in the context of human quest for truth and meaning. Through an historical approach, this course highlights the contributions of the major philosophers to the development of disciplines such as epistemology, ontology, metaphysics, empiricism, political philosophy, philosophy of religion, logic, and ethics. It is geared toward the understanding of pre-modernity, modernity, and postmodernity. It evaluates philosophical postulates in the light of biblical verities and aims at establishing the relationship between faith and learning.

**RT 321 Christian Ethics (W)****3 hours**

An introductory survey of Christian ethics from biblical to present times. The course includes a systematic evaluation of various approaches to Christian ethics. Consideration is given to the relationship between the Bible and the quality and character of the Christian moral life, with special emphasis on Christ as the center of value and the moral life. Students investigate and critique major ethical systems and engage in values analysis, clarification, and criticism. Prerequisite: RT 221 or permission of instructor.

**RT 322 World Religions****2 hours**

A survey of the development, beliefs, worldviews, and practices of the religions of the world, including African and Caribbean traditions as well as modern religious movements. Special emphasis will be placed on their relationship with Christianity. Prerequisite: junior standing.



**RT 421 Christian Theology I (W) 3 hours**

An introductory survey of the development of Christian thought from A.D. 100 to 1300. Treatment is given to the task of theology, theological principles and methods, and biblical critique of theological ideas. Dogmatic categories include theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. Students explore the relevance of theological reflection for modern church and society. Prerequisite: RT 221.

**RT 422 Christian Theology II (W) 2 hours**

An introductory survey of the development of Christian thought from A.S. 1300 to the present. Treatment is given to the task of theology, theological principles and methods, and biblical critique of theological ideas. Dogmatic categories include theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. Attention is given to the historical development, principles, and methods of biblical theology. Students explore the relevance of theological reflection for modern church and society. Prerequisite: RT 421.

**RT 423 Seventh-day Adventist Theology 3 hours**

An exploration of the fundamental beliefs of the Seventh-day Adventist church from a biblical and historical perspective. Emphasis is placed on landmark beliefs and apocalyptic heritage. Prerequisites: RT 221 and HI 314 or permission of the instructor.

**RT 490, 491 Research and Independent Study each 1-3 hours**

A research project tailored to the student's area of academic or professional interest. This course does to substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

### **Practical Studies**

**RP 131 Spiritual Formation for Ministry 2 hours**

A biblical, theological, historical, and practical study of spiritual formation for Christian ministry. Students examine and engage in the spiritual disciplines foundational to a strong devotional life and Christian service. Emphasis is given to the relationship between personal, corporate, and social spirituality, particularly the role of a spiritual guide in the development of spiritual formation in others. Laboratory work is required.

**RP 132 Introduction to Christian Ministry 2 hours**

An introduction to Christian ministry as an extension of the ministry of Christ. Using scripture as a foundation, students reflect on the call and role of the minister and explore basic issues in spiritual formation. Students are exposed to the broad spectrum of professional roles in ministry, particularly church pastor, religion/theology teacher, and counselor/chaplain. Field education and personality/diagnostic testing are required. Prerequisite: RP 131.

**RP 231 Personal Evangelism 2 hours**

An introduction to Christian discipleship. With an emphasis on developing skills for practice, students examine biblical and theological foundations of discipleship as demonstrated in the ministry of Christ. Emphasis is given to the development of interpersonal skills for witnessing. Students learn to prepare and present Bible studies and train laity for discipleship. Field education is required. Prerequisite: RP 132 or permission of instructor.

**RP 341 Biblical Preaching I 3 hours**

An introduction to the biblical and theological foundations, principles, and methods of Christ-centered preaching. Students review biblical hermeneutics for application to preaching. Attention

is also given to personal preparation, sermon development and delivery, and biblical preaching in the Seventh-day Adventist and Black traditions. Special emphasis is placed on Christ as the content of biblical preaching. Prerequisites: RB 211, RL 212, and RT 221.

