



**OHIO VALLEY**  
**C O L L E G E**

**2004-05 Academic Catalog**



Ohio Valley College is young when compared with many other colleges. In fact, we were founded only 47 years ago. But, with youth comes enthusiasm, freshness, and an exciting vision for the future. Although Ohio Valley College has experienced great accomplishments and unprecedented growth, its brightest days are just beginning.

The same could be said for those of you who will soon begin your college experience—your brightest years. While Ohio Valley College is young in years, there is much here that is as old as time itself. We are a Christian college committed to providing a holistic education for each of our students. This education is based on the solid foundation of God and His Word in a climate that incorporates Christian principles into daily living. All campus life—academic, social, and spiritual—has as its central goal the value of the individual person.

Students at Ohio Valley College enjoy small classes and one-on-one relationships with faculty. You are a person at OVC with a name, not a number, and we mean that in every sense of the word. Our faculty members hold high academic credentials, yet their greatest fulfillment is in educating minds and mentoring lives. Our job is to help you prepare not only for your career, but more importantly, for a fulfilling life of service to your family, community, nation, and God. Our motto is “Educating to Serve.” God has a great plan for your life, and Ohio Valley College may be the tool that He will use in helping you realize your fullest potential. We will do all that we can to help you reach that potential. He also expects you to invest yourself fully in this process. With all of us working together, the future is without limit.

A handwritten signature in cursive script that reads "Robert W. Stephens Jr." The ink is dark and the signature is fluid and legible.

Robert W. Stephens Jr.  
President

Ohio Valley College is accredited by  
The Higher Learning Commission  
of the  
North Central Association of Colleges and Schools  
30 N. La Salle Street  
Suite 2400  
Chicago, IL 60602

Ohio Valley College  
1 Campus View Drive  
Vienna, West Virginia 26105-8000  
304.865.6000  
877.446.8668

*The information provided in this catalog is subject to change without notice and does not constitute a contract between Ohio Valley College and a student or an applicant for admission.*

**2004-2005 Catalog**  
*Table of Contents*

|  |    |
|--|----|
| General Information .....                          | 11 |
| Mission Statement.....                             | 11 |
| Ohio Valley College Cornerstones.....              | 11 |
| A Christian College.....                           | 12 |
| A Liberal Arts College .....                       | 12 |
| A Small College.....                               | 13 |
| History of Ohio Valley College.....                | 13 |
| Relationship to the Churches of Christ .....       | 14 |
| Accreditation.....                                 | 14 |
| Non-discriminatory Statement .....                 | 15 |
| Student Rights and Responsibilities.....           | 15 |
| Registering a Formal Complaint.....                | 16 |
| Academic Information.....                          | 17 |
| Academic Principles .....                          | 18 |
| General Admission Requirements.....                | 19 |
| Home School Students.....                          | 20 |
| International Students .....                       | 20 |
| Transfer Student Admission.....                    | 21 |
| ESL Welcome Program .....                          | 21 |
| Special Programs for High School Seniors .....     | 21 |
| Orientation Program: Race to the Finish Line ..... | 22 |
| Course Placement Program .....                     | 22 |
| Student Responsibility.....                        | 22 |
| Library .....                                      | 22 |
| Credit by Examination .....                        | 23 |
| Classification of Students .....                   | 24 |
| Auditing Courses.....                              | 24 |
| Academic Recognition.....                          | 24 |
| Satisfactory Academic Progress Guidelines .....    | 24 |
| Re-admission Policy .....                          | 26 |
| Dismissal from Class .....                         | 27 |
| Academic Integrity Policy.....                     | 27 |
| Grades and Quality Points.....                     | 27 |
| Examinations, Transcripts, and Grade Reports ..... | 28 |

|   |    |
|---|----|
| Student Records .....   | 28 |
| Repeated Courses .....  | 29 |
| Student Load.....   | 29 |
| Academic Advising.....  | 29 |
| Adding and Dropping Courses.....                                  | 29 |
| Class Attendance .....  | 30 |
| Changes in Classes .....  | 30 |
| Independent Study.....  | 31 |
| Transfer Credit.....  | 31 |
| Second Baccalaureate Degrees .....                                | 32 |
| Major Requirements.....   | 32 |
| Graduation Requirements .....                                     | 32 |
| Policies.....   | 32 |
| Requirements for an Associate of Arts or Associate of Science ... | 32 |
| Associate of Science Course Requirements .....                    | 33 |
| General Education Requirements.....                               | 34 |
| Requirements for the Bachelor of Arts or Bachelor of Science..... | 35 |
| Bible Course Requirements .....                                   | 35 |
| Curriculum .....  | 37 |
| Baccalaureate Degrees   |    |
| Bible.....  | 38 |
| B.A. Bible.....   | 38 |
| B.S. Bible and Ministry.....                                      | 39 |
| B.S. Bible-Vocational Ministry.....                               | 40 |
| B.S. Bible-Vocational Missions.....                               | 41 |
| B.A. Course Graduation Requirements .....                         | 42 |
| B.S. Course Graduation Requirements.....                          | 43 |
| Bible Minors .....  | 44 |
| Doctrinal Studies.....  | 44 |
| New Testament .....   | 45 |
| Old Testament.....  | 45 |
| Practical Ministry.....   | 45 |
| Preaching .....   | 45 |
| Certificate Programs in Bible.....                                | 45 |
| Missions.....   | 45 |
| Church History.....   | 45 |
| Biblical Text .....   | 46 |

|   |    |
|---|----|
| Preaching .....                               | 46 |
| Youth Ministry .....                          | 46 |
| Teaching the Bible.....                       | 46 |
| Business and Information Technology .....     | 46 |
| International Assembly of Collegiate Business |    |
| Education (IACBE).....                        | 47 |
| Baccalaureate Degrees.....                    | 47 |
| B.S. Accounting .....                         | 48 |
| B.S. Management.....                          | 49 |
| B.S. Human Resource Management.....           | 49 |
| B.S. Business Administration.....             | 50 |
| B.S. Marketing.....                           | 50 |
| B.S. Information Technology .....             | 51 |
| Accounting Minor.....                         | 52 |
| Education.....                                | 52 |
| Elementary Education Program Course           |    |
| Graduation Requirements .....                 | 53 |
| B.S. Secondary Education .....                | 55 |
| B.S. Wellness.....                            | 58 |
| Special Education Minor .....                 | 63 |
| Interdisciplinary Studies .....               | 63 |
| B.A. Interdisciplinary Studies .....          | 63 |
| Track I: Liberal Studies.....                 | 64 |
| Track II: Specialized Studies .....           | 64 |
| Track III: Pre-Law .....                      | 65 |
| Psychology .....                              | 66 |
| B.S. Psychology.....                          | 66 |
| Pre-Professional Track.....                   | 67 |
| Christian Counseling Track.....               | 67 |
| Human Services Track.....                     | 70 |
| General Minors .....                          | 72 |
| Alternate Dispute Resolution .....            | 72 |
| Bible.....                                    | 72 |
| Biblical Languages.....                       | 72 |
| Biblical Text .....                           | 72 |
| Business .....                                | 72 |
| Christian Counseling .....                    | 72 |
| Christian Service for Women.....              | 72 |

|  |    |
|--|----|
| Church Music .....   | 73 |
| Coaching.....  | 73 |
| Communications .....   | 73 |
| Education.....   | 73 |
| Family Life Ministry.....  | 73 |
| Greek .....  | 73 |
| History.....   | 74 |
| Human Services .....   | 74 |
| Information Technology.....  | 74 |
| Interdisciplinary Studies .....  | 74 |
| Literature .....   | 74 |
| Missions.....  | 74 |
| Music .....  | 74 |
| Psychology .....   | 75 |
| Religious Education .....  | 75 |
| Religious Studies .....  | 75 |
| Sociology.....   | 75 |
| Wellness .....   | 75 |
| Youth Ministry .....   | 75 |
| Suggested Schedules .....  | 77 |
| B.A./B.S. Bible .....  | 78 |
| B.S. Accounting, Human Resource Management,<br>Information Technology, Management, Marketing and<br>Business Administration..... | 79 |
| B.S. Elementary Education.....   | 80 |
| B.S. Secondary Education .....   | 82 |
| Wellness: Teacher Certification Option .....   | 83 |
| Wellness: Health Science Option.....   | 85 |
| Associate of Arts.....   | 87 |
| A.A. Leading to B.S. Music .....   | 87 |
| A.S. Leading to B.S. Science or Engineering.....   | 89 |
| A.S. Leading to B.S. Pre-Medical or Pre-Dental .....   | 89 |
| B.S. Psychology .....  | 90 |
| B.A. Interdisciplinary Studies .....   | 91 |
| International Studies Program .....  | 93 |
| Course Descriptions.....   | 95 |
| Course Numbering Information.....  | 96 |
| Accounting.....  | 96 |

|                                       |     |
|---------------------------------------|-----|
| Art .....                             | 98  |
| Bible.....                            | 99  |
| General Education .....               | 99  |
| Textual Studies .....                 | 100 |
| Biblical Language Studies .....       | 102 |
| Doctrinal Studies.....                | 103 |
| Practical Ministry .....              | 104 |
| Arranged Bible Courses .....          | 107 |
| Business .....                        | 107 |
| Computer Information Technology ..... | 109 |
| Communications.....                   | 112 |
| Economics .....                       | 113 |
| Education.....                        | 114 |
| English .....                         | 118 |
| Finance.....                          | 120 |
| French .....                          | 120 |
| Geography.....                        | 120 |
| History .....                         | 120 |
| Humanities.....                       | 122 |
| Literature.....                       | 123 |
| Mathematics.....                      | 124 |
| Management .....                      | 126 |
| Marketing.....                        | 128 |
| Music .....                           | 129 |
| Natural Science.....                  | 132 |
| Physical Education .....              | 134 |
| Political Science .....               | 138 |
| Psychology.....                       | 139 |
| Reading .....                         | 141 |
| Religion.....                         | 142 |
| Sociology.....                        | 143 |
| Spanish.....                          | 144 |
| Special Education .....               | 145 |
| Social Work.....                      | 146 |
| Theatre.....                          | 147 |
| Wellness .....                        | 147 |
| Adult Learning .....                  | 150 |

|  |     |
|--|-----|
| Continuuing Eucation .....                 | 151 |
| AA Professional Studies .....              | 151 |
| Professional Studies Curriculum .....      | 152 |
| ADVANCE Degree Completion Program .....    | 155 |
| B.A. Organizational Management.....        | 155 |
| Organizational Management Curriculum ..... | 155 |
| Degree Endorsement Programs.....           | 158 |
| Alternate Dispute Resolution .....         | 158 |
| Practical Accounting.....                  | 159 |
| Business Leadership.....                   | 159 |
| Practical Nursing Certification .....      | 160 |
| Practical Nursing Curriculum.....          | 161 |
| A.A.S. Health Technology .....             | 163 |
| Business Technology Certification .....    | 163 |
| Business Technology Curriculum .....       | 164 |
| Student Services .....                     | 166 |
| Chapel Assemblies and Lectures .....       | 167 |
| Guidance Program .....                     | 167 |
| Social and Cultural Life.....              | 167 |
| Code of Conduct .....                      | 168 |
| Intercollegiate Athletics .....            | 168 |
| Intramural Programs .....                  | 168 |
| Theater and Music .....                    | 168 |
| Student Government Association .....       | 168 |
| Student Publications .....                 | 169 |
| Clubs and Interest Groups.....             | 169 |
| Auxiliary Enterprises .....                | 169 |
| Health Services.....                       | 169 |
| Student Housing.....                       | 169 |
| Questions.....                             | 170 |
| Finances .....                             | 171 |
| Expenses.....                              | 172 |
| Tuition .....                              | 172 |
| Housing Costs.....                         | 172 |
| Meal Costs .....                           | 173 |
| Academic Fees.....                         | 173 |
| Miscellaneous Fees .....                   | 174 |

|   |     |
|---|-----|
| Terms of Payment .....                                      | 174 |
| Withdrawals and Refunds .....                               | 175 |
| Return of Unearned Title IV Funds Policy .....              | 177 |
| Financial Aid.....  | 178 |
| Application Process .....                                   | 178 |
| Special Circumstances .....                                 | 178 |
| Federal and State Grants.....                               | 178 |
| Federal Perkins Loans.....                                  | 179 |
| Federal Stafford Loans.....                                 | 179 |
| Federal College Work Study .....                            | 179 |
| Federal Parent Loans for Undergraduate Students (PLUS)..... | 179 |
| Veterans' Benefits .....                                    | 180 |
| Vocational Rehabilitation Scholarships.....                 | 180 |
| General Financial Aid Information.....                      | 180 |
| Scholarship Information and Guidelines .....                | 181 |
| Academic Scholarships .....                                 | 182 |
| Honor Scholarships.....                                     | 183 |
| Institutional Scholarships and Awards .....                 | 184 |
| Ambassadors Scholarships .....                              | 184 |
| Athletic Scholarships .....                                 | 184 |
| Bible Scholarships .....                                    | 184 |
| Bible Bowl Scholarships .....                               | 184 |
| Board of Trustees Scholarships.....                         | 184 |
| Express Scholarships.....                                   | 184 |
| K.S. Foundation Scholarships.....                           | 185 |
| Performing Ensembles Scholarships.....                      | 185 |
| Presidential Leadership Scholarships.....                   | 185 |
| Sister School Employee/Missionary Benefit .....             | 185 |
| Sixty + Scholarships.....                                   | 185 |
| Valedictorian/Salutatorian Scholarships.....                | 185 |
| Circle of Vision Scholarship Program .....                  | 185 |
| Endowed Funds .....   | 186 |
| Personnel.....  | 189 |
| Board of Trustees.....                                      | 190 |
| Administration .....  | 191 |
| Faculty .....   | 192 |
| Staff .....   | 203 |
| 2004-2005 Calendar .....                                    | 205 |

# General Information

## **The Mission of Ohio Valley College**

At Ohio Valley College we seek to transform lives in a Christ-centered academic community that integrates higher learning, biblical faith and service to God and humanity. Ohio Valley College seeks to accomplish this mission by:

- equipping students for life through quality academic programs;
- encouraging life-shaping relationships among faculty, staff, and students;
- fostering holistic growth through varied co-curricular activities;
- promoting knowledge, values, and skills inherent in healthy families and quality relationships;
- connecting students to the global community;
- instilling a desire for life-long learning; and
- creating opportunities for growth in faith and service.

## **Ohio Valley College Cornerstones**

Fulfilling our mission is possible because of important values held by all members of the Ohio Valley College community:

**Christ** (Colossians 1:15-20) - God has placed Christ at the center of everything. All creation began with Christ and finds its true purpose in Him. Our belief in Christ is central to who we are; it directs our academic pursuits, our community, and our service. Christ is our chief cornerstone.

**Education that Transforms** (Romans 12:1-2) - Christ-centered education transforms the whole person-mind, body, and soul. It demands recognition of God's purposes and a swift response to them in every facet of our daily lives, including our vocation, our career, our relationships, and our service. Christ-centered education changes us from the inside and brings out the best in each of us.

**Community** (Acts 2:42, 44-47) - Christ-centered community calls for respect, love, and service. It values the worth of each individual. Christ-centered community unites, bringing harmony and fellowship.

**Commitment to Excellence** (Philippians 4:8, Colossians 3:23) - A commitment to excellence asks us to devote our attention to worthy endeavors. It requires us to utilize our talents without reservation. A commitment to excellence calls us to care more, risk more, dream more, and expect more.

**Faith Manifested in Service** (James 2:18, 22) - Faith is manifested in service and service is motivated by faith. Faith without service is unexpressed. Service without faith is incomplete. There is a perfect unity between believing and doing that demands both words and actions.

## **A Christian College**

Ohio Valley College offers academic training in an environment that encourages Christian living. It is the hope of Ohio Valley College that all students will grow intellectually and will also mature as Christians, building the foundation of their lives on the Bible and its principles. By providing a setting conducive to these principles, Ohio Valley College allows students the opportunity to develop academically, personally, and spiritually. Ohio Valley College is determined to maintain this Christian atmosphere and expects each student to cooperate by maintaining the highest possible standards of honorable conduct.

## **A Liberal Arts College**

Valley College is Christian liberal arts college. The concept of a liberal arts education dates from medieval times and has come to mean a general introduction to the basic areas of knowledge, commonly divided into arts, humanities, natural sciences, and behavioral sciences. This broad-based approach to higher education has special relevance in today's marketplace where employers seek people who can think critically and creatively, solve problems, work effectively with other people, and communicate clearly both orally and in writing.

The core courses required to accomplish these objectives are called general education requirements. They serve as the basis of the two-year or associate degree programs and also allow students to explore areas for the selection of a major, a more concentrated program of study leading to a four-year degree, or baccalaureate, in an area such as Bible, business, education, or psychology. Some students continue in the more generalized approach to the baccalaureate and complete an interdisciplinary program. Many students entering college are uncertain about their major field of study. The interdisciplinary approach gives them the opportunity to explore several areas before making a decision.

Ohio Valley College's approach to the liberal arts fosters integration and interdisciplinary learning through a Christian worldview that perceives truth in all disciplines emanating from God, the ultimate source of truth.

## **A Small College**

The advantages of a small college are many. Students can demonstrate initiative and assume leadership roles at Ohio Valley College. Classes are small and students know their instructors personally. Students receive individual attention from teachers in classroom, advising, and social situations. The informal campus atmosphere also enables students to be on friendly terms with all faculty and staff who may also serve as mentors.

## **History of Ohio Valley College**

In 1956, several Harding College alumni who dreamed of a Christian college in the Ohio Valley formed a steering committee to plan the process for realizing that dream. The following year, the Ohio Educational Foundation was chartered and began solicitation of funds. Parkersburg was chosen in 1958 as the permanent site for the College, and the Ohio Educational Foundation was dissolved and re-chartered in West Virginia as Ohio Valley College, Inc. On September 12, 1960, the first classes began in what had been the facilities of the Sixth & Buckeye Church of Christ. The South Campus was established in 1963 with the erection of an administration/classroom building on 133 acres adjoining Parkersburg and Vienna that had been purchased five years earlier. In 1963, two residence halls were built, and in 1966, a residence hall and a classroom/library/audiovisual center were constructed. A new auditorium/student center building was erected in 1969; a cafeteria/student center complex was completed in 1979-80. A new residence hall was added in 1981, and a gymnasium/weight room complex was renovated in 1992.

Ohio Valley College acquired an additional 134 acres and a four-story educational complex owned by the Roman Catholic Diocese of Wheeling-Charleston, West Virginia. This purchase became the Ohio Valley College Main Campus in the fall of 1994. The new facility boasted two auditoriums, a large chapel, several classrooms, a gymnasium, a dining hall, a commercial kitchen, conference rooms, living quarters for over 200 students, and two athletic fields. Since its acquisition, the Main Campus has been continuously renovated, and two new residence halls with adjoining student lounge and lobby were completed August 2003. Today, the campuses together provide Ohio Valley College with ample space and facilities. In addition to the Main Campus facilities, Ohio Valley College facilities include Stewart Hall, two apartment complexes, Lowland Hall, Fox Dining Hall, Stanley Institute for Adult Learning Complex, the original administration building, Garman Hall, and the intercollegiate athletic facility, Snyder Activity Center.

The first president of Ohio Valley College, Don Gardner, was chosen in the summer of 1959. Lewis Case became the second president, serving from 1964 to 1966, at which time J.M. Powell was named the third president. In July 1970, Justin B. Roberts was selected by the board of trustees as the fourth president. E. Keith Stotts began his administration as the fifth president in January 1977, and became the first chancellor of Ohio Valley College in June 1998. Robert W. Stephens, Jr., became the sixth president and first alumnus president of Ohio Valley College in June 1998.

Academic deans of Ohio Valley College have included Lewis Case (1960-63), Marshall Gunselman (1963-67), Justin B. Roberts (1967), J. Ridley Stroop (1967-68), Harding Lowry (1969), Charles J. Aebi (1970-85), John E. Williams (1985-86), John H. Williams (1986-90), Robert W. Stephens, Jr. (1990-91), Daniel C. Doak (1991-1999), David Keller (2000-2001), and Joy Jones (2001- ).

Ohio Valley College consolidated with Northeastern Christian Junior College in 1993. Northeastern Christian Junior College served the churches of Christ on the Atlantic seaboard from its founding in 1957 until the consolidation. Northeastern Christian Junior College was located near Philadelphia in Villanova, Pennsylvania. The Morris Clothier mansion served as the primary setting of the infant institution, which was first called Northeastern Institute for Christian Education. In 1964, the Institute became Northeastern Christian Junior College upon approval of the Department of Education of the Commonwealth of Pennsylvania. In 1978, NCJC received regional accreditation through the Middle States Association of Colleges and Schools. Dr. Rex F. Johnston served as the school's first president and Gen. T.R. Rampy as the first vice president. Succeeding presidents included J. Harold Thomas, Elza Huffard, Larry Roberts, John R. Hall, and Bill Bowen. Academic deans of Northeastern included W. Everett Ferguson, Jr., C.F. Myer, Jr., David Keller, and Larry A. Norsworthy.

### **Relationship to Churches of Christ**

Ohio Valley College was founded and is operated by members of the Churches of Christ. However, the College has neither legal nor organizational ties with any church.

### **Accreditation**

In May 1965, Ohio Valley College was accredited by the State of West Virginia. In July 1978, the North Central Association of Colleges and Schools

granted accreditation to Ohio Valley College. The Higher Learning Commission of the North Central Association of Colleges and Schools may be contacted at 1-800-621-7440.

The education programs are approved by the West Virginia Department of Education. The WVDE may be contacted at 1-800-982-2378.

The Ohio Valley College Business Administration programs were accepted for accreditation by the International Assembly for Collegiate Business Education (IACBE) in October 1998. The IACBE may be contacted at 1-913-631-3009.

### **Non-discriminatory Statement**

Ohio Valley College admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. Ohio Valley College does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs. Also, as required by Title IX of the education amendment of 1972, Ohio Valley College does not discriminate on the basis of sex in its educational programs, activities, or employment except for, and necessitated by, the specific religious tenets held by the institution and its controlling body.

### **Student Rights and Responsibilities**

#### *You Have the Right:*

1. To receive full information from colleges and universities regarding their admissions and financial aid policies. Prior to applying, you should be fully informed of policies and procedures concerning application fees, deposits, refunds, housing, and financial aid.
2. To defer responding to an offer of admission and/or financial aid until you have heard from all colleges or universities to which you have applied, or until May 1, whichever is earlier.

#### *You Have the Responsibility:*

1. To be aware of the policies (deadlines, restrictions, etc.) regarding admission and financial aid of colleges and universities of your choice.
2. To complete and submit required materials to colleges and universities to which you are applying.
3. To meet all application deadlines.

4. To follow the college application procedures of your high school.
5. To notify the colleges and universities that have offered you admission of your acceptance or rejection of their offer as soon as you have heard from all to which you have applied, or by May 1, whichever is earlier.

### **Registering a Formal Complaint**

Despite the best efforts of the faculty, staff, and administration of Ohio Valley College to ensure your success and welfare, situations that cause you concern may arise. In such cases, you should know that you have the right to file a formal complaint in writing with the Vice President for Student Services. Any issue you raise, whether of an academic or non-academic nature, should describe the basis for your concern. You are also encouraged to be specific in identifying all individuals involved. You should sign your complaint statement prior to submitting it to the Vice President for Student Services.

The Vice President for Student Services will investigate the cause of your concern. Individuals named in the complaint will be interviewed in an attempt to achieve a resolution. It is the responsibility of the Vice President for Student Services to keep you informed as to the progress of the investigation and to share with you the outcome.

Ohio Valley College is required by the federal government and the Higher Learning Commission of the North Central Association to maintain a record of formal complaints as well as any follow-up efforts. Federal law also requires Ohio Valley College to protect the privacy of all parties identified in a formal complaint. Neither your name as the complainant, nor the names of individuals you identify, will be recorded in Ohio Valley College's complaint log.

# ACADEMIC INFORMATION



## **Academic Principles**

The following principles represent the philosophy of education at Ohio Valley College. These principles represent ideals derived from our Christian and American heritages and from sound educational research and practice.

1. **A Christian Worldview**—The recognition of God as the Creator of the world and the source of ultimate truth underlies Ohio Valley College’s very reason for existence. It directs the creation of the curriculum, the selection of faculty, the methods of instruction, and the development of the entire campus environment. The Christian worldview—as it relates to all the academic disciplines—is explored, discussed, and presented for consideration. However, as students are recruited from a diversity of backgrounds, an interchange of ideas is encouraged and basic tenets of academic freedom are upheld.

2. **Responsibility**—The objective of the campus community is to identify and develop students’ level of personal, academic, and civic responsibility. As high expectations are necessary for quality performance, all students are expected to work to the best of their own abilities, to contribute to the quality of life on campus and in the neighboring communities, and to achieve their highest potential in scholarship. Increased levels of accountability translate into greater measures of personal and vocational success.

3. **Creative and Critical Thinking Skills**—Thinking creatively and critically serves both as a foundation of the learning experience and as a goal. Ohio Valley College is committed to the educational values of the liberal arts and sciences, a broad-based preparation that develops wholeness in human life as well as vocational flexibility. Since ideas are discovered and learning takes place within the process of writing, Ohio Valley College is committed to writing throughout the curriculum. Writing tasks may be used for learning course content, for demonstrating progress or mastery, and for exploring areas where disciplines overlap.

4. **Application of Knowledge**—While knowledge is considered intrinsically valuable, worth having in its own right, the Ohio Valley College community also recognizes that knowledge is best retained when applied; therefore, instructors stress application of knowledge and provide appropriate experiences both inside and outside the classroom. The availability of practicum course work, internships, observations, and student teaching are examples of opportunities for application of knowledge.

5. **Mastery of Core Knowledge in the Disciplines**—While education must transcend mastery of facts or theory, Ohio Valley College instructors rec-

ognize that students must attain a basic foundation of information in the disciplines represented in the core curriculum and in the various majors available. Such mastery entails much more than, but certainly includes, a knowledge of the basic ideas, information, and skills that enable one to be an informed, competent participant in the world community.

6. **Mentoring**—The close relationships that develop between Ohio Valley College staff and students are a key element of the educational environment. Faculty members are available to students in many roles outside the classroom, whether advising, sponsoring activities, coaching sports, participating in worship activities, or simply sharing in discussions of current events. Students perceive themselves to be valuable members of a community of learners. Through the mentoring relationships, students are provided with models of professionals who have accomplished much, but who remain lifelong learners.

7. **Lifelong Learning**—One of the realities of the twenty-first century is the rapid changes brought about through the information revolution. The marketplace will demand ever increasing training and retraining. Academic institutions can best serve their constituents and the marketplace by teaching students how to learn efficiently and by instilling in the students a love for lifelong learning. Students need a desire to seek knowledge and they need to know how to attain it.

## **General Admission Requirements**

An applicant must have good character, a good attitude, and a willingness to support the Christian ideals of the College by complying fully with its regulations. For unconditional acceptance an applicant must:

1. submit a high school transcript and/or class rank, or a GED
2. earn an 18 on the ACT or an 850 on the SAT and submit a score report
3. submit one personal reference
4. provide an application fee of \$20.

Provisional acceptance may be granted for some applicants who do not meet the above requirements. Additional placement testing, a personal interview, and an agreed-upon personalized study plan may be required before registration of applicants receiving provisional acceptance.

A part-time student who accumulates 16 Ohio Valley College credit hours on transcript must apply for regular admission in the next enrolled semester, even if the student plans to remain a part-time student.

Ohio Valley College reserves the right to deny admission to any applicant it determines to be unqualified on the basis of personal conduct, character, or academic preparation inconsistent with its standards.

### **Home School Students**

Ohio Valley College welcomes home school applicants. Home school students must meet the general admission requirements outlined earlier. Transcripts should demonstrate completion of high school, but Ohio Valley College will be flexible regarding documentation of basic credit hours. Because Ohio Valley College believes in the validity of home school education, home school students will not be required to produce an accredited diploma or a GED in order to gain admission.

### **International Students**

All international students must submit either ACT or SAT scores before they can be admitted into the traditional college program as full-time students. An international student whose native language is not English will also need to submit a minimum paper-based TOEFL score of 500 or a computer-based TOEFL score of 173 (taken within the last two years) before being admitted into the traditional college program as a full-time student.

International students may enroll in Ohio Valley College's Welcome Program (intensive study of English) without a TOEFL score or with a score of less than 500. Students who do not achieve a TOEFL score of 500 by the end of the Welcome Program will be required to enroll in ESL 080 in a "Transition Semester." Students must complete ESL 080 with at least a "B" in order to enroll in the traditional college program. College credit will be awarded for courses taken in the Welcome and Transition Semesters (except for repeated courses), although some of these credits may not meet general education or specific degree requirements.

International students who transfer from other colleges or universities and who do not transfer at least a grade of "C" in a college-level English composition course may be required to take an English Language Placement test before registering for classes. Students not submitting a current TOEFL score of 500 or above will be required to take ESL 070 or 080.

International students who transfer with college credit need to submit their transcript with an official evaluation of academic credits in terms of United States equivalents. Recommendations for finding an evaluator company can be

given by the Admissions Office, the Registrar's Office, or Larry Lyons, director of international enrollment.

### **Transfer Student Admission**

Students transferring from other colleges or universities must submit a personal reference and official transcript from each college or university previously attended. A high school transcript and an ACT or SAT score report must also be submitted if the student has not earned a minimum of 45 semester hours that have been accepted for transfer. The Registrar is the only person who can make designations about what courses will be accepted for transfer. Exceptions may be made upon request to the Registrar and/or Provost.

Transfer students who leave the transfer institution in less than good academic standing will enter Ohio Valley College on warning or probation. The admission of transfer students who enter Ohio Valley College with less than 28 earned credit hours that are acceptable in transfer will include an evaluation of their high school records and ACT/SAT scores as well as their transfer transcripts.

### **ESL Welcome Program**

The English as a Second Language (ESL) Program at Ohio Valley College offers international students the opportunity to build English speaking skills, cultural skills, and intellectual skills needed to be successful in a global society while studying in a safe, kind, accepting, and helpful environment. Students earn academic credit during the initial semester, either summer or fall. A student who satisfactorily completes the Welcome Program or earns a TOEFL score of 500 may enroll in the traditional program.

### **Special Programs for High School Seniors**

In order to broaden educational opportunities for qualified students, Ohio Valley College will admit those who have completed their high school junior year in the upper one-fifth of their class or with an ACT composite score of at least 22 (SAT total of 1010). After the freshman year at Ohio Valley College, students may receive a high school diploma through special arrangement with their high schools or by passing the General Education Development test (GED).

## **Orientation Program: Race to the Finish Line**

New students who begin attending Ohio Valley College during the fall semester are required to attend Race to the Finish Line, an orientation program scheduled prior to the fall semester registration. The program includes a variety of workshops, small group discussion sessions, lectures, and social activities designed to acquaint our new students with the important aspects of college life. Each student will have the opportunity to meet with an academic advisor and to plan his/her first semester academic schedule. Orientation is also required for all transfer students with fewer than 32 hours.

## **Course Placement Program**

Ohio Valley College offers a placement program specifically designed to meet the particular academic needs of first-year college students. First-year students will be placed in appropriate courses based on their ACT scores. All students who score below 18 on the English, math, or reading examination of the ACT will be enrolled in the entry-level course for that corresponding academic area.

Students who wish to begin at a higher level must demonstrate their competency or readiness by passing an examination designed for that purpose. The placement program ensures that Ohio Valley College students will be given the best possible opportunity for academic success. It is designed to help entering students progress from where they are academically to where they can be successful.

## **Student Responsibility**

It is the responsibility of the student to be informed about and to observe all current regulations, policies, and procedures required by the College and by the academic program being pursued. In no case will a regulation be waived or an exception granted because the student pleads ignorance of the regulation or asserts that he or she was not informed of the regulation by an advisor or other authority. It is essential for the student to remain informed of and to observe deadlines established and published by the College or by the major academic area.

## **Library**

It is the aim of the library to build and maintain a balanced collection of print, non-print, and electronic resources to support the academic programs of Ohio Valley College.

The library's holdings include more than 33,100 volumes, 165 print periodical subscriptions, including 101 scholarly journals, and approximately 58,000 microforms. The library also subscribes to more than 30 electronic databases. These databases allow access to periodical indexing and abstracting for more than 13,000 periodicals, including over 10,000 full-text periodicals. The library's book collection is enhanced by netLibrary, which provides access to approximately 30,000 electronic books. Other databases access reference sources. An automated system supports circulation and an online catalog. A collection of audio-visual materials and equipment is also available for student and faculty use. Through OCLC, a library service provider, students and faculty have interlibrary loan access to a national network of libraries. Bibliographic instruction is offered through the classroom and on an individual basis.

### **Credit by Examination**

Students with sufficient understanding and training in a subject area may apply to take an examination for academic credit in any course listed in the current catalog if approved by the department involved. Students applying for admission to Ohio Valley College may earn credit by taking the Advanced Placement (AP) Examination of the College Board in any of several subject areas (a minimum score of 3 is required for credit). Advanced Placement examinations should be completed prior to beginning classes. Students enrolled at Ohio Valley College may earn credit by making a satisfactory score on CLEP Subject Area Examinations or by passing departmental comprehensive examinations with a "C" or above. Such examinations may be attempted under the following conditions:

1. When the department involved believes there is a reasonable chance for success;
2. When a student has not audited or attempted and failed the course;
3. When the student needs to validate credit from unaccredited institutions;
4. When the course is not a prerequisite for (or in prior sequence to) a course for which the student has already received credit.

Up to 30 hours of credit, none of which may count toward the 32-hour residency requirement, may be earned in this manner. There will be a nominal charge for recording credit by examination. A fee for each examination, whether passed or failed, will be added to the student's bill. Each course for which credit is granted will be recorded on the student's transcript with a "P" and this credit will not be counted in calculating the grade point average.

## **Classification of Students**

A student who has 0-27 credit hours will be classified as a freshman; Those with 28-59 hours credit will be classified as a sophomore; 60-89 hours, a junior; and 90 or more hours, a senior. A full-time student is one enrolled for 12 or more hours on the last day to enroll or add a class.

## **Auditing Courses**

Full-time students may audit any class as part of their full-time load. Auditors benefit from the classroom lectures and discussions but do not turn in assignments, take examinations, or earn a grade. The course will be recorded on the student's transcript as "audit."

No student will be permitted to change from audit to credit after the fifth class day of the semester. No student will be permitted to change from credit to audit after the 12th week of the semester.

There is an audit fee for each hour over the normal full-time load of 16 hours. Bible courses may be audited by full-time students at the reduced fee of \$25 per credit hour (above a total of 16 hours). Non-students may audit Bible courses for \$50 per credit hour.

There is no refund of tuition on audited classes.

## **Academic Recognition**

All full-time students who have earned a grade point average of 3.5 or above for a particular semester are given recognition by being placed on the Dean's List for that semester.

Students may also be eligible for inclusion in the Alpha Chi honor society. Seniors who have a cumulative GPA of 3.0 or higher will be considered for nomination to *Who's Who Among Students in American Universities and Colleges*.

Graduation honors will be based on the following cumulative grade point averages: 3.35 to 3.59, cum laude; 3.60 to 3.84, magna cum laude; and 3.85 to 4.00, summa cum laude.

## **Satisfactory Academic Progress Guidelines**

Satisfactory academic progress guidelines are intended to ensure that students make both qualitative progress (minimum grade point average requirements) and quantitative progress (total credit hours earned within the required time

frame) toward meeting graduation requirements. Federal law mandates such guidelines for institutions that grant federal financial aid to students.

Students who achieve the grade point averages and the cumulative hours earned as charted below will be considered in good academic standing.

| <b>Semester</b> | <b>GPA</b> | <b>GPA (cumulative)</b> | <b>Hrs. Earned (cumulative)</b> |
|-----------------|------------|-------------------------|---------------------------------|
| 1               | 1.6        | 1.6                     | 9                               |
| 2               | 1.8        | 1.7                     | 19                              |
| 3               | 1.90       | 1.9                     | 29                              |
| 4               | 2.0        | 2.0                     | 40                              |
| 5               | 2.0        | 2.0                     | 52                              |
| 6               | 2.0        | 2.0                     | 64                              |
| 7+              | 2.0        | 2.0                     | Previous required total +12     |

If in any semester, a student does not meet either the qualitative or quantitative requirement, he or she will be placed on academic warning. Students on warning may be limited in the number and/or variety of the extracurricular activities in which they may participate and the work-study jobs to which they may be assigned. The warning status may be repeated as necessary. Students who receive a GPA below 1.0 for any one semester will immediately move to probation.

Students on warning who do not meet the minimum standards in the succeeding semester will be placed on academic probation. As the purpose of probation is to encourage students to concentrate on their studies to avoid suspension, students on probation may not hold an elective campus office, may not represent Ohio Valley College in public functions off campus unrelated to an academic course, and may not compete in intramural or intercollegiate athletics. Students on probation may be limited in their academic load to fifteen credit hours (sixteen if a laboratory course is included).

Students on probation who do not meet the minimum standards in the succeeding semester will be placed on academic suspension. A student on suspension will not be permitted to enroll at Ohio Valley College as a full-time student eligible for financial aid. Students on academic suspension may reapply to Ohio Valley College through the Admissions Office after one semester; however, these students may not be eligible for financial aid. In order to be re-admitted following an academic suspension, and to regain eligibility for federal financial aid (which includes Pell Grants, Supplemental Grants, Federal College Work Study, and Federal Loans, both Perkins and Stafford), a student is expected to complete 6 credit hours of course-

work approved by the Provost with a 2.0 GPA. The cost of these hours will be the responsibility of the student and his/her family.

