

Professional Studies - 2010-2011 - Catalog

The Department of Professional Studies provides the opportunity for a degree-seeking student to earn a Bachelor's degree. The mission of the Professional Studies programs at Evangel is to expand access to education by providing applied and accelerated classes so that working adults may achieve personal, professional, and academic goals in an environment supportive of faith and learning.

The adult programs are designed to provide the opportunity to attend college as a full-time student while still engaging in full-time employment. According to the recommendations by the Council for Adult and Experiential Learning (CAEL), the program is structured much like the 350+ adult programs nationwide. Classes meet one night a week for four hours, enabling adults with approximately two years of previous college credit to finish degrees in about 22 months. The seminar-style classes allow working adults to share how text theory applies to their current work environments.

Four degree programs are offered through the Adult Education Department: Associate of Arts in General Education (A.A.), Bachelor of Science in Management (B.S.), Bachelor of Science in Professional Communication (B.S.), and Bachelor of Science in Human Services (B.S.).

Associate of Arts in General Education

The Associate of Arts in General Education requires 60 credit hours. The Associate's degree can serve as preparation to enter one of the Degree Completion programs, or it may serve as a terminal degree. A majority of the accelerated adult general education classes meet on Saturday mornings, which enables students to maintain full-time employment while attending the University full time.

For Associate of Arts degree requirements, refer to the Associate of Arts section of this catalog.

Bachelor Degree Completion Programs

Upon acceptance into a program, learners are assigned to a cohort (a group of approximately 20 adult working professionals), all of whom are completing degrees. The cohort progresses through core courses together, meeting in class for four hours a week for about 22 months. Cohorts frequently form both work and study groups as members learn from and support one another throughout their college experience.

The accelerated nature of the program requires cohort members to commit to approximately 10-15 hours per week of study, research, reading, and writing. In-class lecture is often minimized as learners interact among themselves to discuss assigned readings and apply text theories to their respective work environments.

The Professional Studies Council formulates policies and administers the professional studies program of Evangel University. The Council is composed of the Director of Professional Studies, Chairs and Program Coordinators who are faculty representatives of departments offering professional studies programs, and faculty members elected by the Professional Studies Council. The Vice President for Academic Affairs is an *ex officio* member of the Council.

Admission Requirements

The program is designed for individuals 25 years old or older who have a minimum of five years of significant work experience. A successful applicant will have completed a minimum of 64 semester credits or an Associate's degree from an accredited college or university with a cumulative grade point average of 2.0 on a 4.0 scale. The applicant must provide recommendations from three individuals who can assess his or her Christian character, academic ability, and professional qualities. One recommendation should come from a current work supervisor and another from a church leader. An applicant must also provide official transcripts from each institution attended, demonstrate writing proficiency, and sign the Evangel University Lifestyle Covenant agreement. Students must have daily access to an e-mail account. A personal interview is also part of the adult program admissions process.

Professional Studies Academic and Graduation Requirements

A total of 124 semester credit hours is required for the Degree Completion Program. The credits may be divided into three components: 64 credits of prior college work, up to 22 credits for demonstrated learning

through life experience, and 48 core program credits.

General Education Requirements: Outside the core program of 48 credits, the program requires 26 credits of General Education from the following disciplines:

Bible	8	Natural Science	3
Humanities	3	Behavioral Sciences	3
English Comp	3	Social Science	3
Statistics (if not in core)	3		

Demonstrated Learning: The policies and procedures for the awarding of credit for demonstrated learning through life experiences are explained during the student's consultation with the Adult Academic Advisor.

Credit Options: Students lacking General Education requirements or without sufficient credits from prior college work may enroll in the Adult Associate of Arts program. This degree involves traditional, correspondence, or on-line courses either simultaneously with or after completing the core program as approved by the Adult Academic Advisor. In some cases, these deficiencies must be corrected before beginning the core program.

Bachelor of Science in Management

A degree in management prepares adults for leadership in any organizational setting by providing graduates with the managerial skills of planning, organizing, leading, and directing. Because it is flexible, the B.S. frequently qualifies one for promotion in one's current work environment or leads to other opportunities which require the Bachelor's degree.