**RP 342 Biblical Preaching II**

**3 hours**

An application of homiletical theory, designed to build students' basic skills in biblical preaching. As a continuation of RP 341, this course requires students to deliver sermons for peer and teacher evaluation. Prerequisite: RP 341.

**RP 351 Introduction to Religious Education**

**3 hours**

An introduction to biblical, theological, historical, and psychological foundations of religious education. Special attention is given to theoretical approaches and their critique and to religious education and practical procedures for implementing, maintaining, and evaluating religious learning in home, school, and church. Prerequisite: ED 250.

**RP 361 Pastoral Care and Counseling I**

**3 hours**

An introduction to the principles and practices of pastoral care and counseling. Students will examine systems in pastoral care and counseling from a biblical and theological perspective. The course will address visitation, ministering to the sick and their support system, and developmental family issues. Special attention is given to premarital, marital, divorce, and bereavement counseling. The pastor's place in the mental health care network and appropriate circumstances for professional referral will also be considered. Prerequisite: PY 101.

**RP 362 Pastoral Care and Counseling II**

**3 hours**

An advanced course in pastoral care and counseling techniques. This course employs both in-class preparation and clinical practice. Students apply pastoral care and counseling intervention techniques in a clinical setting. Attention is given to family dynamics, conflict management and resolution, and crisis management, with particular reference to pastoral care in the black community. Assessment and referral methods are reviewed. Field education is required. Prerequisite: RP 361.

**RP 431 Christian Ministry I**

**3 hours**

An examination of biblical, theological, and historical foundations of Christian ministry and their relevance to professional issues in ministry. The course is designed to lead students from critical reflection to informed practice. As a continuation of RP 132, this course utilizes a case-study approach to develop the role of the minister as grounded in the ministry of Christ. Emphasis is placed on servant-leadership, ministerial ethics, life management, denominational polity, and strategic planning. Field education and personality testing are required. Prerequisites: RB 211, RP 132, and RT 221.

**RP 441 Christian Worship and the Black Liturgical Experience**

**2 hours**

An introduction to the biblical, theological, and historical foundations of Christian worship and the implications for black liturgical experience. With an emphasis on building skills for practice, the course explores selected liturgical elements, including the role of music and the centrality of the Word. Attention is given to the relationship between corporate worship and service. Students are required to complete observations in various worship settings. Prerequisites: RB 211 and RT 221.

**RP 442 Public Evangelism and Church Growth**

**2 hours**

An introduction to public evangelism and church growth. With an emphasis on developing skills for practice, students examine the biblical and theological foundations of public evangelism

and church growth as demonstrated in the ministry of Christ. Traditional and non-traditional approaches are explored. Special emphasis is given to the role of the laity in successful public evangelism and church growth. Field education is required. Prerequisites: RB 211 and RP 231.

**RP 443 Christian Ministry II**

**3 hours**

An application of Christian ministry in the church setting, designed to build students' basic skills in ministerial practice. As a continuation of RP 431, this course employs both in-class preparation and clinical participation in church administration, visitation, church finance, services of the church (e.g. baptism, wedding, funeral, communion, baby dedication), auxiliary ministries, and strategic planning. Attention is also given to resources for ministry, including technology. Field education is required. Prerequisite: RP 431.

**RP 444 Pastoral/Evangelistic Practicum**

**1-3 hours**

An advanced course designed to provide students with pastoral experience in a church and/or community setting (e.g. nursing home, campus residence hall, hospice, shelter, correctional facility). Students will engage in a specific area of ministry that will be supervised and assessed. This practicum is structured to allow students to test their ministry skills in a real-life setting. Prerequisite: RP 431.

**RP 450 Teaching Religion/Theology Practicum**

**1-3 hours**

A course designed to provide students with instructional experience in a classroom setting. Students are assigned to the Department of Religion and Theology, Oakwood Adventist Academy, and other educational settings. Students will actively participate in classroom instruction that will be supervised and assessed. This practicum is structured to allow students to test their teaching skills in a real-life setting. Prerequisite: RP 351 and ED 240.