A student who has been denied financial aid due to the lack of Satisfactory Progress may appeal to the Financial Aid Director. Each student may appeal only one time. Each appeal will be considered on an individual basis with special consideration for circumstances such as the death of a member of the immediate family, a serious injury or illness of the student, or any other circumstances beyond the student's control. If an appeal is granted, the student must attain good academic standing or financial aid will be permanently suspended. If the appeal is denied, the student may continue his/her education on a cash payment basis until good academic standing has been achieved.

A second academic suspension from Ohio Valley College is permanent and results in academic dismissal.

In any semester in which a student earns 12 credit hours and receives a GPA of at least a 2.0, the student will not be dropped to a lower academic standing. After two consecutive semesters in which a student earns 12 credit hours and receives a GPA of at least a 2.0, the student will be returned to no lower than a warning status.

Provisionally admitted students may be required to sign a contract which may impose additional requirements for satisfactory academic progress. Failure to complete introductory concept courses within the first year may result in loss of federal financial aid.

A semester is counted as any term in which a student is enrolled in at least twelve credit hours on the last day to add a class. Part-time students will be considered to have completed a semester for each period of time in which sixteen credit hours have been attempted.

### **Re-admission Policy**

Students re-admitted following academic suspension will return on academic warning or probation. The status will be academic warning if the student has completed a minimum of 12 credit hours with a minimum GPA of 2.0 at an accredited institution since suspension or if it has been three or more calendar years since the suspension. Otherwise, the status will be academic probation.

A student on academic warning will be returned to good standing after completion of the following semester if the student completes 12 credit

hours with a minimum GPA of 2.0 or has returned to good standing following catalog standards.

A student on academic probation will be returned to academic warning after completion of the following semester if the student completes 12 credit hours with a minimum GPA of 2.0; the student will be returned to good standing after the completion of two consecutive semesters in which this requirement has been met.

### **Dismissal From Class**

Students who consistently fail to attend classes, to prepare assignments, to act honestly and responsibly in the academic community, or to behave appropriately in class may be considered to have forfeited their status as students and may be dismissed from one or all of their classes by the Provost. Any student who is withdrawn from two or more classes for excessive absences may be suspended for the next full semester.

If students withdraw from school or are dismissed before the Friday of the twelfth week of a semester, their grades are recorded as “W” or “F” and a note of explanation will be affixed to their permanent record.

### **Academic Integrity Policy**

Because Ohio Valley College expects students to follow the highest standards of honorable conduct in all areas of life, it is essential that students maintain high standards of academic integrity. Cheating, plagiarizing (whether intentionally misrepresenting another’s work as one’s own or failing to follow appropriate requirements of documentation), and helping others cheat or plagiarize are all violations of these standards. Students who engage in these behaviors will face appropriate consequences, which could include failing the assignment in question, failing the course, or being dismissed from Ohio Valley College. A student who believes that he or she is being treated unjustly may file an appeal with the Provost; the student must initiate the appeal within 48 hours after receiving notification of the consequence. Appeal procedures are available from the Office of the Provost.

### **Grades and Quality Points**

“A” designates excellent work (4 quality points/semester hour).

“B” designates good work (3 quality points/semester hour).

“C” designates average work (2 quality points/semester hour).

“D” designates poor work (1 quality point/semester hour).  
“F” designates failing work (0 quality points/semester hour).  
“I” designates incomplete work (0 quality points/semester hour).  
“IP” designates work in progress and is not computed in the GPA.  
“P” designates passing and is not computed in the GPA.  
“W” designates withdrawn and is not computed in the GPA.

Incomplete grades are given only because of illness, emergency, or special circumstances. An “I” (incomplete) grade becomes an “F” if the course work is not completed within six weeks after the close of the semester or session. An “IP” (in progress) becomes an “F” if it is not completed within one year after the close of the semester or session. An “IP” may be changed to a “W” within nine months after the close of the semester or session.

### **Examinations, Transcripts, and Grade Reports**

Final examinations are given at the end of each semester. No examination will be given before the scheduled time; in cases of emergency, a test may be given later.

Mid-term grades are given to the students by their academic advisors. Mid-term and final grade reports are also sent to the students’ permanent addresses.

At the written request of students, the Registrar’s office will send transcripts of college work. The first transcript will be sent free. There is a nominal charge for additional copies. Student transcripts are confidential and will not be sent without a written request by students.

### **Student Records**

Students have the right to request to see and/or request a copy of any of their records that are not specifically exempted by Section 438 of the General Education Provisions Act. The cost of reproduction will be \$1 per page.

The Registrar maintains all student records, and all requests for examination of student records should be made in writing and directed to the Registrar. All examinations of student records will take place in the Registrar’s office with a representative of the College present.

After examining their records, students or former students may request that certain records be removed on grounds that the records in question are inaccurate, misleading, or otherwise in violation of student rights. Should

the request be refused, students have the right to a formal hearing before a committee appointed by the President within 60 days of receipt of the original request.

### **Repeated Courses**

Students may repeat only those courses in which they have earned a “C” or below. When a course is repeated, the most recent grade is the one counted in computing the grade point average.

### **Student Load**

A normal full-time load per semester is 16 hours (an additional tuition charge applies when taking 17 or more hours during a semester). Taking more than 19 hours, including audit hours, requires special permission from the Provost. The minimum full-time load is 12 hours.

### **Academic Advising**

Each student at Ohio Valley College is assigned an academic advisor to help explore appropriate curricular and career options, complete a degree plan, or prepare for transfer. Advising is designed to make students aware of the College’s expectations, requirements, and resources, and to aid students in successfully completing college. It is the responsibility of students to know their academic status at all times, to fulfill all degree requirements as stated in the catalog, and to meet all other requirements for graduation or transfer.

### **Adding and Dropping Courses**

Students may either add or drop a course until the fifth class day of the semester. Courses dropped by that time are not shown on the semester grade report. Courses dropped by Friday of the twelfth week will show a grade of “W” for withdrawal on the grade report. **Students may not drop Bible or English.**

Courses dropped between Friday of the twelfth week and the Friday before finals will show a grade of “W” or “F” on the grade report.

A fee will be charged for any course added or dropped after registration day. No refund of tuition for withdrawing from a course will be made after the first two weeks of class. A fee will be charged to all full-time students registering after registration day and all part-time students registering after the first class meeting.

## **Class Attendance**

Regular class attendance is most important. Instructors are responsible for recording and reporting attendance in each of their classes. Attendance at 75 percent of the scheduled class meetings is required to receive credit for a given course; in other words, if a student misses 25 percent or more class sessions, including both excused and unexcused absences, the student will fail the course.

The instructor of each course will outline in the course syllabus the attendance policy for that course; that policy will be in effect when a student misses fewer than 25 percent of class meetings. Such policies will define an excused absence, describe how being late for class will affect absences, explain the consequences of unexcused absences, and any reinstatement policy. Potential consequences for unexcused absences include (but are not limited to) dropping the student from the course with a failing grade or lowering the student's grade in the course.

Students are responsible for knowing the attendance policy for each course and clearing excused absences with the instructor. Although students involved in Ohio Valley College activities may need to be excused from a class session, it is the student's responsibility to request the absence from the instructor and to discuss with the instructor how the absence may affect the student's ability to meet course requirements. While instructors should make reasonable accommodations for students who miss class because of Ohio Valley College-sponsored activities or other sound reasons (e.g., illness or family emergencies), students should recognize that not every course can accommodate absences and that neither the absence nor the notification of the absence will relieve the student from meeting course requirements.

Any student who is withdrawn from two or more classes for excessive absences may be suspended for the next full semester.

Students are expected to wait a minimum of 15 minutes for a late instructor; after that, unless they receive word of a necessary delay, they may leave without being marked absent from class.

## **Changes in Classes**

Ohio Valley College reserves the right to change instructors, cancel and/or add classes, and alter room or time assignments without notice to accommodate enrollment or staffing requirements.

## **Independent Study**

Students desiring an independent study course must submit, in cooperation with the teacher who would guide such study, a learning contract to the Provost prior to registration for the semester involved and before work begins. Learning contract forms are available from the Provost and Registrar. Students may not take a course by independent study if it is possible to take the course in the classroom. The Provost may grant exceptions to this policy in certain circumstances.

## **Transfer Credit**

A student who transfers course work to Ohio Valley College will have that work evaluated on a course-by-course basis. However, no more than six hours of course work with a grade of “D” will be accepted in transfer. Credit for course work accepted in transfer that fulfills baccalaureate program requirements will be assigned based on a transcript review by the appropriate program director. The Registrar will assign other general education credit.

Course work that is accepted in transfer, but is not the same credit value as Ohio Valley College’s course, will be considered as fulfilling the requirement if the transferred value is at least two-thirds the value of the Ohio Valley College course.

If an Ohio Valley College student plans to complete course work at another institution and transfer the credit toward a degree from Ohio Valley College, the student should seek approval from the Registrar’s office before beginning such course work. A transient student letter will be issued to the cooperating institution. After a student’s initial enrollment at Ohio Valley College, a student should seek approval from the Registrar’s Office before beginning any course work as a transient student at another institution if the student intends to transfer the work to apply to a degree from Ohio Valley College. A transient student letter will be issued to the cooperating institution.

A student who transfers into a baccalaureate program with an A.A., A.S. (pre-professional), A.S. (ministerial) or higher from a regionally accredited institution will be considered to have completed the general education requirements of the first two years. However, specific requirements made by the program must be completed. Other associate’s degrees and work from other types of schools (schools of preaching, vocational/technical colleges, etc.) will be evaluated on an individual basis. Contact the provost for details.

## **Second Baccalaureate Degrees**

Students who are seeking a second baccalaureate degree will normally complete a minimum of 30 additional credit hours.

### **Major Requirements**

A major requires at least 40 hours, 21 of which must be in upper-level work; a minor requires at least 18 hours, at least 6 of which must be in upper-level work (or designated equivalent).

### **Graduation Requirements**

#### **Policies**

The following policies apply to all students seeking a degree from Ohio Valley College:

- Students may graduate under the degree requirements of the catalog in force at the time of enrollment or any subsequent catalog, as long as that catalog is not more than five years old.
- Candidates must pay the graduation fee.
- All students receiving degrees must participate in graduation exercises unless excused in writing by the provost.
- Each candidate must have a high school diploma or a General Education Development (GED) diploma.
- Candidates must complete the required courses specified for the degree earned as well as the specific courses required for the major and, if applicable, any minor(s).

Note: Requirements for degrees offered through the Institute for Adult Learning can be found in that section of the catalog.

#### **Requirements for an Associate of Arts or Associate of Science**

1. Candidates must complete 64 hours.
2. Candidates must satisfy the Bible course requirements.
3. Candidates must have a minimum cumulative GPA of 2.0.
4. Candidates must earn at least 32 hours from Ohio Valley College.
5. At least 16 of the last 32 hours completed must be earned from OVC.
6. Candidates for the Associates of Arts must fulfill the general education requirements listed later in this catalog; candidates for the Associate of Science must meet the course requirements listed below.

## Associate of Science Course Requirements

|   |   |    |
|---|---|----|
| PSY 112 or 113**  | Life Skills   | 1  |
| ENG 131, 132 and 133***   | College Writing   | 6  |
| LIT 235 or 236  | Western Literature  | 3  |
| HIS 131, 132, 133, or 134   | History (US History or Western Civilization)                      | 3  |
| Any PSY or SOC Course   | Psychology or Sociology   | 3  |
| COM 131   | Basic Speech Communication  | 3  |
| Two courses, one of which must be an activity course****  | Physical Education  | 2  |
| Any HIS, SOC, PSY, POL, or GEO course; or ECO 236   | Social Science Elective   | 3  |
| Any CIT Course  | Computer Science  | 2  |
| MAT 151 and/or higher   | Mathematics   | 6  |
| Any NSC course; at least one must have a lab  | Natural Science   | 8  |
| Any NSC courses, any CIT courses, or any MAT course numbered higher than 152  | Additional Natural Science, Computer Science, and/or Math Courses | 12 |
| Generally, two credit hours for each full-time semester enrolled at OVC; see the section entitled Bible Course Requirements for details | Bible   |    |

\*This column shows the minimum number of hours required; if certain courses are chosen, the number of hours earned will be greater.

\*\*This course requirement is waived for students who transfer to OVC with 32 or more credit hours.

\*\*\*A student is required to maintain enrollment in an English composition course each semester until ENG 132 has been completed; a student may not drop a College Writing course.

\*\*\*\*Only varsity sports may be repeated for physical education credit. Any exceptions from physical education activity courses will require a letter from an attending physician; students seeking such exemptions must submit a formal petition to the provost.

## General Education Requirements

|   |   |   |
|---|---|---|
| PSY 112 or 113**  | Life Skills   | 1 |
| ART 121, MUS 121,<br>MUS 221, THE 121 or<br>THE 123   | Art, Music, Theatre, or<br>Film Appreciation                          | 3 |
| ENG 131, 132 and 133***   | College Writing   | 6 |
| LIT 235 or 236  | Western Literature  | 3 |
| HIS 131, 132, 133, or 134   | History (US History or<br>Western Civilization)                       | 3 |
| Any PSY or SOC Course   | Psychology or Sociology   | 3 |
| COM 131   | Basic Speech Communication  | 3 |
| Two courses, one of which<br>must be an activity course****   | Physical Education  | 2 |
| Any HIS, SOC, PSY, POL, or<br>GEO course; or ECO 236  | Social Science Elective   | 3 |
| Any CIT Course  | Computer Science  | 2 |
| MAT 147 or higher   | Mathematics   | 3 |
| Any NSC course with a lab   | Natural Science   | 4 |
| Any NSC courses, any CIT<br>course, or any MAT course<br>numbered higher than 147   | One additional Natural<br>Science, Computer Science<br>or Math Course | 3 |
| Generally, two credit hours<br>for each full-time semester<br>enrolled at OVC; see the<br>section entitled Bible Course<br>Requirements for details | Bible   |   |

Note: Participation in the International Studies Program may affect the sequence of courses taken during the first four semesters. Consult your academic advisor.

\*This column shows the minimum number of hours required; if certain courses are chosen, the number of hours earned will be greater.

\*\*This course requirement is waived for students who transfer to OVC with 32 or more credit hours.

\*\*\*A student is required to maintain enrollment in an English composition course each semester until ENG 132 has been completed; a student may not drop a College Writing course.

\*\*\*Only varsity sports may be repeated for physical education credit. Any exceptions from physical education activity courses will require a letter from an attending physician; students seeking such exemptions must submit a formal petition to the provost.

### **Requirements for the Bachelor of Arts or Bachelor of Science**

1. Candidates must fulfill the general education requirements listed below.
2. Candidates must satisfy the Bible course requirements.
3. Candidates must have a minimum cumulative GPA of 2.0 (some programs require a higher cumulative GPA or have other GPA requirements).
4. Candidates must complete 128 hours.
5. Candidates must complete 40 hours of upper level work (i.e., 300- or 400-level courses); at least 15 of these hours must have been earned from Ohio Valley College.
6. Candidates must earn at least 32 hours from Ohio Valley College.
7. At least 23 of the last 32 hours completed must be earned from Ohio Valley College.
8. Candidates must pass the English proficiency exam.
9. Candidates must meet the specific requirements for their program explained elsewhere in this catalog.

### **Bible Course Requirements**

Every student who has full-time status on the last day to add a class at OVC must successfully complete a Bible course each semester until:

1. Four of the five core courses (105, 106, 107, 205, and 206) or the approved equivalents are completed; and
2. A total of sixteen hours in Bible have been completed; and
3. A total of 112 credit hours have been completed.

Freshmen and sophomores are required to select from BIB 105, 106, 107, 205, and 206, preferably in sequence. Students may apply to the Bible department for exceptions to this freshman and sophomore requirement. Juniors who have not taken BIB 206 are encouraged to select this course. Transfer students (or students who complete graduation requirements on an accelerated schedule) may normally complete the Bible course requirement by passing a Bible course during each full-time semester of enrollment. To meet graduation requirements, part-time students must pass one Bible course for each 16 hours of course work successfully completed.

Certain courses that are not Bible courses (i.e., courses that do not have a BIB prefix) may fulfill the College's Bible course requirement. These include PSY 211 (Marriage and Family), any Religion course, and BUS 371 (Business Ethics).

Students who are enrolled in only one Bible course during a semester may not drop the course.

Students who are dismissed from a required Bible class face suspension from the College for the next full semester.

# CURRICULUM



## BACCALAUREATE DEGREES

### **Bible**

The objectives of the Bible curriculum are designed to support the College's motto, "Educating to Serve." The Bible program aims to prepare women and men to be better servants of God and humanity, whether as a professional or a volunteer. At every level of study, emphasis is placed on building a sound understanding of God's inspired Word and applying it in practical ways. The curriculum is designed to prepare students to serve effectively according to biblical principles in whatever professional discipline they may pursue. Students receive instruction in biblical studies, preaching and teaching, church leadership, counseling, personal spirituality, ethics, and Christian education according to their specific interests. Bible majors are prepared to go directly into ministry or to pursue graduate studies.

Students desiring a degree in Bible must choose from four degree tracks, each of which leads to a major in Bible: (1) the Bachelor of Arts degree in Biblical Studies, (2) the Bachelor of Science degree in Bible and Ministry, (3) the Bachelor of Science degree in Vocational Ministry, or (4) the Bachelor of Science degree in Vocational Missions. The latter two are available only as second majors. Students may choose from a variety of minors to provide specialization for their baccalaureate degree.

#### **Requirements for the Bachelor of Arts Degree – Bible**

Students who plan to pursue graduate study or who would like to keep graduate study as a future option should complete this degree. This degree will also serve those who plan to begin full-time ministry upon graduation. The degree program includes a core curriculum of textual, language, practical, doctrinal and historical courses:

1. Completion of 8 hours of Bible survey courses (BIB 105, 106, 107, 205, 206 or approved equivalents); these are not included in the credit hours required for the major program and must be completed before program admission.
2. Formal admission to the Bible program as soon as requirements can be met, ideally no later than the end of the sophomore year.
3. Textual Studies: 18 hours, with at least 9 hours in New Testament and 6 hours in Old Testament. BIB 343 and 345 may count toward this requirement.

4. Practical Ministry Studies: 14 hours, including Bib 225, 320, 322, 323, 425. Women will take 327 instead of 323. Students who have worked for at least five consecutive years in full-time preaching or in the ministry area for which they are receiving training may petition to take BIB 323 or 327 by independent study and may petition for a waiver of BIB 425. Waivers or petitions granted do not alter the number of required hours which must be completed in the practical ministry field.
5. Doctrinal and Historical studies: 8 or 9 hours, including BIB 347, either REL 341 or REL 342, and 2-3 elective hours in this area.
6. Elective hours: 2-3 elective hours in the area of Bible.
7. Language Studies: 12 hours of New Testament Greek. These hours may be counted toward a minor in Greek or a minor in Biblical languages.
8. Senior / professional seminars: two hours of capstone course work.
9. Upper-level requirement: Of the 45 required hours in the Bible area (excluding the language requirement), 24 must be upper-level course work. At least 23 upper-level hours of Bible (BIB prefix) must be done at OVC, including 9 hours of textual courses.
10. A minor is required. A student may complete a minor offered in the Bible program or in another area of study. Where minors overlap in requirements, students will have room in their program for multiple minors.
11. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

### **Requirements for the Bachelor of Science Degree – *Bible and Ministry***

Because of the lack of a specific language requirement, this degree is not recommended for those seriously considering graduate school as a future option. The degree will serve well those who plan to begin full-time ministry upon graduation. The degree program includes a core curriculum of textual, practical, doctrinal, and historical courses.

1. Completion of 8 hours of Bible survey courses (BIB 105, 106, 107, 205, 206 or approved equivalents); these are not included in the credit hours required for the major program and which must be completed before program admission.
2. Formal admission to the Bible program as soon as requirements can be met, ideally no later than the end of the sophomore year.
3. Textual Studies: 18 hours, with at least 9 hours in New Testament and 5 hours of Old Testament. BIB 343 and 345 may count toward this requirement.

4. Practical Ministry Studies: 14 hours, including BIB 225, 320, 322, 323, and 425. Women will take 327 instead of 323. Students who have worked for at least five consecutive years in full-time preaching or in the ministry area for which they are receiving training may petition for a waiver of BIB 323 or 327 by independent study and may petition for a waiver of BIB 425. Waivers or petitions granted do not alter the number of required hours which must be completed in the practical ministry field.
5. Doctrinal and Historical studies: 8 or 9 hours, including BIB 347, either REL 341 or REL 342 and 2-3 elective hours in this area.
6. Elective hours: 2-3 elective hours in the area of Bible.
7. Language Studies: No languages studies are required, but one year (6 hours) of New Testament Greek is recommended.
8. Senior / Professional seminars: two hours of capstone course work.
9. Upper-level requirement: of the 45 hours in the Bible area, 24 must be upper-level course work. At least 23 upper-level hours of Bible (BIB prefix) must be done at OVC, including 9 hours of textual courses.
10. A minor is required. A student may complete a minor offered in the Bible program or in another area of study. Where minors overlap in requirements, students will have room in their program for multiple minors.
11. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

### **Requirements for the Bachelor of Science Degree – *Bible-Vocational Ministry***

Because many students are interested in preparing for ministry roles while supporting themselves in another occupation or vocation, the Bible-Vocational Ministry degree program has been created to provide a brief yet balanced study of Biblical and ministry concerns. This degree program is designed to serve a student who desires enough Bible and ministry training to be able to function in a ministry role in a small church or mission area, but whose primary major is in another discipline. This degree program is also designed to serve a student who has a baccalaureate degree, desires a career change, and can spend as little as one year in obtaining another degree.

This degree program is available as a second major to students whose primary major is outside the Bible program. Students who have previously completed an accredited baccalaureate degree, whether at OVC or another college, are also eligible to complete this degree.

1. Completion of 8 hours of Bible survey courses (from BIB 105, 106, 107, 205, 206, or approved equivalents).
2. A formal declaration of intent to seek the Vocational Ministry degree is required as soon as possible, but not later than the completion of 14 hours toward the degree. An early declaration will help the student complete the degree in a timely manner.
3. Textual studies: 9 hours, with at least 5 hours in New Testament. BIB 343 and 345 may count toward this requirement.
4. Practical ministry studies: 11 hours, including BIB 225, 322, 323 or 327, and 425. Women will take 327, men will take 323. Students who have worked for at least five consecutive years in the practical ministry area for which they are receiving training may petition to take BIB 323 or 327 by independent study and may petition for a waiver of BIB 425. Waivers or petitions granted do not alter the number of required hours which must be completed in the practical ministry field.
5. Doctrinal studies: 3 hours, BIB 347.
6. Elective hours: 3 elective Bible hours.
7. Senior/professional seminars: 2 hours of capstone course work.
8. Required hours: The program requires 36 hours as outlined. At least 23 upper-level hours of Bible (BIB prefix) must be done at OVC, including 9 hours of textual courses.
9. Language studies: No language studies are required although the student is advised that language studies are helpful in ministry.
10. A primary major outside the Bible program is required.
11. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements. If a student has already earned a baccalaureate degree from an accredited institution, it will be assumed that the general institutional requirements for a baccalaureate degree have been met.

### **Requirements for the Bachelor of Science Degree – *Bible-Vocational Missions***

Because many students are interested in preparing for missions and ministry roles while supporting themselves in another occupation or vocation, the Bible-Vocational Missions degree program has been created to provide a brief yet balanced study of Biblical and missions concerns. This degree program is designed to serve a student who desires enough Bible and missions training to be able to function in a ministry role in a small church or mission area, but whose primary major is in another discipline. This degree program is also designed to serve a student who has a baccalaureate degree,

desires a career change, and can spend a couple of years in obtaining another degree. This degree program is available as a second major to students whose primary major is outside the Bible program. Students who have previously completed an accredited baccalaureate degree, whether at OVC or another college, are also eligible to complete this degree.

1. Completion of 8 hours of Bible survey courses (from BIB 105, 106, 107, 205, 206, or approved equivalents).
2. A formal declaration of intent to seek the Vocational Missions degree is required as soon as possible, but not later than the completion of 14 hours toward the degree. An early declaration will help the student complete the degree in a timely manner.
3. Textual studies: 9 hours, with at least 5 hours in New Testament. BIB 343 and 345 may count toward this requirement.
4. Practical ministry studies: 12 hours, including BIB 320, 322, SOC 341, and REL 441.
5. Doctrinal studies: 3 hours, BIB 347.
6. Elective hours: 2 hours. A practical experience (BIB 325 or 425 focused in missions) is recommended for this elective.
7. Senior/professional seminars: 2 hours of capstone course work.
8. Required hours: The program requires 36 hours as outlined. At least 23 upper-level hours of Bible (BIB prefix) must be done at OVC, including 9 hours of textual courses.
9. Language studies. No language studies are required although the student is advised that language studies are helpful in ministry. Students are especially encouraged to consider language studies in their geographic area of missions interest.
10. A primary major outside the Bible program is required.
11. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements. If a student has already earned a baccalaureate degree from an accredited institution, it will be assumed that the general institutional requirements for a baccalaureate degree have been met.

### **Bible Program - Bachelor of Arts Course Graduation Requirements**

|         |                          |   |
|---------|--------------------------|---|
| BIB 105 | Introduction to Bible or | 2 |
| BIB 107 | Acts to Revelation       | 2 |
| BIB 106 | Life of Christ           | 2 |
| BIB 205 | Bible History Survey     | 2 |

|                |  |        |
|----------------|--|--------|
| BIB 206        | Christian Thought                      | 2      |
| BIB 161        | Greek 1                                | 3      |
| BIB 162        | Greek 2                                | 3      |
| BIB 265        | Greek 3                                | 3      |
| BIB 266        | Greek 4                                | 3      |
| BIB 225        | Introduction to Ministry Seminar       | 2      |
| BIB text       | At least 9 hr. NT and 6 hr. OT         | 18     |
| BIB 323/327    | Preaching                              | 3      |
| BIB 347        | Scripture Interpretation               | 3      |
| BIB doctrine   | Doctrinal elective                     | 2 or 3 |
| BIB            | Elective                               | 2 or 3 |
| BIB 320        | Personal Evangelism                    | 3      |
| BIB 322        | Intro to Missions                      | 3      |
| REL 341 or 342 | Church History                         | 3      |
| BIB 451        | Senior Seminar                         | 2      |
| BIB 425        | Practicum                              | 3      |
| ENG 131        | College Writing I                      | 3      |
| ENG 132        | College Writing II                     | 3      |
| ENG 133        | English Proficiency                    |        |
| COM 131        | Basic Speech                           | 3      |
| LIT            | LIT 235, 236                           | 3      |
| ART/MUS/THE    | Art, Music, Film, Theatre Appreciation | 3      |
| HIS            | History 131, 132, 133, 134             | 3      |
| PSY/ SOC       | Psychology/ Sociology                  | 3      |
| HIS/PSY/SOC    | Social Science elective                | 3      |
| PSY 112        | Life Skills                            | 1      |
| CSC 140        | Information Processing (or higher)     | 2      |
| MAT 147        | Math (or higher)                       | 3      |
| NSC            | Lab Science                            | 4      |
| CSC/MAT/NSC    | Area elective                          | 3      |
| PHED           | Two PHED courses                       | 2      |
|                | Minor: Minimum hours required          | 18     |
|                | Electives: Non-specific electives      | 5      |

### **Bible Program - Bachelor of Science Course Graduation Requirements**

|         |                          |   |
|---------|--------------------------|---|
| BIB 105 | Introduction to Bible or | 2 |
| BIB 107 | Acts to Revelation       | 2 |
| BIB 106 | Life of Christ           | 2 |

|                |   |        |
|----------------|---|--------|
| BIB 205        | Bible History Survey                        | 2      |
| BIB 206        | Christian Thought                           | 2      |
| BIB 225        | Introduction to Ministry Seminar            | 2      |
| BIB text       | At least 9 hr. NT and 6 hr. OT              | 18     |
| BIB 323/327    | Preaching                                   | 3      |
| BIB 347        | Scripture Interpretation                    | 3      |
| BIB doctrine   | Doctrinal elective                          | 2 or 3 |
| BIB            | Elective                                    | 2 or 3 |
| BIB 320        | Personal Evangelism                         | 3      |
| BIB 322        | Intro to Missions                           | 3      |
| REL 341 or 342 | Church History                              | 3      |
| BIB 451        | Senior Seminar                              | 2      |
| BIB 425        | Practicum                                   | 3      |
| ENG 131        | College Writing I                           | 3      |
| ENG 132        | College Writing II                          | 3      |
| ENG 133        | English Proficiency                         |        |
| SPE 131        | Basic Speech                                | 3      |
| LIT            | LIT 235 or 236                              | 3      |
| ART/MUS/THE    | Art, Music, Film or<br>Theatre Appreciation | 3      |
| HIS            | History 131, 132, 133 or 134                | 3      |
| PSY/SOC        | Psychology or Sociology                     | 3      |
| HIS/PSY/SOC    | Social Science elective                     | 3      |
| PSY 112        | Life Skills                                 | 1      |
| CIT 140        | Information Processing (or higher)          | 2      |
| MAT147         | Math (or higher)                            | 3      |
| NSC            | Lab Science                                 | 4      |
| CIT/MAT/NSC    | Area elective                               | 3      |
| PHED           | Two PHED courses                            | 2      |
|                | Minor: Minimum hours required               | 18     |
|                | Electives: Non-specific electives           | 17     |

**Requirements for Bible Minors**  
**(available only to Bible majors)**

*Doctrinal Studies*

A Bible major must earn 18 hours, including 15 hours from doctrine plus three hours of upper level text, in addition to the requirements of the major.

### *New Testament*

A Bible major must earn 18 hours of New Testament textual studies in addition to the requirements of the major. At least one year of New Testament Greek is recommended.

### *Old Testament*

A Bible major must earn 18 hours of Old Testament textual studies at least 12 of which must be in addition to the requirements of the major. At least one year of Hebrew is recommended and can count toward this minor. This minor requires 18 hours beyond the major.

### *Practical Ministry*

A Bible major must earn 18 hours, including 15 hours of ministry classes and three hours of upper level text, in addition to the requirements of the major. At least 9 hours must have a BIB prefix.

### *Preaching*

A Bible major must earn 18 hours, including BIB 324, COM 321 or BIB 325 focused in preaching, COM 331, 332, and three hours chosen from PSY 342, 350, and 352.

## **Certificate Programs in Bible**

To encourage students who are not Bible majors or minors to find their place of ministry in the kingdom of God, OVC offers 12-hour certificates of completion in six different ministry areas. These areas and the courses they require are as follows:

### *Missions:*

- BIB 322 Introduction to Missions
- SOC 341 Cultural Anthropology
- 6 hours from the following:
  - BIB 320 Personal Evangelism
  - BIB 325 in missions
  - BIB 421 Church Growth and Leadership
  - REL 441 World Religions
- 3 hours of upper level text

### *Church History:*

- REL 341 Church History
- REL 342 Restoration History
- HIS 351 Renaissance and Reformation
- 3 hours from the following:

BIB 280 Biblical Studies International  
BIB 290 Sophomore Seminar: Special Topics in Archeology  
REL 441 World Religions

*Biblical Text:*

12 hours of upper-level Biblical Text

*Preaching:*

BIB 323 Sermon Preparation and Delivery  
BIB 324 Advanced Homiletics  
BIB 347 Scripture Interpretation  
COM 321 Public Speaking

*Youth Ministry:*

BIB 351 Youth Ministry  
BIB 304 Pastoral Epistles  
PSY 233 Human Growth and Development  
3 hours from the following:  
PSY 342 Group Dynamics  
PSY 350 Family Systems  
PSY 352 Introduction to Counseling  
PSY 371 Personality Theories  
3 hours of upper level text

*Teaching the Bible:*

BIB 323 Sermon Preparation and Delivery (for men)  
OR BIB 327 Religious Speaking for Women (for women)  
BIB 321 Educational Program of the Church  
PSY 233 Human Growth and Development  
3 hours from the following:  
EDU 321 Curriculum and Methods of Teaching K-12 (has EDU  
320 prerequisite)  
3 hours of upper level text

## **Business and Information Technology**

The business programs at Ohio Valley College are designed to prepare men and women for professional leadership careers. Consistent with the College's mission, all instruction offered by the division of business is presented within the framework of Christian principles. Business instruction prepares graduates for professional careers by helping them to

develop technical, analytical, and people skills, and by cultivating in them an awareness of the social, political, and economic environment in which organizational decisions are made. Students also have an opportunity to gain real-life experiences and to develop their social, academic and professional skills, by participating in the OVC chapter of SIFE (Students in Free Enterprise). SIFE provides an opportunity to put into practice the principles and skills learned in the classroom by designing, developing, and completing projects, and presenting the projects through participation in regional and national competition with other colleges.

### **International Assembly of Collegiate Business Education (IACBE)**

The Ohio Valley College Business Department is proud to be accredited by the International Assembly of Collegiate Business Education (IACBE). This organization provides an outcomes assessment, which measures the effectiveness of business programs, and discovers any need for future changes or improvements within the program. With the IACBE accreditation, students are at an advantage in reaching their goals.

### **Requirements for all Business and Information Technology Baccalaureate Degrees**

All baccalaureate business and IT graduates must meet the following requirements:

1. Completion of 21 hours of lower-division business core courses including:

|     |     |                                   |
|-----|-----|-----------------------------------|
| ACC | 221 | Accounting I                      |
| ACC | 222 | Accounting II                     |
| BUS | 121 | Introduction to Business          |
| FIN | 233 | Personal Finance                  |
| ECO | 236 | Principles of Macroeconomics      |
| ECO | 237 | Principles of Microeconomics      |
| CIT | 142 | Principles of Information Systems |

2. Completion of 27 hours of upper-division business core courses including:

|     |     |                                |
|-----|-----|--------------------------------|
| BUS | 310 | Business Communications        |
| FIN | 333 | Principles of Business Finance |
| BUS | 371 | Business Ethics                |
| BUS | 431 | Business Law I                 |
| BUS | 433 | International Business         |
| BUS | 451 | Business Policy Seminar        |
| MGT | 330 | Principles of Management       |

- |     |     |                                |
|-----|-----|--------------------------------|
| MGT | 331 | Management Information Systems |
| MKT | 330 | Principles of Marketing        |
3. Computer competencies evidenced by passing eight hours of computer course work including Principles of Information Systems (CIT 142), and Management Information Systems (MGT 331).
  4. Math competencies evidenced by passing College Algebra (MAT 151) or its equivalent and Introduction to Statistics (MAT 229) for all business majors except business administration. Business administration majors required to complete only Math 147 or above.
  5. Completion of the Business Policy Seminar (BUS 451), the capstone course, with a minimum grade of “C.”
  6. An overall GPA of 2.0. A GPA of 2.0 on all business related coursework, with no more than six hours of “D” in the business coursework.
  7. Completion of the ETS Major Field Test in business examination.
  8. Satisfactory completion of the general institutional requirements for a baccalaureate degree including the general education requirements.
  9. A portfolio of general education courses, general business work, and courses in the student’s chosen business major which is satisfactory to the program director.

### **Requirements for the Bachelor of Science Degree – *Accounting***

Accounting is the “language of business” and is essential to the management of commerce throughout the world. The accounting major is designed to prepare students for careers in managerial accounting, governmental accounting, and public accounting. Consequently, students who major in accounting are in constant demand for financial and business management positions by financial institutions, industrial firms, governmental entities, and public accounting firms. The accounting major prepares students to take the Certified Public Accountant (CPA) examination. The accounting major also provides an excellent background for graduate education in business, engineering, law, and public administration.

The Bachelor of Science with a major in accounting requires completion of the requirements outlined above for all baccalaureate business graduates plus an additional 30 hours of Accounting courses including:

|         |                            |   |
|---------|----------------------------|---|
| ACC 321 | Intermediate Accounting I  | 3 |
| ACC 322 | Intermediate Accounting II | 3 |
| ACC 341 | Cost Accounting            | 3 |
| ACC 421 | Introduction to Taxation   | 3 |
| ACC 422 | Federal Income Tax         | 3 |

|         |  |    |
|---------|--|----|
| ACC 431 | Accounting Systems                         | 3  |
| ACC 441 | Auditing I                                 | 3  |
| ACC 451 | Advanced Accounting I                      | 3  |
| ACC 461 | Governmental and Not for Profit Accounting | 3  |
| BUS 432 | Business Law II                            | 3  |
|         | Total Hours:                               | 30 |

### **Requirements for the Bachelor of Science Degree – *Management***

The management major is designed to provide the broad base of knowledge needed for a career in this multifaceted discipline. Students develop planning, decision-making, analytical and leadership skills. Like the broad nature of management itself, career opportunities are varied and include various levels of management in corporate as well as non-profit organizations. The Bachelor of Science with a major in management requires completion of the requirements outlined above for all baccalaureate business graduates plus an additional 18 hours of business and management courses including:

|         |   |    |
|---------|---|----|
| ACC 335 | Managerial Accounting                               | 3  |
| MGT 334 | Principles of Industrial/Labor Relations or         | 3  |
| MGT 436 | Compensation and Benefits                           |    |
| MGT 336 | Organizational Concepts                             | 3  |
| MGT 431 | Human Resource Management                           | 3  |
| MGT 333 | Production / Operations Management                  | 3  |
| MGT 430 | Entrepreneurship /<br>Small Business Administration | 3  |
|         | Total Hours:  | 18 |

### **Requirements for the Bachelor of Science Degree – *Human Resource Management***

As we embark upon the 21st century, the principal source of economic activity in the United States is shifting from manufacturing industries to service industries. As a result of this shift, employers are becoming increasingly aware of the importance of their people to the success of their operations. This shift in economic activity, coupled with the growing complexity of federal and state laws and regulations relating to human resources, has resulted in a growing need for Human Resource Management (HRM) professionals in mid- and large-sized organizations throughout the world. Responsibilities of HRM professionals include recruiting, selecting, train-

ing, and appraising employees. HRM professionals are involved in staffing, compensation, benefits, labor relations agreements, and budgeting. Many advance to executive positions.