Bachelor of Science in Management Core Courses

Class	Title	Credits
MGTA 200	Christian Development and Life Planning	3
BUEA 335	Management Communication	3
MGTA 235	Organization Design & Management	3
MGTA 343	Managing Human Resources	3
MKTA 347	Marketing in a Global Economy	3
MGTA 210	Statistical Analysis	3
ACTA 346	Accounting Principles for Managers	3
MGTA 349	Human Behavior in Organizations	3
MGTA 341	Production and Operations Management	3
MGTA 332	The Legal Environment of Business	3
MGTA 410	Performance Management and Analysis	3
ECNA 331	Managerial Economics	3
FINA 363	Finance Fundamentals	3
MGTA 446	Strategic/Project Management	3
MGTA 422	Business through the Eyes of Faith	3
MGTA 239	Spreadsheets	3

Bachelor of Science in Management Core Course Descriptions

200. CHRISTIAN DEVELOPMENT AND LIFE PLANNING MGTA

Learners will explore the integration of faith, learning, and living in the context of a non-traditional student. Self-assessment instruments are used to identify personal, God-given strengths and to understand how these strengths relate to God's calling. Students develop a Biblical basis for learning to identify motives and

values, establish goals, develop learning styles, deal with stress, and manage conflicts to provide a cognitive base for personal understanding and career planning.

335. MANAGEMENT COMMUNICATION (3)

Learners demonstrate writing and speaking skills essential for effective managers. Studies include intercultural communication, gender and diversity related issues, media, crisis, and conflict resolution.

235. ORGANIZATION DESIGN AND MANAGEMENT MGTA

Learners identify the classical management functions of planning, organizing, leading, and controlling and systematically analyze managerial roles and responsibilities in their work environments enabling them to gain a thorough understanding of organizational structure, the scope of management, and internal and external environments.

343. MANAGING HUMAN RESOURCES MGTA

Learners analyze their work environments and methods of planning, staffing, training, and developing human resources. They will develop analytical skills and reasoning through a survey of assessment, strategy, compensation, and legal aspects of HR management.

347. MARKETING IN A GLOBAL ECONOMY MKTA

Learners investigate basic marketing theory and terminology through the analysis of workplace practices and case studies. They will identify critical marketing data and develop solutions to problems in their work environments and explore the application of marketing in international settings.

210. STATISTICAL ANALYSIS MGTA

Analysis and evaluation of problem-solving techniques. Specific statistical information includes identifying and measuring objectives, collection of data, working with significance levels, analyzing variance, and constructing questionnaires.

346. ACCOUNTING PRINCIPLES FOR MANAGERS ACCT

Learners are introduced to accounting principles and practices with a focus on understanding and utilizing the accounting system and financial statements to support management decisions and evaluate and improve operational and financial performance. They will learn to read and understand financial documents, including income statements, balance sheets, cash flow projections, changes in financial position, and ratio analysis.

349. HUMAN BEHAVIOR IN ORGANIZATIONS MGTA

Learners will survey leadership and basic organizational behavior concepts, learn effective people management strategies, and gain insight into their own behavior in order to increase their personal and organizational success. They will utilize moral principles derived from a Christian worldview to identify methods to increase self-awareness and motivation, apply strategies for improving personal relations, and identify leadership and team skills that help improve employee satisfaction and productivity, and identify current workforce issues and affect individuals and groups.

341. PRODUCTION AND OPERATIONS MANAGEMENT MGTA

Learners will apply quantitative techniques, using mathematical models, to assist in the decision-making function of operations management. They will use case studies and work applications to become familiar with scheduling services and projects with CPM/PERT, organizing quantitative models for operations and capacity planning, identifying supply chain requirements, and recognizing characteristics for materials management.

332. THE LEGAL ENVIRONMENT OF BUSINESS MGTA

Learners survey laws regulating business conduct, including contracts, sales and leases, torts and strict liability, product liability, cyber law and e-commerce, creditor-debtor relations, consumer protection, agency and employment, environmental law, land-use control, anti-trust and monopoly law, sole proprietorships, partnerships, and corporations, and limited liability companies.

410. PERFORMANCE MEASUREMENT AND ANALYSIS MGTA

Learners will develop techniques and skills to identify, analyze, and improve both financial and non-financial measures. On the financial side, emphasis will be placed on the process of establishing and managing

udgets. Equal emphasis will be given to establishing and managing non-financial results to achieve a balanced scorecard approach to organizational performance.

331. MANAGERIAL ECONOMICS (3)

Explores principles of economics essential for managers, including the U.S. economy, national output, employment levels, economic growth, inflation, and a global perspective.

363. FINANCE FUNDAMENTALS (3)

Learners study principles and problems involved in the finance function of firms, including taxes, cash flow, capital management, budgets, reorganization, and investments. They learn to identify financial performance measures, create short-term cash budgets, apply the basic valuation model to cash flows, develop capital budget techniques, determine short and long-term cost of debt and equity capital, analyze credit terms, and evaluate lease vs. purchase decisions.

