

Adult Studies - 2017-2018 - Catalog

The Department of Adult Studies provides the opportunity for a degree-seeking student to earn an Associate's or Bachelor's degree. The mission of the Adult 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, or online in an accelerated format. The seminar-style classes allow adults to share how text theory applies to their current work environments.

Six degree programs are offered through Adult Studies: Associate of Arts in General Education (A.A.), Associate of Arts in Management (A.A.), Bachelor of Science in Management (B.S.), Bachelor of Science in Human Services (B.S.), Bachelor of Science in Church Ministries (B.S.), Bachelor of Science in General Studies (B.S.).

Admission Requirements

Evangel University's Adult Studies programs are designed for students whose life-stage is not compatible with a residential campus experience and who want to complete their undergraduate degree or start their college education. A minimum GPA of 2.0 and two years of significant work experience is required for acceptance.

Evangel University's Adult Studies will consider applicants who:

- Submit a completed online application.
- Submit official transcripts from all U.S. schools attended for college credit.
- Submit an official high school transcript or GED, unless at least 15 credits have been accepted in transfer.
- Submit official evaluations of foreign transcripts from a National Association of Credential Evaluation Services (NACES) member organization. Visit www.naces.org for lists of **member** organizations.
- Submit a Test of English as a Foreign Language (TOEFL) examination score report (required of all international student applicants and all student applicants whose primary language is not English). A minimum score of 523 is required on the paper-based test, or 193 on the computer-based, or 70 on the internet-based test.
- Indicate acceptance of Evangel University Community Covenant by signing the application form.
- Complete an interview, if requested by the Admissions Committee.
- Students who have not achieved the minimum GPA, grade standards, or other assessment criteria may still apply to be considered for Probationary Acceptance. See *Admissions Categories*

Additional General Admission Requirements for International Applicants

An international applicant is any candidate who is neither a U.S. citizen nor a U.S. permanent resident alien. International applicants must:

- Submit a completed Certificate of Finances form along with a copy of current bank statement(s) that show evidence of adequate funds to cover a minimum of one year's full tuition and living expenses.
- If an applicant is receiving funds from a sponsor(s), submit:
 - Notarized Affidavits(s) of Support (I-134).
 - Letters of support from sponsors.
- Submit a copy of I-94 (applicants living in the U.S.).
- Submit a copy of passport (applicants living in the U.S.).
- Submit a copy of current visa (applicants living in the U.S.).
- Submit documentation of health insurance.
- Complete a required English language evaluation as part of the admissions process if the applicant's primary language is not English.

Additional General Admission Requirements for U.S. Permanent Resident Alien Applicants and Deferred Action for Childhood arrivals (DACA) Applicants

- U.S. permanent resident alien applicants must submit a copy of their green card.
- DACA applicants must submit a copy of their red work permit card.

Ozarks Technical Community College

Graduates of OTC may enter the Adult Studies program at junior status. 60 qualifying credits (C- or above) will be applied toward the baccalaureate degree at Evangel.

Admission Categories

If accepted, the student will receive an official letter of acceptance valid for up to one year from the date of the letter. Students may enter a degree completion cohort upon meeting minimum requirements for admission to the specific program.

Regular Acceptance

All admission criteria have been fulfilled, and all admission materials have been received.

Conditional Acceptance

The student has not met all admission requirements. Remaining requirements must be fulfilled before the deadlines states in the acceptance letter.

Probational Acceptance

Students admitted who have not achieved the minimum GPA or other assessment criteria will receive Probational Acceptance. Students admitted probationally are encouraged to meet with their advisor following matriculation to help ensure academic success.

Adult Studies Academic and Graduation Requirements

All candidates for a Bachelor of Science Degree must fulfill the following minimum requirements:

- Completion of 124 semester credits.
- Earn a cumulative grade point average of 2.0 on all semester hours earned at Evangel University.
- Demonstrate writing proficiency by passing the proficiency exam.

Commencement: Commencement exercises are held at the end of the spring semester for students who wish to participate. Degrees are formally conferred at the end of the fall, spring and summer semesters. The degree conferral date posted on the transcript is the last day of the semester in which all graduation requirements are met.