The Bachelor of Science degree with a major in human resource management requires completion of the requirements outlined above for all baccalaureate business graduates plus an additional 24 hours of business and psychology courses including:

|         |  |    |
|---------|--|----|
| MGT 333 | Principles of Industrial/Labor Relations | 3  |
| MGT 336 | Organizational Concepts                  | 3  |
| MGT 431 | Human Resource Management                | 3  |
| MGT 436 | Compensation and Benefits                | 3  |
| MGT 451 | Employment Law                           | 3  |
| PSY 342 | Group Dynamics                           | 3  |
| PSY 481 | Social Psychology                        | 3  |
| SOC 351 | Understanding Multicultural Diversity    | 3  |
|         | Total Hours:                             | 24 |

### **Requirements for the Bachelor of Science Degree – *Business Administration***

Consistent with the concept of a broad-based liberal arts academic curriculum, the business administration major is designed for the individual who desires a broad spectrum of business courses combining several fields of study. Those completing their degree in business administration may choose to pursue additional graduate or professional education, begin their careers in entry-level management training positions in the public or private sector, or initiate entrepreneurial enterprises. The coursework included in the general business administration major may also be combined with a planned sequence of electives from outside the business curriculum to meet specific objectives of the individual.

The Bachelor of Science degree with a major in business administration requires completion of the requirements outlined above for all baccalaureate business graduates plus 18 additional upper level hours of accounting, business, IT, management, or marketing approved by the director of business programs.

### **Requirements for the Bachelor of Science Degree – *Marketing***

Every business seeks to accomplish the same basic goal of creating an exchange between producer and consumer with a product, service, or an

idea. The market is where that exchange takes place. Determining what to produce, what to charge, how to deliver it, and how to promote it is the responsibility of marketing people. A marketing degree prepares the student for careers in market research, product development, cost analysis and pricing, distribution, logistics, advertising, promotion, and professional selling. Most corporate chief executive officers come from the marketing ranks, and the majority of business graduates will begin their career in a marketing entry-level position.

The Bachelor of Science with a major in marketing requires completion of the requirements outlined above for all baccalaureate business graduates plus an additional 18 hours of marketing (Principles of Marketing included in upper division core).

|         |   |    |
|---------|---|----|
| CIT 343 | Internet Design & Development or                |    |
| MKT 331 | Consumer Behavior                               | 3  |
| MKT 332 | Promotional Strategy                            | 3  |
| MKT 333 | Professional Selling                            | 3  |
| MKT 430 | Marketing Management                            | 3  |
| MGT 430 | Entrepreneurship & Small<br>Business Management | 3  |
| MKT 432 | Marketing Research                              | 3  |
|         | Total Hours:                                    | 18 |

### **Requirements for the Bachelor of Science Degree – *Information Technology***

Managers can be more effective and efficient when assisted by computer based information systems. In this specialization, the student learns how information technology can be used to solve business problems, enhance corporate performance, and gain a competitive advantage in the marketplace.

The Bachelor of Science with a major in Information Technology provides the educational background to pursue a career in applying information technologies such as computers in profit and non-profit environments. Courses provide students with the knowledge and ability to function successfully in a rapidly changing organizational and technological environment. Students may pursue career opportunities in business information technology, management information systems, information centers, systems analysis, systems design, decision support systems, knowledge management, project management, and other related areas.

The information technology major requires completion of the requirements listed above for all business graduates plus the following courses:

|         |  |    |
|---------|--|----|
| CIT 241 | Networks and Networking Technology           | 3  |
| CIT 248 | Structured Programming                       | 3  |
| CIT 341 | Client-Server Programming                    | 3  |
| CIT 342 | Database Management Systems                  | 3  |
| CIT 343 | Internet Design and Development              | 3  |
| CIT 344 | Information Technology Project Management    | 3  |
| CIT 345 | Operating Systems                            | 3  |
| CIT 346 | Electronic Commerce                          | 3  |
| CIT 441 | Information Technology Auditing and Security | 3  |
| CIT 442 | Systems Analysis and Design                  | 3  |
|         | Total Hours:                                 | 30 |

### **Requirements for a Minor in Accounting**

*(available only to business majors)*

Completion of the requirements outlined above for a Bachelor of Science degree in business management, human resource management, marketing business administration, or information technology substituting (in part) for the upper-division electives in each respective major eighteen hours of upper-division (300 or 400 level) accounting courses, including Intermediate Accounting I (ACC 321), Intermediate Accounting II (ACC 322), and Introduction to Taxation (ACC 421).

## **Education**

Ohio Valley College strives to fulfill its mission by developing teachers who have strong ethical principles, who have a genuine desire to serve and guide their students, and who are academically prepared. Therefore, the Education Program is interdisciplinary, clinical, and field-based. Its conceptual framework, *Teacher As A Facilitator* or TAAF, provides alignment for state and program goals. Many instructional models, e.g., *Direct Instruction*, *Cooperative Learning*, *Direct Experiences*, and *Interactive Learning*, promote an awareness of individual teaching and learning styles, and there is a continual emphasis on faith-based learning and growth.

All education majors must meet the following criteria:

1. A 2.5 cumulative GPA.

2. Achievement of the established WV Board of Education scores on the PreProfessional Skills Tests (PPSTs) in Reading, Writing and Math. An exemption for West Virginia certification is given to those students whose ACT or SAT scores meet the WVDE guidelines for waiver, those who are currently licensed as a teacher, and those who have a Master's degree. Students wishing to teach outside West Virginia may be required by other State Departments of Education to pass the PPST series.
3. A 2.75 GPA in each teaching specialization component.
4. Letter grade of "C" or better for all courses in Content Specialization and Professional Education components.
5. Admission to the Teacher Education Program and passing scores on PPSTs before student teaching.
6. Production of a portfolio of work satisfactory to the area Program Director and the Teacher Education Review Panel (TERP).
7. Satisfactory completion of the Student Teaching Semester.
8. Successful completion of required certification tests (license requirement only).
9. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

Each education major must meet at least once each semester with his/her advisor to receive individual advising and to update the Progress Sheet, which lists all required courses as well as admission, retention, and graduation requirements.

PreProfessional Skills Tests (PPSTs) in Reading, Writing, and Math must be taken by the junior year and must be passed prior to student teaching. Please note that a student who does not pass the PPSTs the first time will be required to take a one-credit PPST prep course each semester until passing scores on all three tests are achieved.

### **Elementary Education Program Course Graduation Requirements**

|                          |                              |                   |
|--------------------------|------------------------------|-------------------|
| <i>General Education</i> |                              | (63 Credit Hours) |
| BIB 105                  | Introduction to the Bible or | 2                 |
| BIB 107                  | Acts to Revelation           | 2                 |
| BIB 106                  | Life of Christ               | 2                 |
| BIB 205                  | Bible History Survey         | 2                 |
| BIB 206                  | Christian Thought            | 2                 |
| BIB                      | Bible Electives              | 8                 |
| PSY 112                  | Life Skills                  | 1                 |

|           |   |   |
|-----------|---|---|
| ART 121   | Art Appreciation or                           | 3 |
| MUS 121   | Music Appreciation or                         |   |
| THE 121   | Theater Appreciation or                       |   |
| THE 123   | Film Appreciation                             | 3 |
| COM 131   | Basic Speech Communication                    | 3 |
| CSC 140   | Information Processing                        | 2 |
| ENG 131   | College Writing I                             | 3 |
| ENG 132   | College Writing II                            | 3 |
| ENG 133   | English Proficiency Exam                      | 0 |
| ENG 302   | Research, Writing and Speaking                | 2 |
| HIS 132   | Western Civilizations II                      | 3 |
| HIS 133   | U.S. History I                                | 3 |
| HIS 301   | West Virginia History                         | 3 |
| POL 135   | U.S. Government or                            | 3 |
| GEO 231   | World Political Geography or                  |   |
| POL 231   | Global Community Relations                    | 3 |
| LIT 235   | Western Literature through the Renaissance or | 3 |
| LIT 236   | Western Literature since the Enlightenment    |   |
| NSC 141   | General Biology I and Lab                     | 4 |
| PHED      | Two PHED courses – 1 activity                 | 2 |
| SOC 351   | Understanding Multicultural Diversity         | 3 |
| Electives |   | 4 |

All elementary education majors must complete the Content Specialization and Professional Education courses before the student teaching semester. Course substitutions may be granted only by the Director of Teacher Education or Elementary Education Program Director. A letter grade of “C” or higher is required in ENG 131, ENG 132, ENG 302, COM 131, LIT 235 or LIT 236, CSC 140, MAT 149, MAT 251, NSC 141, NSC 143, HIS 132, 133, HIS 135, GEO 231 or POL 231. Additional General Education courses include PSY 112; ART 121, MUS 121, THE 121, or THE 123; HIS 301; two PHED courses (1 activity); and ENG 133.

*Content Specialization (2.75 GPA required)* (36 credit hours)

|          |  |   |
|----------|--|---|
| MAT 149  | Math for Teachers                      | 3 |
| MAT 251  | Math in the Elementary School          | 3 |
| NSC 143  | General Physical Science and Lab       | 4 |
| EDUC 237 | Children’s Literature                  | 3 |
| EDUC 319 | Methods of Teaching Social Studies K-6 | 2 |
| EDUC 322 | Methods of Health and P.E. K-6         | 2 |
| EDUC 323 | Methods of Teaching Art K-6            | 2 |

|          |                                       |   |
|----------|---------------------------------------|---|
| EDUC 324 | Methods of Teaching Music K-6         | 2 |
| EDUC 325 | Methods of Teaching Mathematics K-6   | 3 |
| EDUC 326 | Methods of Teaching Science K-6       | 3 |
| EDUC 327 | Methods of Teaching Language Arts K-6 | 3 |
| EDUC 328 | Methods of Teaching Reading           | 3 |
| EDUC 413 | Diagnostic and Prescriptive Reading   | 3 |

*Professional Education*

(29 credit hours)

|          |                                |     |
|----------|--------------------------------|-----|
| PSY 233  | Human Growth and Development   | 3   |
| EDUC 200 | Introduction to Education      | 2   |
| EDUC 214 | Classroom Media                | 1   |
| EDUC 215 | Classroom Management           | 2   |
| EDUC 300 | Technology Applications        | 2   |
| EDUC 320 | Educational Psychology         | 3   |
| EDUC 321 | K-12 Curriculum                | 3   |
| EDUC 431 | Student Teaching K-3           | 4-8 |
| EDUC 432 | Student Teaching 4-6           | 4-8 |
| EDUC 451 | Student Teaching Seminar       | 1-6 |
| SPED 341 | Educating Exceptional Children |     |

**Requirements for the Bachelor of Science Degree (128 hours) in Secondary Education**

The Secondary Education program trains teachers of students in the middle school (grades 5-8), high school (grades 9-12), and adults. Certification in Secondary English, Math, Science, and Social Studies is Grade 5 through Adult.

The 128 credit hours in these programs are in General Education, Content Specialization, and Professional Education courses and electives. The number of electives in each program depends on the difference between the number of hours in required courses and the 128 hours required for the degree. *Students are required to keep track of their hours.* The Education Program suggests 8 semesters of 16 hours each.

**I. General Education**

**(64 Credit Hours)**

**Note:** Education majors must complete all Content Specialization and Professional Education courses before student teaching. Exceptions may be granted only by the Director of Teacher Education.

|         |                         |
|---------|-------------------------|
| 8 hours | BIB 105, 106, 205, 206* |
| 1 hour  | PSY 112                 |

|          |  |
|----------|--|
| 3 hours  | ART 121 or MUS 121 or THE 121 or THE 123   |
| 2 hours  | CSC 140  |
| 6 hours  | ENG 131, 132   |
| 1 hour   | ENG 133 (taken for credit only when not in conjunction with ENG 132)   |
| 2 hours  | ENG 302 Research, Writing, and Speaking (not required for English Ed. majors.)   |
| 3 hours  | LIT 235 or 236   |
| 3 hours  | MAT 147 or higher (MAT 151 for Secondary Science majors.)  |
| 4 hours  | NSC 141 or higher  |
| 3 hours  | Other Math (147 or higher), Science, or Computer Science   |
| 2 hours  | PHED - 2 courses, at least one of which must be activity   |
| 6 hours  | Social Science Electives (must include 3 hours of SOC or PSY)  |
| 3 hours  | HIS 132 or 133   |
| 3 hours  | COM 131  |
| 3 hours  | SOC 351  |
| 11 hours | Electives (may include courses from Content Specialization component and/or Professional Education component; see program requirements.) |

**II. Professional Education Component** **28-35 credit hours**

|          |   |      |
|----------|---|------|
| EDUC 200 | Introduction to Education               | 2    |
| PSY 233  | Human Growth and Development            | 3    |
| EDUC 300 | Technology Applications                 | 2    |
| EDUC 320 | Educational Psychology                  | 3    |
| EDUC 321 | Curriculum and Methods of Teaching K-12 | 3    |
| EDUC 214 | Media                                   | 1    |
| EDUC 215 | Classroom Management                    | 2    |
| EDUC 433 | Student Teaching                        | 8-10 |
| EDUC 451 | Student Teaching Seminar                | 1-3  |
| SPED 341 | Educating Exceptional Children          |      |

**Content Specialization English 5-Adult** **32 Hours**

|              |                                  |   |
|--------------|----------------------------------|---|
| ENG 301      | Advanced Grammar and Composition | 3 |
| EDUC 332     | Curr/Methods of Teaching English | 2 |
| LIT 235, 236 | Western Literature               | 6 |
| LIT 301, 302 | American Literature              | 6 |
| LIT 311      | Short Story and Novel            | 3 |
| LIT 312      | Drama and Poetry                 | 3 |
| LIT 422      | Young Adult Literature           | 3 |
| LIT 441, 442 | British Literature               | 6 |

Students transferring hours into this program may substitute upper division hours taken elsewhere for upper division hours at OVC, subject to approval of the advisor and director of teacher education.

|   |                 |
|---|-----------------|
| <b>Content Specialization General Science 5-Adult</b> | <b>41 Hours</b> |
| Curriculum and Methods of Science                     | 2               |
| Statistics  | 3               |
| Biological Sciences                                   | 16              |
| Physical Sciences                                     | 20              |
| <b>Content Specialization Math 5-Adult</b>            | <b>37 Hours</b> |
| Curriculum and Methods of Math                        | 2               |
| Math in the Elementary School                         | 3               |
| Computer Science                                      | 3               |
| History of Mathematics                                | 3               |
| College Algebra                                       | 3               |
| Modern Algebra  | 3               |
| Trigonometry  | 3               |
| Geometry  | 3               |
| Calculus  | 8               |
| Statistics  | 3               |
| Problem Solving                                       | 3               |
| <b>Content Specialization Social Studies 5-Adult</b>  | <b>44 Hours</b> |
| Curriculum and Methods of Social Studies              | 2               |
| Economics   | 3               |
| Geography or Global Community Relations               | 3               |
| Government/Political Science                          | 3               |
| Psychology  | 6               |
| Sociology   | 6               |
| West Virginia History                                 | 3               |
| Western Civilization History                          | 6               |
| United States History                                 | 6               |
| Upper Division History Electives*                     | 6               |

\*For Upper Division History Electives, choose two of the following: (any upper division History course may be substituted with consent of the Director of Teacher Education)

|         |                             |   |
|---------|-----------------------------|---|
| HIS 311 | Colonial U.S. History       | 3 |
| HIS 317 | Contemporary U.S. History   | 3 |
| HIS 451 | Renaissance and Reformation | 3 |
| HIS 453 | World in the 20th Century   | 3 |

## Requirements for the Bachelor of Science Degree (128 hours) in Wellness

The Division of Education and Health Science offers a Bachelor of Science degree in Wellness. This degree program explores how physical activity relates to human well-being, and offers a choice of an area of emphasis in Health Science (non-education track) and Wellness (teacher certification track).

The relationships between physical activity in human beings and various sciences are emphasized. Students will gain an understanding of the development, interpretation, application and dissemination of knowledge that relates physical activity to human well-being. The major in Wellness places emphasis on the attainment of disciplinary knowledge in the anatomical, biomechanical, developmental, physiological, and sociological aspects of physical activity.

Total hours needed for the B.S. degree are 128. These hours are taken from the General Studies, Professional Education, Content Specialization components and electives. The number of electives is dependent upon the difference between the number of required hours and the 128 hours needed for the degree. Students are required to keep track of their hours. The Wellness program suggests 8 semesters of 16-18 hours each.

**I. General Studies:** All Wellness majors will successfully complete the General Studies component (64 hours) before their student teaching semester. Exceptions, including course substitutions and waivers, may only be granted by the Director of Teacher Education.

|         |  |
|---------|--|
| 8 hours | BIB 105, 106, 205, 206   |
| 1 hour  | PSY 112  |
| 3 hours | ART 121 or MUS 121 or THE 121  |
| 2 hours | CIT 140  |
| 6 hours | ENG 131, 132   |
| 1 hour  | ENG 133 (taken for credit only when not in conjunction with ENG 132) |
| 2 hours | ENG 302  |
| 3 hours | LIT 235 or 236   |
| 3 hours | MAT 147 or higher  |
| 4 hours | NSC 141 or higher  |
| 3 hours | Other Math (147 or higher), Science, or Computer Science             |

|          |  |
|----------|--|
| 2 hours  | PHED courses (one course must be an activity course)           |
| 6 hours  | Social Sciences Electives (must include 3 hours of SOC or PSY) |
| 3 hours  | HIS 132 or 133   |
| 3 hours  | COM 131  |
| 3 hours  | SOC 351  |
| 17 hours | Electives  |

## **II. Professional Education Component:** (Teacher Certification Option)

|          |  |      |
|----------|--|------|
| EDUC 200 | Introduction to Education                      | 2    |
| PSY 233  | Human Growth and Development                   | 3    |
| EDUC 300 | Technology Applications                        | 2    |
| EDUC 320 | Educational Psychology                         | 3    |
| EDUC 322 | Methods of Teaching Phys Ed P-6                | 3    |
| EDUC 329 | Methods of Teaching Phys Ed 7-A                | 3    |
| EDUC 335 | Methods of Teaching School Health And Wellness | 2    |
| SPED 341 | Educating Exceptional Children                 | 3    |
| EDUC 414 | Media for PE and Health                        | 1    |
| EDUC 430 | Student Teaching in Wellness                   | 8-16 |
| EDUC 451 | Student Teaching Seminar                       | 1    |

## **III. a. Content Specialization:** (Teacher Certification Option)

*Activity Courses: Offered on demand, Wellness students must complete 5*

|          |                                  |   |
|----------|----------------------------------|---|
| PHED 100 | Low Impact Aerobics              | 1 |
| PHED 101 | High Impact Aerobics             | 1 |
| PHED 102 | Badminton and Archery            | 1 |
| PHED 103 | Fall Sports                      | 1 |
| PHED 104 | Spring Sports                    | 1 |
| PHED 105 | Walking for Health and Fitness   | 1 |
| PHED 106 | Weight Training                  | 1 |
| PHED 107 | Camping                          | 1 |
| PHED 108 | Backpacking                      | 1 |
| PHED 109 | Tennis                           | 1 |
| PHED 110 | Foundations of Physical Exercise | 1 |
| PHED 111 | Bowling                          | 1 |
| PHED 112 | Golf                             | 1 |
| PHED 113 | Beginning Swimming               | 1 |

|          |                        |   |
|----------|------------------------|---|
| PHED 114 | Advanced Swimming      | 1 |
| PHED 115 | Canoeing               | 1 |
| PHED 116 | Racquet Sports         | 1 |
| PHED 117 | Beginning Basketball   | 1 |
| PHED 118 | Advanced Basketball    | 1 |
| PHED 119 | Volleyball             | 1 |
| PHED 120 | Jogging                | 1 |
| PHED 121 | Track and Field Events | 1 |
| PHED 124 | Recreational Sports    | 1 |

*Varsity Sports Courses: Offered semester that season is played (2 courses may be substituted as activity courses)*

|          |                             |   |
|----------|-----------------------------|---|
| PHED 250 | Varsity Baseball            | 1 |
| PHED 251 | Varsity Basketball Men      | 1 |
| PHED 252 | Varsity Basketball Women    | 1 |
| PHED 253 | Varsity Cheerleading        | 1 |
| PHED 254 | Varsity Cross Country Men   | 1 |
| PHED 255 | Varsity Cross Country Women | 1 |
| PHED 256 | Varsity Golf                | 1 |
| PHED 257 | Varsity Soccer Men          | 1 |
| PHED 258 | Varsity Soccer Women        | 1 |
| PHED 259 | Varsity Softball            | 1 |
| PHED 260 | Varsity Volleyball          | 1 |

*Wellness Majors Upper Division PE Courses: Offerings Indicated (F=Fall, S=Spring, D=on Demand)*

|          |  |     |   |
|----------|--|-----|---|
| PHED 300 | Exercise Science                             | 3   | F |
| PHED 301 | Sports Officiating                           | 3   | S |
| PHED 302 | Principles of Coaching                       | 3   | F |
| PHED 303 | Organization and Administration<br>of Sports | 3   | S |
| PHED 304 | Motor Control and Learning                   | 3   | S |
| PHED 305 | Sports Psychology                            | 3   | F |
| PHED 401 | PED Seminar (not required)                   | 1-4 | D |
| PHED 410 | PED Internship (not required)                | 1-4 | D |

*Wellness Majors Health/Wellness Courses*

|          |  |   |   |
|----------|--|---|---|
| WELL 300 | Anatomy and Physiology for Wellness          | 3 | S |
| WELL 301 | Personal and Community Health                | 3 | S |
| WELL 230 | Safety, Accident Prevention and<br>First Aid | 3 | S |
| WELL 303 | Contemporary Health Issues                   | 2 | F |
| WELL 304 | Human Sexuality                              | 2 | S |
| WELL 305 | Nutrition and Fitness                        | 3 | F |
| WELL 307 | Kinesiology                                  | 3 | F |
| WELL 309 | Exercise Physiology                          | 3 | F |

*Wellness Majors Upper Division Special Education Courses*

|          |                                |   |     |
|----------|--------------------------------|---|-----|
| SPED 301 | Educating Exceptional Children | 3 | F/S |
| SPED 401 | Adapted Physical Education     | 4 | F   |

**III. b. Content Specialization:** (Health Science Option)

*Activity Courses: Offered on demand, Wellness students must complete 5*

|          |                                  |   |
|----------|----------------------------------|---|
| PHED 100 | Low Impact Aerobics              | 1 |
| PHED 101 | High Impact Aerobics             | 1 |
| PHED 102 | Badminton and Archery            | 1 |
| PHED 103 | Fall Sports                      | 1 |
| PHED 104 | Spring Sports                    | 1 |
| PHED 105 | Walking for Health and Fitness   | 1 |
| PHED 106 | Weight Training                  | 1 |
| PHED 107 | Camping                          | 1 |
| PHED 108 | Backpacking                      | 1 |
| PHED 109 | Tennis                           | 1 |
| PHED 110 | Foundations of Physical Exercise | 1 |
| PHED 111 | Bowling                          | 1 |
| PHED 112 | Golf                             | 1 |
| PHED 113 | Beginning Swimming               | 1 |
| PHED 114 | Advanced Swimming                | 1 |
| PHED 115 | Canoeing                         | 1 |
| PHED 116 | Racquet Sports                   | 1 |
| PHED 117 | Beginning Basketball             | 1 |
| PHED 118 | Advanced Basketball              | 1 |
| PHED 119 | Volleyball                       | 1 |
| PHED 120 | Jogging                          | 1 |

|          |                        |   |
|----------|------------------------|---|
| PHED 121 | Track and Field Events | 1 |
| PHED 124 | Recreational Sports    | 1 |

*Varsity Sports Courses: Offered semester that season is played (2 courses may be substituted as activity courses)*

|          |                             |   |
|----------|-----------------------------|---|
| PHED 250 | Varsity Baseball            | 1 |
| PHED 251 | Varsity Basketball Men      | 1 |
| PHED 252 | Varsity Basketball Women    | 1 |
| PHED 253 | Varsity Cheerleading        | 1 |
| PHED 254 | Varsity Cross Country Men   | 1 |
| PHED 255 | Varsity Cross Country Women | 1 |
| PHED 256 | Varsity Golf                | 1 |
| PHED 257 | Varsity Soccer Men          | 1 |
| PHED 258 | Varsity Soccer Women        | 1 |
| PHED 259 | Varsity Softball            | 1 |
| PHED 260 | Varsity Volleyball          | 1 |

*Wellness Majors Upper Division PE Courses: Offerings Indicated (F=Fall, S=Spring, D=on Demand)*

|          |   |     |   |
|----------|---|-----|---|
| PHED 300 | Exercise Science                          | 3   | F |
| PHED 301 | Sports Officiating                        | 3   | S |
| PHED 302 | Principles of Coaching                    | 3   | F |
| PHED 303 | Organization and Administration of Sports | 3   | S |
| PHED 304 | Motor Control and Learning                | 3   | S |
| PHED 401 | PED Seminar (not required)                | 1-4 | D |
| PHED 410 | PED Internship (not required)             | 1-4 | D |

*Wellness Majors Health/Wellness Courses*

|          |   |   |   |
|----------|---|---|---|
| WELL 300 | Anatomy and Physiology for Wellness       | 3 | S |
| WELL 301 | Personal and Community Health             | 3 | S |
| WELL 230 | Safety, Accident Prevention and First Aid | 3 | S |
| WELL 303 | Contemporary Health Issues                | 2 | F |
| WELL 304 | Human Sexuality                           | 2 | S |
| WELL 305 | Nutrition and Fitness                     | 3 | F |
| WELL 307 | Kinesiology                               | 3 | F |
| WELL 309 | Exercise Physiology                       | 3 | F |

*Wellness Majors Upper Division Special Education Courses*

|          |                                |   |     |
|----------|--------------------------------|---|-----|
| SPED 341 | Educating Exceptional Children | 3 | F/S |
| SPED 401 | Adapted Physical Education     | 4 | F   |

*Wellness Majors Upper Division Health Science Courses*

|          |                   |    |     |
|----------|-------------------|----|-----|
| PSY 350  | Family Systems    | 3  | S   |
| PHED 305 | Sports Psychology | 3  | F   |
| WELL 401 | Senior Seminar    | 2  | F/S |
| WELL 402 | Internship        | 12 | F/S |

**Minor: Special Education (21 hours)**

*Limited to education majors*

|   |   |
|---|---|
| EDUC 320: Educational Psychology.....                           | 3 |
| PSY 233: Human Growth and Development .....                     | 3 |
| SPED 301: General Special Education Programming.....            | 3 |
| SPED 302: Curriculum and Methods of Behavior Disorders.....     | 3 |
| SPED 303: Curriculum and Methods of Learning Disabilities ..... | 3 |
| SPED 304: Curriculum and Methods of Mental Impairments .....    | 3 |
| SPED 341: Educating Exceptional Children .....                  | 3 |

## **Interdisciplinary Studies**

### **Requirements for Bachelor of Arts – *Interdisciplinary Studies***

The interdisciplinary studies baccalaureate degree at Ohio Valley College is a program designed to integrate several disciplines around a core curriculum. Such a program will enable students to gain understanding of the fundamental ideas which cross a broad range of disciplines. The program is further designed to provide students with a perspective that focuses on the unchanging human values in an ever-changing world. The interdisciplinary degree provides good career preparation since its broad program of study enables students to develop skills in analytical thinking, effective writing and meaningful oral communication. The professional world is volatile and uncertain, and a broad education is good insurance against possible obsolescence of job skills obtained in a much narrower program of study. What many employers value most is a person's ability to learn to communicate and think.

Interdisciplinary studies provide the student with a future which includes career mobility. In order to provide students with a choice of various com-

binations of academic subject areas, the Bachelor of Arts in Interdisciplinary Studies at Ohio Valley College includes three tracks: Track I: Liberal Studies; Track II: Specialized Studies; Track III: Pre-Law.

Track I integrates as many as six different subject areas within the humanities to form a degree program. Track II focuses on the humanities but allows the student to include two academic areas outside the humanities to form a degree program. The Pre-Law emphasis is based on the Alternative Dispute Resolution (ADR) minor. ADR is currently one of the most emphasized areas in legal studies and practices. Supporting this ADR core are several courses, primarily from the humanities, that emphasize those skills that law schools have determined to be most important for student success.

### **Track I: Liberal Studies**

This program emphasis allows students to choose from as many as six academic areas within humanities to form a broad-ranging interdisciplinary degree. Requirements are:

1. Formal admission to the program and acceptance by the program director.
2. Program proposed by the student must receive approval from the program director.
3. A portfolio of work satisfactory to the program director (included in HUM 451).
4. Satisfactory completion of HUM 451, 489 (3 credit hours), one upper division COM course, REL 372, HIS 317, and PSY 231.
5. A minimum of eight hours in each of the following areas: (with at least one upper division course in each area) Religion, History, Literature, Fine Arts/Communications, Social Science, and one other elective area. Rather than choose a sixth area as an elective area, students may also select a minimum of eight additional credit hours in one of the previously listed areas.
6. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.
7. Six hours in a single foreign language or six additional hours in one of the six areas in item 5 (including the elective area).

Total hours for major: 54-60, Electives 21-27.

### **Track II: Specialized Studies**

This program emphasis is designed to allow students to concentrate on the humanities while adding two academic subject areas outside the humanities to form their degree. Requirements are:

1. Formal admission to the program and acceptance by the program director.
2. Program proposed by the student must receive approval from the program director.
3. A portfolio of work satisfactory to the program director (included in HUM 451).
4. Satisfactory completion of 25 hours of courses from the humanities, including HUM 451 and 489 (3 credit hours) and one upper division course each of Literature and History, including six hours in a single foreign language, excluding General Education requirements. (Six additional hours may be substituted for the foreign language.)
5. Satisfactory completion of 18 hours each in two of the following academic areas, excluding General Education requirements: Humanities, Business, Education, Natural Sciences, Bible, and/or Behavioral Sciences.
6. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

Total hours for major: 62, Electives 19.

### **Track III: Pre-Law**

This degree is designed to provide the student with a meaningful academic background in preparation for admittance to law school. The strong consensus of law schools is that rather than having a specific academic major, a prospective student should possess strong analytical and critical thinking skills, write clearly, and speak effectively with a meaningful understanding of individual and group social behavior. In addition to these areas, Ohio Valley College has the unique privilege of offering students the opportunity to be trained in the area of Alternative Dispute Resolution. There are very few colleges or universities in the United States that have courses in this subject matter at the undergraduate level. National surveys have consistently demonstrated that ADR is currently one of the most desired skills for anyone involved in modern jurisprudence. For that reason, the minor in ADR will serve as an integral part of the Pre-Law track. Requirements are:

1. Formal admission to the program and acceptance by the program director.
2. Program proposed by the student must receive approval from the program director.
3. Completion of Alternative Dispute Resolution minor (18 hrs) plus HUM 489 (3 credit hours).
4. A portfolio of work satisfactory to the program director (included in HUM 451).

5. Satisfactory completion of the following: Business (9 hrs): BUS 431 (Bus Law) and 6 hrs from any of the following: ACC 236, 221 (Accounting I), MAT 229 (Intro. to Statistics), or ECO (Prin. of Macroeconomics) or ECO 237 (Prin. of Microeconomics); Communications (9 hrs): 321 (Pub. Speak.), 331 (Interpersonal Com.) and 332 (Argument & Persuasion.); English (6 hrs.): 301 (Adv. Gram.) and 333 (Professional Writing); Literature (6 hrs): any two upper division courses; History (6 hrs): from History and/or Political Science (6 hrs.) Choose from POL 135 (US Gov.) HIS 317 (Contemp. Am.), and HIS 453 (World since 1900), 317 (Contemp. Am.), 453 (World Since 1900); Humanities (2 hrs): 451 (Sr. Seminar); Psychology (3 hrs): 231 (General Psy.); Religion (3 hrs): 372 (Intro. to Phil.); and Sociology (3 hrs): 231 (Prin. of Soc.)
6. 3-6 hours of a foreign language may be substituted in the following areas, but no more than 3 hours may be substituted in one area: Communications, History, Literature, or Religion.
7. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

Total hours for major: 52 hrs, Electives 29+ hrs.

## Psychology

### Requirements for Bachelor of Science – *Psychology*

A baccalaureate program in psychology is a natural fulfillment of the mission of Ohio Valley College and addresses each of the desired learning outcomes for the College in considerable depth. The program also provides the training for a profession that demonstrates the understanding that service to God and others is the key to a useful and rewarding life. Each student majoring in psychology must meet each of the following requirements. In addition, the student must choose an area of emphasis by declaring one of the following tracks of study: Pre-Professional, Christian Counseling or Human Services.

1. Completion of a science with lab (4 credit hours) and MAT 229 (if it is required in the track)
2. Formal admission to the program.
3. Successful completion of the chosen track requirements.
4. Portfolio of work satisfactory to the program director.
5. Satisfactory completion of the psychology practicum.
6. Satisfaction of the general institutional requirements for a baccalaureate degree, including the general education requirements.

7. Completion of the ETS Psychology subject area test.
8. Completion of a minor area of study.

### **Pre-Professional Track**

#### **REQUIRED**

|         |                          |     |
|---------|--------------------------|-----|
| BIB 105 | Introduction to Bible or | 2   |
| BIB 107 | Acts to Revelation       | 2   |
| BIB 106 | Life of Christ           | 2   |
| BIB 205 | Bible History Survey     | 2   |
| BIB 206 | Christian Thought        | 2   |
| PSY 211 | Marriage & Family        | 3   |
| BIB/REL | Electives                | 5-8 |

#### Recommended BIB/REL Electives:

|                                       |   |              |
|---------------------------------------|---|--------------|
| REL 371                               | Ethics  |              |
| REL 372                               | Introduction to Philosophy                    |              |
| REL 441                               | Major World Religions                         |              |
| BIB 415                               | Personal Spiritual Development                |              |
| <b>Total Bible Credit Hours:</b>      |   | <b>16-19</b> |
| ENG 131                               | College Writing I                             | 3            |
| ENG 132                               | College Writing II                            | 3            |
| COM 131                               | Basic Speech                                  | 3            |
| LIT 235                               | Western Literature through the Renaissance or |              |
| LIT 236                               | Western Literature since the Enlightenment    | 3            |
| ART/MUS/FILM/                         |   |              |
| THE 121                               | Appreciation                                  | 3            |
| CIT 140                               | Information Processing                        | 2            |
| MAT 147                               | Intermediate Algebra or higher                | 3            |
| NSC                                   | A Lab Science Course                          | 4            |
| PHED                                  | 2 Physical Education Courses                  | 2            |
| PSY 112 or 113                        | Life Skills                                   | 1            |
| HIS                                   | American History or                           |              |
| HIS                                   | Western Civilization                          | 3            |
| <b>Total General Education Hours:</b> |   | <b>30</b>    |

#### *Track Required Hours*

|         |                              |   |
|---------|------------------------------|---|
| MAT 229 | Statistics                   | 3 |
| PSY 231 | General Psychology           | 3 |
| PSY 233 | Human Growth and Development | 3 |
| PSY 331 | Test and Measurements        | 3 |
| PSY 342 | Group Dynamics               | 3 |

|         |                                       |           |
|---------|---------------------------------------|-----------|
| PSY 350 | Family Systems                        | 3         |
| PSY 351 | Learning Theories                     | 3         |
| PSY 352 | Introduction to Counseling            | 3         |
| PSY 371 | Personality Theories                  | 3         |
| PSY 421 | History and Systems                   | 3         |
| PSY 426 | Counseling Theories                   | 3         |
| PSY 452 | Professional Seminar                  | 3         |
| PSY 472 | Abnormal Psychology                   | 3         |
| PSY 481 | Social Psychology                     | 3         |
| PSY 484 | Research Design                       | 3         |
| PSY 489 | Psychology Practicum                  | 3         |
|         | Total Track Hours Required:           | 48        |
|         | <b>Minor* Minimum Hours Required:</b> | <b>18</b> |

Note: Christian Counseling minor or Psychology minor may not be declared. Alternative Dispute Resolution, Christian Service for Women, Youth Ministry, Family Ministry, Human Services, and/or Sociology minors are recommended.

|            |   |            |
|------------|---|------------|
| Electives: | Non-specified   | 13-16      |
|            | <b>Total Hours Required for a B.S. Degree in Psychology (Pre-Professional Track):</b> | <b>128</b> |

### **Christian Counseling Track**

|                    |   |           |
|--------------------|---|-----------|
| BIB 105            | Introduction to Bible or  | 2         |
| BIB 107            | Acts to Revelation  | 2         |
| BIB 106            | Life of Christ  | 2         |
| BIB 205            | Bible History Survey  | 2         |
| BIB 206            | Christian Thought   | 2         |
| PSY 211            | Marriage & Family   | 3         |
|                    | BIB Courses Required:   | 11        |
| BIB 347            | Scripture Interpretation  |           |
| BIB 343 or 345     | OT or NT Doctrine   |           |
| BIB 415 or REL 373 | Personal Spiritual Development or Contemporary Religious Issues |           |
|                    | BIB Electives (Upper Level Text)                                | 4         |
|                    | <b>Total Bible Credit Hours:</b>                                | <b>23</b> |
| ENG 131            | College Writing I   | 3         |
| ENG 132            | College Writing II  | 3         |

|                          |   |           |
|--------------------------|---|-----------|
| COM 131                  | Basic Speech  | 3         |
| LIT 235                  | Western Literature through the Renaissance or                                 |           |
| LIT 236                  | Western Literature since the Enlightenment                                    | 3         |
| ART/FILM/MUS/<br>THE 121 | Appreciation  | 3         |
| CIT 140                  | Information Processing  | 2         |
| MAT 147                  | Intermediate Algebra or higher  | 3         |
| NSC                      | A Lab Science Course  | 4         |
| PHED                     | 2 Physical Education Courses  | 2         |
| PSY 112                  | Life Skills   | 1         |
|                          | Math, Science or Computer Science Elective<br>(MAT 229 is highly recommended) | 3         |
| HIS                      | American History or   |           |
| HIS                      | Western Civilization  | 3         |
|                          | <b>Total Hours General Education Hours:</b>                                   | <b>33</b> |

*Track Required Hours*

|         |                              |    |
|---------|------------------------------|----|
| PSY 231 | General Psychology           | 3  |
| PSY 233 | Human Growth and Development | 3  |
| PSY 342 | Group Dynamics               | 3  |
| PSY 350 | Family Systems               | 3  |
| PSY 352 | Introduction to Counseling   | 3  |
| PSY 371 | Personality Theories         | 3  |
| PSY 426 | Counseling Theories          | 3  |
| PSY 452 | Professional Seminar         | 3  |
| PSY 472 | Abnormal Psychology          | 3  |
| PSY 489 | Psychology Practicum         | 3  |
| PSY     | Electives (minimum)          | 12 |

Choose electives from the following:

|          |                                   |
|----------|-----------------------------------|
| PSY 331  | Test/Measurements                 |
| PSY 351* | Learning Theories                 |
| PSY 421* | History and Systems of Psychology |
| PSY 481* | Social Psychology                 |
| PSY 484  | Research Design                   |
| PSY 327  | Psychology Field Lab              |

\*Recommended for those students who do not intend to pursue graduate school

|                                      |           |
|--------------------------------------|-----------|
| <b>Total Track Hours Required:</b>   | <b>42</b> |
| <b>Minor Minimum Hours Required:</b> | <b>18</b> |

Note: Christian Counseling Minor and Psychology Minor may not be declared. Biblical and Related Studies, Biblical Languages, Christian Service for Women, Family Life Ministry and/or Youth Ministry minors are recommended.