446. STRATEGIC/PROJECT MANAGEMENT MGTA

This is the capstone course for the Management degree in the Adult Studies program. Learners develop knowledge and skills regarding the formulation, implementation, and management of effective business strategies for an organization or work unit. Key approaches including case-studies of high-performance organizations and application of concepts to real business issues in a case study. Students will participate in a team research project and formal written and oral presentation.

422. BUSINESS THROUGH THE EYES OF FAITH (3)

Learners apply Biblical principles to guide ethical business decision-making and values formation. They learn to Biblically define business success, develop lifestyle balance, apply scripture principles to business situations, practice application of Biblical principles and problem solving to the workplace, understand the need to develop Christian accountability, seek counsel and know when to reject it, and to understand and fulfill the role of a "seeker."

239. SPREADSHEETS (3)

Learners will advance their knowledge through "hands on" training in spreadsheet and database management applications by completing work-related tutorials.

Bachelor of Science in Professional Communication

Communication majors prepare for careers in diverse fields, including public relations, advertising, media, and ministries. Learners study communications while incorporating theory, history, and application of a variety of media (electronic, broadcasting, print, and multimedia).

Bachelor of Science in Professional Communication Core Courses

Class	Title	Credits
COMA 270	Adult Learning and Introduction to Communication Technology	3
COMA 290	Communication Research and Skills	3
COMA 113	Historical Media Perspective	3
COMA 214	Corporate and Media Writing	3
COJA 314	Editorial Management	3
COMA 322	Communicating at Work	3
COMA 333	Promotional Communication	3

COSA 346	Organizational Communication	3
COMA 490	Christian Media Ethics	3
COJA 341	Technical Writing	3
COMA 345	Desktop Publishing	3
COJA 422	Electronic Communication	3
COBA 355	Digital Communication	3
COBA 353	Filmmaking for Commercial Production	3
COMA 470	Communication through the Eyes of Faith	3
COMA 348	Communication Workshops	3

Bachelor of Science in Professional Communication Core Course Descriptions

270. ADULT LEARNING AND INTRODUCTION TO COMMUNICATION TECHNOLOGY (3)

Learners will explore the non-traditional nature of adult education and complete self-assessment instruments designed to provide a cognitive base for personal understanding and career planning in the field of communication. Specific detail is given to current industry standard information and technologies. Learners will be introduced to electronic media skills that prepare them for course work in the program.

113. HISTORICAL MEDIA PERSPECTIVE (3)

Learners analyze traditional mass media from both a historical and cultural perspective. Special attention is given to media theories and effects, media operations, and social and economic problems in the media. Studies include print and electronic media, the Internet, social media and mass media ethics and law, and how they influence corporate America.

322. COMMUNICATING AT WORK (3)

Learners apply communication theories to analyze their work and social environments. Topics include communication system theory, language discourse, message reception and receiving, social and cultural realities, interpersonal and trait theories, and critical theories. More than a theory class, this course provides learners with first-hand information that they can use in their professional and personal life.

214. CORPORATE AND MEDIA WRITING (3)

Learners demonstrate their abilities to write and edit for all forms of professional communication, including print, electronic media, and advertising/public relations, and business correspondence. The course includes practical experience in information gathering, organizing, and writing with emphasis on style, structure, and techniques appropriate to the various media formats and business writing.

470. COMMUNICATION THROUGH THE EYES OF FAITH (3)

Learners apply biblical principles to guide business and personal decision-making. Coming from a pragmatic perspective, adult learners examine how their core values have been formed and discuss ways to continue to grow in faith-based principles in a corporate environment.

422. ELECTRONIC COMMUNICATION (3)

Learners explore the "how-tos" of audio and video production. This course provides practical training with theory-based instruction. Students work with audio and video production techniques, electronic writing formats, and methods used to produce pre-recorded and live programming for video and web broadcasts. Additional instruction for producing corporate news releases is also provided.

341. TECHNICAL WRITING (3)

Learners demonstrate their writing skills in tasks specifically encountered in the work world. These include various types of business correspondence, mechanism and process description, instructions, proposals, and reports and manuals.

345. DESKTOP PUBLISHING (3)

Learners demonstrate designing and editing skills essential for creating marketing and promotional pieces from the initial concept to final fulfillment. Specific attention is given to the principles of design, typography, paper and ink, print estimating, and product delivery. Learners get acquainted with industry-standard software, primarily the Adobe Suite. Students will prepare a final project that will become a part of the learner's portfolio.