General Education Requirements: Outside the core program of 45-48 credits, the program also requires 76-79 credits of General Education and elective courses which depends on the degree or number of hours a student transfers in from the following:

Adult Studies Seminar	3	Humanities	3-12
Behavioral/Social Sciences	3-9	Natural Science	3-7
Bible	6	Diversity	3
Essential Christianity	3	B.S. Course (Stats, and Science, Computer Science, Geography, etc.)	3-6
English Composition	3-6	Electives	26-49
		Total	76-79

Minimum Grade Requirements: Students must maintain satisfactory academic progress in courses. No more than two grades of D will be applied to graduation. The lowest acceptable grade for any course in a major 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. Students must pay the current rate of tuition to repeat a course.

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 Academic Advisor and during the Prior Learning Seminar course. Students who plan to participate should enroll in the Prior Learning Seminar course to be eligible to submit material for evaluation.

Adult Studies Program Policies

Academic Dishonesty: Academic dishonesty is a broad category that includes plagiarism, cheating, and any other deliberate attempts to present false information, falsify records, data, or other information relevant to activity associated with a course or academic function. This list is not exhaustive but intended to summarize the most common types of dishonesty exhibited in academic settings. Responses to academic dishonesty will vary depending upon the level of dishonesty demonstrated. Dishonesty at its lowest level may include that associated with a class assignment and increases in the level of seriousness depending upon the significance of the activity. The highest levels of dishonesty will be defined by multiple events and major exams or projects.

Level 1. Dishonesty may be handled at the discretion of the course faculty member after consultation with the program coordinator. The minimum penalty for such dishonesty should be failure on the particular assignment.

Level 2. Dishonesty at this level will be addressed jointly by the faculty member, academic advisor and program coordinator along with the department chair. Their decision will be reported to the Director of Adult Studies with the name of the student(s) involved, the nature of the dishonesty, and the decision of the coordinator and faculty member in the matter. The minimum penalty for such dishonesty will be failure on the particular exam or project. The maximum penalty would be failure of the course.

Level 3. Dishonesty at this level must be reported to the Director of Adult Studies for joint action of the faculty member, academic advisor, program coordinator, department chair and Director. Sanctions may include failure of the course in question, suspension, or dismissal from the Adult Studies program.

Level 4. Dishonesty on multiple occasions or activities is the highest level and will likely result in suspension or dismissal from the Adult Studies Program. This decision will be made by the Director of Adult Studies in consultation with the faculty member, program coordinator, and department chair.

A student who is suspended will have a period of time to address the identified issues after which matriculation may continue. A dismissed student will not be eligible to reapply.

Normal appeal opportunities are available to students disciplined for academic dishonesty.

Plagiarism: Plagiarism on class assignments may be handled at the discretion of the faculty member. Consultation with the program coordinator is always appropriate. The minimum penalty for such dishonesty should be failure on the particular assignment. Plagiarism or cheating on major exams or projects must be reported to the program coordinator who will pass on to the Director of Adult Studies the name of the student involved, the nature of the dishonesty, and the decision of the coordinator and faculty member in the matter. The minimum penalty for such dishonesty will be failure on the particular exam or project. The maximum penalty would be failure of the course. Plagiarism or cheating on a comprehensive final exam or major project which constitutes a summative assessment must be reported to the Director of Adult Studies for joint action of the faculty member, program coordinator, and Director. Sanctions may include failure of the course in question or dismissal from the graduate program. Normal appeal opportunities are available to students disciplined for academic dishonesty.

Academic Probation: Students who fail to maintain the necessary grade point average of 2.0 will be placed on academic probation. If a student remains on academic probation for two consecutive semesters, he or she may be suspended. A student who has been suspended for academic reasons may be readmitted on one of the following conditions: the student has taken a minimum of 9 hours of college courses and earned a minimum grade of C in each course, or the student has been absent from EU for one academic year. The student will be readmitted on probation, enroll for no more than 9 hours and repeat courses as mandated by their academic advisor.

Restrictions applying to probation: Students on academic probation may participate ONLY in public "audience" events that are either necessary that semester for their degrees or that are grade components for courses taken as part of their degree requirements. Students on probation may not hold campus leadership positions of any kind.

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.