\*Electives Minimum (Non-specified) 12

\*If a student desires to pursue a second minor, the non-specified electives should be used to meet requirements of the minor. These electives plus three additional hours will result in 18 hours in the second minor and 131 total hours in the degree programs.

It is recommended that those students who may plan to pursue graduate school take their electives in the area of Psychology, Human Services, Alternative Dispute Resolution and/or Sociology.

**Total Hours Required for B.S. Degree  
in Psychology (Christian Counseling Track): 128**

### **Human Services Track**

This track is recommended for those students who desire to pursue a career or graduate school in social work or sociology.

|         |                          |     |
|---------|--------------------------|-----|
| BIB 105 | Introduction to Bible or | 2   |
| BIB 107 | Acts to Revelation       | 2   |
| BIB 106 | Life of Christ           | 2   |
| BIB 205 | Bible History Survey     | 2   |
| BIB 206 | Christian Thought        | 2   |
| PSY 211 | Marriage & Family        | 3   |
| BIB/REL | Electives                | 5-8 |

Recommended BIB/REL electives:

|         |                                  |              |
|---------|----------------------------------|--------------|
| REL 317 | Ethics                           |              |
| REL 372 | Introduction to Philosophy       |              |
| REL 441 | Major World Religions            |              |
| BIB 415 | Personal Spiritual Development   |              |
|         | <b>Total Bible Credit Hours:</b> | <b>16-19</b> |

|         |   |   |
|---------|---|---|
| ENG 131 | College Writing I                             | 3 |
| ENG 132 | College Writing II                            | 3 |
| COM 131 | Basic Speech                                  | 3 |
| LIT 235 | Western Literature through the Renaissance or | 3 |
| LIT 236 | Western Literature since the Enlightenment    | 3 |

|                 |  |           |
|-----------------|--|-----------|
| ART/MUS/THE 121 | Appreciation   | 3         |
| CIT 140         | Information Processing   | 2         |
| MAT 147         | Intermediate Algebra or higher   | 3         |
| NSC             | A Lab Science Course   | 4         |
| PHED            | 2 Physical Education Courses   | 2         |
| PSY 112         | Life Skills  | 1         |
|                 | Math, Science or Computer Science Elective<br>(MAT 229 is highly recommended.) | 3         |
| HIS             | American History or  |           |
| HIS             | Western Civilization   | 3         |
|                 | <b>Total General Education Hours:</b>  | <b>33</b> |

### *Track Required Hours*

|         |  |           |
|---------|--|-----------|
| PSY 231 | General Psychology                           | 3         |
| PSY 342 | Group Dynamics                               | 3         |
| PSY 350 | Family Systems                               | 3         |
| PSY 352 | Introduction to Counseling                   | 3         |
| PSY 371 | Personality Theories                         | 3         |
| PSY 426 | Counseling Theories                          | 3         |
| PSY 452 | Professional Seminar                         | 3         |
| PSY 472 | Abnormal Psychology                          | 3         |
| PSY 481 | Social Psychology                            | 3         |
| PSY 489 | Psychology Practicum                         | 3         |
| SOC 231 | Principles of Sociology                      | 3         |
| SOC 351 | Understanding Multicultural Diversity        | 3         |
| SWK 231 | Introduction to Social Work                  | 3         |
| SWK 233 | Human Behavior and the Social Environment I  | 3         |
| SWK 333 | Human Behavior and the Social Environment II | 3         |
| SWK 350 | Social Welfare Policy                        | 3         |
| SWK 352 | Methods of Social Work                       | 3         |
|         | <b>Total Track Hours Required:</b>           | <b>51</b> |
|         | <b>Minor Minimum Hours Required:</b>         | <b>18</b> |

Note: Christian Counseling minor, Psychology minor, and/or Human Services minor may not be declared. Sociology, Alternative Dispute Resolution, Christian Service for Women, Youth Ministry, and/or Family Ministry minors are recommended.

|            |  |            |
|------------|--|------------|
| Electives: | Non-specified  | 7-10       |
|            | <b>Total Hours for B.S. degree in<br/>Psychology (Human Services Track):</b> | <b>128</b> |

# General Minors

## Alternate Dispute Resolution

18 hours comprised of SOC 381, 382, 383, PSY 352, REL 371, and PSY 481 (for psychology, liberal studies, and education majors) or MGT 334 (for business majors) or BIB 421 (for Bible majors).

## Bible

The minor includes 21 hours including the 8 hours of Bible survey courses (from 105, 106, 107, 205, 206, or approved equivalents). The remaining 13 hours must be chosen from BIB prefixed courses and must include at least 6 hours of upper level textual studies, 2 hours of doctrinal studies, and 3 hours of ministry. This minor is not available to Bible majors.

## Biblical Languages

18 hours, including at least 6 hours of Hebrew and 6 hours of Greek (may include the Greek required for the B.A. degree).

## Biblical Text

A student must earn 18 hours, including 15 hours of upper level textual studies, plus 3 hours chosen from biblical history, ministry, or doctrine, in addition to the requirements of the major.

## Business

Available only to non-business majors. A total of 21 hours in business courses including:

1. Completion of 18 hours of business “core” courses including ACC 221, ACC 222, BUS 121, BUS 333, MGT 330, and MKT 330.
2. An additional 3 hours of upper-division (300 or 400 level) electives selected from ACC, BUS, MGT, or MKT.

## Christian Counseling

A student pursuing this minor must have either PSY 231 or 233, ideally in the student’s lower-level core studies. The minor requires PSY 342, 350, 352, 371, 426, 472; BIB 347, 343 or 345, 415, and 4 hours of upper-level text.

## Christian Service for Women

Available only to women. 18 hours, including BIB 225, 327, 329, 415, 5-6 hours of upper-level textual studies, and 2-3 hours in a BIB elective course.

### **Church Music**

19 hours including MUS 122, 141, 142, 143, 144, 221, 222. Four semesters of MUS 100. 2 hours of instruction from MUS 113, 115, 116, 117, 118 or 119. Two credit hours of performing ensemble (MUS 110, 111, 112, or 114).

### **Coaching**

The minor in coaching offers students interested in pursuing coaching careers an opportunity to gain coaching skills through learning experiences at the collegiate level. Intrinsic to this minor is a three-hour seminar or internship that affords students the experience of putting theory into practice.

18 hours of upper-division credit in wellness and physical education courses including Sports Officiating (PHED 301), Philosophy of Coaching (PHED 302), Organization and Administration of Sports (PHED 303), Nutrition and Fitness (WELL 305), Sports Psychology (PHED 305), and either Seminar (PHED 401) or Internship (PHED 410).

### **Communications**

18 hours selected from the following must be completed for the minor in communications: BUS 310, COM 238, 321, 330, 331, 332, ENG 301, 331, or 333.

### **Education**

17/18 hours EDUC 200, 341, 320; PSY 233; REL 371 or 372; one of the following: EDUC 237, MAT 251, NSC 144.

### **Family Life Ministry**

A student pursuing this minor must have PSY 233, ideally in the student's lower-level core studies. The minor requires a minimum of 18 hours beyond the requirements of the major. The minor for Bible majors requires 9-12 hours of PSY 342, 350, 352, 371; 2-5 hours of ministry; and 3-5 hours of textual or doctrinal studies beyond the requirements of the student's major. The minor for psychology majors requires PSY 342, 350; 5 hours of ministry (including 225); and 7 hours of upper level textual studies. For all other students the minor requires 9 hours from PSY 342, 350, 352, or 371; 5 hours of ministry (including BIB 225); and 7 hours of upper level textual studies.

### **Greek**

18 hours of Greek (may include the 12 hours of Greek required for the Bachelor of Arts in Bible).

## **History**

18 hours, including 6-9 hours from HIS 131, 132, 133, or 134 (Bible majors should take 131 and 133), and 9-12 hours from HIS 301, 311, 317, 351, 353, REL 341, or 342. Students taking REL 341, 342, and HIS 351 have an emphasis in church history.

## **Human Services**

18 hours consisting of the following courses: SOC 351, SWK 231, 233, 333, 350, and 352.

## **Information Technology**

18 hours consisting of the following courses: CIT 142, 241, 248, and 9 upper-level CIT hours.

## **Interdisciplinary Studies**

The minor requires 18 credit hours of 300 or 400 level courses in interdisciplinary studies, with no more than six hours of credit per area of the 5 baccalaureate areas (religion, history, literature, fine arts/communication, and behavioral/social sciences).

## **Literature**

Eighteen hours in literature and English including nine to twelve hours selected from LIT 235, 236, 301 and 302; six to nine hours selected from LIT 311, 312, 321, 322, 341, or 347; and ENG 331.

## **Missions**

18 hours, including SOC 341, BIB 320, one course from BIB 332, 325 focused in missions, or 425 focused in missions, BIB 421, REL 441, and 3 to 5 hours of upper level text. GEO 231 is recommended for the student's social science electives; PSY 484 is recommended as a supporting course. If not a Bible major, student must have 4 hours of upper-level text (including either BIB 306 or 308) and BIB 322 in addition to the requirements of the minor.

## **Music**

19 hours in music including MUS 141, 142, 143, 144, 221; four semesters of MUS 100; 1 hour of piano instruction; 2 hours of MUS 113, 115, 116, 117, 118 or 119; and 1 hour of MUS 313, 315, 316, 317, 318, or 319; The remaining 4 hours can be taken from MUS 111, 112 or 114.

### **Psychology**

18 hours of psychology course work including PSY 231, 352, 371; and 9 hours chosen from the following options:

PSY 233 or 211 (choose one); PSY 342 or 350 (choose one); and PSY 421, 426, 472 or 481 (choose one).

### **Religious Education**

18 hours, including 15 hours of BIB 321, 343, 345, 347, EDU 320, or PSY 351; and 3 hours of upper-level text in addition to the requirements of the major. If not a Bible major, student must have 8 hours of upper-level text in addition to the requirements of the minor.

### **Religious Studies**

18 hours, including 12 hours of REL courses, BIB 346 and 3 hours of upper-level text in addition to the requirements of the major. If not a Bible major, student must have 3 hours of upper-level text in addition to the requirements of the minor.

### **Sociology**

18 hours, including SOC 231, 341, and 351; and 9 hours chosen from the following options:

ECON 236; PSY 233; REL 441, 371, 373; SOC 327, 383; and SWK 233, 350.

A chosen course cannot also be a requirement in a major area of study.

### **Wellness**

The minor in wellness is designed to meet the needs of students who are interested in working in a health-science field. It enhances the bachelor's degree by providing a background in wellness.

Completion of 19 hours of wellness and special education courses is required for this minor. The courses include Personal and Community Health (WELL 301), Safety, Accident Prevention and First Aid (WELL 230), contemporary Health Issues (WELL 303), Human Sexuality (WELL 304), Nutrition and Fitness (WELL 305), Educating Exceptional Children (SPED 341), and Seminar (WELL 401).

### **Youth Ministry**

This minor requires a minimum of 18 hours, and depending on a student's major, it may require more hours. A student pursuing this minor must have

PSY 233, ideally in the student's lower-level core studies. The minor for Bible majors includes PSY 342, 350, 352, 371; BIB 351, and 3 hours of textual or doctrinal studies beyond the requirements of the student's major. The minor for psychology majors includes PSY 342, 350; 5 hours of ministry (BIB 255, 351); and 7 hours of upper-level text. For all other students who are neither Bible majors nor psychology majors, the minor includes PSY 342, 350, 352, 371; 5 hours of ministry (BIB 225, 351); and 7 hours of upper-level textual studies.

# SUGGESTED SCHEDULES



# Suggested Schedules for A.A. and A.S. Programs In Selected Majors

The following schedules are suggestions only; other options are possible. The order in which courses are listed is not always the only possible order; this is especially true of general education requirements and electives. Consult your advisor or the course descriptions to discover whether it is possible to take a course in a different semester than the one in which it is listed in the suggested schedules.

In most cases, for courses required for a major or minor, the suggested schedules offer the best sequence. (Consult the degree program listings to determine whether a given course is required.)

## Suggested Schedule for the Bachelor of Arts Degree and Bachelor of Science Degree in Bible Years 1-2

### First Semester

|  |       |
|--|-------|
| Life of Christ (or Introduction to Bible if needed) .....  | 2     |
| College Writing I (or ENG 090 if needed) .....   | 3     |
| Information Processing.....  | 2     |
| Intermediate Algebra (or earlier math if needed) .....   | 3     |
| Life Skills .....  | 1     |
| Basic Speech.....  | 3     |
| Biblical Language, if desired, or Physical Education, as needed<br>to fill schedule, 2 hours required..... | 1-3   |
| Total Hours.....   | 15-17 |

### Second Semester

|  |       |
|--|-------|
| Acts - Revelation .....  | 2     |
| College Writing II, or next course in sequence.....  | 3     |
| Natural Lab Science .....  | 4     |
| History (required 100-level course) .....  | 3     |
| Introduction to Ministry (spring only, with permission).....   | 2     |
| Biblical Language, if desired, or Physical Education, as needed<br>to fill schedule, 2 hours required..... | 1-3   |
| Total Hours.....   | 15-17 |

### Third Semester

|  |   |
|--|---|
| Bible History Survey .....                                     | 2 |
| Literature, or next course in English/Literature sequence..... | 3 |
| Art, Music, Theatre, or Film Appreciation.....                 | 3 |

|   |    |
|---|----|
| Social Science (PSY or SOC).....  | 3  |
| Social Science elective.....  | 3  |
| Biblical Languages (year 1 or 2), if desired, or<br>General education elective..... | 3  |
| Total Hours.....  | 17 |

**Fourth Semester**

|  |     |
|--|-----|
| Christian Thought .....                                      | 2   |
| Elective (or Intro to Ministry if not taken previously)..... | 2-3 |
| CIT/MAT/NSC elective .....                                   | 3   |
| Biblical Languages (year 1 or 2), if desired.....            | 3   |
| General education electives, or major/minor course work..... | 5-9 |
| Total Hours.....   | 16  |

**Suggested Schedule for the Bachelor of Science Degree  
Accounting, Human Resource Management, Information  
Technology, Management, Marketing and  
Business Administration Years 1-2**

**First Semester**

|   |    |
|---|----|
| Introduction to Bible .....             | 2  |
| College Writing I.....                  | 3  |
| Physical Education .....                | 1  |
| Life Skills .....                       | 1  |
| Principles of Macroeconomics .....      | 3  |
| Introduction to Business .....          | 3  |
| Principles of Information Systems ..... | 3  |
| Total Hours.....                        | 16 |

**Second Semester**

|  |    |
|--|----|
| Life of Christ.....                        | 2  |
| Basic Speech Communication .....           | 3  |
| College Writing II .....                   | 3  |
| Principles of Microeconomics.....          | 3  |
| Information Processing.....                | 2  |
| Physical Education .....                   | 1  |
| U.S. History or Western Civilization ..... | 3  |
| Total Hours.....                           | 17 |

### **Third Semester**

|   |    |
|---|----|
| Bible History Survey .....  | 2  |
| Art, Music, Theatre, or Film Appreciation.....                        | 3  |
| Western Literature.....   | 3  |
| College Algebra.....  | 3  |
| Structured Programming IT Majors/Prin of Management-Bus. Majors ..... | 3  |
| Accounting I .....  | 3  |
| Total Hours.....  | 17 |

### **Fourth Semester**

|   |    |
|---|----|
| Christian Thought .....   | 2  |
| Personal Finance.....   | 3  |
| Laboratory Science .....  | 4  |
| Introduction to Statistics .....  | 3  |
| Networks and Networking Technology IT Majors/Principal of Marketing<br>Business Majors..... | 3  |
| Accounting II.....  | 3  |
| Total Hours.....  | 16 |

## **Suggested Schedule for the Bachelor of Science Elementary Education Years 1-2**

### **First Semester**

|  |    |
|--|----|
| Introduction to Bible .....                    | 2  |
| Life Skills .....                              | 1  |
| College Writing I.....                         | 3  |
| U.S. History I .....                           | 3  |
| General Biology I .....                        | 4  |
| Art, Music, Theatre, or Film Appreciation..... | 3  |
| Total Hours.....                               | 16 |

### **Second Semester**

|  |    |
|--|----|
| Life of Christ.....  | 2  |
| Basic Speech Communication .....   | 3  |
| College Writing II .....   | 3  |
| Western Civilization II .....  | 3  |
| Information Processing.....  | 2  |
| U.S. Government, World Pol. Geography, or Global<br>Community Relations..... | 3  |
| Total Hours.....   | 16 |

### **Third Semester**

|                                      |    |
|--------------------------------------|----|
| Bible History Survey .....           | 2  |
| Western Literature.....              | 3  |
| Math for Teachers.....               | 3  |
| General Physical Science & Lab ..... | 4  |
| Human Growth and Development.....    | 3  |
| Introduction to Education.....       | 3  |
| Total Hours.....                     | 17 |

### **Fourth Semester**

|                                       |     |
|---------------------------------------|-----|
| Christian Thought .....               | 2   |
| Math in the Elementary School.....    | 3   |
| Research, Writing, and Speaking ..... | 2   |
| Educational Psychology .....          | 3   |
| West Virginia History.....            | 3   |
| Elective .....                        | 1-3 |
| Physical Education .....              | 1   |
| Total Hours.....                      | 16  |

## **Suggested Schedule for the Bachelor of Science Elementary Education Years 3-4**

### **Fifth Semester**

|  |    |
|--|----|
| Bible.....                             | 2  |
| Technology Applications .....          | 2  |
| Classroom Media .....                  | 1  |
| Classroom Management.....              | 2  |
| Educating Exceptional Children.....    | 3  |
| Methods of Teaching Language Arts..... | 3  |
| Methods of Teaching Reading .....      | 3  |
| Physical Education .....               | 1  |
| Total Hours.....                       | 16 |

### **Sixth Semester**

|   |    |
|---|----|
| Bible.....                                  | 2  |
| Methods of Teaching Math K-6 .....          | 3  |
| Methods of Teaching Health & P.E. K-6 ..... | 3  |
| Methods of Teaching Science .....           | 3  |
| Children's Literature.....                  | 3  |
| Understanding Multicultural Diversity.....  | 3  |
| Total Hours.....                            | 16 |

## **Seventh Semester**

|  |    |
|--|----|
| Bible .....                              | 2  |
| Curriculum K-12 .....                    | 3  |
| Methods of Teaching Social Studies.....  | 2  |
| Methods of Teaching Art.....             | 2  |
| Methods of Teaching Music .....          | 2  |
| Diagnostic and Prescriptive Reading..... | 3  |
| Elective .....                           | 3  |
| Total Hours.....                         | 16 |

## **Eighth Semester**

|                              |       |
|------------------------------|-------|
| Bible.....                   | 2     |
| Student Teaching (K-3) ..... | 4-8   |
| Student Teaching (4-6) ..... | 4-8   |
| Senior Seminar .....         | 1-4   |
| Total Hours.....             | 12-16 |

## **Suggested Schedule for the Bachelor of Science Secondary Education Years 1-2**

### **First Semester**

|  |     |
|--|-----|
| Introduction to Bible .....                              | 2   |
| Life Skills .....  | 1   |
| College Writing I.....                                   | 3   |
| U.S. History I or Western Civ .....                      | 3   |
| Biology I or General Physical Science I.....             | 4   |
| Physical Education .....                                 | 1   |
| Information Processing or Intro to Computer Science..... | 2-3 |
| Total Hours.....   | 16  |

### **Second Semester**

|                                   |     |
|-----------------------------------|-----|
| Life of Christ.....               | 2   |
| College Writing II .....          | 3   |
| Human Growth and Development..... | 3   |
| Sociology or Psychology .....     | 3   |
| Basic Speech.....                 | 3   |
| Physical Education .....          | 1   |
| Elective .....                    | 1-3 |
| Total Hours.....                  | 16  |

### **Third Semester**

|                            |   |
|----------------------------|---|
| Bible History Survey ..... | 2 |
|----------------------------|---|

|  |    |
|--|----|
| Math.....                                      | 3  |
| Western Literature.....                        | 3  |
| Introduction to Education.....                 | 3  |
| Content Specialization Course .....            | 3  |
| Art, Music, Theatre, or Film Appreciation..... | 3  |
| Total Hours.....                               | 16 |

**Fourth Semester**

|                                     |    |
|-------------------------------------|----|
| Christian Thought .....             | 2  |
| Multicultural Diversity.....        | 3  |
| Educational Psychology.....         | 3  |
| Technology Applications .....       | 2  |
| Educating Exceptional Children..... | 3  |
| Content Specialization Course ..... | 3  |
| Total Hours.....                    | 16 |

**Wellness Course Sequence: Teacher Certification Option**

**First Semester**

|                             |    |
|-----------------------------|----|
| Introduction to Bible ..... | 2  |
| College Writing I.....      | 3  |
| Life Skills .....           | 1  |
| Intermediate Algebra.....   | 3  |
| History.....                | 3  |
| Speech .....                | 3  |
| PHED Activity.....          | 1  |
| Total Hours.....            | 16 |

**Second Semester**

|  |    |
|--|----|
| Life of Christ.....                            | 2  |
| College Writing II .....                       | 3  |
| Biology I .....                                | 4  |
| PHED Activity.....                             | 1  |
| Art, Film, Music, or Theatre Appreciation..... | 3  |
| Human Growth and Development.....              | 3  |
| Total Hours.....                               | 16 |

**Third Semester**

|  |   |
|--|---|
| Bible History Survey .....               | 2 |
| Western Literature.....                  | 3 |
| Information Processing.....              | 2 |
| Anatomy and Physiology for Wellness..... | 3 |

|                              |    |
|------------------------------|----|
| Educational Psychology ..... | 3  |
| Nutrition & Fitness.....     | 3  |
| Total Hours.....             | 16 |

**Fourth Semester**

|  |    |
|--|----|
| Christian Thought .....                | 2  |
| Introduction to Education.....         | 2  |
| Multicultural Diversity .....          | 3  |
| Technology Applications .....          | 2  |
| Personal & Community Wellness.....     | 3  |
| Foundations of Physical Education..... | 3  |
| PHED Activity.....                     | 1  |
| Total Hours.....                       | 16 |

**Fifth Semester**

|                                     |    |
|-------------------------------------|----|
| Bible.....                          | 2  |
| Kinesiology .....                   | 3  |
| Educating Exceptional Children..... | 3  |
| Contemporary Health Issues .....    | 2  |
| Principles of Coaching .....        | 3  |
| Motor Control & Learning.....       | 3  |
| Total Hours.....                    | 16 |

**Sixth Semester**

|  |    |
|--|----|
| Bible.....                                       | 2  |
| Exercise Physiology .....                        | 4  |
| Adaptive Physical Education .....                | 4  |
| Classroom Management.....                        | 2  |
| Safety, First Aid, and Accident Prevention ..... | 3  |
| Organization and Administration of Sports.....   | 3  |
| Total Hours.....                                 | 18 |

**Seventh Semester**

|                                    |    |
|------------------------------------|----|
| Bible .....                        | 2  |
| Sports Officiating.....            | 3  |
| Human Sexuality.....               | 2  |
| PE Methods K-6 .....               | 3  |
| PE Methods 7-A.....                | 3  |
| Wellness Curriculum & Methods..... | 2  |
| PHED Activity.....                 | 2  |
| Total Hours.....                   | 17 |

## **Eighth Semester**

|   |            |
|---|------------|
| Jesus The Master Teacher.....               | 1          |
| Student Teaching In PE.....                 | 8          |
| Student Teaching in Wellness .....          | 5          |
| Student Teaching Seminar .....              | 1          |
| Classroom Media for Physical Education..... | 1          |
| Total Hours.....                            | 16         |
| <b>Total Hours.....</b>                     | <b>130</b> |

## **Wellness Course Sequence: Health Science Option**

### **First Semester**

|                                   |    |
|-----------------------------------|----|
| Introduction to Bible .....       | 2  |
| College Writing I.....            | 3  |
| Life Skills .....                 | 1  |
| Intermediate Algebra.....         | 3  |
| History/Western Civilization..... | 3  |
| Speech .....                      | 3  |
| PHED Activity.....                | 1  |
| Total Hours.....                  | 16 |

### **Second Semester**

|  |    |
|--|----|
| Life of Christ.....                            | 2  |
| College Writing II .....                       | 3  |
| Biology.....                                   | 4  |
| PHED Activity.....                             | 1  |
| Art, Film, Music, or Theatre Appreciation..... | 3  |
| Human Growth and Development.....              | 3  |
| Total Hours.....                               | 16 |

### **Third Semester**

|   |    |
|---|----|
| Bible History Survey .....                | 2  |
| Western Literature.....                   | 3  |
| Anatomy and Physiology for Wellness ..... | 3  |
| PHED Activity.....                        | 1  |
| Educational Psychology .....              | 3  |
| Nutrition & Fitness.....                  | 3  |
| PHED Activity.....                        | 1  |
| Total Hours.....                          | 16 |

### **Fourth Semester**

|  |    |
|--|----|
| Christian Thought .....                | 2  |
| Foundations of Physical Education..... | 3  |
| Multicultural Diversity .....          | 3  |
| Research Writing and Speaking .....    | 2  |
| Contemporary Health Issues .....       | 3  |
| Information Processing.....            | 2  |
| PHED Activity.....                     | 1  |
| Total Hours.....                       | 16 |

### **Fifth Semester**

|                                  |    |
|----------------------------------|----|
| Bible.....                       | 2  |
| Kinesiology .....                | 3  |
| Exceptional Children.....        | 3  |
| Contemporary Health Issues ..... | 2  |
| Philosophy of Coaching .....     | 3  |
| Motor Control and Learning.....  | 3  |
| Total Hours.....                 | 16 |

### **Sixth Semester**

|  |    |
|--|----|
| Bible.....                                       | 2  |
| Exercise Physiology .....                        | 4  |
| Adapted Physical Education .....                 | 4  |
| Organization and Administration of Sports .....  | 3  |
| Safety, Accident Prevention, and First Aid ..... | 3  |
| Total Hours.....                                 | 16 |

### **Seventh Semester**

|                        |    |
|------------------------|----|
| Bible .....            | 2  |
| Sports Psychology..... | 3  |
| Family Systems.....    | 3  |
| Human Sexuality.....   | 2  |
| Electives .....        | 6  |
| Total Hours.....       | 16 |

### **Eighth Semester**

|                              |            |
|------------------------------|------------|
| Bible.....                   | 2          |
| Wellness Senior Seminar..... | 2          |
| Wellness Internship .....    | 12         |
| Total Hours.....             | 16         |
| <b>Total Hours.....</b>      | <b>128</b> |

## Suggested Schedule for the Associate of Arts Degree Years 1-2

### First Semester

|                                  |    |
|----------------------------------|----|
| Introduction to Bible .....      | 2  |
| Basic Speech Communication ..... | 3  |
| Information Processing.....      | 2  |
| Electives .....                  | 5  |
| Total Hours.....                 | 16 |

### Second Semester

|   |    |
|---|----|
| Life of Christ.....                           | 2  |
| Music, Art, Theatre or Film Appreciation..... | 3  |
| Mathematics.....                              | 3  |
| Life of Christ.....                           | 3  |
| Physical Education .....                      | 1  |
| Total Hours.....                              | 15 |

### Third Semester

|                               |    |
|-------------------------------|----|
| Bible History Survey .....    | 2  |
| Natural Science with lab..... | 4  |
| Psychology or Sociology ..... | 3  |
| Social Science Elective ..... | 3  |
| Physical Education .....      | 1  |
| Elective .....                | 3  |
| Total Hours.....              | 16 |

### Fourth Semester

|  |     |
|--|-----|
| Christian Thought .....                                  | 2   |
| History.....   | 3   |
| Natural Science, Computer Science, or Math Elective..... | 3-4 |
| Principles of Microeconomics.....                        | 3   |
| Western Literature .....                                 | 3   |
| Electives .....  | 2-3 |
| Total Hours.....   | 17  |

## Suggested Schedule for the Associate of Arts Degree (For transfer to a baccalaureate program in music) Years 1-2

### First Semester

|                             |   |
|-----------------------------|---|
| Introduction to Bible ..... | 2 |
| Physical Science I .....    | 4 |

|                                   |    |
|-----------------------------------|----|
| Information Processing.....       | 2  |
| Performance Ensembles.....        | 1  |
| Sight Singing/Ear Training I..... | 1  |
| Music Theory I .....              | 3  |
| Total Hours.....                  | 17 |

**Second Semester**

|                                    |    |
|------------------------------------|----|
| Life of Christ.....                | 2  |
| Basic Speech Communication .....   | 3  |
| Art Appreciation.....              | 3  |
| Performance Ensembles.....         | 1  |
| Music Theory II .....              | 3  |
| Sight Singing/Ear Training II..... | 1  |
| Private Instrument/Voice.....      | 1  |
| Total Hours.....                   | 17 |

**Third Semester**

|                                       |    |
|---------------------------------------|----|
| Bible History Survey .....            | 2  |
| Western Literature .....              | 3  |
| Western Civilization .....            | 3  |
| Introduction to Computer Science..... | 3  |
| Music Theory III.....                 | 3  |
| Sight Singing/Ear Training III .....  | 1  |
| Private Instrument/Voice.....         | 1  |
| Physical Education .....              | 1  |
| Total Hours.....                      | 17 |

**Fourth Semester**

|                                     |    |
|-------------------------------------|----|
| Christian Thought .....             | 2  |
| Music Theory IV.....                | 3  |
| Sight Singing/Ear Training IV ..... | 1  |
| Private Instrument/Voice.....       | 1  |
| Physical Education .....            | 1  |
| Mathematics.....                    | 3  |
| Marriage and Family .....           | 3  |
| Human Growth and Development.....   | 3  |
| Total Hours.....                    | 17 |

**Suggested Schedule for the Associate of Science Degree  
(for transfer to a B.S. program in Science or Engineering)**

**First Semester**

|                                  |    |
|----------------------------------|----|
| Introduction to Bible .....      | 2  |
| Calculus I.....                  | 4  |
| Basic Speech Communication ..... | 3  |
| Physics I/ Chemistry I.....      | 4  |
| Total Hours.....                 | 17 |

**Second Semester**

|                               |    |
|-------------------------------|----|
| Life of Christ.....           | 2  |
| Calculus II .....             | 4  |
| General Psychology .....      | 3  |
| Physics II/Chemistry II ..... | 4  |
| Total Hours.....              | 16 |

**Third Semester**

|  |       |
|--|-------|
| Bible History Survey .....                       | 2     |
| Western Literature through the Renaissance ..... | 3     |
| Chemistry I/ Physics I.....                      | 4     |
| Laboratory Science/Computer Science .....        | 3-4   |
| Western Civilization I .....                     | 3     |
| Physical Education .....                         | 1     |
| Total Hours.....                                 | 16-17 |

**Fourth Semester**

|   |       |
|---|-------|
| Christian Thought .....                   | 2     |
| Information Processing.....               | 2     |
| Chemistry II/ Physics II .....            | 4     |
| Social Science Elective.....              | 3     |
| Laboratory Science/Computer Science ..... | 3-4   |
| Physical Education .....                  | 1     |
| Total Hours.....                          | 15-16 |

**Suggested Schedule for the Associate of Science Degree  
(for transfer to a B.S. program in pre-medical/pre-dental)**

**First Semester**

|                                       |   |
|---------------------------------------|---|
| Introduction to the Bible.....        | 2 |
| Introduction to Computer Science..... | 3 |
| Physics I/Chemistry I.....            | 4 |

|                  |    |
|------------------|----|
| Calculus I.....  | 4  |
| Total Hours..... | 16 |

**Second Semester**

|                               |    |
|-------------------------------|----|
| Life of Christ.....           | 2  |
| Speech .....                  | 3  |
| Physics II/Chemistry II ..... | 4  |
| Calculus II .....             | 4  |
| Total Hours.....              | 16 |

**Third Semester**

|  |    |
|--|----|
| Bible History.....                               | 2  |
| Western Civilization I .....                     | 3  |
| Western Literature through the Renaissance ..... | 3  |
| Biology I .....                                  | 4  |
| Chemistry I/Physics I.....                       | 4  |
| Physical Education .....                         | 1  |
| Total Hours.....                                 | 17 |

**Fourth Semester**

|                                       |    |
|---------------------------------------|----|
| Christian Thought .....               | 2  |
| Elective .....                        | 3  |
| General Psychology .....              | 3  |
| Chemistry II/Physics II .....         | 4  |
| Biology II/Anatomy & Physiology ..... | 4  |
| Physical Education .....              | 1  |
| Total Hours.....                      | 17 |

**Suggested Schedule for the Bachelor of Science Degree  
Psychology Years 1-2**

**First Semester**

|                                  |    |
|----------------------------------|----|
| Introduction to Bible .....      | 2  |
| Basic Speech Communication ..... | 3  |
| General Psychology .....         | 3  |
| Information Processing.....      | 2  |
| Physical Education .....         | 1  |
| Life Skills .....                | 1  |
| Electives .....                  | 5  |
| Total Hours.....                 | 16 |

## **Second Semester**

|   |    |
|---|----|
| Life of Christ.....                           | 2  |
| Intermediate Algebra.....                     | 3  |
| Music, Art, Theatre or Film Appreciation..... | 3  |
| Electives.....                                | 9  |
| Total Hours.....                              | 17 |

## **Third Semester**

|                                       |    |
|---------------------------------------|----|
| Bible History Survey.....             | 2  |
| Western Literature.....               | 3  |
| Elective or Intro to Social Work..... | 3  |
| Lab Science.....                      | 4  |
| Western Civilization.....             | 3  |
| Physical Education.....               | 1  |
| Total Hours.....                      | 16 |

## **Fourth Semester**

|   |    |
|---|----|
| Christian Thought.....                            | 2  |
| Intro to Statistics or Math/Science Elective..... | 3  |
| Human Growth and Development.....                 | 3  |
| Elective.....                                     | 4  |
| Total Hours.....                                  | 16 |

## **Suggested Schedule for the Bachelor of Arts Degree Interdisciplinary Studies Years 1-2**

### **First Semester**

|                                 |    |
|---------------------------------|----|
| Introduction to Bible.....      | 2  |
| Basic Speech Communication..... | 3  |
| US History I.....               | 2  |
| Mathematics.....                | 3  |
| Physical Education.....         | 1  |
| Total Hours.....                | 16 |

### **Second Semester**

|                             |    |
|-----------------------------|----|
| Life of Christ.....         | 2  |
| Art Appreciation.....       | 3  |
| Information Processing..... | 2  |
| US History II.....          | 3  |
| General Psychology.....     | 3  |
| Physical Education.....     | 1  |
| Total Hours.....            | 17 |

**Third Semester**

Bible History Survey ..... 2  
Western Civilization I ..... 3  
Western Literature through the Renaissance ..... 3  
US Government ..... 3  
General Physical Science I ..... 4  
Electives ..... 2  
Total Hours..... 17

**Fourth Semester**

Christian Thought ..... 2  
Western Civilization II ..... 3  
Western Literature Since the Enlightenment ..... 3  
Music Appreciation ..... 3  
Electives ..... 4  
Total Hours..... 15

# International Studies Program

In today's world, a meaningful education should include an international dimension. The only way to meet that objective effectively is to provide students with the opportunity to live and study in a foreign land. Students who study abroad will often be more deeply impacted and will remember the international experience long after they have forgotten much of a traditional classroom course. Regardless of what academic field they pursue or what occupation they will enter, global awareness will provide a necessary component for a successful academic and vocational career.