**RP 460 Pre-Counseling/Pre-Chaplaincy Practicum**

**1-3 hours**

A course designed to provide students with pastoral care experience in hospitals and other clinical settings. Students will work as counselors and chaplains with families, patients, health care providers, and community organizations in diverse cultural and religious settings. A supervised group setting will provide opportunities for each student to reflect theologically about human crisis, personal illness, loss, and community conflicts. The experience will allow each student to reflect on her/his personal and pastoral identity in diverse pastoral care settings. Prerequisites: RP 362 and PY 421.

**RP 470 Field School of Evangelism Practicum**

**1 hour**

A practicum course designed to provide students with summer evangelistic experience in national or international field settings. Students will actively participate in assessment, planning, implementation, and evaluation of evangelistic meetings that will be supervised and assessed. Emphasis is placed on developing Christ-centered evangelistic preaching. The practicum will include instruction in public evangelism and church growth and may be taken in conjunction with RP 442. Prerequisite: RP 342 and senior standing.

**RP 490, 491 Research and Independent Study**

**each 1-3 hours**

A research project tailored to the student's area of academic or professional interest. This course does not substitute for lecture courses. Prerequisites: senior standing, RT 221, a cumulative 3.00 GPA of all courses taken in this department, and permission of the instructor.

## **General Religion Education**

### **RG 101 Introduction to the Bible**

**2 hours**

An introduction to the content, structure, and history of the Bible. The course provides students with a basic foundation for understanding and applying the message of the Bible. This course does not meet the requirements for majors, minors, and the certificate in the religion and theology program.

### **RG 102 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 RG 101. This course does not meet the requirements for majors, minors, and the certificate in the religion and theology program.

### **RG 201 Dynamics of Christian Living**

**2 hours**

An introductory course exploring the realm of a personal relationship with God and how to be a successful Christian witness. Classic spiritual disciplines such as confession, prayer, Bible study, fasting, meditation, simplicity, and service are studied to explain how to become a Christian and continue the process of spiritual growth. This course does not meet the requirements for majors, minors, and the certificate in the religion and theology program.

### **RG 202 Fundamentals of Seventh-day Adventist Beliefs**

**3 hours**

An introductory course exploring selected fundamental Christian doctrines as believed and taught by the Seventh-day Adventist Church. The teachings follow the traditional dogmatic categories: theology, Christology, pneumatology, anthropology, soteriology, ecclesiology, and eschatology. The course explores these teachings from a Christ-centered perspective for individual spiritual formation using the Bible as the basis of authority. Prerequisite: two years of high-school Bible or RG 101. This course does not meet the requirements for majors, minors, and the certificate in the religion and theology program.

### **RG 301 The Gift of Prophecy**

**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: RG 202. This course does not meet the requirements for majors, minors, and the certificate in the religion and theology program.

### **RG 390 Ethics in the Professions (W)**

**3 hours**

This interdisciplinary course is designed to introduce students to professional responsibility through a consideration of Christian professional ethics. A survey of moral theories provides a foundation for critical moral reflection on complex social problems as well as issues common to the professions. The first part of the course is taught in a multidisciplinary setting, then students are provided the opportunity to explore disciplinary applications and special topics in a small group composed of their disciplinary fellows. The course culminates in a return to multidisciplinary setting to work on a group case study in professional ethics. Prerequisite: junior standing or permission of the instructor.

## **Department of Social Work**

**Professor:** Fraser  
**Associate Professor:** Sedlacek  
**Assistant Professors:** Ashley (Chair), Fischle, 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. The application process occurs during SW 202. Applicants must submit an autobiography, a resume, and an unofficial transcript; a series of personality tests and an individual interview with the social work faculty must also be completed. Transfer students who have already completed SW 202, may acquire the application information from the departmental office. 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. Applicants to the field must have successfully completed the admission process and be enrolled in SW 300 and 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 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, law, addictions, private practice, mental health centers, nursing homes, public health, schools and gerontology. 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 to all majors on the departmental web page. Additional information concerning the requirements for the field instruction courses are outlined in the *Field Instruction Manual* which is also available on the departmental web page.