Incomplete Courses: An I (Incomplete) applies to work of acceptable quality when one or more required assignments are not completed because of illness, accident, death in the family, or other satisfactory reason. The request for an Incomplete should be student-initiated. The *Incomplete (I) Grade Request Form* is obtained from the Adult Studies Office.

Academic Study Session: An academic study session is available to students in every course. Students should contact the current course professor to schedule assistance as necessary.

Adult Education Awards of Excellence: Outstanding students from each major may receive an Award of Excellence. Criteria for this award include scholarship, leadership, and service. Students are nominated by program faculty and final selection of award winners is ratified by the Adult Studies Council. Recipients are recognized at the Adult & Graduate Studies Baccalaureate and Awards ceremony.

Appeal Process: A student in the Adult Studies program has the right to appeal academic or administrative decisions. The first level of appeal is to the person who made the decision. Following this attempt, students with academic appeals should seek resolution within the academic department through the course faculty member, Program Coordinators or Department Chair depending upon the origin of the decision being appealed. Appeals based upon administrative issues should be pursued through the Academic Advisors. Matters still under dispute may then be formally appealed in writing within one week of being notified of a decision to the Director of Adult Studies. The director may make a decision on the appeal or refer the matter to the Adult Studies Council. Responses to the appeal generally will be provided within one week unless referred to the Adult Studies Council. In those situations, a response will be provided following the meeting of that group.

When resolution is unsuccessful at one level, appeals should be directed to levels higher in the organizational structure than where the decision was rendered, implying a faculty member decision will be appealed to the program coordinator. The chain of academic authority at Evangel University is provided below.

Faculty Member *or* Academic Advisor → Program Coordinator → Department Chair *or* Director of Adult Studies → Provost

Attendance: While the University has no attendance policy, individual faculty may implement their own policy regarding students who miss class. Students should read course syllabi thoroughly to ensure they are aware of the attendance policies and consequences in their classes.

Graduating with Honors: Honor points are calculated on cumulative work for which credit is awarded in the Adult Studies Program. A student who has completed 60 or more credit hours at Evangel and earned a GPA of 3.6 or higher is eligible to receive honors. Honors are calculated at the end of the fall semester prior to Commencement.

Financial Information

Inquiries regarding student financial matters should be directed to the Evangel University Office of Student Financial Services. Student Financial Services exists to assist students in planning and procuring funds for educational costs. Prospective students desiring information about ways to finance their university education should direct their questions to Student Financial Services and pursue all forms of financial assistance.

Semester charges are due and payable on or before financial registration. After the financial aid listed on your award letter has been applied, the remaining semester balance is due in full or over four months according to the monthly payment plan. There is a \$50 deferred payment fee per semester. There is no monthly interest charge; however, a \$25 late payment fee is assessed for each late payment. Evangel accepts MasterCard, VISA, Discover Card, American Express, cash and personal checks.

The University reserves the right to change tuition, fees and other charges without advance notice should conditions so warrant.

Financial Aid

Financial aid is a supplement to help meet University costs. Application for financial aid must be made each year. Financial assistance can be obtained from a variety of sources, including federal financial aid, outside sources such as private scholarships, veterans' benefits and vocational rehabilitation. All sources of financial aid may be used to establish payment schedules and meet costs of the program. Additional information regarding financial aid options, policy and procedures can be viewed under [Financial Aid](#).

Students must meet the eligibility requirements to receive any form of federal financial aid. Eligibility is established by completing the Free Application for Federal Student Aid (FAFSA), which may be completed at www.fafsa.ed.gov. After the FAFSA has been processed, the results will be reviewed, and students will be advised of personal eligibility status and provided documentation to complete the financial aid process.

The Federal financial aid options below are available to Adult Studies students.

Loans

Students must be attending school at least half-time (6 hours per semester for Adult Studies) to receive a federal subsidized or federal unsubsidized Stafford Loan. All loans require the completion of a Master Promissory Note and MUST be repaid.

Federal Subsidized Loan: A subsidized loan is awarded on the basis of financial need. Students are not charged interest before beginning repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

Federal Unsubsidized Loan: An unsubsidized loan is not awarded on the basis of need. Recipients are charged interest from the time the loan is disbursed until it is paid in full. Accumulated interest will be capitalized – that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount.