The International Studies Program (ISP) is designed to combine dimensions of a traditional classroom course with on-site, experiential learning in an international setting. The ISP will usually include four 3-credit hour courses (a total of 12 credit hours) which are primarily designed to meet General Education requirements in Art, Bible, History, Literature, and/or Social Sciences. Classes will usually meet a few times during the spring semester and continue with a 7-10 day on-campus concentrated session. Afterward, the students will spend more than a month traveling to various cities in Europe or other international sites where the preparatory course work will be transformed into a living experience of learning. Previous sites have included England (London, Stratford): History, Literature; Italy (Rome, Florence, Venice): Bible, Art; and Israel (various cities): Bible, History.

Because the courses are largely at the introductory level, it would be best for students to participate in the ISP after their Freshman or Sophomore years, using the international opportunity to fulfill General Education requirements. It is also possible to participate in the ISP for 6 credit hours, experiencing only one half of the international travel.

Except for the occasional classes during the spring semester, the ISP takes place immediately after the end of the spring semester and concludes by mid-June. This schedule allows a student to take 3 full semesters in an academic year and while leaving about two-thirds of the summer open.

Total cost for the ISP is the same as an on-campus semester since it is academically essentially the same as a regular semester (12 cr. hrs.). However, included in this cost is round-trip airfare, tuition, room, board, in-country travel expenses, museum fees, etc. Financial aid is available for most students. Contact the Director of International Studies for specific details and guidelines regarding the ISP.

*International Studies Program Curriculum:*

Art 280 Art Appreciation Seminar International

Bible 280 Biblical Studies Seminar International

History 280 Historical Studies Seminar International

Literature 280 Western Literature Seminar International

Religion 280 Religious Studies Seminar International

Sociology 280 Social Science Seminar International

SOC 352 Understanding Multicultural Diversity-International

For course descriptions, see curriculum section of the catalog.

# COURSE DESCRIPTIONS



## Course Numbering Information

Course numbers have three digits. The first digit indicates the level of the course: “1” for freshman, “2” for sophomore, “3” for junior, and “4” for senior. Courses numbered 300 or above may be taken only by juniors and seniors, except by special arrangement with the instructor and the Provost. Courses not dated are offered each semester.

## Accounting

**ACC 221 Accounting I** (3 credits) The basic course in accounting theory and practice, which includes the analysis and recording of business transactions from a managerial viewpoint with applications to single proprietorships, partnerships, and corporations. Offered fall.

**ACC 222 Accounting II** (3 credits) Continuation of Accounting 1. Partnership and corporation accounting, control accounting, decision making, and further study of statements and analysis. Prerequisite: ACC 221. Offered spring.

**ACC 321 Intermediate Accounting I** (3 credits) In-depth study of conceptual framework of accounting, disclosure standards for general purpose financial statements, and measurement standards for cash, receivables, inventories, revenues and expenses. Prerequisite: ACC 222. Offered fall.

**ACC 322 Intermediate Accounting II** (3 credits) Measurement and reporting standards for tangible and intangible operating assets, investments, liabilities, contingencies, stockholder’s equity, and special problems of revenue recognition. Prerequisite: ACC 321. Offered spring.

**ACC 335 Managerial Accounting** (3 credits) Study of the use of cost accounting data by management as a tool for planning, control, and decision making. Focus on cost behavior, design of job order and process costing systems, cost-volume-profit analysis, segment reporting, direct and absorption costing, standard cost systems, flexible budgets, capital budgeting, relevant costs, and product pricing. Prerequisite: ACC 222 and or consent. Offered fall. **(Not recommended for accounting majors)**

**ACC 341 Cost Accounting I** (3 credits) Cost control systems and procedures will be emphasized. Job and process cost accounting; dealing with determining, reporting, analyzing, and controlling the cost of a particular process, job, service, unit or department will be undertaken. Standard costs,

transfer pricing, variable costing and capital decisions will be introduced. Prerequisite: ACC 222. Offered spring, even-numbered years.

**ACC 399 Accounting Internship** (3 credits) Professional accounting work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: Accounting major or minor with minimum of ACC 321 or ACC 421, 75 credit hours, 2.75 GPA, and approval of program director. Offered fall, spring, and summer.

**ACC 421 Introduction to Taxation** (3 credits) Introduction to taxation with emphasis on broad provisions of federal income tax as it applies to individuals, and proprietorships. Prerequisite: ACC 222. Offered fall, odd numbered years.

**ACC 422 Federal Income Taxes** (3 credits) Continuation of ACC 421 with emphasis on the impact of federal income taxes on business proprietorships, partnerships, corporations and fiduciaries. Prerequisite: ACC 421. Offered spring, even-numbered years.

**ACC 431 Accounting Systems** (3 credits) Computer systems as they relate to design, implementation, and operation of accounting information systems and internal control procedures. Lab use of accounting computer programs. Prerequisite: ACC 321. Offered spring, odd-numbered years.

**ACC 441 Auditing I** (3 credits) The principles, standards, techniques, procedures, legal responsibilities, and professional ethics of auditing are covered in this course. The student will be introduced to the internal control procedures review, the audit program, fieldwork, and the audit report. Prerequisite: ACC 322, or consent of program director. Offered fall, even-numbered years.

**ACC 451 Advanced Accounting** (3 credits) Application of financial accounting principles to specialized problems in business mergers and acquisitions; consolidated financial reporting; introduction to not-for-profit accounting; advanced partnership accounting; foreign currency translation and measurement for financial reporting purposes; exposure to current accounting problems. Prerequisite: ACC 322, or consent of program director. Offered spring, odd-numbered years.

**ACC 461 Governmental and Not-for-Profit Accounting** Accounting, reporting, and budgeting for governmental and not-for-profit entities and the use of fund accounting data for planning and control. Prerequisites: ACC 321. Offered spring, even-numbered years.

**ACC 490 Guided Research** (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

**ACC 494 Special Topics** (1-3 credits) A senior-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.

**ACC 496 Independent Study In Accounting** (3 credits) In-depth analysis and presentation of selected topics in financial accounting, managerial accounting, or tax accounting; broadens student's knowledge of topic analyzed and enhances the student's understanding of accounting theory. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: Accounting major, junior standing, 2.75 GPA, and approval of program director. Offered on demand.

**ACC 498 Accounting Seminar** (1-3 credits) A senior-level seminar course that serves to integrate and apply knowledge acquired in the required component of the course work in the program.

## Art

**ART 101 Drawing I** (3 credits) An introduction to basic drawing principles designed for the student with limited drawing experience or for the more experienced student who needs a systematic study of drawing fundamentals as a prerequisite for advanced studies. Consists of compositional theory and problem-rendering techniques and an exploration of drawing in a variety of subject matter in several drawing media. Offered fall, odd-numbered years.

**ART 102 Drawing II** (3 credits) Continuation of Drawing I. Increased emphasis on the creative factor, development of personal style and refinement of technique. Introduction to color in drawing media is given. Prerequisite: ART 101. Offered spring, even-numbered years.

**ART 111 Design I** (3 credits) A study of design, its elements and principles. The varied application of line, shape, space, texture, pattern and value will be explored in depth. An introduction to design in the graphic arts is given. Offered fall, even-numbered years.

**ART 112 Design II** (3 credits) A continuation of Design I with the addition of use of color. Extensive work with the principles of balance and rhythm with an emphasis on unity, variety, and proportion to enhance

creativity and visual expression. Some three-dimensional work includes an introduction to commercial art. Prerequisite: ART 111. Offered spring, odd numbered years.

**ART 121 Art Appreciation** (3 credits) A historical study of painting, sculpture, and architecture from prehistoric times to the present. Various works are discussed in relation to the culture of their times. Offered fall.

**ART 131 Painting I** (3 credits) An introductory course in oil painting: composition, color, coordination, and rendering values. Still life. Offered fall.

**ART 132 Painting II** (3 credits) Landscape: painting with the knife, textures, layering transparent colors. Offered spring.

## Bible

Note: In the area of Bible, students who are not Bible majors are encouraged to choose from 105, 106, 107, 205, 206, 306, 308, 309, 311, 312, 327, 329, 332, 344, 348, and 415. Students meeting certain requirements may take 325, 411, 413. One hour Bible courses (except 411) do not fulfill the institutional Bible course requirement. All students are welcome to take other Bible courses numbered 300-499; however, students should realize that these courses will often be more technical in nature.

### *General Education*

**BIB 100 Introduction to the Bible - ESL\*** (2 credits) This course is a general introduction to the Bible taught within the context of an English as a Second Language setting. The basic structure of the Bible, key ideas, events and people will be presented at an English comprehension level appropriate to international students who are at the college level of their English language capabilities. (\*Available only to students in ESL program.)

**BIB 105 Introduction to the Bible** (2 credits) This course introduces the beginning Bible student to such concerns as how we got the Bible, the authority and inspiration of Scripture, basic Bible content, comparative religious studies (apologetic), how to understand the Bible, and issues of human origins.

**BIB 106 Life of Christ** (2 credits) This course surveys the gospel accounts of the life of Christ to introduce students to both historical and thematic content of the Gospels from which practical applications can be drawn.

**BIB 107 Acts through Revelation** (2 credits) A survey of the books of the New Testament from Acts through Revelation.

**BIB 205 Survey of Bible History** (2 credits) This survey of the history of the Bible, from Genesis to about 100 A.D., is designed to acquaint students both with the historical chronology, OT wisdom and prophetic literature, and such themes as God, humanity, relationship problems between God and humanity, ethics, and worship which are characteristic of both testaments. Acts through Revelation as covenant literature reflecting God's plan for relationship with his people is especially emphasized.

**BIB 206 Christian Thought** (2 credits) A basic doctrine course with apologetic and comparative religions components designed to help the student identify distinctive Christian thought and answer the question, "What does it mean to be a Christian?" Prerequisite: at least one of BIB 106, 107, or 205.

**BIB 280 Biblical Studies International** (3 credits) Offered in the International Summer Semester and designed to provide a general introduction to a topical study appropriate to Biblical literature and/or its historical and cultural background, enhanced by visiting the historical sites, museums, and artifacts, associated with the topical study. Specific course topics may vary according to the geographic region.

**BIB 281 Biblical Studies International: Luke-Acts** (3 credits) Offered in the International Summer Semester and designed to introduce the teachings and life of Jesus and trace the activities of the early Christian church through a study of Luke's writings and by visiting the actual sites of these events.

### *Textual Studies*

**BIB 304 Pastoral Epistles** (3 credits) An exegetical study of the text of 1-2 Timothy and Titus with an emphasis on defining an appropriate doctrine of leadership. As such, this course may qualify, with prior permission, as a doctrinal or practical ministry course. Offered Maymester or on demand.

**BIB 305 Galatians and Romans** (3 credits) A careful exegesis of the text of Galatians and Romans with emphasis upon Paul's concept of law, gospel, grace, and faith. Offered fall 2004 and fall, odd-numbered years thereafter.

**BIB 306 Acts** (2 credits) A study of the text of Acts with special attention to the establishment, growth, and distinctive features of the first-century church. Offered fall. Students cannot take both 306 and 406.

**BIB 307 Hebrews** (3 credits) An exegetical study of the epistle to the Hebrews with emphasis on the distinctive contributions of the author to New Testament thought. Offered spring, odd-numbered years.

**BIB 308 I Corinthians** (2 credits) A general study of I Corinthians focused on practical applications, moral choices, and healthy church dynamics and relationships. Offered spring. Students cannot take both 308 and 408.

**BIB 309 Selected Pauline Epistles** (2 credits) An introductory historical and exegetical study working toward practical applications in selected Pauline passages. Offered spring, odd-numbered years.

**BIB 310 Synoptic Gospels** (3 credits) A study of the gospels of Matthew, Mark, and Luke with a critical introduction to the synoptic problem and exegesis of selected texts in the three gospels. Offered fall, even-numbered years.

**BIB 311 General Epistles** (2 credits) An introductory historical and exegetical study working toward practical applications in selected passages from the General Epistles. Offered fall, odd numbered years.

**BIB 312 Gospel of John** (2 credits) An in-depth study of the Gospel of John with special attention to introductory material and critical questions. Offered spring, even-numbered years.

**BIB 313 Pentateuch** (3 credits) A study of the first five Old Testament books with special attention to developing themes, historical and exegetical studies, and applications for the contemporary church. Offered spring, odd-numbered years.

**BIB 315 Joshua-Esther** (3 credits) An examination of Israel's history from their establishment in the Promised Land to their return from exile, drawing upon historical, exegetical, and archaeological materials. Offered fall, odd-numbered years.

**BIB 401 Old Testament Wisdom Literature** (3 credits) A study of Job, Proverbs, Ecclesiastes, Psalms, and the Song of Solomon with special emphasis on content, teaching, historical backgrounds, and New Testament citations. Offered spring, even-numbered years.

**BIB 402 Luke-Acts** (3 credits) A survey of Luke-Acts with special emphasis upon the doctrinal similarities and the overall themes and purposes of Luke's writings. Offered Maymester or on demand.

**BIB 403 Major Prophets** (3 credits) A study of the historical, social, political, and religious backgrounds of Isaiah, Jeremiah, Lamentations,

Ezekiel, and Daniel. Selected passages will be used in understanding the importance of the message of the prophets for their own day and in the present. Offered fall, even-numbered years.

**BIB 405 Minor Prophets** (3 credits) A study of the historical, social, and religious backgrounds of the prophets Hosea through Malachi. Attention is given to the importance of the message of the prophets to their own period and to the present day. Offered fall, odd-numbered years.

**BIB 406 Acts** (3 credits) A study of the text of Acts with special attention to the establishment, growth, and distinctive features of the first-century church. Students cannot take both BIB 306 and BIB 406. Offered fall.

**BIB 407 Daniel-Revelation** (3 credits) An exegetical and comparative study of the books of Daniel and Revelation with special emphasis given to the nature of apocalyptic literature. Offered spring, even-numbered years.

**BIB 408 1-2 Corinthians** (3 credits) A general study of Corinthian correspondence focused on practical applications, moral choices, healthy church dynamics and relationships, and authenticity. Students cannot take both BIB 308 and BIB 408. Offered spring.

**BIB 411 Jesus, The Master Teacher** (1 credit) Seminar examining Jesus' teaching content, style, and context with practical applications. Prerequisite: concurrent enrollment in the student teaching block.

**BIB 412 Gospel of John** (3 credits) An exegetical study of the Gospel of John with special attention to introductory material and critical questions. Students cannot take both BIB 312 and BIB 412. Offered spring, even-numbered years.

### *Biblical Language Studies*

**BIB 161 New Testament Greek I** (3 credits) The essentials of New Testament Greek language including vocabulary, the basic inflections, and syntax. Offered fall, even-numbered years.

**BIB 162 New Testament Greek II** (3 credits) A continuation of Greek I. Includes exercises in translation. Offered spring, odd-numbered years.

**BIB 261 Hebrew I** (3 credits) The essentials of the Hebrew language, including vocabulary, forms, and syntax. Offered fall, odd-numbered years.

**BIB 262 Hebrew II** (3 credits) A continuation of Hebrew I. Includes exercises in translation. Offered spring, even-numbered years.

Note: The following readings courses may count as textual courses unless they are required for the major or minor.

**BIB 265 Greek Readings I** (3 credits) A review of grammatical principles, development of vocabulary, and translation of selected New Testament passages. The emphasis in translation is from the gospel of John and from I John. Offered fall, odd-numbered years.

**BIB 266 Greek Readings II** (3 credits) A continuation of Greek Readings I with special attention to backgrounds of the Greek text and the critical study of the Biblical text and the textual apparatus. Selected passages are translated from the gospels and from Paul. Offered spring, even-numbered years.

**BIB 363 Hebrew Readings I** (3 credits) A review of grammatical principles, vocabulary development, and translation of selected Old Testament passages. Offered fall, even-numbered years.

**BIB 364 Hebrew Readings II** (3 credits) A continuation of Hebrew Readings I with special attention to understanding and applying the knowledge of Hebrew to interpretation of Old Testament passages. Offered spring, odd-numbered years.

**BIB 365 Greek Readings III** (3 credits) A continuation of Greek Readings II with translation and interpretation of additional New Testament passages. The course also addresses the application of grammatical principles to the interpretation of New Testament passages. Offered fall, on demand.

**BIB 366 Greek Readings IV** (3 credits) A continuation of Greek Readings III with translation and interpretation of additional New Testament passages and a focus on syntactical, grammatical, and interpretive concerns so that the student is equipped to read regularly from the Greek text. Offered spring, on demand.

### *Doctrinal Studies*

NOTE: REL 341, 342, 371, and 441 may also be counted as doctrinal courses.

**BIB 343 Old Testament Doctrine** (3 credits) A study of the major themes developed in the Old Testament including God, mankind, and nature of revelation, sin, salvation, prophecy, God's eternal purpose, and mortality. Offered fall, odd-numbered years.

**BIB 344 Christian Evidences** (2 credits) A study of the evidences for the existence of God and the Bible as God's inspired revelation. Emphasis given to internal and external evidences of the inspiration of the Bible. Offered fall, even-numbered years.

**BIB 345 New Testament Doctrine** (3 credits) Study of the overall life of the Christian in the Church. The righteousness of God, faith, atonement, morality, and a comprehensive view of God's purpose in Christ are emphasized. Offered spring, odd-numbered years.

**BIB 346 Contemporary Religious Doctrines** (3 credits) An examination of the theology and systems of doctrine found in modern denominations in comparison to Biblical teaching. Offered fall, even-numbered years.

**BIB 347 Scripture Interpretation** (3 credits) A study of the history of hermeneutics focused on understanding the various theories of Biblical interpretation and interpreting the biblical text using historical-grammatical exegesis. Offered fall.

**BIB 348 New Testament Church** (2 credits) A study of the biblical teaching concerning the identity, nature, composition, history, purpose, and evangelistic thrust of the New Testament Church, with a special emphasis upon the conditions of entry and the implications for Christian practice and lifestyle. Offered spring.

### *Practical Ministry*

NOTE: COM 321, COM 331, COM 332, MUS 122, PSY 211, PSY 350, PSY 352, PSY 426, PSY 427, SOC 341, 381, 382, and 383 may be counted as practical ministry courses.

**BIB 225 Introduction to Ministry Seminar** (2 credits) An introduction to ministry which employs a variety of self-discovery instruments to help the student understand the nature of ministry informed by his or her personal preferences and aptitudes. Required for Bible program admission. Prerequisite: 30 hours or permission. Offered spring.

**BIB 320 Personal Evangelism** (3 credits) Methods of and motives for personal evangelism are combined with laboratory and field experiences in personal and home Bible study. Offered fall, odd-numbered years.

**BIB 321 Educational Program of the Church** (3 credits) The teaching program of the church is described and its organization studied.

Emphasis is given to methods of teaching and characteristics of good Bible teachers. Offered spring, even-numbered years.

**BIB 322 Introduction to Missions** (3 credits) Study of biblical principles relating to world evangelism, with a survey of current world evangelism methods and how the most productive methods relate to Biblical methods. Offered fall, even-numbered years.

**BIB 323 Sermon Preparation and Delivery** (3 credits) An introduction to homiletics with emphasis on preparing and delivering effective, Biblical sermons through classroom practice and critique. Offered Spring, odd-numbered years.

**BIB 324 Advanced Homiletics** (3 credits) An advanced study of homiletics which explores and evaluates various homiletic approaches. Offered Maymester and on demand.

**BIB 325 Ministry Field Laboratory** (1-3 credits) Individual or group experience in conducting ministry or missions. Field Laboratory may be focused in pulpit ministry, educational ministry, youth ministry, family life ministry, missions, or another ministry experience. Techniques of interpersonal communications and ministry or mission methods are practiced in a natural setting. If the Field Laboratory is focused on missions, either BIB 322 or SOC 341 is recommended previously or simultaneously. If Field Laboratory is taken as a second practicum in addition to BIB 425, the field laboratory experience must differ from the 425 experience. If Field Laboratory is focused on camp counseling, PHED 130 must be taken previously or simultaneously. Does not fulfill institutional Bible course requirements.

**BIB 327 Religious Speaking for Women** (3 credits) A study of homiletics and textual applications with an emphasis on developing religious presentations of special interest to women's groups and seminars. Offered spring, odd-numbered years.

**BIB 329 Women in Christian Service** (3 hours) A study of the opportunities for Christian service available to women in contemporary society, with a focus on the history of women in Christian service, the service of women as described in the biblical text, and practical applications. Offered fall, even-numbered years.

**BIB 332 Global Missions Awareness** (2 hours) An introduction to global religious concerns, with components introducing world religions, missions issues, global ethical issues, and cultural and social anthropology. Offered fall, odd-numbered years.

**BIB 351 Youth Ministry** (3 credits) A practical course designed to introduce the goals, needs, programs, methods, materials, and structure of a youth ministry program in a local congregation. Emphasis will be given to understanding adolescents and to the particular responsibilities of the youth worker. Offered fall, even-numbered years.

**BIB 413 Teaching the Bible** (1 credit) A practical study of the techniques and tools for bringing the Biblical text into a practical, classroom situation. Does not fulfill institutional Bible course requirement. Offered with BIB 411.

**BIB 415 Personal Spiritual Development** (2 credits) A practical study of spiritual development based in scripture while exploring journaling, the spiritual disciplines, classic spiritual literature, and the history of spirituality. Offered fall, and on demand, in spring.

**BIB 421 Church Growth and Leadership Dynamics** (3 credits) A study of the organization culture and dynamics of the local church with emphasis on the responsibilities, roles and functions of preachers, elders and deacons. Attention is given to organizational change and development and surveying some of the tools available to facilitate congregational health. Offered fall, even-numbered years.

**BIB 425 Practicum in Ministry** (3 credits) Practical experience working with a church under the supervision of a faculty member and a local minister or field supervisor in a local congregation. The student must develop a written contract of expectations and duties and is required to work at least twelve hours per week for one semester (180 hours) or its equivalent. A paper summarizing the work and experience is required from the student at the conclusion of the practicum. The faculty member, with the assistance of the field supervisor, will give the student a written evaluation of the work experience. Prerequisite: BIB 225.

**BIB 451 Senior Seminar** (2 credits) A review of the content of the student's studies in the Bible program, with a special emphasis on reviewing and processing the content of the Biblical text. The student will produce a portfolio, resume, and senior research project. The oral examination required for a degree in Bible is given as a component of this course. Prerequisite: senior standing or permission of the instructor.

### *Arranged Bible Courses*

**BIB 290-299 Sophomore Seminar** (1-5 credits) A lower-division seminar course that serves to integrate and apply knowledge acquired from the college's general education core or from a more narrowly focused perspective of one major discipline.

**BIB 490 Guided Research** (1-3 credits) A upper-level independent research project designed by the student with assistance from the instructor.

**BIB 494 Special Topics** (1-3 credits) An upper-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.

**BIB 496 Independent Study** (1-3 credits) Seminar or independent study and research in an area of special interest and application to the student under the guidance and mentoring of a faculty member. A learning contract is required. Work may be completed in textual, doctrinal, ministry or language studies. Offered on demand. Repeatable for credit with change of course content.

**BIB 498 Advanced Seminar** (1-6 credits) A senior-level seminar course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Offered on demand.

## **Business**

**BUS 121 Introduction to Business** (3 credits) Orientation to the modern business world through a survey of business principles, practices, and procedures; a background for subsequent specialized courses in business. Offered fall.

**BUS 290-299 Sophomore Seminar** (1-5 credits) Seminar on selected topics of current interest in business administration. May be on campus or in field laboratory setting. Offered on demand.

**BUS 310 Business Communications** (3 credits) A study of effective business writing; application of these principles in writing and making oral communications for typical business situations. Prerequisite: Basic typing skills, ENG 132, and COM 131. Offered fall.

**BUS 371 Business Ethics** (3 credits) A study of the legal framework under which U.S. business conduct, corporate ethics, individual ethics, and mutual responsibilities of employers and employees. The course will look at ethical teachings of the Bible as applied to business. An approved

substitute for Bible the semester it is taken. Prerequisite: Junior standing. Offered spring. Open to business majors only or consent.

**BUS 399 Business Administration Internship** (3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: General Business Administration major with minimum of 75 credit hours, 2.75 GPA, and approval of program director. Offered fall, spring, and summer.

**BUS 431 Business Law I** (3 credits) Study of the basic legal framework under which U.S. businesses operate. Topics include the legal environment of business, contracts, sales and lease contracts, and negotiable instruments. Prerequisite: Junior standing or consent. Offered fall.

**BUS 432 Business Law II** (3 credits) An advanced study of the legal framework under which U.S. businesses operate. Topics include debtor-creditor relationships, business organizations, government regulation, property and its protection, and the international legal environment. Prerequisite: BUS 431. Offered spring, even-numbered years.

**BUS 433 International Business** (3 credits) Overview of economic, managerial, and cultural issues relating to international trade. Topics include comparative advantage, balance of trade and payments, international financial structures, monetary exchange systems, and current topics relating to North American, European, and Asian trade and business ventures. Prerequisite: BUS 237 and junior standing, or consent. Offered spring, even-numbered years.

**BUS 451 Business Policy Seminar** (3 credits) Capstone course designed to integrate all concepts and tools studied in the business administration program. Includes the use of case studies and computer simulations to analyze policies, strategies, and ethical considerations encountered in business organizations. Prerequisite: senior standing with a minimum of 36 hours of general business core courses completed, or consent; cumulative GPA of 2.0 in all business courses taken. Course must be passed with a "C" or above to receive credit. Offered spring.

**BUS 490 Guided Research** (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

**BUS 494 Special Topics** (1-3 credits) A senior-level designed to address in an in-depth manner a topic of special, current interest in the discipline.

### **BUS 496 Independent Study In Business Administration**

(3 credits) In-depth analysis and presentation of selected topics in accounting, economics, finance, management, or marketing; broadens student's knowledge of topic analyzed and enhances the student's understanding of business administration. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: Business major, junior standing, 2.75 GPA, and approval of program director. Offered on demand.

**BUS 498 Seminar** (1-3 credits) A senior-level seminar course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Prerequisite: junior standing, or consent. Offered spring, even-numbered years.

## **Computer Information Technology**

**CIT 140 Information Processing** (2 credits) An introduction to the use of business applications for commonly needed reports, documents, and presentation materials. This course will instruct students in the use of various applications and culminate in a semester project which uses all the applications to solve a business or industry issue. Topics Include: Word, Excel, PowerPoint, Outlook. Certification Preparation: MOUS (Microsoft Office). Offered fall and spring.

**CIT 142 Principles of Information Systems** (3 credits) This is an introductory course in Management Information Systems for an undergraduate level. The course is designed to introduce students to the role of information technologies and information systems in organizations. Basic concepts and terminology regarding development and applications of information systems will be covered. The course will emphasize both organizational and technical aspects related to information systems in organizations. Offered fall and spring.

**CIT 240 Computer Applications for Ministry** (3 credits) A hands-on course in how to use the computer in ministry situations. Includes how to develop web pages using HTML, Javascript, and CSS, how to develop vision aids using presentation software, how to use the computer for Bible Study, and how to develop a church bulletin using the computer. Prerequisites CIT 140 or consent. Offered Maymester.

**CIT 241 Networks and Networking Technology** (3 credits) This course is designed to provide students with a firm grasp of basic networking

concepts as they pertain to the IT industry. Students will obtain a baseline of knowledge that will enable them to pursue all levels of networking certification, including MCSA, MCSE, CNA and CCNA designations. Designed with a focus on networking software, this course provides additional coverage of Windows 2000 and XP technologies and the UNIX and Linux operating systems. Topics include: Networking Concepts and Fundamentals, Various types of Cabling and uses of them. Certification Preparation: NETWORK+. Offered spring.

**CIT 248 Structured Programming** (3 credits) This course is designed to provide an introduction to Programming Logic and program Design. The comprehensive, nature of the course provides the beginning programmer with a guide to developing structured program logic. This course assumes no programming language experience and focuses on programming concepts and enforces good style and logical thinking. Topics include: Logic, Algorithms, various programming languages introduced. Offered fall.

**CIT 290-299 Seminar in Information Technology** (1-6 credits) Seminar on selected topics in computer information technology. Offered on demand.

**CIT 341 Client-Server Programming** (3 credits) This course is designed to provide students with a solid understanding of Visual Basic .NET and the .NET framework which are radical changes in the evolution of Microsoft Windows and Web-based application development. Students will learn this new version of Visual Basic so they can use it with confidence and with ease. Topics include: Business Systems design with Microsoft.NET. Certification Preparation: MCSD. Prerequisite: CIT 342. Offered spring even-numbered years.

**CIT 342 Database Management Systems** (3 credits) This course is an introductory to database systems. Students will learn the fundamentals of using and implementing relational database management systems. First, from the *user* perspective (i.e., how to use a database system), the course will discuss conceptual data modeling, the relational and other data models, database schema design, relational algebra, and the SQL query language. Further, from the *systems* perspective (i.e., how to design and implement a database system), the course will study data representation, indexing, query optimization and processing, transaction processing, concurrency control, and crash recovery. Topics include: Data Modeling, Normalization, SQL, Microsoft Access, Oracle. Certification Preparation: MOUS, OCP. Offered fall odd-numbered years.

**CIT 343 Internet Design and Development** (3 credits) This course is designed to provide students with the ability to plan and develop well-designed Web sites that combine effective navigation with the use of graphic, text, and color. Building on their HTML skills, students enhance Web pages and gain a critical eye for evaluating Web site design. In addition students will be exposed to current development software and issues such as Cascading Style Sheets, Java Scripting, XML and Web Services. Topics include: HTML, DHTML, Cascading Style Sheets, Java Scripting, XML and Web Services. Certification Preparation: I-NET+. Prerequisite: CIT 248. Offered fall even-numbered years.

**CIT 344 information Technology Project Management** (3 credits) This course is designed to provide students with an understanding of each and every recent innovation in Information Technology can be traced back to a project: the behind-the-scenes work that, when correctly managed, results in a new system, a new technology, or a new product in the marketplace. Students will build their skills from an introductory level to become a foundation for tomorrow's creators and managers by providing meaningful examples of real projects – both successful and failed – and applying the lessons they teach to a sound framework in IT project management. Topics include: Project Management Skills, Microsoft Project. Certification Preparation: MOUS, PMP (Project Management Professional). Offered fall even-numbered years.

**CIT 345 Operating Systems** (3 credits) This course is designed to provide students with an introduction to operating systems. From Red Hat Linux to Mac OS, this course provides basic-to-intermediate skills in the areas of the organization and structure of modern operating systems and concurrent programming concepts. Issues researched include deadlock, virtual memory, processor scheduling, disk systems, performance, security, and protection. Topics include: Linux, Microsoft Windows, Mac OS, as well as concepts and fundamentals of Operating Systems. Certification Preparation: SERVER+. Offered fall odd-numbered years.

**CIT 346 Electronic Commerce** (3 credits) This course is designed to provide students with a baseline technical knowledge of Internet, intranet and extranet topics, independent of specific Internet-related career roles. Topics include Internet basics, Internet clients, Internet development, networking, security, and business concepts. Students will learn about the business uses of E-Commerce and ways of designing and implementing them in today's industries. Certification Preparation: NET+. Offered spring odd-numbered years.

### **CIT 440 Special Topics in Management Information Systems**

(3 credits) This course is designed to provide students with a case course that includes discussions of ethics in Information Technology as well as educating them in various evolving technologies. As IT professionals there are tremendous opportunities to impact the use of information technology in the modern business world. Students will also be given the foundation they need to make appropriate decisions when faced with difficult situations and make a positive impact in the field of information technology. Offered on demand.

### **CIT 441 Information Technology Auditing and Security**

(3 credits) This course is designed to provide comprehensive overview of network security. Students will learn various concepts and fundamentals including, general security, communication security, infrastructure security, cryptography basics and operational/organizational security. Issues such as Physical Security, Disaster Recovery, and Business Continuity, will be covered as well as coverage of Computer Forensics and how it relates to further avenues of IT. Topics include: Security, management's relationship and responsibilities to security. Certification Preparation: Security+. Offered spring even-numbered years.

**CIT 442 Systems Analysis and Design** (3 credits) This course is designed to provide as a capstone course for students in the Information Technology degree program. Students will learn real-world system analysis skills and techniques within the framework of the systems development life cycle (SDLC). Examples and cases are used to provide actual systems projects that enable students to learn in the context of solving problems, much like the ones they will encounter on the job. Students (assigned to teams) will be required to determine a problem issue and design the various elements necessary to solve it, by drawing on the information and skills they have obtained during their various courses. Topics include: Systems Analysis and Design, Project Skills, Team Orientation. Offered spring odd-numbered years.

## **Communications**

**COM 111 Newspaper Workshop** (1-3 credits) Fundamentals of preparing a school newspaper. Actual experience in writing for and editing the Highlander, Ohio Valley's student newspaper. Meets at specially arranged lab times.

**COM 131 Basic Speech Communication** (3 credits) Instruction and practice in theory and skills of public, small group, and interpersonal

communication, as well as general overview of basic communication forms and methods.

**COM 238 Media Writing** (3 credits) Fundamentals of writing and editing for the media. Emphasis on news, feature, and editorial writing for print and broadcast journalism. Offered spring, even-numbered years. Co-requisite: ENG 132.

**COM 321 Public Speaking** (3 credits) Preparation, delivery, and crucial evaluation of prepared speeches, including entertaining, informative, persuasive, inspirational, and motivational speeches. Offered fall. Prerequisite: COM 131 or consent of instructor.

**COM 330 Oral Interpretation of Literature** (3 credits) Instruction and practice in theory and skills of oral interpretation of various literary genres, including the essay, scripture, prose, poetry, children's literature, and drama. Offered fall, odd-numbered years.

**COM 331 Interpersonal Communication** (3 credits) Study and practice in theory and skills of interpersonal communications including self-perception, verbal and nonverbal behavior, conflict resolution principles, and perceptions of others in one-to-one contexts. Offered spring.

**COM 332 Argumentation and Persuasion** (3 credits) Study of principles of practical argumentation and current persuasion theory. Emphasis is placed on recognizing and evaluating the various types of arguments and applying persuasive theory in various contexts. Offered spring.

**COM 498 Communications Seminar** (1-5 credits) Seminar on selected topics in communications, education, English, or journalism. Designed to meet academic needs on significant topics of current interest in the communications field. Offered on demand.

## Economics

**ECO 236 Principles of Macroeconomics** (3 credits) A study of the workings of the economy as a whole, including price levels, employment, national income accounting, fiscal policy, monetary policy, and the banking system. Meets social science general education requirement. Offered fall.

**ECO 237 Principles of Microeconomics** (3 credits) A study of specific economic units in a capitalist market system (individuals, firms,

and industries) focusing on the pricing and output of goods, services, and resources in various market structures. Offered spring.

## Education

**EDUC 200 Introduction to Education** (2 credits) Career opportunities in education; the nature of the school, the profession, school law, and teacher education. Ten hours of field experience required. To be taken in sophomore year. Offered fall and spring.

**EDUC 214 Classroom Media** (1 credit) The value of media in learning and its use in actual teaching situations. Prerequisites: EDU 320 and provisional admission to the education program. Offered fall.

**EDUC 215 Classroom Management** (2 credits) Techniques necessary for effective teaching are presented. Attention is given to practical aspects of teaching such as discipline, communication, and interpersonal relationship skills, classroom environment, use of time, and evaluative procedures. Prerequisites: EDUC 200, 201, 233, 320, and provisional admission to the education program. Offered fall.

**EDUC 220 PPST Preparation** (1 credit) This course will assist teacher education majors in preparing to take the Praxis I tests, Pre-professional Skills Tests in reading, writing, and math. All students who do not pass one or more PPSTs the first time will be required to take this course each semester until all three tests are passed. Offered fall and spring.

**EDUC 237 Children's Literature** (3 credits) This course provides a study of the types and sources of children's literature, involves the extensive reading necessary to acquaint a prospective teacher with the wealth of material available in the field, and demonstrates procedures in the teaching of literature to children. Prerequisite: LIT 235 or 236. Offered spring.

**EDUC 300 Technology Applications in Education** (2 credits) Use and apply software, programs and equipment needed by teachers and students in K-12 classrooms. Prerequisite: CIT 140 or 142.

**EDUC 319 Methods of Teaching Social Studies K-6** (2 credits) A study of the philosophy and methods of teaching social studies to elementary students. Emphasis will be placed on collecting materials and resources to plan and teach K-6 social studies lessons for peer and faculty review. Requires five hours of field experience. Prerequisites: HIS 132, HIS

133, POL 135 or GEO 231, EDUC 320, and provisional admission to the education program. Offered fall.

**EDUC 320 Educational Psychology** (3 credits) Principles of learning theories and introduction to standardized tests and teacher-constructed assessments used in classrooms. Emphasis will be placed on the interpretation and application of learning theories and assessments to assist the teacher in planning for, delivering, and evaluating student learning. Offered fall, spring, Maymester.

**EDUC 321 Curriculum and Methods K-12** (3 credits) A practical and contemporary study of methods and materials of teaching along with study of the organization and development of curriculum. An exploration of future trends in the subject-field content will be examined through discussion, problem solving, and projects. Twenty hours of field experience is required. Prerequisites: EDUC 320 and admission to the education program. Offered fall.

**EDUC 322 Methods of Teaching Health in P.E. and P.E. K-6** (2 credits) A study of methods as they apply to the total program and to the organization, instruction, and selection of activities at the elementary school level. Prerequisites: EDUC 320 and provisional admission to the education program. Offered spring.

**EDUC 323 Methods of Teaching Art** (2 credits) A study of the skills, concepts, methods, and materials used for teaching art in the elementary school classroom. Students are required to produce art projects, teach developmentally appropriate art lessons, and adapt lessons and materials for students with exceptionalities. Prerequisite: Provisional admission to the education program. Offered fall.

**EDUC 324 Methods of Teaching Music** (2 credits) A study of the skills, concepts, methods, and materials used for teaching music in the elementary school classroom. Students will participate in and teach developmentally appropriate music lessons and adapt lessons and materials for students with exceptionalities. Special emphasis will be placed upon developing the students' abilities to integrate music with other disciplines in regular classroom instruction. Prerequisite: Provisional admission to the education program. Offered fall.