## 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 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
SW 390 Christian Philosophy of Social Work .....	3 hours
EN 304 Advanced Composition .....	3 hours
PY 307 Statistical Methods .....	3 hours
PY 411 Principles of Research .....	3 hours
<b>Total .....</b>	<b>64 hours</b>

**General Education Requirement Variations:**

Social work majors are required to take PY 101 and SO 101

BI 102 substitutes for PH 101

PY 307 substitutes for mathematics elective

**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. 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. Prerequisites: SW 201, PY 101 or SO 101.

**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. Open to nonmajors. Offered alternate years. Prerequisite: SW 201, PY 101 or 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, and SW 331.

**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 and SW 201, PY 101 or SO101.

**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, HI 211 and HI 212.

**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: SW 201, PY 101 or SO 101.

**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 and group research projects. Students are required to carry out each research project to its completion. Prerequisite: PY 411, and must be taken concurrently with SW 454.

**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 320, SW 331 and SW 380 or consent of instructor.

**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 300 and SW 451 (SW 420 and SW 452 must 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. 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**

**Director:** vacant  
**Asst. Director:** Sonia Paul

**Majors:** General Studies (B.S.)  
Organizational Management (B.S.)  
Psychology (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 credit. Typically, these individuals are employed full-time and are unable to meet their educational needs through the traditional method.

The Adult and Continuing Education Department 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, students must have met the following requirements:

1. Successful completion of a minimum of 60 semester hours from an accredited college/post-secondary 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 \$25 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 Adult Education 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 General Studies

Oakwood College has developed its Bachelor of Science in General Studies program to meet the needs of former Oakwood students with two or more years of accumulated college credit (70 credits). The General Studies correspondence program's innovative format allows former students the ability to complete a General Studies degree in a manageable amount of time, and at a manageable pace. No majors or minors are required.

### Requirements:

- 1 General Education: satisfactory completion of 44 hours of the general education requirements for baccalaureate degrees, including:

Humanities .....	15 semester hours
Natural Science & Mathematics .....	9 semester hours
Religion (300-400 level) .....	6 semester hours
Social Sciences .....	9 semester hours
Computer & Health .....	5 semester hours
Total .....	44 semester hours
- 2 General Studies: satisfactory completion of 84 elective hours.
- 3 Upper Division Coursework: satisfactory completion of 40 hours of coursework at the upper division level, including two writing emphasis courses of at least 2 hours each.

General Education .....	44 semester hours
General Studies .....	84 semester hours
<b>Total Hours for degree .....</b>	<b>128 semester hours</b>

## Bachelor of Science in Organizational Management

### Major Requirements:

OM 301	Module 1	Adult Development and Life Assessment .....	3 hours
OM 304	Module 2	Principles of Business Writing (W) .....	3 hours
OM 303	Module 3	Foundations of Management .....	3 hours
OM 305	Module 4	Group & Organizational Dynamics .....	3 hours
OM 430	Module 5	Research Design & Analysis .....	3 hours
<b>Total Semester One</b>		<b>.....</b>	<b>15 hours</b>

OM 308	Module 6	Marketing for Managers .....	4 hours
OM 309	Module 7	Accounting for Managers .....	4 hours
OM 330	Module 8	Economics for Managers .....	4 hours
OM 340	Module 9	Finance for Managers .....	4 hours
<b>Total Semester Two</b>		<b>.....</b>	<b>16 hours</b>

OM 350	Module 10	Personnel Management .....	3 hours
OM 413	Module 11	Legal & Social Environment in Business .....	3 hours
RT 421	Module 12	Christian Theology .....	3 hours
RB 211	Module 13	The Biblical Jesus .....	3 hours
OM 440	Module 14	Career Management Seminar .....	1 hour
<b>Total Semester Three</b>		<b>.....</b>	<b>13 hours</b>