Grants

Pell Grant: The Federal Pell Grant is a federally funded grant program. The amount awarded is based on your federal eligibility and number of hours enrolled and attended.

Federal Supplemental Educational Opportunity Grant (FSEIOG): The FSEIOG is a federally funded grant program. It is only awarded to undergraduate students who are Federal Pell Grant eligible and who have exceptional need. Once the money is depleted, no more awards will be made.

Veterans Benefits

Evangel University is approved for training under the provisions of all applicable regulations of the Veterans Administration and the Missouri State Department of Veterans Affairs.

Satisfactory Academic Progress

Federal regulations require Student Financial Services to carefully monitor academic progress for all students receiving federal financial aid. Students must make satisfactory

academic progress (SAP), to continue receiving financial assistance. If a student fails to meet SAP requirements by the end of the academic year, they will be placed on SAP suspension. Financial aid suspension will result in the loss of all federal and institutional aid. The student does have the option to appeal if they are placed on SAP suspension. A student who successfully appeals a financial aid suspension will be placed on financial aid probation and will have their aid eligibility reinstated for the following academic year while also agreeing to an academic plan to assist the student in meeting the SAP requirement. See our Financial Aid Policies and Procedures to review our complete [SAP Policy](#).

Withdrawal

Any student who desires to withdraw from Adult Studies must complete a written application for official withdrawal from Evangel University. This application is available in the Adult Studies office. All credits will be computed as of the date the application is made. Failure to attend class does not constitute withdrawal from school. Evangel assumes certain financial obligations based on student enrollment as fixed at the beginning of the school year. A student who wishes to withdraw may assume certain financial obligations outlined under the Return of Title IV Funds federal refund policy. This could result in significant cost to the student. The Return of Title IV Funds relates to students with federal financial aid. Students without federal funding will refer to the institutional refund policy regarding withdrawal from the University. The Return of Title IV Funds worksheet is available from Student Financial Services. The return of Title IV funds is calculated by a percentage based on the number of days completed, divided by the number of days in the academic period. Once the 60% point in time has been reached, no federal calculation is required. The withdrawal date will be determined by one of the following criteria:

- The earliest date the student began the school's withdrawal process or date the student otherwise provided "official" notice of withdrawal will be used.
- The date of the student's last documented participation at an academically related activity will be used, if available. If the last date of participation is not available, the midpoint of the semester will be used, if attendance was established at the beginning of the term.
- The date related to any circumstance beyond a student's control will be used if the circumstances prohibit the student from notifying the University

As stipulated by federal and state governments, withdrawal from the program may jeopardize financial aid for the remainder of the academic year. Questions pertaining to financial aid should be discussed with Student Financial Services. See our full [Withdrawal Policy](#) on our website.

Withdrawal Tuition Refunds

Tuition refunds will be issued upon a student's withdrawal from the University or course load reduction when an official withdrawal form or an official drop/add form is filed with the Adult Studies Office. Refunds will be based on the date of receipt of the official forms by the Adult Studies Office according to the following tuition refund schedule:

Semester-Long Courses

First full week of classes	100%
Second full week of classes	75%
Third full week of classes	50%

Fourth full week of classes 25%
After fifth full week of classes 0%

Module Courses

Before the first week of class 100%
Before the second week of class 75%
Before the third week of class 50%
After the third week of class 0%
No drops after the fourth week

All fees are nonrefundable.

Drop/Add Tuition Refunds

Students who wish to drop or add classes after the term begins should complete a *drop/add form* with the Adult Studies office. Forms are available online and must have approval from the student's advisor before being processed. Tuition for dropped classes will be refunded as follows:

Semester-Long Course

First full week of classes 100%
Second full week of classes 75%
Third full week of classes 50%
Fourth full week of classes 25%
After fifth full week of classes 0%

Module Courses

Before the first week of class 100%
Before the second week of class 75%
Before the third week of class 50%
After the third week of class 0%
No drops after the fourth week

Associate of Arts Programs

The Associate of Arts in General Education requires 60 credit hours. The Associate's degree can serve as preparation to enter one of the Adult Studies programs, or it may serve as a terminal degree. Classes meet on Saturday mornings, weeknights or online, which enables students to maintain full-time employment while attending the University full time.