**EDUC 325 Methods of Teaching Mathematics K-6** (3 credits) A study of the philosophy and methods of teaching mathematics to elementary students. Emphasis will be placed on collecting materials and resources to plan and teach K-6 math lessons for peer and faculty review. Ten

hours of field experience is required. Prerequisites: MAT 149, 251, EDUC 320, and provisional admission to the education program. Offered spring.

**EDUC 326 Methods of Teaching Science K-6** (3 credits) A study of philosophical and methodological issues related to teaching science to elementary students. Five hours field experience required. At least 10 hours of laboratory work is required to collect and organize materials and resources for planning and teaching K-6 science lessons for peer and faculty review. Prerequisites: NSC 141, 143, EDUC 320, and provisional admission to the education program. Offered fall.

**EDUC 327 Methods of Teaching Language Arts** (3 credits) A study of methods, resources, and materials for teaching language arts, understanding the processes involved in learning and teaching language arts: listening, speaking, handwriting, spelling, and grammar. Ten hours of field experience is required. Prerequisites: ENG 131, 132, 302, EDUC 320, 321, and provisional admission to the education program. Co-requisite: EDUC 328. Offered spring.

**EDUC 328 Methods of Teaching Reading** (3 credits) A study designed to acquaint teachers with resources, methods, and materials for teaching reading. A study of the processes involved in learning and teaching reading. Ten hours of field experience is required. Prerequisite: ENG 131, 132, 302, EDUC 320, 321 and provisional admission to the teacher education program. Co-requisite: EDUC 327. Offered spring.

**EDUC 329 Curriculum and Methods of Physical Education 7-12** (2 credits) A study of methods as they apply to the total program and to the organization, instruction, and selection of activities at the secondary school level. Twenty hours of field experience is required. Prerequisites: EDUC 320 and provisional admission to the education program. Offered spring.

**EDUC 331 Curriculum and Methods of Math 5-12** (2 credits) A study of the philosophy and methodology of teaching mathematics to high school students. Emphasis will be placed on higher level math. Twenty hours of field experience required. Prerequisites: EDUC 320 and provisional admission to the education program. Offered fall or spring.

**EDUC 332 Curriculum and Methods of Teaching English 5-12** (2 credits) A study of the methods, resources, and materials used in middle and senior high schools. Skills to be emphasized include listening, speaking, handwriting, spelling, and grammar. Twenty hours of field experience is

required. Prerequisites: EDUC 320 and provisional admission to the education program. Offered fall or spring.

**EDUC 333 Curriculum and Methods of Teaching General Science 5-12** (2 credits) A study of philosophical and methodological issues related to teaching science at the secondary level. Emphasis is placed on upper level sciences. Twenty hours of field experience is required. Prerequisites: EDUC 320 and provisional admission to the education program. Offered fall or spring.

**EDUC 334 Curriculum and Methods of Social Studies 5-12** (2 credits) A study of methods, resources and materials for teaching social studies at the secondary level. Emphasis will be placed on teaching methodology and student learning strategies. Twenty hours of field experience is required. Prerequisites: EDUC 320 and provisional admission to the education program. Offered fall or spring.

**EDUC 413 Diagnostic and Prescriptive Reading** (3 credits) A study of assessment and correction of classroom reading problems, their causes, and remediation. Instruction in use and evaluation of various diagnostic instruments. Prerequisites: EDUC 237, 320, 327, 328, and admission to the education program. To be taken in semester prior to student teaching. Offered fall.

**EDUC 431 Student Teaching K-3** (4-8 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

**EDUC 432 Student Teaching 4-6** (4-8 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

**EDUC 433 Student Teaching 5-12** (4-8 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

**EDUC 434 Student Teaching in Wellness K-12** (4-8 credits) Completing the assignment as student teacher by working with a cooperating

teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. Prerequisite: Approval of the Teacher Education Review Panel. Offered fall and spring.

**EDUC 435 Student Teaching in Multicategorical Special Education K-12** (1-4 credits) Completing the assignment as student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. Prerequisite: Elementary or secondary education certification, and approval of the Teacher Education Review Panel. Offered fall and spring.

**EDUC 451 Student Teaching Seminar** (1-4 credits) A study of classroom performance variables, problem-solving strategies in classroom management, and organizational techniques. Review of establishing schedules, maintaining protocols, and managing attitudes. Co-requisite: EDUC 431 and 432, 433, or 434. Prerequisite: Approval of the Teacher Education Review Panel. Taken during the student teaching semester.

**EDUC 490 Guided Research** (1-6 credits) A senior-level independent research project designed by the student with assistance from an instructor. Offered on demand.

**EDUC 494 Special Topics** (1-6 credits) A senior-level independent project designed to address a topic of special or current interest in the discipline in an in-depth manner. Offered on demand.

**EDUC 498 Advanced Seminar** (1-6 credits) A senior-level seminar course that serves to integrate and apply knowledge acquired in the required components of the course work in the program. Offered on demand.

## English

**ENG 070 and 080 English as a Second Language** (3 credits) These courses concentrate on word formation, grammar, spelling and phonetics necessary for listening, speaking, reading and writing. Elective credit only.

**ENG 090 Concepts of College Writing** (3 credits) Instruction in the process of writing from prewriting activities through revision and editing with a primary focus on the writing of paragraphs. Review of basic prin-

ciples of grammar, usage, and mechanics. Elective credit only. Offered fall and spring.

**ENG 131 College Writing I** (3 credits) Instruction and practice in planning, drafting, revising, and editing expository and persuasive prose, for application to academic and personal writing. Introduction of the literary genres of the essay and the short story. Basic principles and forms for citing and documenting outside sources. Prerequisite: ENG 090 or an 18 on the English section of the ACT. Offered fall and spring.

**ENG 132 College Writing II** (3 credits) Instruction and practice in writing a research paper. Continued instruction in writing expository papers for academic and personal uses. Introduction to the genres of poetry and drama. As in ENG 131, emphasis will be on the process of writing. Prerequisite: ENG 131 or equivalent. Co-requisite: ENG 133. Offered fall and spring.

**ENG 133 English Proficiency Examination** (0-1 credit) Completion of an essay demonstrating satisfactory competence in written English. Taken concurrently for no credit with ENG 132. Students who do not successfully complete ENG 133 concurrently with ENG 132 must re-enroll in ENG 133 for credit each succeeding semester until a passing mark is attained.

**ENG 301 Advanced Grammar and Composition** (3 credits) An in-depth analysis of English grammar with attention to syntax and semantics. Study and practice in advanced writing techniques emphasizing skills in analysis, synthesis, and evaluation. Prerequisite: ENG 132. Offered fall, even-numbered years.

**ENG 302 Research, Writing, and Speaking** (2 credits) Develop proficiency in use of correct oral and written communication. Prospective teachers will demonstrate their knowledge and skills by completing a research paper, writing and identifying errors, and giving oral presentations. Prerequisites: ENG 131 and 132. Offered fall and spring.

**ENG 331 Creative Writing** (3 credits) Development of creative and critical thinking and writing skills. Study of basic literary genres and effective use of language. The primary method of instruction is the writing workshop. Writers give and receive feedback on original work. Prerequisite: ENG 132. Offered on demand.

**ENG 333 Professional Writing** (3 credits) An intensive research and writing course for pre-law majors and those bound for graduate school.

Students will do research and write a major paper, present the paper orally to the class, and then defend conclusions. Prerequisites: ENG 131, 132. Offered spring, odd numbered years.

## Finance

**FIN 233 Personal Finance** Topics designed to assist the consumer in management of personal financial affairs. Includes insurance, savings instruments, banking, personal expenditures and budgeting, personal taxes, house buying, introduction to investments, and estate planning. Offered spring.

**FIN 333 Principles of Business Finance** (3 credits) Study of the finance function of the firm. Topics include financial statement analysis, ratios, cash budgeting, cost of capital and capital budgeting, debt and equity capital structures, types and evaluation of securities, and overview of securities markets. Prerequisite: ACC 222, BUS 233 and junior standing, or consent. Offered fall. Fee attached. TI BA-II plus calculator required.

## French

**FRE 137 French I** (3 credits) An introduction to the basic skills of listening, speaking, reading, and writing. Offered on demand.

**FRE 138 French II** (3 credits) A continuation of FRE 137. Prerequisite: FRE 137 or equivalent. Offered on demand.

## Geography

**GEO 231 World Political Geography** (3 credits) An interpretive study of world regions. Attention is focused on the role of location, physical environment, population, ethnic groups, natural resources, and technological change in the evolution of nation-states and dependent territories. Offered on-line only.

## History

**HIS 131 Western Civilization I** (3 credits) Historical survey of Western civilization from ancient times to the Renaissance and Reformation with emphasis on the Greek, Roman, and medieval cultures. Offered fall.

**HIS 132 Western Civilization II** (3 credits) Historical survey of Western civilization from the development of the national state system in seventeenth century Europe to the challenges of the post-Cold War era. Offered spring.

**HIS 133 United States History I** (3 credits) Study of the history of the United States from colonial times through the Civil War with emphasis on the political life and economic and social trends that dominated the U.S. through the first half of the nineteenth century. Offered fall.

**HIS 134 United States History II** (3 credits) Growth of the United States politically from 1876 and for other phases of American life from 1860 with special attention to twentieth-century economic, social, and political development. Offered spring.

**HIS 280 Historical Seminar International** (3 credits) Offered in the International Summer Semester and designed to provide a general introduction to a topical study of a broad cultural/historical perspective appropriate to the international itinerary, enhanced by visiting the historical sites, museums, and artifacts associated with the topical study. Specific course topics may vary according to the geographic region. Satisfies one of the general education requirements for history.

**HIS 301 West Virginia History** (3 credits) A study of the formation of the state from its earliest historic beginnings; emphasizes economic, cultural, social, and political developments. Prerequisite HIS 133 or permission. Offered spring.

**HIS 311 Colonial American History (1607-1776)** (3 credits) A study of the European background, discovery and settlement of the thirteen colonies; British colonial policy, religion, economic life, and cultural development. Prerequisite: HIS 133 or permission of instructor. Offered fall, odd-numbered years.

**HIS 317 Contemporary American History (1914-Present)** (3 credits) A study of the United States in World War I, the Depression, World War II, the Cold War and post-Cold War eras, with emphasis on social, political, and economic developments. Prerequisite: HIS 134 or permission of instructor. Offered spring, even-numbered years.

**HIS 323 Non-Western History** (3 credits) This course is designed to provide students with an overview of non-Western (Asian, African, and Latin American) civilizations from ancient to modern times. Special attention will be give to those individuals, events, and other aspects of history

which have made the most lasting impact on their geographic region and the contemporary world. Offered fall, odd-numbered years.

**HIS 451 Renaissance and Reformation (1400-1648)** (3 credits)

A study of cultural and economic developments of the Renaissance, and of the religious, political and social challenges of the Protestant Reformation. Prerequisite: HIS 131 or permission of instructor. Offered fall, even-numbered years.

**HIS 453 World History Since 1900** (3 credits) A study of the most significant events and people of the 20th century with particular attention given to how these have resulted in a globalization and interdependency of all aspects of modern life. Prerequisite: HIS 132 or permission of instructor. Offered spring, odd-numbered years.

## Humanities

**HUM 290-299 Sophomore Seminar** (1-5 credits) Seminar in selected topics in art, literature, or music. May be taken on campus or in field laboratory setting. Offered on demand.

**HUM 451 Senior Seminar** (2 credits) A capstone project which involves choosing a specific vocation that reflects the student's interest and academic background in Liberal Studies. The project will include doing background research in that occupational field, including job descriptions, prospects for employment, job qualifications, and interviewing a person currently employed in that field. A portfolio will be prepared which includes these items as well as other information, such as a resume, examples of written work, letters of recommendation, and an essay on how the Liberal Studies degree helped in preparing for this type of occupation.

**HUM 489 Humanities Practicum** (1-3 credits) Assignment in a supervised situation involving observation and written response to legal proceedings, judicial processes, public administrative procedures or similar activities. The Practicum can be taken repeatedly for credit but cannot be taken for more than 4 credits total. The practicum is given by the consent of the Director of Liberal Studies or by a designated instructor.

**HUM 490 Guided Research** (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

**HUM 494 Special Topics** (1-3 credits) A senior-level course designed to address in an in-depth manner a topic of special, current interest in the discipline.

**HUM 496 Independent Study** (1-3 credits) In-depth analysis and presentation of selected topics in the humanities. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: program admission, junior standing, 2.75 GPA, and approval of program director. Offered on demand.

## Literature

**LIT 235 Western Literature through the Renaissance** (3 credits) This course surveys literature of Western cultures from ancient civilizations through the seventeenth century. Focus is on discussion of and response to primary texts. Prerequisite: ENG 132 or consent of instructor. Offered fall and spring.

**LIT 236 Western Literature since the Enlightenment** (3 credits) This course surveys literature of Western cultures from early eighteenth century through late twentieth century. Focus is on discussion of and response to primary texts. Prerequisite: ENG 132 or consent of instructor. Offered fall and spring.

**LIT 280 Western Literature Seminar International** (3 credits) Offered in the International Summer Semester and designed to provide a general survey of the literature of a specific region, enhanced by visiting the historical sites, museums, and artifacts associated with the literature. Specific course topics may vary according to the geographic region. Satisfies the general education requirement for literature.

**LIT 301 American Literature to 1865** (3 credits) Survey of American literature from the colonial period through 1865. Prerequisite: LIT 235 or 236. Offered fall, odd-numbered years.

**LIT 302 American Literature since 1865** (3 credits) Survey of American literature since 1865. Prerequisite: LIT 235 or 236. Offered spring, even-numbered years.

**LIT 311 Short Story and Novel** (3 credits) Definition, analysis, and critical evaluation of the short story, novella, and the novel. Prerequisite: LIT 235 or 236. Offered fall, odd-numbered years.

**LIT 312 Drama and Poetry** (3 credits) Definition, analysis, and critical evaluation of poetry and drama from the classical through the modern era. Prerequisite: LIT 235 or 236. Offered fall.

**LIT 422 Young Adult Literature** (3 credits) Study of selected literature appropriate for students in junior and senior high school. Emphasis on methods in responding to literature through composition. Prerequisite: LIT 235 or 236. Offered spring, even-numbered years.

**LIT 441 British Literature to 1800** (3 credits) Survey of British Literature from Beowulf through Samuel Johnson. Focus is on discussion of and response to primary texts. Prerequisite: LIT 235 or 236 or permission of instructor. Offered fall, even-numbered years.

**LIT 442 British Literature since 1800** (3 credits) Survey of British Literature from William Blake through contemporary writers. Prerequisite: LIT 235, 236 or permission of instructor. Offered spring, odd-numbered years.

## Mathematics

**MAT 080 Concepts of Mathematics** (3 credits) A review of the basic computations and operations on whole numbers, integers, and rational numbers. Designed to develop skill in the use of whole number operations, fractions, decimals, percentages, proportion, equation concepts, elementary algebra, and units of measure. Does not fulfill the mathematics general education requirement. Elective credit only.

**MAT 090 Concepts of Algebra** (3 credits) A review of basic concepts in algebra and geometry, including topics such as variable expressions, linear equations, polynomials, inequalities, radical expressions, and the Pythagorean Theorem. Does not fulfill the general education mathematics requirement. Prerequisite: MAT 130 or equivalent. Elective credit only.

**MAT 147 Intermediate Algebra** (3 credits) Preparatory course for college algebra. Designed for students enrolling with fewer than one and a half years of algebra coursework in high school. Prerequisite: MAT 140 or 18 on the mathematics section of the ACT. Offered fall and spring.

**MAT 149 Mathematics for Teachers** (3 credits) Sets and set operations, logic, number systems, operations and bases; introduction to algebraic operations; emphasis on the needs of the elementary teacher. Prerequisite: MAT 140 or equivalent or 18 on the mathematics section of the ACT. Offered fall.

**MAT 151 College Algebra** (3 credits) Quadratic equations, ratios, proportions, variation, binomial theorem, progressions, inequalities, complex numbers, permutation and combinations, determinants, probability, partial

fractions, and mathematical induction. Prerequisite: MAT 147 or equivalent, or consent of instructor. Offered fall and spring.

**MAT 152 Trigonometry** (3 credits) Trigonometric functions, the right triangle, trigonometric identities and equations, addition formulas, the oblique triangle, logarithms, and the solution of all triangles. Prerequisite: MAT 151 or equivalent, or consent of instructor. Offered spring.

**MAT 229 Introduction to Statistics** (3 credits) A mathematical development of the basic techniques of descriptive and inferential statistics including methods of analysis and presentation. Includes hypothesis testing and correlation and regression. Prerequisite: MAT 147 or higher. Offered fall and spring.

**MAT 241 Calculus and Analytics I** (4 credits) A detailed study of differential and integral calculus. Primarily for majors in mathematics and technical fields. Prerequisite: MAT 151 and 152 or equivalent. Offered fall.

**MAT 242 Calculus and Analytics II** (4 credits) Continuation of MAT 241. Primarily for majors in mathematics and technical fields. Prerequisite: MAT 241. Offered spring.

**MAT 251 Mathematics in the Elementary School** (3 credits) A study of geometry, probability, and statistics from the elementary school perspective. Prerequisite: MAT 149 or higher, or consent. Offered spring.

**MAT 290-299 Seminar in Mathematics** (1-6 credits) Seminar on selected topics in mathematics. Offered on demand.

**MAT 310 Foundations of Geometry** (3 credits) Topics include axiomatic method, triangles and circles, parallelism, constructions, and modern concepts of Euclidean geometry. Prerequisite: MAT 151. Offered fall, even numbered years.

**MAT 320 Problem Solving** (3 credits) Topics include concepts from various branches of upper level mathematics, practical problem solving and an overview. Prerequisite: MAT 241. Offered spring, even numbered years.

**MAT 410 Modern Algebra** (3 credits) Topics include concepts from set theory, number systems, groups, rings and fields. Prerequisite: MAT 241. Offered spring, odd numbered years.

**MAT 420 History of Mathematics** (3 credits) A survey of historical developments and achievements in mathematics from ancient civilizations to the modern era, with emphasis on its integral role in the development of civilization. Prerequisite: MAT 241. Offered fall, odd numbered years.

# Management

**MGT 330 Principles of Management** (3 credits) Introduction to the management process of planning, organization, leadership, and control, including the history and development of management theory. Prerequisite: BUS 121, junior standing, or consent. Offered fall.

**MGT 331 Management Information Systems** (3 credits) Study of manual and computer-based information systems used to support managerial decision making, including input, processing, output, and storage systems, systems design and managerial control of information systems. Prerequisite CIT 140 or 142; recommended: MGT 330. Offered spring.

**MGT 333 Production/Operations Management** (3 credits) Study of the management of operations systems used to produce both goods and services, including system design and analysis. Topics studied include break-even analysis, inventory models, location, layout and transportation models, and other quantitative managerial tools; analysis of quality standards in current business use. Prerequisite: Math above MAT 147; MGT 330. Offered spring, odd-numbered years.

**MGT 334 Principles of Industrial-labor Relations** (3 credits) Study of the labor movement in the U.S., including historical background, current organization and practice of the American labor movement, principles of collective bargaining, U.S. labor law, and current labor-management issues. Prerequisite: ECO 237. Offered fall.

**MGT 336 Organizational Concepts** (3 credits) Interdisciplinary study of behavioral science management and organizational theory. Study of organizational environments, structure, and behavior, with special emphasis placed on theories of leadership, motivation, formal and informal structures, communication, and group processes. Prerequisites: MGT 330 or consent. Offered spring.

**MGT 399 Management Internship** (3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: Business Management or Human Resource Management major with minimum of 75 credit hours, 2.75 GPA, and approval of program director. Offered fall, spring, and summer.

**MGT 430 Entrepreneurship & Small Business Management** (3 credits) Examination of issues involving the creation and management of new business ventures; overview of managerial, financial, and legal issues

affecting small business firms. Prerequisite: BUS 121, ECO 237, MGT 330 and junior standing, or consent. Offered fall.

**MGT 431 Human Resource Management** (3 credits) Study of employer/employee relationships, personnel policies and administration, recruitment, training, supervision, and discipline issues. Prerequisite: MGT 330 and junior standing, or consent. Offered fall.

**MGT 433 Organizational Leadership** (3 credits) Study of the major theories of leadership, examines the types of leader power, traces the scholarly history of leadership theory development, and integrates popular business literature. Prerequisite: MGT 330 and junior standing, or consent. Offered on demand.

**MGT 436 Compensation and Benefits** (3 credits) An introduction to the management of employee compensation and benefits. Topics include evaluation systems, reward systems, legal and government constraints, wage and salary structures, incentive-based compensation, health and retirement benefits, and administration. Prerequisite: MGT 431, junior standing, or consent. Offered spring, even-numbered years.

**MGT 451 Employment Law** Survey of the legal principles guiding the employer-employee relationship. Examines laws regulating hiring, job opportunity, discrimination, affirmative action, sexual harassment, wages, benefits, privacy rights, health safety, employment at will, layoffs and termination. Prerequisites: BUS 431 and MGT 431. Offered spring, odd-numbered years.

**MGT 490 Guided Research** (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

**MGT 494 Special Topics in Management** (1-3 credits) A senior-level designed to address in an in-depth manner a topic of special, current interest in the discipline.

**MGT 496 Independent Study In Management** (3 credits) In-depth analysis and presentation of selected topics in business management or human resource management, or related topic; broadens student's knowledge of topic analyzed and enhances the student's understanding of management and/or human resource management. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: Business Management or Human Resource Management major, junior standing, 2.75 GPA, and approval of program director. Offered on demand.

**MGT 498 Management Seminar** (1-3 credits) A senior-level course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Offered spring, even-numbered years.

## Marketing

**MKT 330 Principles of Marketing** (3 credits) An introduction to the fundamentals of marketing that cover product development, distribution, promotion, and pricing with emphasis on developing a managerial point of view in planning, and evaluating market decisions. Prerequisite: BUS 121 and sophomore standing or consent. Offered spring.

**MKT 332 Promotional Strategies** (3 credits) Analysis of the uses of various promotions in formulating an overall consumer communication strategy. Topics include advertising, publicity, sales promotion, creative strategies, evaluation of results, and the advantages and disadvantages of differing media and vehicles in reaching the target audience. Prerequisite: MKT 330 or consent. Offered spring even-numbered years.

**MKT 333 Professional Selling** (3 credits) This course covers the fundamentals of selling, sales theory, and sales techniques. Through the use of classroom instruction, role-playing, demonstrations, and sales presentation the student builds skills necessary to succeed in the dynamic world of the corporate sales executive. The personal qualifications required for effective selling are reviewed. Prerequisite: MKT 330 or consent. Offered spring odd-numbered years.

**MKT 399 Marketing Internship** (3 credits) Professional work experience in an external organization (pre-arranged and pre-approved internship) supervised by a faculty member. Two hundred work hours and written assignments. Prerequisite: Marketing major with a minimum of 75 credit hours, 2.75 GPA, and approval of the program director. Offered fall, spring, or summer.

**MKT 430 Marketing Management** (3 credits) An advanced study of the practices and policies of sales and marketing management in major business firms. The course includes the study of markets, market trends, sales organization, sales planning and forecasting, sales promotion, advertising, and consumer relations. Prerequisite: A minimum of 9 hours in previous marketing course work or consent. Offered spring, even-numbered years.

**MKT 432 Marketing Research** (3 credits) A study of the research methods and techniques applicable to problem solving in marketing. Topics include the planning and execution of market research projects, primary and secondary data collection, use of statistical methods, questionnaire design, interview methods, sampling tabulation, and report writing. Prerequisite: MKT 330, MAT 229, or consent. Offered fall odd-numbered years.

**MKT 494 Special Topics in Marketing** (1-3 credits) A senior-level course designed to address, in an in-depth manner, a marketing topic of special and/or current interest.

**MKT 496 Independent Study in Marketing** (3 credits) In-depth analysis and presentation of selected topics in marketing that will broaden the student's knowledge of the topic analyzed and enhances the student's understanding of marketing. Topic selection, method of analysis, and mode of presentation is to be determined in collaboration with a supervising faculty member. Prerequisite: Junior standing, 2.75 GPA, and approval of the program director. Offered on demand.

**MKT 498 Marketing Seminar** (1-3 credits) A senior-level course that serves to integrate and apply knowledge acquired in the required component of the course work in the program. Offered spring, even-numbered years.

## Music

**Private Instruction in Piano, Instrument, and Voice** (variable credit) The teacher will determine a student's level of ability and prescribe an individualized program of study to maximize student achievement. One 30-minute lesson per week and 30 minutes of practice per day constitute one hour of credit. Students planning to major in music should take two credits per semester. After completing two semesters of study, students who wish to receive more intensive private training will register for the 300-level lesson. Prerequisite: consent of the instructor.

**MUS 100 Music Recital Attendance** (0 credits) Students are required to attend a select number of concerts and performances each semester, both on campus and in the community. Required for minors in music. Offered every semester.

**MUS 103 Class Piano I** (1 credit) An introductory course in piano for beginners that emphasizes basic musical concepts of rhythm, notation and keyboard theory. Develop skills of musical expression through performance of solo and ensemble piano music. Meets for one hour each week. Class size is limited to four students. Offered fall and spring.

**MUS 104 Class Piano II** (1 credit) Prerequisite: MUS 103 or permission from instructor. Meets for one hour each week. Class size is limited to four students. Offered fall and spring.

**MUS 110-114 Participation in Performance Ensembles** A maximum of four hours credit toward a degree may be earned in ensembles, but students may participate in any or all of the ensembles each semester, subject to the approval of the director.

**MUS 110 Evergreen Community Orchestra** (1 credit) Meets one day each week. OVC students join with musicians from the local community to rehearse and perform masterworks of orchestral literature. The group presents two concerts each year. Open by audition to strings, woodwinds, brass and percussion.

**MUS 111 Jazz Ensemble** (1 credit) Meets two days each week. Performance of jazz standards of all styles and periods in a “big band” format of saxophone, brass, and rhythm sections.

**MUS 112 A Cappella Singers** (1 credit) Meets five days each week; audition is required. Ohio Valley’s oldest and largest music ensemble. Approximately 40 students are selected as members each year. Scholarship auditions are conducted each spring semester. The A Cappella Singers travel on one extended tour either during Spring Break or in May after graduation.

**MUS 113 Private Piano** (1-2 credits) An introduction to piano study for beginners, including basic keyboard theory, technique, fingering exercises, agility, and basic piano literature. Consent of instructor required. Offered fall and spring.

**MUS 114 Express** (1 credit) Ohio Valley’s Contemporary Christian ensemble. Meets 5 days each week; audition and interview are required. This group of approximately 6 performers travels extensively throughout the United States on its annual summer tour as well as during the school year. Emphasis is placed not only on musical and vocal talent, but also on each member’s ability to communicate effectively with prospective students. Auditions and subsequent interviews for available positions in this ensemble are held each spring on campus.

**MUS 115 Private Voice** (1-2 credits) Consent of instructor required.

**MUS 116 Private Brass** (1-2 credits) Consent of instructor required.

**MUS 117 Private Percussion** (1-2 credits). Consent of instructor required.

**MUS 118 Private String** (1-2 credits). Consent of instructor required.

**MUS 119 Private Woodwind** (1-2 credits) Consent of instructor required.

**MUS 121 Music Appreciation** (3 credits) A survey of the history of Western music with a particular emphasis on the genre of blues, jazz, rock and Western Art Music. Emphasis is placed on learning to listen critically to all styles of music and to gain fluency in describing and writing about music. Much time is devoted to understanding music in a cultural context. No prior musical knowledge is necessary. Offered spring.

**MUS 122 Song Leading and Worship Skills** (1 hour) Basic fundamentals of song leading - using a pitch pipe, recognizing key and time signatures, learning basic conducting patterns and better use of the voice. Worship planning, public prayer and public reading of scripture. Offered on demand.

**MUS 141-142 Music Theory I and II** (3 credits each) A detailed study of the components that make up the language of music. Melody, rhythm and diatonic harmony are analyzed through listening, performing and writing. Many concepts of music theory will be applied at the piano keyboard. To be taken concurrently with Sight Singing/Ear Training I and II. MUS 141 offered fall. MUS 142 offered spring.

**MUS 143-144 Sight Singing/Ear Training I and II** (1 credit each) The study of how to sing music "at sight" and the opposite, how to write music that is heard. Emphasis is placed on singing combined with rhythmic, melodic and harmonic dictation. To be taken concurrently with Music Theory I and II. MUS 143 offered fall. MUS 144 offered spring.

**MUS 221 Music Literature** (3 credits) A survey of the history and literature of Western music, with specific emphasis on developing styles and the primary masterworks of each style period. Secondary emphasis will include general music history and the lives of the great composers. Prerequisite: MUS 141, 142, 143, 144. Offered fall, odd-numbered years. Satisfies Fine Arts requirement (in place of MUS 121, ART 121 or THE 121).

**MUS 241-242 Music Theory III and IV** (3 credits each) The study of chromatic harmony and atonal music, including written theory (notation and part writing), keyboard harmony, and analysis of the large forms. Prerequisite: Music Theory I and II. To be taken concurrently with Sight Singing/Ear Training III and IV. MUS 241 offered in fall; MUS 242 offered in spring.

**MUS 243-244 Sight Singing/Ear Training III and IV** (1 credit each) includes rhythmic, melodic, and harmonic dictation and sight singing of chromatic melodies and chord progressions. Prerequisite: Sight Singing/Ear Training I and II. MUS 243 offered in fall; MUS 244 offered in spring.

**MUS 313 Private Piano** (1-2 credits) Consent of instructor required.

**MUS 315 Private Voice** (1-2 credits) Consent of instructor required.

**MUS 316 Private Brass** (1-2 credits) Consent of instructor required.

**MUS 317 Private Percussion** (1-2 credits) Consent of instructor required.

**MUS 318 Private String** (1-2 credits) Consent of instructor required.

**MUS 319 Private Woodwind** (1-2 credits) Consent of instructor required.

## Natural Science

**NSC 141 General Biology I** (4 credits) A study of the basic principles of animal biology including the human organism, taxonomy, and genetics. Lecture, 3 hours; lab, 2 hours.

**NSC 142 General Biology II** (4 credits) An in-depth study of the principles of biology including the biochemistry of living organisms, ecology, botany, and a study of the characteristics of the organisms in the five kingdoms. Prerequisite: one college science course; NSC 141 would be helpful, but is not essential. Lecture, 3 hours; lab, 2 hours. Offered spring, even-numbered years.

**NSC 143 General Physical Science I** (4 credits) A survey of the principles of astronomy, geology, and meteorology. An emphasis will be given to the processes of science as well as the content and to the application of technology to problem solving. Lecture, 3 hours; lab, 2 hours. Prerequisite: Math ACT score of 22 or MAT 147 or higher. Offered fall.

**NSC 145 General Chemistry I** (4 credits) A study of the basic principles of chemistry to include atomic theory, chemical bonding, stoichiometry, periodicity, qualitative analysis, and quantitative relationships in chemical and physical processes. Problem solving is emphasized. Lecture 3 hours, Lab, 3 hours. Prerequisite: Math ACT score of 23 or higher, or permission of instructor. Offered fall.

**NSC 146 General Chemistry II** (4 credits) A continuation of NSC 145 with an emphasis on solution chemistry, acid base equilibria, solu-

bility, kinetics, electrochemistry, quantitative analysis and thermodynamics. Lecture, 3 hours; lab, 3 hours. Prerequisite: NSC 145 or the equivalent. Offered spring.

**NSC 244 Physics I** (4 credits) A study of the principles of physics to include mechanics, heat, and wave motion. Lecture, 3 hours; lab, 3 hours. Prerequisite: MAT 151 or permission of the instructor. Offered fall, odd-numbered years.

**NSC 245 Physics II** (4 credits) A continuation of NSC 244 with an emphasis on electricity, magnetism, and optics. Lecture, 3 hours; lab, 3 hours. Prerequisite: NSC 244. Offered spring, even-numbered years.

**NSC 310 Human Anatomy** (4 credits) The study of the structure of the human body. Includes cells, tissues, the integument, skeletal system, muscular system, nervous system, endocrine system, sensory organs, cardiovascular system, respiratory system, digestive system, urinary system, and reproductive system. Lecture 3 hours, lab 2 hours.

**NSC 290-299 Seminar in Science** (1-6 credits) Seminar on selected topics in natural sciences. Offered on demand.

**NSC 311 Human Physiology** (4 credits) The study of the function of the human body. Includes study of cellular functions, tissues, special senses, the integument, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive systems. For students pursuing certification in physical education, NSC 340 Exercise Physiology may be substituted for this course. Prerequisites: NSC 310. Lecture 3 hours, lab 2 hours.

**NSC 312 Human Anatomy and Physiology for PE** (3 credits) A study of the structure and function of the human body. Designed especially for physical education majors. Includes cellular organization, skeletal system, muscular system, cardiovascular system, respiratory system, and metabolism. Prerequisites: NSC 141 or consent of instructor. Offered spring.

**NSC 340 Physiology of Exercise** (4 credits) A study of the physiological responses and changes that occur in the human body as a result of physical exercise. Prerequisites: NSC 310, 311 or 312, or consent of the instructor. Offered spring.

**NSC 400 Microbiology** (4 credits) An introduction into the history, morphology, and physiology of microorganisms, techniques of isolation, and identifying microorganisms with emphasis given to their effect on hu-

man affairs. Lecture 3 hours; lab, 3 hours. Prerequisite; NSC 141, 142, 143 or 144. Offered on demand.

## Physical Education

**PHED 100 Low Impact Aerobics** (1 credit) This course is designed to improve cardio-respiratory endurance and assist in the reduction of body fat using step, double step, step-interval and quad-step workouts set to contemporary music. Students will use hand weights, body bars, bands, flexi-balls and other related resistance training techniques to improve muscular strength and endurance. Discussion of nutritional guidelines will also be included to assist students in gaining useful knowledge for a lifetime of weight control management. Offered on demand.

**PHED 101 High Impact Aerobics** (1 credit) This advanced course of physical conditioning combines high energy cardio-respiratory activity with physical training to improve muscular endurance, develop increased levels of cardio-respiratory fitness, promote flexibility and reduce total body fat. The class format will consist of intense outdoor training with vigorous circuit, interval and cross-training regimens that include jogging, sprinting, agility drills and basic training-style calisthenics activities. Offered on demand.

**PHED 102 Badminton and Archery** (1 credit) One-half of the semester is devoted to instruction in badminton including fundamental strokes, rules, tactics for singles and doubles play. The remaining half of the semester is spent on instruction in archery including fundamental techniques and target shooting. Offered on demand.

**PHED 103 Fall Sports** (1 credit) This course provides instruction in the fundamentals of football and soccer. Skills introduced include individual position skills and strategies. Basic offensive and defensive strategies are introduced as well as the rules of the game. Offered on demand.

**PHED 104 Spring Sports** (1 credit) This course provides instruction in the fundamentals of baseball and slow pitch softball. Skills introduced include fielding, pitching, throwing, base running and batting. Basic offensive and defensive strategies are introduced as well as the rules of the game. Offered on demand.

**PHED 105 Walking for Health and Fitness** (1 credit) Introduction to the knowledge and techniques necessary for different types of walking to

increase fitness through assessment and development of a personal walking program. Offered on demand.

**PHED 106 Weight Training** (1 credit) Knowledge and techniques necessary for increasing muscle function. Course includes assessment of status and development of a personal program. Offered on demand.

**PHED 107 Camping** (1 credit) Instruction and participation in basic camping. Safety and proper equipment selection and use will be stressed. At least one campout will be included. Offered on demand.

**PHED 108 Backpacking** (1 credit) Instruction and participation in basic backpacking. Safety and proper equipment selection and use will be stressed. Students will hike on area trails. Offered on demand.

**PHED 109 Tennis** (1 credit) This course is an introduction to the skills of tennis including forehand, backhand, serving and net volley. It introduces the basic rules, as well as singles and doubles strategies. Court etiquette is also taught. Offered on demand.

**PHED 110 Foundations of Physical Exercise** (1 credit) Instruction and exercise in fundamental skills necessary to promote lifetime fitness awareness.

**PHED 111 Bowling** (1 credit) An introduction to the skills of bowling. Course introduces the basic rules, strategies, and score keeping. Offered on demand.

**PHED 112 Golf** (1 credit) Introductory experience in the sport of golf. Course focus will be on fundamental skills, information, strategy, and participation. Offered on demand.

**PHED 113 Beginning Swimming** (1 credit) Development of the essential skills and information necessary for enjoying swimming. Emphasis will be on personal safety. Offered on demand.

**PHED 114 Advanced Swimming** (1 credit) Refinement of essential skills in swimming with an emphasis on swimming as a lifelong fitness activity. Offered on demand.

**PHED 115 Canoeing** (1 credit) Curriculum includes lectures on the design and construction of camping, portaging, car topping, and flat water paddling strokes for both canoes and kayaks. Offered on demand.

**PHED 116 Racquet Sports** (1 credit) This course focuses on beginning level skills in racquetball and tennis. It will include instruction in basic skills, playing strategies, lecture, demonstration, and participation. Offered on demand.

**PHED 117 Beginning Basketball** (1 credit) This course provides for introductory development of basketball skills including shooting, passing, dribbling, and rebounding. Basic offensive and defensive strategies will be included as well as the rules of the game. Offered on demand.

**PHED 118 Advanced Basketball** (1 credit) This course provides for further development of basketball skills including shooting, passing, dribbling, and rebounding. Basic offensive and defensive strategies will be included as well as the rules of the game. Offered on demand.