<b>Total .....</b>	<b>44 hours</b>
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## General Education Requirements

Computer and Health.....	5 hours
Humanities .....	15 hours
Natural Science and Mathematics .....	9 hours
Social and Behavioral Sciences .....	9 hours
<b>Total .....</b>	<b>38 hours</b>
<b>Total Electives .....</b>	<b>46 hours</b>
<b>Total Graduation Requirements.....</b>	<b>128 hours</b>

For more information, consult the *LEAP Program Student Handbook*.

## Bachelor of Science in Psychology

It is the purpose of the Adult and Continuing Education Department to provide the adult student a liberal arts, undergraduate foundation with a basic understanding of the facts, principles, approaches and methods in psychology.

### Major Requirements:

PY 201 Psychology of Religion .....	3 hours
PY 301 Social Psychology .....	3 hours
PY 319 Theories of Personality .....	3 hours
PY 321 Abnormal Behavior.....	3 hours
PY 371 Biological Psychology .....	3 hours
<b>Total Semester One .....</b>	<b>15 hours</b>
PY 307 Statistical Methods .....	3 hours
PY 325 Developmental Psychology .....	3 hours
PY 411 Principles of Research .....	3 hours
PY 423 Counseling Theories .....	3 hours
RG 201 Dynamics of Christian Living .....	2 hours
<b>Total Semester Two .....</b>	<b>14 hours</b>
PY 331 Group Dynamics .....	3 hours
PY 401 History and Systems of Psychology .....	3 hours
PY 421 Counseling Skills .....	3 hours
PY 460 Experimental Psychology .....	3 hours
PY 480 Seminar in Psychology .....	2 hours
PY 402 Research.....	1 hour
RT 421 Christian Theology .....	3 hours
<b>Total Semester Three .....</b>	<b>18 hours</b>
<b>Total .....</b>	<b>47 hours</b>

## General Education Requirements

Computer and Health.....	5 hours
Humanities .....	15 hours
Natural Science and Mathematics .....	9 hours
Social and Behavioral Sciences .....	9 hours
<b>Total .....</b>	<b>38 hours</b>
<b>Total Electives .....</b>	<b>43 hours</b>
<b>Total Graduation Requirements.....</b>	<b>128 hours</b>

NOTE: For course descriptions, see Psychology section of bulletin.

## Description of Courses

### Organizational Management

#### **OM 301 Adult Development and Life Assessment 3 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 304 Principles of Business Writing 3 hours**

Principles of Business Writing is designed to assist non-traditional students' to increase writing competency to the college level and empower them to successfully engage in the organizational and contextual style of writing required for acceptable college level English.

#### **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 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****4 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 and capital asset pricing, 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 are used in evaluation, planning, and control in an organization.

**OM 413 Legal and Social Environment 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 430 Research Design and Analysis****3 hours**

Students enrolled in OM 430 gain an appreciation and understanding of the research process that leads to new knowledge. Students learn to analyze obtained data, interpret it, and reach conclusions that the data seem to warrant. This course guides students from problem selection to completed research report with practical suggestions for conducting future business-related and graduate school research projects.

**OM 440 Career Management Seminar****1 hour**

This course is designed to guide the adult student through successful career transitions. Career patterns and goals are reviewed. Future trends are viewed in relation to changing careers and lifestyles, also networking concepts are explored.

**Psychology**

Note: Please refer to the Psychology Department for additional course descriptions.

**PY 402 Research****1 hour**

A continuation of the process begun in PY 411. The project documentation is evaluated and a final oral report of the findings is presented to the advisor and the group. Final hard copy submission is required.

## Religion

Note: Please refer to the Religion and Theology Department for additional course descriptions..

### **RB 211 The Biblical Jesus**

**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.

### **RT 421 Christian 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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\* \* \* \* \*

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Social Work ..... George Ashley, Ph.D.

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