Associate of Arts in General Studies Courses

Adult Studies Seminar	3	Humanities	11-12
Behavioral Sciences	8-9	Natural Science	7
Bible	6	Social Science	3
Essential Christianity	3	B.S. requirements (Statistics and one othercourse from Computer Sciences, GeneralSciences, Mathematics, or Geography)	3
Diversity	3		
English Comp	6	Electives	5-7
		Total	60

200. ADULT STUDIES SEMINAR (GNSA 200)

This Course is an exploration of the nature of adult education and an overview of re-entry to university life. Emphasis is placed on self-assessment that will provide a Christian base for personal understanding and career planning as well as the opportunity to sharpen the skills needed for success.

111. ESSENTIAL CHRISTIANITY (BIBA 111)

An introduction to some of the central concerns of the Christian life with emphasis on three main areas: 1) spiritual growth, 2) the integration of faith and learning as a way of developing a Christian worldview, and 3) finding one's place in life in response to God's call. BIBL 115 or BIBL 116 may be taken concurrently with BIBL 111.

332. CULTURE AND DIVERSITY (SOCA 332)

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.

Associate of Arts in Management Courses

Class	Title	Credits
GNSA 200	Adult Learning Seminar	3
ENGA 110	English	3
ENGA 121	English	3
BIBA 111	Essential Christianity	3
BIBA 125	Bible 1 - Themes in the Old Testament	3
BIBA 126	Bible 2 - Themes in the New Testament	3
FINA 138	Personal Finance	3
	Behavior Science Elective	3
	Humanities Elective	3
	General Science Elective w/o Lab	3
	Social Science Elective	3
	Business Elective	6
MTHA 210	Statistics	3
MGTA 235	Organization Design & Management	3
MGTA 275	Management Communications	3

MGTA 239	Spreadsheets	3
ECNA 331	Managerial Economics	3
FINA 363	Finance Fundamentals	3
MKTA 347	Marketing in a Global Economy	3

Bachelor of Science Programs

Students who have earned between 55 - 60 credit hours may begin their core program (major) of study. The student in each program progresses through core courses together, meeting in class for four hours a week or online for about 24 months. Most courses last five weeks. Students frequently form both work and study groups as members learn from and support one another throughout their college experience. Students without two years of previous college experience can work to complete foundational general education requirements, preparing them to enter an academic program (major).

The accelerated nature of the program requires students to commit to approximately 15 - 20 hours per week of study, research, reading, and writing. In-class lecture is often minimized as learners interact with each other and the instructor to discuss assigned readings and apply text theories to their respective work environments.

The Adult Studies Council formulates policies and administers the Adult Studies program of Evangel University. The Council is composed of the Director of Adult & Graduate Studies, Chairs and Program Coordinators who are faculty representatives of departments offering Adult Studies programs, faculty teaching in the program and faculty members elected by the Adult Studies Council. The Provost for Academic Affairs and Registrar are *ex officio* members of the Council.

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 Courses

Class	Title	Credits
MGTA 275	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
ECNA 331	Managerial Economics	3
MGTA 410	Performance Management and Analysis	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 Course Descriptions

275. 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 (3)

Learners identify the classical management functions of planning, organizing, leading, and controlling and systematically analyze managerial roles and responsibilities in tier 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 (3)

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 (3)

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 (3)

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 (3)

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 (3)

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. OPERATIONS MANAGEMENT (3)

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 (3)

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 (3)

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 budgets. 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 (3)

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 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 the number of social and human service professionals will grow much faster than the average for all occupations between 2010 and 2020, ranking it among today's most rapidly growing professions.