314. EDITORIAL MANAGEMENT (3)

Learners explore news judgments and methods of gathering and writing news. The course also includes the theory and practice of editing copy, writing for news outlets, and organizing information for corporate reports.

353. FILMMAKING FOR COMMERCIAL PRODUCTION (3)

Learners explore the film industry, specifically basic film production and digital film technologies. This course emphasizes motion photography, film editing, digital video and nonlinear editing. Also covered are film genre and history. Special attention is paid to current uses of film and video in commercial production techniques.

355. DIGITAL MEDIA (3)

Learners are introduced to the development of computer media on the World Wide Web using text, visual, animation, audio, and video. Always changing, the learners will be using current software programs, studying current Web page design, and working on multimedia elements for websites.

344. ELECTRONIC MEDIA PERFORMANCE (3)

Development of microphone and camera skills essential to successful communication through electronic media. Specific "hot-to" techniques for announcing, delivering news, interviewing, teleconferencing, and press conferences give learners insight and practice in communicating with an audience.

346. ORGANIZATIONAL COMMUNICATION (3)

Learners develop an awareness of group dynamics and the employment of small groups in the processes of information seeking and problem-solving. Emphasis is given to the theory and practice of communication in organizations, as well as practical application through the assessment and identification of communication problems in organizations.

333. PROMOTIONAL COMMUNICATION (3)

Learners discover the basic techniques of advertising and public relations. Topics covered include copywriting, designing, strategy, and execution. Careful consideration is given to clarifying the differences, but also the important interrelationships between advertising, public relations, and other parts of integrated marketing communication.

490. CHRISTIAN MEDIA ETHICS (3)

Learners evaluate personal values, ethics, and worldviews in light of their media knowledge and biblical perspective. Learners discuss the meaning of truth while seeking to challenge themselves to a higher standard.

Bachelor of Science in Human Services

The Human Services degree prepares graduates to make a difference in the lives of others through positions that serve public and private agencies, ministries, and government organizations. The *Occupational Outlook Handbook* suggests that the number of social and human service professionals will grow much faster than the average for all occupations between 2000 and 2010, ranking it among today's most rapidly growing professions.

Bachelor of Science in Human Services Core Courses

Class	Title	Credits
BEHA 296	Behavioral Sciences Seminar	3
SWKA 233	Introduction to Human Services	3
BEHA 111	Essential Christianity and Human Services	3
PSYA 237	Human Growth and Development	3
SOCA 232	Community Interventions to Social Problems	3
SWKA 333	Helping Skills in Human Services	3
PSYA 366	Introduction to Applied Group Processes	3
SWKA 340	Assessment and Case Management	3
SOCA 332	Gender and Cultural Diversity	3
SOCA 498	Practicum Seminar	3
SOCA 210	Statistical Analysis	3
PSYA 371	Psychopathology	3
PSYA 365	Introduction to Counseling	3
SOCA 331	Sociology of the Family	3
PSYA 345	Intro to Research in the Human Services	3
SOCA 445	Christian Worldview in the Human Services	3

Bachelor of Science in Human Services Core Course Descriptions

296. BEHAVIORAL SCIENCES SEMINAR (3)

Introduction to the Human Services program and the educational and professional options available. Opportunities for self-assessment and guidance for maximizing learning styles according to course demands. Professional writing and strategies for success in the Human Services Program.

233. INTRODUCTION TO HUMAN SERVICES (3)

Philosophy, historical development, and major concepts of human services. Introduction to the many facets of human services as a profession, including practice with special populations. Integration of professional practice with a Christian perspective.

111. ESSENTIAL CHRISTIANITY AND HUMAN SERVICES (3)

Learners receive additional instruction in the concepts related to the integration of their faith with the Human Services profession. The course addresses some of the central concerns of the Christian life with emphasis on three main areas: (1) spiritual formation for the learner and client, (2) biblical interpretation, and (3) integration of faith and learning within the framework of a Christian worldview in the human services.

232. COMMUNITY INTERVENTIONS TO SOCIAL PROBLEMS (3)

Study of selected workers to understand the severity of the problems, as well as the theories related to their root causes. Explores approaches to the resolution of these problems within a Judeo-Christian framework.