**PHED 119 Volleyball** (1 credit) This course is designed to allow students to develop the basic skills, learn the rules, and utilize basic offensive and defensive systems of volleyball play. Offered on demand.

**PHED 121 Track and Field Sports** (1 credit) Designed to familiarize the professional physical education student with the skills, practices, techniques and theory of track and field. Development of at least an intermediate skill level is expected of the students. The primary goal of the course is to equip the student with the skills necessary to teach track and field effectively. Offered on demand.

**PHED 124 Recreational Sports** (1 credit) Instruction in fundamental rules, skills and strategy of recreational type sports: may include pickle ball, table tennis, billiards, shuffleboard, horseshoes, floor tennis, and paddle tennis. Offered on demand.

**PHED 125 Jogging** (1 credit) This course is an introduction to jogging. Jogging is a way to develop and maintain cardiovascular and aerobic fitness. Course content includes mechanics of efficient jogging, presentation of different training systems, safety concerns, information related to community "fun runs" and information related to the prevention and care of common jogging injuries. Offered on demand.

**PHED 130 Introduction to Camp Counseling** (1 credit) Introduction to the basics of Christian camp counseling: programs, responsibilities, activities, ethics. Prerequisites: Successful completion of one semester of college work and approval of instructor. See BIB 325 for possible credit for camp work. Offered spring.

**PHED 250 Varsity Baseball** (1 credit) Open only to varsity baseball team members. Offered spring.

**PHED 251 Varsity Basketball, Men** (1 credit) Open only to varsity basketball team members. Offered spring.

**PHED 252 Varsity Basketball, Women** (1 credit) Open only to varsity basketball team members. Offered spring.

**PHED 253 Varsity Cheerleading** (1 credit) Open only to varsity cheerleaders. Offered spring.

**PHED 254 Varsity Cross-Country, Men** (1 credit) Open only to varsity cross-country team members. Offered fall.

**PHED 255 Varsity Cross-Country, Women** (1 credit) Open only to varsity cross-country team members. Offered fall.

**PHED 256 Varsity Golf** (1 credit) Open only to varsity golf team members. Offered spring.

**PHED 257 Varsity Soccer, Men** (1 credit) Open only to varsity soccer team members. Offered fall.

**PHED 258 Varsity Soccer, Women** (1 credit) Open only to varsity soccer team members. Offered fall.

**PHED 259 Varsity Softball** (1 credit) Open only to varsity softball team members. Offered spring.

**PHED 260 Varsity Volleyball** (1 credit) Open only to varsity volleyball team members. Offered fall.

**PHED 300 Exercise Science** (3 credits) This course is designed to introduce the student to the disciplines of kinesiology and physical education. An introduction to the current concepts, scientific foundation, philosophy, ethics, sociology, and history of kinesiology will be explored. This is a writing intensive course. Offered spring.

**PHED 301 Sports Officiating** (3 credits) This course is designed to provide the student with knowledge and understanding of the rules and procedures for officiating sports contests. Also included are the general and psychological aspects of the roles of sport officials in either the interscholastic and or intercollegiate levels of competition. Offered spring.

**PHED 302 Principles of Coaching** (3 credits) This course is designed to provide insight into the coaching profession. It will examine the many facets of the profession and provide suggested guidelines for prospective coaches to use in establishing their own style and methods. Offered fall.

**PHED 303 Organization and Administration of Sports** (3 credits) This course provides a basic foundation for career development in sports administration. Topics covered include budget management, purchasing equipment, scheduling, conferencing, and compliance. Offered spring.

**PHED 304 Motor Control and Learning** (3 credits) Study of the processes that lead to relatively permanent change in the performance of motor skills. Models and theories of practice, augmented feedback, information processing and dynamic systems will be discussed. Offered spring.

**PHED 305 Sports Psychology** (3 credits) Psychological theory and principles applied to sports. Includes motivational techniques, psychological evaluation, stress and anxiety in sports, as well as personality and sports performance. Offered fall.

**PHED 401 Seminar in Physical Education** (1-4 credits) Student conducts independent projects under direction of one or more professors. Provides student with opportunity for individualized study. Offered on demand.

**PHED 410 Internship in Physical Education and Health** (1-4 credits) Students are placed in an internship appropriate to senior level skills and interests in the field of physical education. Offered on demand.

**PHED 411 Coaching Internship** (1-6 credits) Interns are placed as *Student Coaching Assistants* with a sports team in their area of interest (college, K-12 school or professional organization). One credit hour is earned for every 30 clock-hours of student assistant coaching. Hours must be determined at registration. Offered on demand, approval must be granted from the Wellness program director.

## Political Science

**POL 135 United States Government** (3 credits) Basic principles, concepts, and institutions of American government with emphasis on the Constitution, its development, and the changes in its interpretation by the Supreme Court and the nation. Offered fall.

**POL 231 Global Community Relations** (3 credits) An introduction to the global environment. Addresses issues that face the world as a whole through a process known as globalization, such as population, conflict, security, the economy, development, the environment, and women and children.

# Psychology

**PSY 112 Life Skills** (1 credit) Provides an orientation to college life through self-discovery coupled with instruction and practice in principles of effective study habits, attitudes, availability and use of college resources, and exploration of personal values and goals. Required of incoming students with less than 28 hours. Offered fall and spring.

**PSY 113 Enhanced Life Skills** (3 credits) Provides an orientation to college life designed for students who need additional support in order to be successful. Each credit represents a component of the course: RACE to the Finish Line Orientation Program; weekly classroom instruction and required study hall supervised by student tutors. Emphasizes self-discovery, effective study habits, healthy attitudes for effective learning, availability and use of college resources and exploration of personal values and goals. Required of incoming provisional students. Offered fall and spring.

**PSY 211 Marriage and Family** (3 credits) A study of dating, marriage, and family relationships with emphasis on mutual responsibilities. Fulfills Bible requirement. Prerequisite sophomore standing. Offered fall and spring.

**PSY 231 General Psychology** (3 credits) An understanding of human behavior, unifying the physical, emotional, intellectual, and social aspects with current research findings and theories. Offered fall and spring.

**PSY 233 Human Growth and Development** (3 credits) A study of the psychological and physical development of the individual from prenatal through adolescence with attention to physical, mental, emotional, and social aspects. Offered fall and spring. Recommended for sophomores.

**PSY 327 Psychology Field Laboratory** (1-3 credits) An experience in a psychology environment which should be different from the practicum. Offered on demand.

**PSY 331 Tests and Measurements** (3 credits) A study of the principles of psychological measurement such as the construction, administration and interpretation of group and individual tests of intelligence, personality, interest and achievement. Prerequisite: MAT 229, PSY 231, or consent of instructor. Offered spring, odd-numbered years.

**PSY 342 Group Dynamics** (3 credits) A study of group processes, particularly as they relate to the individual. An emphasis is placed on the principles and operations underlying group actions and interactions. Emphasis is placed on stages of group development. Offered fall and spring.

**PSY 350 Family Systems** (3 credits) A study of the traits of strong, healthy families. An emphasis will be on understanding the general systems approach to the families and family therapy. Offered fall, odd-numbered years.

**PSY 351 Learning Theories** (3 credits) A study of the major theories of learning that have important influence in the fields of psychology and education today. An emphasis will be placed on the principles of learning and the implications for psychology and education. Offered spring, even-numbered years.

**PSY 352 Introduction to Counseling** (3 credits) An overview of the practice of counseling with emphasis on interviewing, assessment and evaluation. This study serves as an introduction to techniques of psychotherapy and various treatment strategies used in a variety of clinical settings. The student will also be introduced to a set of basic communication skills useful for managing conflicts as a participant and as an intervener. Ethical and legal issues will be considered. Offered fall.

**PSY 371 Personality Theories** (3 credits) A study of the major personality theories. Emphasis is placed on historical development, concepts, issues and methods of research, assessment and treatment that are essential for preparation for professional areas of applied psychology will be considered. Prerequisite: PSY 231 and 233 or consent of instructor. Offered spring.

**PSY 421 History and Systems of Psychology** (3 credits) A survey of the major psychological theories and systems from their philosophical origins to the current status of major integrative systems and theories. Prerequisite: PSY 231 or consent of instructor. Offered fall, even-numbered years.

**PSY 426 Counseling Theory** (3 credits) A study of the philosophies and theories underlying current counseling practices. Attention will be given to using current theories in counseling situations. Prerequisite: PSY 352 or consent of instructor. Offered spring, even-numbered years.

**PSY 451 Professional Seminar** (2 credits) This course is an introduction to professional opportunities in psychology and related fields. It is an exploration of the issues one must consider in order to pursue a career and/or graduate school in Psychology and related fields. Continued guidance on senior psychology portfolios, senior practicum and comprehensive examinations also is provided during the course. Offered fall.

**PSY 472 Abnormal Psychology** (3 credits) A study of the major types of psychopathologies, includes the classification, explanations, and treatments. Prerequisite: PSY 231, 233, 352, and 371 or consent of in-

structor. Offered spring, even numbered years.

**PSY 481 Social Psychology** (3 credits) A study of the relationship between the individual and the social environment, including research, social influence and social relations. Prerequisite: PSY 231 or consent of instructor. Offered fall.

**PSY 484 Research Design** (3 credits) A study of research methods utilized in the social sciences. Prerequisites: MAT 229 or consent of instructor. Offered spring, odd-numbered years.

**PSY 489 Psychology Practicum** (3 credits) Professional work experience in an external setting within the area of behavioral sciences. Students may select work setting from several pre-approved sites. Prerequisite: PSY 352 and 426 or consent of instructor. Offered on demand.

**PSY 490 Guided Research** (1-3 credits) A senior-level independent research project designed by the student with assistance from the instructor.

**PSY 494 Special Topics** (1-3 credits) A senior-level course designed to address in an in-depth manner a topic of special or current interest in the discipline.

**PSY 496 Independent Study** (1-3 credits) In-depth analysis and presentation of selected topics, psychology or related fields; broadens student's knowledge of topic analyzed and enhances the student's understanding of psychology, Christian counseling, or human services. Topic selection, method of analysis, and mode of presentation to be determined in collaboration with supervising faculty member. Prerequisite: psychology major, junior standing, 2.75 GPA, and approval of program director. Offered on demand.

## Reading

**REA 090 College Reading** (3 credits) Instruction and practice in reading and studying college material, including understanding the nature of reading, reading for specific purpose and comprehension, and vocabulary development. Elective credit only.

# Religion

## **REL 280 Religious/Cultural Seminar International** (3 credits)

Offered in the International Summer Semester and designed to provide a general introduction to a topical study of a broad cultural/historical perspective appropriate to the international itinerary, enhanced by visiting the historical sites, museums, and artifacts associated with the topical study. Specific course topics may vary according to the geographic region. Can be taken as a Bible/Doctrinal course.

**REL 341 History of the Christian Church** (3 credits) A survey of the history of the Christian Church from the post-apostolic period to modern times, with an emphasis on major personalities and movements and the development of Christian thought. Offered fall, odd-numbered years. Fulfills upper-level Bible course requirement.

**REL 371 Ethics** (3 credits) Survey of ethical teachings of the Bible and their application in today's society. Survey of traditional ethical systems: consequentialist ethics, rule ethics, virtue ethics and their applications. Fulfills upper-level Bible course requirement.

**REL 3712 Introduction to Philosophy** (3 credits) A general introduction to the major thinkers, traditions, and problems of philosophy. The course includes a consideration of philosophic methods, epistemology, religion, and ethics. Offered fall, odd-numbered years. Fulfills upper level-Bible course requirements.

**REL 373 Contemporary Religious Issues** (3 credits) A study of religious issues of concern to the contemporary Christian. The objective of the course is to develop a worldview which is philosophically sound. Using that worldview, this course will examine such contemporary religious issues as Biblical truth, postmodernism, pluralism, and diversity. Other social issues relating to poverty, the environment, and the changing roles of women will also be discussed. Fulfills upper-level Bible course requirement. Offered fall, even-numbered years.

**REL 441 Major World Religions** (3 credits) A historical and comparative analysis of the major living world religions. Offered spring, even-numbered years. Fulfills upper-level Bible course requirement.

**REL 442 Restoration Church History** (3 credits) A survey of how the idea of restoring the New Testament church in modern times developed into a Restoration Movement (Church of Christ) in America in the 18th

and 19th centuries. Attention will also be given to how this movement interacted with various parallel religious currents and with the overall dynamics of a rapidly developing nation. Offered spring, odd-numbered years. Fulfills upper-level Bible course requirement.

## **Sociology**

**SOC 231 Principles of Sociology** (3 credits) Basic introduction to the field of sociology including a discussion of social problems and cultural group processes and a scientific approach to their study. Offered fall and spring.

**SOC 290-299 Sociology Seminar** (1-5 credits) Seminar on selected topics in the areas of psychology and sociology. Offered on demand.

**SOC 280 Social Science Seminar International** (3 credits) Offered in the International Summer Semester and designed to provide a general introduction to a topical study of a broad cultural/historical perspective appropriate to the international itinerary, enhanced by visiting the historical sites, museums, and artifacts associated with the topical study. Specific course topics may vary according to the geographic region. Satisfies the General Education requirement for Social Science Elective (Psychology or Sociology).

**SOC 327 Field Work in Sociology** (3 credits) A practical self-selected experience from among approved settings within modern formal organizations including industrial, governmental and educational systems. Emphasis will be on observing the organization's purpose in society, its structure and the functions of its members. Offered spring.

**SOC 341 Cultural Anthropology** (3 credits) A study of human culture and its variations around the world. The course will discuss the integrative patterning of worldview, values, and behavior, with special emphasis on social structures, religion, language, and culture change. Offered spring, 2004 and spring, odd-numbered years thereafter.

**SOC 351 Understanding Multicultural Diversity** (3 credits) The history, ethnic and cultural uniqueness, and racial make up of groups in minority. Relation to majorities, legal and social problems. Prerequisite junior standing or permission of instructor. Offered fall and spring.

**SOC 352 Understanding Multicultural Diversity-International**

(3 credits) This course is similar in objectives to SOC 351 but is designed to take advantage of a student's brief residency in an international situation in which they can learn from first-hand experiences. The residency in an international situation must be long enough to make the experience meaningful academically. The course requires special permission from the Provost and requires a designated teacher to oversee the course work.

**SOC 381 Introduction to Alternate Dispute Resolution (3 hours)**

This is an introduction course that focuses on the non-litigious processes of Dispute Resolution and their relationship to traditional litigation and settlement. This course involves the study of negotiation, mediation, mini-trials, private judges, court-annexed and private arbitration, settlement conferences, summary jury trials, etc. The student will have an exposure to most, if not all, of the processes that are available to people with a grievance and comparisons that will allow consumers to be informed of their options for settlement. Offered fall, odd-numbered years.

**SOC 382 Conflict Mediation (3 hours)** All the principles of mediation are explored during this course. A look at a continuum of mediation styles and skills in order to know when to evaluate and when to facilitate. However, the dominant style emphasized in this course is Non-evaluative, facilitative, transformative. The student will be trained in the entire process of mediation including the sequence of events with the "bridges" that takes the parties to the next event in the mediation process. A detailed study will cover the mediator in their role, ethics, qualifications, training, etc. Role-playing at least three types of conflict situations. Offered springs, even-numbered years.

**SOC 383 Diversity Management (3 hours)** Looks at how to recognize, accept, approve, and affirm the diversity in social settings (gender, environment, family structure, and religion). Special attention is given to diversity/conflict management from the Bible. Allowable Mind-Sets, Polarity Management of non-mutually exclusives (thought to be irreconcilable pole of differences) and other management styles will be explored. Offered fall, even-numbered years.

## Spanish

**SPA 137 Spanish I (3 credits)** An introduction to the basic skills of listening, speaking, reading, and writing. Offered on demand.

**SPA 138 Spanish II** (3 credits) A continuation of SPA 137. Prerequisite: SPA 137 or equivalent. Offered on demand.

## Special Education

**SPED 301 Curriculum and Methods in Special Education** (3 credits) Study of the delivery system for special education services and appropriate instructional methods, including adapting methods and materials, for teaching students with exceptionalities. Twenty hours of field experience is required. Prerequisites: EDUC 200, 201, PSY 233, EDUC 320, and one of the following: EDUC 302, 303, or 304. Offered fall, spring, summer.

**SPED 302 Curriculum and Methods of Behavior Disorders** (3 credits) A practical and contemporary study of curriculum methods, materials, and processes involved in meeting the needs of students with behavior disorders. Twenty hours of field experience is required. Prerequisites: EDUC 200, 201, 320, and PSY 233. Offered fall, spring, summer.

**SPED 303 Curriculum and Methods of Learning Disabilities** (3 credits) A practical and contemporary study of curriculum methods, materials, and processes involved in meeting the needs of students with learning disabilities. Twenty hours of field experience is required. Prerequisites: EDUC 200, 201, 320, and PSY 233. Offered fall, spring, summer.

**SPED 304 Curriculum and Methods of Mental Impairments** (3 credits) A practical and contemporary study of curriculum methods, materials, and processes involved in meeting the needs of students with mental impairments. Twenty hours of field experience is required. Prerequisites: EDUC 200, 201, 320, and PSY 233. Offered fall, spring, summer.

**SPED 341 Educating Exceptional Children** (3 credits) The legal basis for special education; psychological, physical, educational and social characteristics; teaching the gifted and talented, learning disabled, and those with mental, physical, and multiple disabilities. Ten hours of field experience required. Prerequisite: EDUC 200 or consent of instructor. Offered fall and spring.

**SPED 401 Adapted Physical Education** (4 credits) The study of physical education as it relates to curricular adaptations for students with physical or mental exceptionalities. Offered fall.

# Social Work

**SWK 231 Introduction to Social Work** (3 credits) Looks at the historical and philosophical bases of the profession and how they relate to social work practice. Serves as an introduction to social work practice, values, and professional orientation. Designed to give the student a beginning knowledge of generalist practice and explore career opportunities in the field of social work. Offered fall, even-numbered years.

**SWK 233 Human Behavior and the Social Environment I** (3 credits) This course focuses on the dynamics of human behavior and the effects of the social environment upon individual development. Processes of human development, change, and adaptation from infancy through adolescence, with an examination of developmental stages, transitions, and problems inclusive of social, biological, cognitive, emotional, and behavioral aspects of social work. Prerequisite: SWK 231 or permission of instructor. Offered spring, odd-numbered years.

**SWK 333 Human Behavior and the Social Environment II** (3 credits) Continuation of the people-in-systems theoretical orientation, building understanding and knowledge of human behavior as influenced by bio-psycho-socio-cultural factors. This section will focus on family development throughout the life cycle, small group dynamics, and role theory. General systems theory will be used as a conceptual framework for the study of families, using the problem-solving practice model. Prerequisite: HBSE I. Offered fall, odd-numbered years.

**SWK 350 Social Welfare Policy and Services** (3 credits) Looks at the history, development, and contemporary nature and structure of social work and other aspects of the U.S. social welfare system noting overall impact on social problems. Analysis of social policies in view of their historical and ideological positions and responsiveness to individual and social needs will be emphasized. Offered spring, even-numbered years.

**SWK 352 Methods of Social Work** (3 credits) This course focuses upon the practice of social work with individuals, families, groups, and communities. Emphasis is placed upon learning the knowledge, values, and problem-solving skills that are essential in working with client systems. Assessment, goal selection and intervention approaches will be highlighted. Prerequisite: SWK 231 & 233. Offered spring, even-numbered years.

# Theatre

**THE 115 Theatre Production Workshop** (1 credit) Lab course involving participation in a campus production. Areas of involvement include performing, directing, scenography, lighting, sound, make-up, publicity, and management.

**THE 121 Theatre Appreciation** (3 credits) An introduction to theatre history, dramatic literature, and theatre production processes. Instruction will be augmented with opportunities to attend live productions, to watch videos of staged productions, and to experience the work of the producer, director, actor, lighting designer, set designer, costumer, make-up artist, business manager, and stage manager. Offered fall 05.

**THE 123 Introduction to Film** (3 credits) A survey of the history of cinematic arts; an introduction to the techniques of cinematography and film editing. Offered fall, even-numbered years.

# Wellness

**WELL 230 Safety, Accident Prevention and First Aid** (3 credits) The student will learn how to deal with emergency situations for adults, children, and infants, including information regarding basic principles of safety, accident prevention, and first aid. After completion of the course, the student should have knowledge of basic first aid skills and be able to competently perform certain life-saving skills, such as rescue breathing and cardiopulmonary resuscitation. Offered spring.

**WELL 300 Anatomy and Physiology for Wellness** (3 credits) A study of the structure and function of the human body. Designed especially for wellness majors. Includes cellular organization, skeletal system, muscular system, cardiovascular system, respiratory system, and metabolism. Offered spring.

**WELL 301 Personal and Community Health** (3 credits) A study of the principles of health promotion and health maintenance, and the relationship between lifestyles and wellness. The course will investigate how individual health behaviors and activities interact to promote a community awareness of wellness. Emphasis will be placed on wellness in all dimensions of life: physical, psychological, social, spiritual, relational, economic, professional, academic, etc. Offered spring.

**WELL 303 Contemporary Health Issues** (2 credits) This course examines current health issues including discussion of controversial and ethical issues. Topics include: health policy and education, genetic testing, male and female health issues, impact of media on wellness, high-risk behaviors, and death and dying. Offered fall. Prerequisites: WELL 301 or consent of instructor.

**WELL 304 Human Sexuality** (2 credits) This course examines personal, spiritual, interpersonal, community, and societal influences on sexuality throughout the lifespan. Topics include male/female anatomy and physiology, sexual arousal, sexual response, sexually transmitted diseases, contraception, and pregnancy as well as behaviors and relationships. Offered fall. Prerequisites: WELL 301 or consent of instructor.

**WELL 305 Nutrition and Fitness** (3 credits) Concepts of Nutrition and Fitness is an introduction to core concepts through identifying individual health and fitness levels, providing information to improve and maintain optimal health and fitness, and cultivating participation in an exercise and nutritional program. This course is designed to facilitate development of physical fitness and healthy behavior. Topics to be discussed include cardio-respiratory endurance, muscular strength and endurance, flexibility, body composition, designing personalized fitness programs, nutrition, weight management, stress, cardiovascular health, cancer, substance use and abuse, sexually transmitted diseases, and wellness for life. This course contains a periodic exercise component. Offered fall. Prerequisites: WELL 300 and WELL 301, or consent of instructor.

**WELL 307 Kinesiology** (3 credits) This course emphasizes developmental patterns and the history of physical movement and education. Prerequisite: WELL 300 or consent of instructor. Offered fall.

**WELL 309 Exercise Physiology** (3 credits) Study of energy systems and the effect of physical exercise on the muscular, circulatory, respiratory, and nervous systems; relationship strength, flexibility, endurance, fatigue, training, and nutrition in the efficiency of human physical performance. Prerequisite: WELL 300 or consent of instructor. Offered fall.

**WELL 335 Methods of Teaching School Health and Wellness** (2 credits) This course emphasizes methods of teaching health, organizing and implementing health programs in the schools, and the promotion of wellness in the school and community. Offered fall.

**WELL 401 Wellness Senior Seminar** (2 credits) Course is taken by senior Wellness majors and provides an opportunity to synthesize and integrate concepts and practices learned in earlier Wellness courses. The initial project must be approved by the department chairperson/advisor at least two semesters before graduation. Students may elect to serve an “internship” with a minimum of twenty hours volunteering in an appropriate facility, or to prepare and present a scientific paper to students and faculty.

**WELL 402 Wellness Internship** (12 credits) Primary purposes of the Wellness Program Internship are to provide an opportunity to explore content areas of personal interest, to expand written, verbal, and program development skills, and to gain a sense of professionalism and organizational culture.

**WELL 430 Student Teaching in Wellness** (10-16 credits) Completing the assignment as a student teacher by working with a cooperating teacher and gradually assuming his or her schedule of planning and teaching, classroom and school duties, extracurricular and professional activities. Prerequisite: Approval of the Teacher Education Review Panel. Offered on demand.

# ADULT LEARNING



# Institute for Adult Learning

## Continuing Education

Ohio Valley College offers continuing education programs in the evenings and on Saturdays for adults through its Institute for Adult Learning (IAL). Adult education offerings by the IAL include the Associate of Arts degree in Professional Studies, the Associate of Applied Science in Health Technology, the ADVANCE business administration baccalaureate degree completion program in Organizational Management, a degree endorsement in Alternate Dispute Resolution, a degree endorsement in Business Leadership, and a degree endorsement in Practical Accounting. In partnership with the West Virginia Public School system and the West Virginia Department of Education two day programs, certificates in practical nursing or business technology are available.

Evening and Saturday adult programs in the IAL are designed for working adults at least 25 years of age with approximately 60 college credits and significant life experiences. The curriculum is delivered in a modular format and emphasizes relevance, practicality, and student involvement.

This educational model assumes a level of experience on the part of the student that will produce college credit for prior learning that can be validated by means of an assessment process that follows CAEL and HLC guidelines. This experience plays a key role in the adult learning process, which integrates past and present work and life experiences with on-going reading, writing, and classroom processing.

## Course Requirements for Associate of Arts Professional Studies

### Humanities

|   |           |
|---|-----------|
| English Composition .....                 | 3         |
| Writing for Professionals .....           | 3         |
| Basic Speech.....                         | 3         |
| Literature .....                          | 3         |
| Humanities Elective (Music, Art) .....    | 3         |
| <b>Total Humanities Requirements.....</b> | <b>15</b> |

### Math, Science, Computer Science

|  |   |
|--|---|
| Intermediate Algebra.....                    | 3 |
| Quantitative Methods for Professionals ..... | 4 |
| Introduction to Biology.....                 | 3 |

|  |           |
|--|-----------|
| Information Processing.....                                      | 2         |
| <b>Total Math/Science/Computer Science Requirements.....</b>     | <b>12</b> |
| Social Science (any four of the following courses)               |           |
| History elective .....   | 3         |
| General Psychology .....   | 3         |
| Understanding Multi-Cultural Diversity .....                     | 3         |
| American Government .....  | 3         |
| Law and Society .....  | 3         |
| <b>Total Social Science Requirements.....</b>                    | <b>15</b> |
| Bible  |           |
| Introduction to the Bible.....                                   | 2         |
| Life of Christ.....  | 2         |
| Survey of Bible History .....                                    | 2         |
| <b>Total Bible Requirements .....</b>                            | <b>6</b>  |
| Other  |           |
| Orientation to College .....                                     | 1         |
| Adult Health .....   | 2         |
| <b>Total Other Requirements.....</b>                             | <b>3</b>  |
| <b>Credit for Prior Learning or Elective Credit .....</b>        | <b>13</b> |
| <b>Total hours required for A.A. (Professional Studies).....</b> | <b>64</b> |

## **Professional Studies Curriculum**

**ENG 191 English Composition** (3 credits) Instruction and practice in planning, drafting, revising, and editing writing for application both in other coursework and in situations outside the classroom.

**ENG 192 Writing for Professionals** (3 credits) Instruction and practice in application of the adult learner's writing skills to develop strategies for creating effective written communication in the workplace. Includes treatment of documents using electronic media.

**HUM 290 Topics in Western Literature** (3 credits) A select survey of the literature of western cultures. Focus is on discussion of and response to primary texts including development of general reading and writing skills and of literary aesthetic sensibilities.

**HUM 292 Basic Art Appreciation** (3 credits) An introduction to the art of the western world. The focus of the course is on response to and discussion of specific works of art in the context of the major historic

periods of art. Attention is also given to critical thinking and writing skills based on study and observation of the visual arts.

**HUM 293 Music Appreciation Seminar** (3 credits) An overview of music that focuses on how societies influence the creation and performance of music, and cultivation of an awareness of musical styles in order to listen to music intelligently using basic musical concepts and terms in describing the music heard.

**HUM 294 Basic Speech** (3 credits) Instruction and practice in theory and skills of public, professional, and personal communication, as well as general basic communication forms and methods.

**CIT 191 Information Processing for Adult Learners** (2 credits) Introduction of basic computer skills including a short history of computing and the use of spreadsheet, word processing, presentation, and database software.

**MAT 190 Basic Algebra for Adult Learners** (2 credits) Survey and review of arithmetic and algebra and the use of associated notation and skills. Focus is on defining and solving problems using the language of algebra to develop a foundation for further quantitative requirements in the classroom and the workplace.

**MAT 191 Quantitative Methods for Professionals** (4 credits) A study of the application of practical mathematical principles and techniques for adult learners to critical problems or issues in a business environment.

**MAT 291 Intermediate Algebra Seminar** (3 credits) This course is designed to prepare adult students to apply the algebra of linear and quadratic expressions to real world situations. Emphasis is on problem solving and the use of the language of mathematics to define quantitative problems.

**NSC 191 Adult Health** (2 credits) An overview of health topics of concern to adults focusing on wellness and lifestyles that help ensure wellness. The course also includes study of common adult health threats such as cardiovascular disease, diabetes, and cancer.

**NSC 291 Introduction to Biology** (3 credits) Survey of biology concepts and applications, including cell structure and content, biological chemistry, metabolism, characteristics of animals, and the physiology of the major systems of the human body.

**HIS 291 American History Seminar** (3 credits) Select topical study of American history through a consideration of political, social, economic, and cultural themes from colonial times until today.

**HIS 292 Topics in West Virginia History** (3 credits) Overview of the history of the social, economic, cultural, and political development of the state from its formation until the present.

**HIS 294 History of the Ohio Valley** (3 credits) A survey of the Ohio Valley from ancient prehistoric times through the frontier period, including Indian cultures, conflict between European and Amerindian civilizations, frontier culture, and the impact of the Blennerhassetts on the Ohio Valley frontier.

**HIS 295 American Government** (3 credits) An introduction to the basic principles, concepts, and institutions of American government with emphasis on the U.S. constitution, the executive, legislative, and judicial branches, political institutions, and civil rights.

**PSY 191 Orientation to College** (1 credit) A seminar presenting expectations of college coursework and the framework of higher education, including an overview of adult education, credit for prior learning (experiential or technical training), and an orientation to the curriculum and environment of the IAL.

**PSY 291 Seminar in General Psychology** (3 credits) Overview of the psychology of human beings designed to enhance understanding of all facets of human behavior and prepare students both for the application of psychology in other fields of study and for further study in the field of psychology.

**SOC 290 Seminar in Multi-Cultural Diversity** (3 credits) An introduction to minority groups, their history, ethnic and cultural uniqueness, and racial make-up. Applications are drawn from the workplace that examine social and social problems, as well as relations to majority groups.

**SOC 291 Law and Society** (3 credits) Introduction to applications of the law to the workplace and personal life. Includes an overview of the court system and civil litigations, basic contracts, simple wills and standard probate procedure, and the legal rights of workers.

**BIB 191 Introduction to the Bible Seminar** (2 credits) An introduction to the major themes and characters of the Bible and general Biblical knowledge. Consideration is also given to the topics of authority, inspiration, human origin, and comparative religion.

**BIB 295 Seminar on Bible History** (2 credits) An overview of Bible history from creation until approximately 100 A.D. Attention is given to historical chronology, the relationship among the Biblical eras, worship, and the relationship between God and man.

**BIB 296 Seminar on the Life of Christ** (2 credits) Survey of the gospel accounts of the life of Christ. Includes historical, thematic, and practical treatment of the events of the life of Christ and application of His example and teaching.

### **ADVANCE Degree Completion Program**

A Bachelor of Science degree in business administration with a major in Organizational Management.

### **Organizational Management Graduation Requirements**

1. Completion of 128 hours of coursework.
2. Completion of the 48 hours of coursework required in the OM curriculum listed on the following pages.
3. 40 hours of upper division work.
4. Completion of at least 80 graded credits.
5. CGPA of 2.0.
6. 15 hours of humanities including 6 in English composition, 3 in literature, 3 in speech, and 3 in fine arts appreciation.
7. 9 hours of social science including 3 in history.
8. 12 hours of math and science including one science course, one math course (147 or higher) and one computer science course.
9. Students holding an A.A. or A.S. will be considered as having fulfilled 6, 7, and 8.

### *Organizational Management Curriculum*

**MGT 391 Group and Organizational Behavior** (3 credits) A study of group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision-making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

**PSY 391 Adult Development and Life Assessment** (3 credits) Career patterns are reviewed and analyzed in light of life-development theory. Future trends are examined in relation to changing careers and lifestyles. Guidance is given to students in preparation of documentation of professional experiences which may represent college-level learning.

**MGT 392 Organizational Communication** (3 credits) This course investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through reading and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

**Action Research Study** (5 credits) The student completes an action research project related to his or her employment environment. Statistical analysis concepts and methods presented in the “Methods of Research and Analysis” module assist in the student identifying a topic, collecting data, and measuring results. Research project advisor monitors the progress of the independent study, and an on-site contact makes certain that the student devotes at least 200 clock hours to the project. An oral report of project findings is given by each student. Four seminars (Action Research Project Seminars I, II, III, and IV) are conducted to give direction and structure to the development of the project.

**MGT 491 Organizational Concepts** (3 credits) Students examine the formal and informal functions of organizations and analyze an agency or organization based on a systems model. Students also analyze and solve organizational problems using a step-by-step method. This analysis will be applied to student’s work-related independent study projects.

**BIB 395 Biblical Perspectives** (2 credits) An overview of Biblical content with a focus on significant principles and themes from which personal values and ethics emerge. Special emphasis will be placed on those principles and themes which inform life in today’s business world and in the various relationships that are part of contemporary society.

**MGT 496, 497, 498 Action Research Project Seminar I, II, III** (4 credits) The research project is a major research effort designed to enhance knowledge in an area related to one’s work or community, improve writing skills, improve presentation skills, and provide research skills to assist in effective decision-making. In these modules, the students will define the topic, locate the sources, begin the research and writing, and make the first oral presentation.

**PSY 392 Methods of Research and Analysis** (4 credits) Problem analysis and evaluation techniques are presented. Students are shown methods for defining, researching, analyzing and evaluating a problem in their work or a vocational environment which they have selected for a research project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires.

**ACC 392 Managerial Accounting** (3 credits) Exploration of external financial accounting topics. Balance sheet accounts, related revenue and expense accounts. Internal primary cost accounting. Integration of internal and external accounting topics.

**ACC 393 Managerial Finance** (3 credits) Exploration of financial planning and how financial planning tools are used to plan cash flow and financial resources. Short-term finance, capital budgeting, long term financing, cost of capital, and optimal capital structure.

**BIB 396 Integration of Biblical Principles** (2 credits) This module focuses on the principles, problems, and process of leadership as illustrated by biblical accounts, complemented by initial attempts to understand the application of sound Biblical principles to leadership in today's business community.

**BUS 392 Marketing in a Global Economy** (3 credits) A study of the principles of marketing that need to be understood by managers in all areas in order to develop and utilize effective marketing practices. Concepts of our global economy, including major social, psychological, and political influences, will be explored and their marketing implications considered from a manager's perspective.

**BUS 393 Business Law** Overview of the history, background, sources, and influences of our modern day law as it pertains to the business activities of individuals, corporations, and other legal entities, with particular emphasis on business litigation, legal liabilities, and the law covering contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships and corporations.

**MGT 492 Issues in Management** (3 credits) Students examine management control functions, strategic planning, and organizational structure and design. Also examined is motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation concepts and skills are covered through readings and class practice, with an analysis of the effect on productivity. Total Quality Management (TQM) is studied and contrasted to Management by Objectives (MBO).

**MGT 493 Human Resources Management** (3 credits) Students explore the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Special

attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

**MGT 495 Strategic Planning** (3 credits) This course introduces students to various management planning models and techniques and applies them to business cases. It stresses the concepts of strategic planning and strategic management.

**BIB 497 Life Applications of Biblical Values** (2 credits) Application of the materials of the studies in Biblical perspectives and integration focused on practical situations, case studies, and identifying specific Biblical principles which inform a chosen course of action.

**MGT 499 Action Research Project IV** (1 credit) The research project culminates with a final reporting by the student to include:

1. Learning new knowledge gained from the research and synthesis on the chosen topic.
2. Learning higher level skills in presentation of findings and conclusions.
3. Learning writing skills as evidenced by the written report due at this time.
4. Learning improved research skills by which the student can gather data and synthesize that data toward usable conclusions.

### *Degree Endorsement Programs*

A degree endorsement requires a specified twelve credit hour concentration of upper-level study by adult IAL students in an academic discipline. The Institute offers the following degree endorsements:

#### *Endorsement in Alternate Dispute Resolution*

|   |           |
|---|-----------|
| Introduction to Alternate Dispute Resolution            | 3         |
| Introduction to Counseling                              | 3         |
| Conflict Mediation                                      | 3         |
| Conflict and Diversity Management                       | 3         |
| <b>Total hours required for<br/>Endorsement in ADR:</b> | <b>12</b> |

### *Endorsement in Practical Accounting*

#### *For OM Majors:*

|  |   |
|--|---|
| Governmental and Not-for-Profit Accounting | 3 |
| Accounting Systems                         | 3 |
| Introduction to Taxation                   | 3 |
| Federal Income Tax                         | 3 |

#### *For non-OM Majors:*

|                          |   |
|--------------------------|---|
| Managerial Accounting    | 3 |
| Managerial Finance       | 3 |
| Introduction to Taxation | 3 |
| Accounting Systems       | 3 |

**Total hours required for  
Endorsement in Practical Accounting: 12**

### *Endorsement in Business Leadership*

|                            |   |
|----------------------------|---|
| Introduction to Leadership | 3 |
| Leadership Values          | 3 |
| Team Building Seminar      | 3 |
| Motivation in Leadership   | 3 |

**Total hours required for  
Endorsement in Business Leadership: 12**

Elective: Applied Project in Leadership 3

**MGT 381 Introduction to Leadership** (3 hours) Overview of key models of leadership, including leader-match theory, contingency theory, situational leadership theory, continuum of leadership behavior, and characteristics of effective leadership prevalent in business and psychological literature.