Bachelor of Science in Human Services Courses

Class	Title	Credits
SWKA 233	Introduction to Human Services	3
SWKA 333	Helping Skills in Human Services	3
PSYA 338	Mental Health	3
SOCA 232	Community Interventions to Social Problems	3
PSYA 237	Human Growth and Development	3
SOCA 210	Statistical Analysis	3
PSYA 365	Introduction to Counseling	3
PSYA 371	Psychopathology	3
SOCA 331	Sociology of the Family	3
SWKA 340	Assessment & Case Management	3
SOCA 498	Practicum Seminar	3
PSYA 366	Introduction to Applied Group Processes	3
SWKA 366	Abuse & Neglect	3
PSYA 335	Drug Abuse & Alcoholism	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 Course Descriptions

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

Bachelor of Science in Church Ministries

The Church Ministries program has been developed for working adults who are interested in serving in a leadership position in a church as a pastor, staff member or lay leader. Students who complete this program will have a thorough understanding of the requisites for ministry in a church setting and will have completed the necessary coursework to apply for credentials as a clergy person with the Assemblies of God.

Bachelor of Science in Church Ministries Courses

Class	Title	Credits
BIBA 360-369	Old Testament Book Studies	3
SERA 310	Spiritual Formation and Discipleship	3
THEA 216	Introduction to Theology	3
CHMA 446	Strategic Planning for Church Ministries	3
BIBA 370-379	New Testament Book Studies	3
BIBA 337	Hermeneutics	3
CHMA 365	Church Administration and Financial Management	3
SERA 321	Homiletics and Church Ceremonies	3
CHMA 412	Church Ministries Capstone	3
CHMA 324	Church Polity and Law	3
THEA 447	Biblical Theology	3
THEA 434	Pentecostal Theology	3
CHMA 420	Pastoral Counseling	3
RELA 334	Comparative Religions and Apologetics	3
CHMA 461	Spirit-Empowered Leadership in the Church	3

Bachelor of Science in Church Ministries Course Descriptions

360-369. OLD TESTAMENT BOOK STUDIES (3)

Selected and concentrated studies in Old Testament books or problems, including readings surveying the entire Old Testament. Each course includes a unit on procedures for interpreting the Bible. The department reserves the right to select the specific book study to be offered.

310. SPIRITUAL FORMATION AND DISCIPLESHIP (3)

A study of the theory and practice of spiritual formation and Christian discipleship. Attention will be given to the reflective discipline of one's individual journey with God in personal spiritual development. Provides a theological and practical groundwork for participating in the local church and sharing one's faith in the community.

216. INTRODUCTION TO THEOLOGY (3)

Survey of Christian theology, including a study of the Statement of Fundamental Truths of the Assemblies of God.

446. STRATEGIC PLANNING FOR CHURCH MINISTRIES (3)

This course examines the leader's role in establishing and communicating a church's vision, goals and objectives, and programs to accomplish the church's mission. Practical instruction will be provided for creating a comprehensive and strategic church calendar, innovative service programming, and leading effective church ministry teams.

370-379. NEW TESTAMENT BOOK STUDIES (3)

Selected and concentrated studies in New Testament books or problems, including readings surveying the entire New Testament. Each course includes a unit on procedures for interpreting the Bible. The department reserves the right to select the specific book study to be offered.

337. HERMENEUTICS (3)

An intensive study and application of biblical interpretation.

365. CHURCH ADMINISTRATION AND FINANCIAL MANAGEMENT (3)

A study of church administration including: incorporation, parliamentary procedure, clergy tax, building maintenance, and risk management. Examines issues related to administering church staff, board, and relationships with fellowship. Overview of church financial systems and procedures.

321. HOMILETICS AND CHURCH CEREMONIES (3)

Preparation and delivery of biblical sermons, weddings, funerals, and baby dedications. Attention to foundational elements of selecting, studying, outlining, and preaching exegetical sermons. Involves preparing and delivering sermons and ceremonies.

412. CHURCH MINISTRIES CAPSTONE (3)

A capstone course for graduating Adult Studies Church Ministry majors where the student develops a comprehensive leadership philosophy for Church Ministry. It focuses on leadership issues related to church ministry and work in a Christian non-profit setting. Includes preparation for licensure with the Assemblies of God (if desired).

324. CHURCH POLITY AND LAW (3)

Ministerial and church legal issues. Course provides a basic understanding of the application of civil law to churches and ministers, using case studies to illustrate key points. The laws affecting religious bodies in such matters as incorporation procedures, contracts, deeds, bonds, and other instruments are studied. The course also looks at insurance, legal liabilities of the church, and criminal law as it relates to pastoral ministry. Overview of polity of the Assemblies of God Fellowship.