365. INTRODUCTION TO COUNSELING (3)

Introduction to the major schools of counseling and psychotherapy. Assistance in developing a personal theoretical orientation to Human Services. Attention to the underlying theoretical assumptions of each approach. Emphasizes faith integration through application of theories to particular case studies and reaction papers.

332. CULTURE AND DIVERSITY (3)

Study of the relationship between minority and majority groups in the United States and the world. The origins of prejudice from historical and sociological perspectives and theories of inter-group relations. The development of effective Human Services programs for people of differing cultures.

237. HUMAN GROWTH AND DEVELOPMENT (3)

Surveys the growth and development of the human organism. The biological and social stages of growth from conception to death with emphasis on the interaction of bio-psycho-social stresses on contemporary human development.

340. ASSESSMENT AND CASE MANAGEMENT (3)

Case management, a core component of service delivery in every sector of human services. Also case management roles, functions, models, fields of service, managed care, practice functions, and policy issues.

333. HELPING SKILLS IN HUMAN SERVICES (3)

Core communication skills essential to developing helping relationships. Emphasis on experiential role-playing and practice in nonverbal expression, active listening, exploration, constructive confrontation, conflict resolution, and other interviewing skills essential to a professional helper. Focus on both the development of these skills and the wisdom to know when to use them.

331. SOCIOLOGY OF THE FAMILY (3)

The family as a social institution, including its functions and history, modern trends and changes, and the relationship between the parent and child. Course applications provide opportunities to develop community and family interventions.

210. STATISTICAL ANALYSIS (3)

Essential tools for statistical analysis. Descriptive statistics, including measures of central tendency and dispersion and bivariate analysis and correlation. Hypothesis testing using the following inferential statistics: t-tests, analysis of variance, regression, and nonparametric statistics essential for research and interpreting professional literature in human services. Ethical presentation and interpretation of data.

498. PRACTICUM SEMINAR (3)

Orientation to the practicum placement and issues impacting professional practice as human services workers. Includes practice in a local social service agency under close professional supervision. Students spend 50 clock hours of service for each hour of academic credit.

366. INTRODUCTION TO APPLIED GROUP PROCESSES (3)

Introduction to the psychological dynamics of groups according to various theoretical approaches. Emphasis on both the knowledge content and personal awareness derived from group participation.

371. PSYCHOPATHOLOGY (3)

Theoretical approaches to psychopathology, the assessment of mental disorders, and a sampling of the current classification system of disorders with respect to symptomatology and treatment. DSM-IV and assessment of human services clients.

345. INTRODUCTION TO RESEARCH IN THE HUMAN SERVICES (3)

Ethical responsibilities related to research in the human services and the steps in conducting research, including identifying a problem, selecting a research design, sampling, instrumentation, and procedures. Students learn to critique and to conduct research. Addresses procedures for literature review and formulation of research reports.

445. CHRISTIAN WORLDVIEW IN THE HUMAN SERVICES (3)

Evaluation of personal values, ethics, and worldviews in light of biblical perspectives. Capstone course addresses values and Christian ethics in the human services.

Failure or Non-Completion of Core Courses

The lowest acceptable grade for any course is a C-. Only three courses will be accepted with the grade of C-. Any course with a grade lower than a C-, as well as any course with a C- beyond the three allowed, must be repeated with the next successive cohort. Any course from which a student withdraws or earns an Incomplete must also be repeated with the next successive cohort. Failure to successfully complete the

course with the next cohort will result in the student's being placed on academic probation. Students must pay the current rate of tuition to repeat a course.

Professional Studies Program Policies

Academic Standing: Student status is reviewed at the end of each term. Students who do not maintain at least a 2.0 average may be subject to academic probation.

Academic Support: A designated academic support evening is assigned to each cohort. Students should contact the current course professor to schedule assistance as necessary.

Adult Education Award of Excellence: One student from each cohort receives an Award of Excellence. Criteria for this award include scholarship, leadership, and service. For the award, cohort members nominate students in writing. The nominations are considered by program administrators and thesis and academic advisors, who then ratify the student's selection. Recipients are recognized at the University Awards and Baccalaureate ceremonies.

Attendance: Any student who misses more than 20 percent of any course must repeat the entire course with the next successive cohort. If class size prohibits enrollment in the next cohort, the cohort assignment will be made by the academic advisor. Under extenuating circumstances and upon recommendation of the course professor, any exception to the attendance policy must be made by the Professional Studies Office.

Honor Points: Honor points are calculated on cumulative work for which credit is awarded in the Professional Studies Program. A student who has completed 60 or more credits at Evangel is eligible to receive honors.