447. BIBLICAL THEOLOGY (3)

"A study of the major biblical and theological themes of both testaments. Emphasis on discovering the flow of ideas that bind the different books of the Bible into a unified whole." The purpose of this course is to study the development of God's plan of redemption as it unfolds to us while we read the Old and New Testaments. The discussion will focus on the biblical events and their meaning. The approach assumes a progressive development of our theological understanding of the redemption of humanity. Class time will be also be given to discussion about theological and philosophical presuppositions that one brings to the text and how these affect one's interpretation of the Bible. The goal of the class is that the student would be able to succinctly and properly recount the history and plan of redemption, relating the various main themes of the biblical story.

461. SPIRIT-EMPOWERED LEADERSHIP IN THE CHURCH (3)

An introduction to the biblical characteristics of the leader through examination of biblical examples of leadership from a biblical-theological approach. Attention given to leadership development, integrity, ethics, vision, Spirit-empowerment, servanthood, and mentoring. Exposure to current leadership trends, models, and methodologies in the church. Additionally, the course will provide information on the credentialing process for those seeking ministerial credentials with the Assemblies of God.

434. PENTECOSTAL FOUNDATIONS (3)

Intensive study of the history and theology of Pentecostalism.

420. PASTORAL COUNSELING (3)

Theoretical basis for dealing with individual and family problems and religious perplexities of church members. Personality abnormalities and professional referral are considered.

334. COMPARATIVE RELIGIONS AND APOLOGETICS (3)

A study of the living religions of the world. Compares their backgrounds, philosophies, teachings, and influences, and examines their relations to the Christian faith. Includes an examination of the apologetic task, biblical responses to the common barriers to faith, and a critique of opposing worldviews with a focus on effective communication of the Gospel.

Bachelor of Science in General Studies

A Bachelor of Science degree in General Studies allows students to earn a degree enhancing their communication, critical thinking, and problem solving skills. Because it is a flexible degree, the Bachelor of Science in General Studies frequently opens the door for promotion in one's current work environment or leads to other opportunities that require a college degree.

Bachelor of Science in General Studies Courses

[Add Below](#) [Edit](#) [Move To Block](#)

Class	Title	Credits
General Education		
GNSA 200	Adult Studies Seminar	3
ENGA 110	Composition	3
ENGA 121	Writing for the Professional	3
BIBA 111	Essential Christianity	3
BIBA 125	Bible 1	3
BIBA 126	Bible 2	3
SOCA 332	Culture & Diversity	3
MTHA/SOCA 210	Statistical Analysis	3
	Humanities	3
	Social/Behavioral Science	3
	Natural Science w/Lab	4
	General Education Electives	54
	Total General & Elective Education	88
General Studies Core Requirements		
	Humanities	3
	Humanities (300-400 Level)	9
	Social/Behavioral Science	3
	Social/Behavioral Science (300-400 Level)	9
	Natural & Applied Science	3
	Natural & Applied Science (300-400 Level)	9
	Total Core Requirements	36

James River Leadership Campus

Associate of Arts in Leadership

The JRLC program equips students by providing them with a challenging academic environment, powerful leadership development, and life-changing ministry experience. Students accepted into the JRLC program will understand the progressive church culture and the knowledge, values, and skills of effective leadership. All JRLC courses are taught at the James River Church campus.

Program Requirements

Students in the JRLC program will earn a total of 61 credit hours, including the following.

General Education		
BIBL 111	Essential Christianity	3

BIBL 115	Old Testament Literature	3
BIBL 116	New Testament Literature	3
ENGL 111	Composition	3
FIN 138	Personal Finance	3
PSYC 138	Psychology of Healthy Relationships	3
MATH 210	Introduction to Statistics	3
GSCI 111	General Science w/o lab	3
GOVT/HIST 111	Government or History Course	3
Total		27

Leadership Courses

LEAD 100	University Seminar-Leadership	1
CHMN 365	Church Business & Finance	3
LEAD 250	Personal Leadership	3
LEAD 350	Community Leadership	3
LEAD 298	Leadership Practicum	6
GOVT 224	Conflict Resolution	3
ICST 111	Introduction to Intercultural Ministries	3
Total		22

Total Elective Credits 12

Total Credits for Degree 61