**MGT 382 Leadership Values** (3 hours) Overview of the responsibilities of leadership in corporate and other organizational structures, including social and ethical responsibilities of leaders. Topics will include principle-based leadership based on biblical values.

**MGT 383 Team Building Seminar** (3 hours) This seminar will focus upon building group leadership skills. Class activities will focus upon identifying and assessing individual leadership styles, group dynamics, coaching, and conflict resolution.

**MGT 384 Motivation in Leadership** (3 hours) Focus on theories of persuasion, social influence, and personal and situational factors in the emergence and effectiveness of leadership. Study will include examples of successful leaders in business, politics, military and other historical environments.

***Elective:***

**MGT 490 Applied Project in Leadership** (3 hours) Prerequisite: minimum of 9 hours in leadership studies. Adult learners will coordinate an individualized case study or personal project applying leadership principles to a workplace situation or in another organization and prepare a written and brief oral presentation of project results.

**Practical Nursing Certification**

Students may be admitted to the practical nursing certificate program only by satisfying all requirements for admission and processing mandated by the West Virginia State Board of Examiners for Practical Nursing. Further detail is available from IAL personnel. Course Requirements for the Practical Nursing Certificate Program are:

|         |                                    |           |
|---------|------------------------------------|-----------|
| HEA 101 | Perspectives in Nursing I          | 1         |
| HEA 111 | Basic Nursing                      | 4         |
| NSC 121 | Anatomy and Physiology I           | 2         |
| NSC 122 | Anatomy and Physiology II          | 2         |
| PSY 133 | Growth and Development             | 3         |
| BEA 121 | Nutrition                          | 2         |
| HEA 131 | Medical and Surgical Nursing I     | 2         |
| REL 111 | Psychology of Critical Life Issues | 1         |
| NSC 123 | Pharmacology I                     | 2         |
| BEA 132 | Medical/Surgical Nursing II        | 9         |
| REL 112 | Mental Health Concepts             | 3         |
| NSC 124 | Pharmacology II                    | 2         |
| HEA 231 | Medical/Surgical Nursing III       | 3         |
| HEA 211 | Gerontological Nursing             | 2         |
| HEA 213 | Pediatric Nursing                  | 3         |
| HEA 214 | Obstetrical Nursing                | 3         |
| HEA 201 | Perspectives in Nursing II         | 2         |
| REL 211 | Psychology of Well-Being           | 2         |
|         | <b>Total Required Hours</b>        | <b>48</b> |

## **Practical Nursing Curriculum**

**HEA 101 Perspectives in Nursing I** (1 hour) Provides the student with positive suggestions to utilize during the adjustment periods, a history of nursing, current trends, and responsibilities in nursing practice.

**HEA 111 Basic Nursing** (4 credits) Introduces the learner to techniques that will be utilized in the clinical setting while administering nursing care to clients in various stages of health and illness. The nursing process is used throughout to develop data collection skills and establish prioritizing skills.

**HEA 121 Nutrition** (2 credits) Basic principles related to the role of nutrition in health and illness. This core knowledge will be expanded through clinical application and study in medical/surgical nursing and related fields.

**HEA 131 Medical/Surgical Nursing I** (2 credits) This course is designed to introduce the student to Medical/Surgical Nursing and provides a beginning opportunity to relate pathophysiology and psychological reactions to illness. The course will also include a study of conditions that affect the Integumentary System.

**HEA 132 Medical/Surgical Nursing II** (9 credits) This course includes a study of respiratory disorders, urinary dysfunction, cardiovascular disease, over or under-production of hormones by the endocrine system, disorders of the nervous system, and diseases and disorders of the musculoskeletal system. This course will also include a study of the function of the respiratory system, urinary system, heart, circulatory system, lymphatic system, endocrine system, eyes, ears, nervous system, and musculoskeletal system.

**HEA 201 Perspectives in Nursing II** (2 credits) This course is designed to assist the student in making the transition to being a graduate professional. It emphasizes leadership skills and explores the West Virginia law related to Licensed Practical Nursing.

**HEA 211 Gerontological Nursing** (2 credits) This course presents the learner with an understanding of the special needs of the aged and aging as a continuation of the life cycle. Aging-related pharmacology and nutritional considerations will be examined.

**HEA 213 Pediatric Nursing** (3 credits) This course is designed to introduce the learner to disorders specific to infancy, childhood, and adolescence. The nursing process is used throughout to develop data collection skills. The course also includes relevant pharmacological and nutritional considerations.

**HEA 214 Obstetrical Nursing** (3 credits) This course is designed to prepare the learner to provide care to both mother and infant in the various stages of development.

**HEA 231 Medical/Surgical Nursing III** (3 credits) This course explores the conditions that can affect the individual's gastrointestinal and reproductive systems. Treatment of diseases and disorders including diet therapy, drug therapy, surgical and medical treatment, oncology nursing, and use of community resources to deliver total client care are presented.

**NSC 121-2 Anatomy and Physiology** (2 credits, 2 credits) Human systems are presented in a sequential manner from simple to complex. The learner will use the information as a foundation in related medical/surgical areas.

**NSC 123 Pharmacology I** (2 credits) This course presents information and techniques needed for the safe administration of medications. It includes a study of dosage calculations, basic concepts, and methods of administration.

**NSC 124 Pharmacology II** (2 credits) This course will discuss in detail the effect of drugs on body systems. Information will be used for the understanding of drug dynamics, expected effects, and recognition of adverse effects.

**NSC 133 Growth and Development** (3 credits) Study of naturally changing processes that occur in a human being throughout the life span. Normal growth and development and deviations from normal will be considered.

**REL 111 Psychology of Critical Life Issues** (1 credits) Treatment of critical life issues in the nurse-client relationship from a Judeo-Christian perspective at all stages of care, regardless of alteration in health, including preventive measures, health awareness, and appropriate therapeutic considerations.

**REL 112 Mental Health Concepts** (3 credits) Judeo-Christian approach to relationships in the field of nursing. Includes discussion of mental health concepts, communication techniques, and developing effective and successful nurse/client relationships regardless of the alteration in health.

**REL 211 Psychology of Well-Being** (2 credits) Judeo-Christian view of healing and a holistic view of health and well-being. A continued treatment of mental health concepts, communication techniques and nurse-client relationship management.

## Course Requirements for the Associate of Applied Science Health Technology

|  |           |
|--|-----------|
| Practical Nursing Certificate                                      | 48        |
| General Education  |           |
| English Composition I  | 3         |
| English Composition II   | 3         |
| Basic Speech   | 3         |
| General Psychology   | 3         |
| Principles of Sociology  | 3         |
| Introduction to the Bible  | 2         |
| Total General Education Requirements                               | 17        |
| <b>Total hours required for the<br/>A.A.S. (Health Technology)</b> | <b>65</b> |

## Business Technology Certification

Students may be admitted to the business technology certificate program only by satisfying all requirements for admission and processing mandated by the West Virginia Dept. of Education. Further detail is available from IAL personnel. Course requirements for the Business Technology Certificate Program are:

| <b>Certificate Requirements</b>              | <b>Hours Credit</b> |
|--|---------------------|
| <b>English</b>                               |                     |
| Introduction to Writing                      | 3                   |
| Writing for Professionals                    | 3                   |
| <b>Computer Science</b>                      |                     |
| Information Processing                       | 2                   |
| Microcomputer Applications                   | 4                   |
| <b>Social Science</b>                        |                     |
| Law and Society                              | 3                   |
| <b>Business</b>                              |                     |
| Introduction to Business                     | 3                   |
| Introduction to Accounting Procedure         | 2                   |
| Business Mathematics                         | 3                   |
| Basic Keyboarding                            | 2                   |
| Office Procedures                            | 3                   |
| <b>Total hours taught by program faculty</b> | <b>28</b>           |

## Religion

|                                      |           |
|--------------------------------------|-----------|
| Ethical Values in the Workplace      | 2         |
| TQL: Total Quality Lives             | 2         |
| <b>Total semester hours credited</b> | <b>32</b> |

## Business Technology Curriculum

**ENG 190 introduction to Writing** (3 credits) Instruction in the process of writing from prewriting activities through revision and editing with a primary focus on the writing of paragraphs. Review of basic principles of grammar, usage, and mechanics. Elective credit only – does not meet the general education English requirement.

**ENG 192 Writing for Professionals** (3 credits) A survey of workplace writing requirements for adult learners with the purpose of improving general writing skills. Business letters, memoranda, other workplace correspondence, preparation of a resume, and report writing skills will be emphasized.

**CSC 191 information Processing** (2 credits) An introduction to personal computers through the use of the Microsoft office suite, with focus on word processing (MS Word), spreadsheet (MS Excel) and presentation software (MS PowerPoint).

**CSC 192 Microcomputer Applications** (4 credits) Additional personal computing applications beyond CIT 191, including MS Access, Corel WordPerfect suite, e-mail, and Internet applications. Class emphasis is in using personal computing to address day to day workplace requirements and may include a practice or on-the-job training with applicable workplace software.

**SOC 291 Law and Society** (3 credits) This module introduces the adult learner to applications of the law to their workplace and personal lives. Course content includes an overview of the court system and civil litigation, basic contracts, simple wills and standard probate procedure, and the legal rights of workers. Other legal topics may be presented based on specific class interest.

**BUS 192 Introduction to Business** (3 credits) Orientation to the modern business world through a survey of business principles, practices, and procedures; a background to subsequent specialized courses in business.

**ACC 191 Introduction to Accounting Procedure** (2 credits) Topics include chart of accounts, types of journals, journalizing transactions, adjusting entries, closings, basic financial statement preparation, and overview of basic accounting/bookkeeping software. Recommended for students with no previous accounting or bookkeeping training or experience.

**MAT 192 Business Mathematics** (3 credits) A study of practical mathematics for use in the business world, emphasizing interest, discount, credit, market commission, payrolls, taxes, social security, bank records, percentages, and depreciation. Elective credit only – does not meet general education mathematics requirement.

**BUS 190 Basic Keyboarding** (2 credits) Development of basic keyboarding and typing skills. Includes introduction to standard letter styles, centering, simple manuscripts, and tabulations.

**BUS 191 Office Procedures** (3 credits) A study of duties required of office personnel with attention given to attitudes, personality, and appearance. Course expectations may include a practicum or on-the-job training in office management.

**REL 113 Ethical Values in the Workplace** (2 credits) Survey of ethical principles from the Judeo-Christian perspective with application to the workplace, including responsibilities of both managers and employees. Short individual and group cases and role-playing exercises will be used extensively in class.

**REL 114 TQL: Total Quality Lives** (2 credits) Focus on balancing the demands of personal needs, family obligations, and the workplace, utilizing practical wisdom from across the ages, including Judeo-Christian teaching, organizational psychology, and related fields. Short individual and group cases and role-playing exercises will be used extensively in class.

# STUDENT SERVICES



Out-of-class student services and activities are the primary concern of the Vice President for Student Services. Athletic, cultural, and social events are arranged to assure students a well-rounded program at Ohio Valley College.

### **Chapel Assemblies and Lectures**

Daily chapel is a vital part of the Ohio Valley College experience. Each program includes a devotional period in which students, faculty, and staff join in singing, prayer, and the reading of scriptures. In addition to worship, programs may include lectures, concerts, films and other informative or entertaining presentations. Chapel attendance is required of all full-time students. Additionally, each year the Inman Forum and the Bible Lectureship bring to campus some of the best religious lecturers of the area and the nation.

### **Guidance Program**

#### *Academic Advising*

Students are assigned faculty advisers who assist them with class schedules, workload, and graduation requirements. Students should feel free to seek advice from other faculty members as well.

#### *Personal Counseling Services*

Ohio Valley College provides confidential assistance with educational, personal and social problems. Psychological tests such as the Strong Interest Inventory and the Myers-Briggs Type Indicator are available to be administered to students at no charge. Contact Student Services for assistance in accessing these services.

#### *Career Counseling and Placement Services*

Career counseling and placement services are available to students who need direction in determining and working toward vocational goals. Program directors will help graduating seniors and alumni to examine occupational opportunities.

### **Social and Cultural Life**

Several social and cultural events are highlights each year. These include the annual winter and spring banquets. Parkersburg and Marietta are noted for their interest in cultural activities, arts centers, community playhouses, and community concerts. Students are encouraged to develop socially and culturally during their stay at Ohio Valley College.

## **Code of Conduct**

Students are expected to conduct themselves according to the highest standards of behavior. Sexual immorality, profanity, vulgarity, drinking, hazing, stealing, using tobacco, gambling, and indecent literature are not permitted. A student handbook is prepared each year, with the assistance of students, to help students know what is expected of them as members of the Ohio Valley College community. Student and faculty participation in planning assures that all activities can be enjoyed to the utmost without immoral conduct. Persons who are unwilling or unable to conduct themselves according to high standards should not enroll. Students who do not conduct themselves in a mature, moral manner will be suspended or dismissed.

## **Intercollegiate Athletics**

Ohio Valley College is a member of the NCAA, Division II and the West Virginia Intercollegiate Athletic Conference (WVIAC). Intercollegiate programs for women include basketball, volleyball, soccer, softball, cross-country and cheerleading. Men may compete in basketball, baseball, soccer, golf, cross-country, and cheerleading. Athletic scholarships may be offered to talented student athletes in each of these programs.

## **Intramural Programs**

Upon enrolling, each full-time student is invited to join one of eight social clubs—Theta, Delta, Sigma, Kappa, Alpha Delta Chi, Phi Kappa Gamma, Sigma Epsilon Chi, and Theta Psi Epsilon. Clubs and individual members compete in a wide variety of athletic and academic activities. Points are accumulated and awards are made to individual clubs with outstanding records in the areas of academics and intramural sports.

## **Theater and Music**

Opportunities for the student in theater include the all-campus musical extravaganza “Expressions,” major theatrical productions, Pied Pipers, and Ambassadors. Express, the A Cappella Singers, and instrumental ensembles provide showcases for musical talent.

## **Student Government Association**

The Student Government Association (SGA) at Ohio Valley College includes four officers elected by the students: a president, vice president,

secretary, and treasurer. The SGA also includes the class officers of the freshman, sophomore, junior and senior classes. The SGA works with the faculty and administration to improve Ohio Valley College programs and organize social and cultural functions for the students. In addition to their work in student government, students gain valuable experience in responsible self-directed citizenship by joining with faculty members and administrators as members of the Library, Chapel, and Food Service Committees. They also may be appointed to special ad hoc committees.

### **Student Publications**

Students publish a newspaper, *The Highlander*. Work on this publication gives students valuable experience in writing, editing, and managing deadlines. Ohio Valley College also publishes a poetry and creative arts magazine called *Penumbra*. Students are encouraged to submit their work for publication.

### **Clubs and Interest Groups**

Students with special interests are encouraged to participate in musical, dramatic, religious, and vocational clubs according to their preference.

### **Auxiliary Enterprises**

Several auxiliary enterprises are operated on the campus, including food service, dormitories, laundries, a bookstore, and a student center.

### **Health Services**

The Director of Health Services is a registered nurse employed full-time and offering holistic nursing services to students, faculty, and staff. The Health Services Office is located in the Stotts Administrative Center, Room 137. Hours are from 9:00 a.m. to 3:00 p.m. each weekday.

### **Student Housing**

If you are a full-time unmarried student classified as a freshman, sophomore or junior you are required to live in campus housing unless you are 22 years of age or older, or you live with your parents in the primary family residence, or you are a single parent.

## Questions

The following is a list of personnel to contact with questions.

|  |                               |
|--|-------------------------------|
| Academic Programs .....                  | Provost                       |
| Admissions .....                         | Dean of Enrollment            |
| Alumni Information .....                 | Director of Alumni Relations  |
| Campus Activities .....                  | VP for Student Services       |
| Degree Plans .....                       | Advisors or Registrar         |
| Employment (Student) .....               | Director of Financial Aid     |
| Facilities Use .....                     | Manager of Campus Operations  |
| Gifts, Bequests, Wills, Endowments ..... | Sr. VP for Development        |
| Housing .....                            | VP for Student Services       |
| Intramurals.....                         | Intramural Director           |
| Maintenance .....                        | Manager of Campus Operations  |
| Athletics .....                          | Athletics Director            |
| Publicity Information.....               | Director of College Relations |
| Scholarships .....                       | Director of Financial Aid     |
| Summer Sessions .....                    | Provost                       |
| Transcripts/Records .....                | Registrar                     |

# FINANCES



# Expenses

A typical boarding student taking 16 hours per semester will incur the following regular expenses. A full-time, non-boarding student will be charged the same, except for room and board. These fees are for the 2004-2005 academic year and are subject to change without prior notice.

## Tuition

|                               |            |
|-------------------------------|------------|
| 1-6 hours.....                | \$392/hour |
| 7-11 hours.....               | \$448/hour |
| 12-16 hours.....              | \$5,370    |
| (For each hour over 16) ..... | \$336/hour |
| Audited courses .....         | \$168/hour |

General fees are \$636 per semester for 12 or more hours prorated at \$53 per hour for 1-11 hours. This fee includes all general academic fees (see below for any special academic fees), computer lab access of at least 75 hours per semester, computer lab support, technology support, library usage, inter-library loans, general student support, on-campus health services, mail service, spiritual life, student union fee, convocations fee, athletic admissions, general activities, and transportation and parking. Also included are student publications and an SGA fee. The general fee does not include student copying nor any activities associated primarily with resident life.

## Housing Costs

|   |           |
|---|-----------|
| Standard double (Men and Women)* .....  | \$1465.00 |
| Private room-1 person in a double.....  | \$1865.00 |
| Stewart Hall (South Campus)<br>(Special conditions approved through student services) .....                       | \$1365.00 |
| Married Apartments (South Campus)<br>(Includes the ability to retain apartment during the<br>summer months) ..... | \$1950.00 |
| Room reservation deposit** .....  | \$100.00  |
| Damage/breakage deposit (refundable) .....  | \$150.00  |
| Key deposit*** .....  | \$35.00   |
| (partially refundable, \$20 refundable upon return of key)  |           |
| Lost Key .....  | \$35.00   |

\*The standard housing costs listed include internet service\*\*\*\*, local phone service (students must supply their own phones), voice mail service (students

are allowed to bring their own answering machines if they wish), television cable service including on-campus television access, and other costs typically associated with residence life. Telephone usage in excess of 10 hours per week may be subject to a surcharge. The approximate estimated value of non-optional services included in the room rate is \$200 per semester. Laundry service is not included in room rate.

\*\*Required of all students, regardless of academic classification, desiring to hold a room reservation over the summer months, fully refundable to May 1, 50% refundable to June 15. May be applied to housing cost.

\*\*\*Non-refundable portion will be used for student housing needs.

\*\*\*\*Unauthorized, illegal, or forbidden Internet usage may result in the forfeiture of in-room access for all residents of the room (refer to student handbook).

### **Meal Costs**

A meal plan is required for all resident students.

|   |           |
|---|-----------|
| Senior/5 meals per week .....                             | \$520.00  |
| (available only to students with 90 or more credit hours) |           |
| 10 meals per week with 80 flex .....                      | \$1225.00 |
| 15 meals per week .....                                   | \$1225.00 |
| 15 meals per week with 40 flex .....                      | \$1350.00 |
| 19 meals per week .....                                   | \$1350.00 |
| Basic Cost per semester .....                             | \$8696.00 |

### **Academic Fees**

An extra fee is charged in a limited number of courses which require specialized equipment or other costs paid on behalf of the student. These fees are non-refundable.

|   |          |
|---|----------|
| Individual Private Music Lesson (per credit hour) ..... | \$220.00 |
| Business Computer Simulations .....                     | Varies   |
| Chorus .....  | \$25.00  |
| NSC courses.....  | \$35.00  |
| First aid/CPR .....                                     | \$5.00   |
| Reading.....  | \$30.00  |
| PHED Courses .....                                      | Varies   |

## Miscellaneous Fees

|   |          |
|---|----------|
| Praxis I test.....  | \$130.00 |
| Praxis II test .....  | \$195.00 |
| ACT test* .....   | \$30.00  |
| Fee for class changes, drops or adds (per form) .....                                       | \$10.00  |
| Course reinstatement (per hour).....  | \$10.00  |
| Reinstatement for audit/non-credit courses (per course) .....                               | \$10.00  |
| Graduation fee (for all degree candidates).....   | \$75.00  |
| Late registration fee .....   | \$50.00  |
| (charged after registration day; basic charges are not reduced when a student enrolls late) |          |
| Orientation .....   | \$40.00  |
| Matriculation Fee .....   | \$20.00  |
| Recording Fee for credit by examination (per course)*.....                                  | \$25.00  |
| Testing Fee for credit by examination (per course)* .....                                   | \$44.00  |
| Testing fee for competency based credit (per examination)*.....                             | \$44.00  |
| Transcript of academic record* .....  | \$6.00   |
| Returned check charge .....   | \$20.00  |
| Withdrawal processing/administrative charge.....  | \$100.00 |

\* Indicates fees are not refundable upon withdrawal.

## Terms of Payment

After all available financial aid is applied to the student's account, any remaining balance should be managed in one of the following plans:

### *Plan 1*

Payment in full at time of registration, avoiding OVC interest charges. The College charges a monthly interest rate of 1-1/2% (18% annually) on unpaid balances after the 25th of each month. OVC students and/or parents may pay balances using VISA, MasterCard, or Discover Card. Accounts that are managed through Plan 2 are exempt from this interest provision.

### *Plan 2*

Ohio Valley College understands that education expenses are easier to pay when spread over predictable, interest-free monthly payments. Our interest-free monthly payment option offered in partnership with Tuition Management Systems, Inc., is an alternative to large annual or term payments and helps limit borrowing. The interest-free monthly payment option is

available for only a small enrollment fee which includes: convenient, interest-free, monthly payments; 24 hour, toll-free automated account information through Family InfoLine; personal account service Monday through Saturday; and full interactive access to account information through our website, [www.afford.com](http://www.afford.com).

Ohio Valley College families and students may also take advantage of Tuition Management Systems' free education payment counseling service, BorrowSmart. BorrowSmart helps families and students make informed choices about combining the Interest-Free Monthly Payment Option with low-interest education loans. Using BorrowSmart helps you determine any loan amount you need, keeping your monthly payments within your budget and helping reduce debt burden after graduation. For more information or to enroll in the Interest-Free Monthly Payment Option visit our website, or call 1-800-722-4867 and speak with an Education Payment Counselor.

### *Miscellaneous Payment Information*

- A. No transcript or diploma will be released until all outstanding College charges are paid in full.
- B. A student whose financial aid is incomplete at time of registration may enroll conditionally under certain circumstances. The student must complete his/her aid application or otherwise make payment arrangements within the first 30 days of the semester, or be considered in default and subject to dismissal.
- C. Any student who fails to make payments as scheduled above, who fails to complete financial aid documentation as requested, or who leaves an unpaid balance on his/her account at the end of a semester is considered in default. If a student's account is in default or if a student's financial aid transcript from any other institution indicates a default status, the college reserves the right to deny the student admission or readmission or to dismiss the student.

### **Withdrawals and Refunds**

Refunds are issued according to the following guidelines. The College is not obligated to issue refunds if the withdrawal is due to the student's misconduct or is unnecessary, except as outlined by federal policies governing federal financial aid (see below).

In the case of voluntary withdrawal from college, refunds for tuition, refundable fees, room, and board are based on the chart below.

|  |           |
|--|-----------|
| Withdrawal before the first day of classes* .....        | Full      |
| During 1st week (1st through 5th day of classes) .....   | 90%       |
| During 2nd week (6th through 10th day of classes) .....  | 80%       |
| During 3rd week (11th through 15th day of classes) ..... | 60%       |
| During 4th week (16th through 20th day of classes) ..... | 40%       |
| During 5th week (21st through 25th day of classes) ..... | 20%       |
| After five weeks .....                                   | No Refund |

\*No administrative fee will be charged. All other withdrawals are subject to an administrative fee.

To withdraw from the College a student must obtain and complete a withdrawal form from the Registrar's office. The form must be signed by the student, Registrar, Vice President for Student Services, Provost, Financial Aid Office, Perkins loan officer (if appropriate), and Business Office. All students must complete an exit interview, turn in the student ID card, return all library books and receive clearance from library personnel, and leave a forwarding address for mail. Resident students must completely check out of the residence hall, receive clearance from the residence hall supervisor, and return all keys. Withdrawal may be initiated in person or by phone with the date of the initial contact counted as the date of withdrawal.

Failure to complete this procedure indicates the student has not officially withdrawn, which may result in a grade of "F" in all classes and no refund. Institutional scholarships are generally prorated upon withdrawal. For example, a student who withdraws after 1/3 of the semester will receive only 1/3 of the institutional scholarship amount.

Tuition refunds for Maymester are calculated in proportion to the above chart. For example, for a two week (10 day) class, each day of Maymester equals 8 days of the regular semester.

Because of the unique nature of the Summer International Studies Program (SISP), no tuition refunds are available after the program begins. Fees involved in the SISP, including transportation and housing prepayments, as well as other costs that are paid on behalf of the student, cannot be refunded. Some of these fees may be included in tuition charges. The refundability of fees is noted in the fees section above.

No refunds are available for courses dropped after the add-drop period is closed (the fifth day of classes). Because a change in course load may adversely affect financial aid, students are advised to consult with their advisor, the Financial Aid office, and the Business Office before dropping

a course, especially if dropping a course changes the student's status from full-time to part-time.

### **Return of Unearned Title IV Funds Policy**

Financial aid students who completely withdraw from all classes during a given semester may be subject to owing federal funds back to the Department of Education. A student must attend through the 60% point of the semester in order to earn their federal financial aid. Students are issued financial aid at the beginning of the semester in "good faith", meaning that the student will follow through by attending and completing the classes that financial aid paid for.

The law requires calculations based on the number of calendar days the student actually attended divided by the total number of calendar days in the semester. This equation provides the percentage of earned financial aid. The federal refund formula is used to determine the share of unearned aid that the school is to return and the share of unearned aid that the student is to return. Because the refund policies of OVC and the Department of Education are different, it is possible for a student to begin the withdrawal process with a zero balance on their bill and owe a refund to both OVC and the Department of Education. OVC is required to return funds when the calculations dictate a refund is due.

Students should note that even though they may not have completed payment at the time of withdrawal, they will still be charged a portion of tuition, fees, room, and board as outlined above.

Current federal policy dictates that first-time Stafford Loan borrowers may not receive loan funds until after the first 30 days of the semester. Any student to whom this applies and withdraws during the first 30 days must therefore restore the entire Stafford loan. Federal policy requires that the College refund any financial aid credit balances within fourteen days following the beginning of the semester (except for students whose federal aid is not credited until after 30 days) unless the student and/or parents voluntarily request that credit balances remain on the student's account.

The Business Office encourages all students to open a checking account at a local bank to facilitate bill-paying and to facilitate the availability of money for personal expenditures. Some restrictions may be applied to on-campus check cashing.

Ohio Valley College cannot refund to enrolled boarding students the value of missed or unused meals from the campus meal plan.

## **Financial Aid**

### **Application Process**

To apply for all Federal Student Aid you must submit a Free Application for Federal Student Aid (FAFSA). This can be accessed electronically online at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) or paper forms can be obtained from any high school guidance counselor or the OVC Financial Aid Office. The Federal Department of Education determines a student's Expected Family Contribution (EFC) from income, family size, number in college and resources or assets. The EFC is reported to the student on their Student Aid Report (SAR). This number is used to determine eligibility for all federal programs including Pell Grant, Supplemental Educational Opportunity Grant, Perkins Loans, Work Study and Stafford Loans. Several awards depend on financial need. Financial need is determined by subtracting your EFC from OVC's Cost of Attendance, then subtracting grants and scholarships. The remaining amount is considered to be your unmet financial need.

### **Special Circumstances**

Students who have experienced a loss of income due to a change in job, death of a spouse/parent, or divorce, should contact the Financial Aid Office to see if the change will affect their financial aid eligibility.

### **Federal and State Grants**

Pell Grant eligibility is determined by the Expected Family Contribution and the cost of attendance for the school. Grant amounts range from \$400 to \$4050.

Supplemental Educational Opportunity Grants are also determined by the EFC. SEOG Grants are awarded to students with the most financial need/lowest EFC. Grant amounts vary from \$100 to \$2000.

West Virginia State Grants are awarded by the West Virginia Higher Education Policy Commission. Eligibility is based on financial need and Grade Point Average. In order to be eligible for the 2004-2005 year you must have filed your FAFSA by March 1st of 2004.

Pennsylvania State Grants may be available for students from Pennsylvania. PA Grant amounts vary from \$150 to \$600 and are based on financial need. To be eligible for the 2004-2005 year, you must have filed your FAFSA by May 1, 2004.

### **Federal Perkins Loans**

Perkins Loans are available to students with financial need. This loan has a fixed interest rate of 5% with no interest accruing while the student is enrolled at least half-time. The loan goes into repayment 9 months after you cease to be enrolled at least half-time. Eligibility is determined by the OVC Financial Aid Office. Loans may be for up to \$4,000 per year.

### **Federal Stafford Loans**

Stafford Loans are available to students enrolled at least half-time. Based on your EFC you may be eligible for either a Subsidized or Unsubsidized Stafford Loan. The interest on Subsidized Stafford Loans is paid by the Department of Education. Interest on Unsubsidized Loans begins to accrue from the beginning of the loan and may be paid quarterly or capitalized (added to the principal amount of the loan) annually. Both types of Stafford Loans go into repayment six months after you cease to be enrolled at least half-time.

The amount of Stafford Loan funds you may receive is based on class rank: Freshmen may borrow \$2625.00 per year, Sophomores may borrow \$3500.00 per year and Juniors/Seniors may borrow \$5500.00 per year. To receive these funds you must complete the FAFSA and a promissory note.

### **Federal College Work Study**

On-campus work is available to students who are eligible. The rate of pay is the federal minimum wage. Students usually receive between five and ten hours per week and job assignments range from office work, maintenance, cafeteria, faculty assignments, etc. An additional application is required and can be obtained from the financial aid office.

### **Federal Parent Loan for Undergraduate Students (PLUS)**

Parents may borrow up to the cost of attendance minus other aid to help pay for college. PLUS loans must be approved by the lender each year. Repayment begins 30-60 days after the second disbursement. Instructions

for application and current interest rates are available through the Financial Aid Office.

### **Veterans' Benefits**

Students who are veterans or children of veterans should contact their local Veterans' Administration Office for information concerning possible benefits.

### **Vocational Rehabilitation Scholarships**

Eligibility is determined by local offices of the Department of Rehabilitative Services. Contact your high school guidance counselor or the OVC Financial Aid Office to get phone numbers of local DRS offices.

### **General Financial Aid Information**

#### *Satisfactory Academic Progress for Financial Aid*

In order to maintain eligibility for financial aid, a student must progress toward a degree in an accepted program. This policy follows closely the Satisfactory Academic Progress Guidelines in the Academic Policies chapter of this catalog.

Guidelines for the SAP policy for Financial Aid are outlined below:

1. A student on academic warning will also be on warning for financial aid eligibility. Likewise, a student on academic probation will also be on probation for financial aid eligibility.
2. If a student is academically suspended he/she is NOT eligible to receive Federal Student Aid until he/she either completes 6 credit hours of accepted course work with a minimum of 2.00 GPA or transfers 6 credit hours of accepted course work with a minimum 2.00 GPA to OVC in order to be re-admitted. A student will not be eligible to receive federal or institutional aid until satisfactory academic progress has been made.
3. A student must complete his/her degree within 150% of the standard time frame a degree requires. For example, if you are pursuing a four year baccalaureate degree you will be eligible for Federal Student Aid for 150% of the length of that program or for 6 years. After the 150% of the standard length of program is reached, you will not receive further federal funds.
4. A student who has been denied financial aid due to lack of satisfactory

academic progress may appeal to the Financial Aid Director. Each appeal will be considered on an individual basis with consideration given to special circumstances, for example: death of an immediate family member, serious injury or illness of the student or other circumstance beyond the control of the student. If an appeal is granted, the student must attain satisfactory academic progress or their aid will be suspended. If an appeal is denied, the student may fund their educational expenses from non-federal and non-institutional sources.

### **Scholarship Information and Guidelines**

1. Scholarships will be reviewed at the end of each spring semester for renewal, reduction or loss. Criteria for renewal is available through the Financial Aid Office.
2. Athletic scholarship recipients must maintain their athletic eligibility in order to continue receiving their athletic award. Athletic awards may be pro-rated if an athlete loses eligibility, or quits the team. Students may lose eligibility for a variety of reasons such as: being put on academic probation, behavioral probation, etc. Please see the Athletic Awards section for more information.
3. Bible scholarship recipients must maintain participation and academic requirements established by the Bible Department. Bible Bowl Scholarships must be used the freshman/first year at OVC.
4. Presidential Leadership and Performance Scholarships recipients must maintain a 2.5 minimum GPA. Students must re-apply for these scholarships each year; they are not automatically renewed. Note: the deadline for the Presidential Leadership Scholarship is March 1 of each academic year. Deadlines and re-application information can be obtained from the financial aid office.
5. All institutional scholarship recipients must carry at least 12 credit hours per semester, remain in good academic standing and maintain eligibility/participation according to each scholarship. Scholarships will be pro-rated as of the date the student does not maintain any of these criteria.
6. Institutional scholarships/awards are not available for Maymester, summer term, Special Education Summer Institute or the International Studies Program.
7. Institutional scholarships/awards will not be awarded to students who have earned a Bachelor's degree. Limited program scholarships

may be available for those continuing their education on a full-time basis. Information for program scholarships is available through the financial aid office.

8. The maximum amount of institutional scholarships that a student may receive cannot exceed the amount of tuition and the general fee.

### **Academic Scholarships**

Initial academic scholarships for incoming freshmen in the fall of 2003, are based upon ACT/SAT scores. Incoming transfer student scholarships are based upon their college grade point average. The following information explains what qualifications are needed to obtain an academic scholarship initially and what is required in order to maintain that scholarship for future years. Please contact the Financial Aid Office for information regarding appeal of loss of academic scholarship.

*Scale used for entering freshmen:*

| ACT score | SAT score | Scholarship | Needed GPA to keep |
|-----------|-----------|-------------|--------------------|
| 20-21     | 930-1000  | \$500       | 3.00               |
| 22-23     | 1010-1080 | \$750       | 3.10               |
| 24-25     | 1090-1160 | \$1500      | 3.20               |
| 26-27     | 1170-1230 | \$1750      | 3.30               |
| 28-29     | 1240-1310 | \$2685      | 3.40               |
| 30-36     | 1320-1600 | \$5370      | 3.50               |

Academic Scholarships are available for transfer students based on SAT/ACT and/or College GPA. If a student transfers less than 45 credits they must submit SAT/ACT score.

Academic Scholarships will not be awarded to students earning less than 3.00 cumulative GPA at the end of each spring/summer semester.

Academic Scholarships will not be awarded to part-time students.

Academic Scholarships will be renewed in the following way if the minimum GPA is not met: The scholarship amount will be reduced by half for the next academic year and will be reviewed again after the spring/summer semester. If the minimum GPA for the original scholarship has been attained, the scholarship will be restored to its original amount. If the minimum GPA for the original scholarship has not been attained, the student will be awarded at the appropriate level for their GPA.

For example, Mary received an academic scholarship in the amount of \$4750. Her GPA at the end of the spring semester was 3.30. Because she

did not maintain her GPA at 3.5 or higher, her academic scholarship will be reduced to \$2375 for the next academic year. If, at the end of the next spring semester her GPA is still 3.30, she will receive \$1750 for the next academic year.

## Honor Scholarships

OVC offers three competitive Honor Scholarships for entering freshmen. These awards are based on academics, leadership, service and personal character. Two awards for each level may be awarded each year. Each scholarship has minimum academic criteria to be met and is outlined below. An application, essay and personal references are required. The application materials can be obtained from the Admissions Office. The complete application packet must be received by March 1 to be considered.

### *Trustee's Scholarship*

Annual Amount .....\$10,740.00  
 Academic Criteria..... ACT 30+/SAT 1320+ and GPA 3.75+  
 Minimum GPA needed to renew..... 3.5 Cumulative

### *President's Scholarship*

Annual Amount .....\$5000.00  
 Academic Criteria..... ACT 28+/SAT 12420+ and GPA 3.75+  
 Minimum GPA needed to renew..... 3.5 Cumulative

### *Dean's Scholarship*

Annual Amount .....\$3500.00  
 Academic Criteria..... ACT 25+/SAT 11400+ and GPA 3.5+  
 Minimum GPA needed to renew..... 3.25 Cumulative

Renewal is assessed at the end of the spring semester. If the recipient's cumulative GPA falls below the minimum needed to retain the scholarship, it will be reduced by a percentage based on the scale below. Reductions will not be reinstated.

| Cumulative GPA at end of Spring Semester | Trustee's and President's Scholarship will be reduced by this percentage | Dean's Scholarship will be reduced by this percentage |
|--|--|---|
| 3.4 to 3.495 .....                       | 20% .....  | n/a   |
| 3.3 to 3.395 .....                       | 40% .....  | n/a   |
| 3.2 to 3.295 .....                       | 60% .....  | 20%   |
| 3.1 to 3.195 .....                       | 80% .....  | 50%   |
| 3.0 to 3.095 .....                       | 100% .....   | 100%  |

## **Institutional Scholarships and Awards**

### *Ambassadors Scholarships*

Ambassadors is a versatile improvisational theater troupe specializing in performances with Christian themes. Scholarships vary and are based on the number of participants in the group.

### *Athletic Scholarships*

Athletic scholarships may be awarded to student athletes in the following programs: men and women's basketball, cross country and soccer; golf; baseball; softball; and volleyball. Information on athletic scholarships is available from the head coach for each sport. OVC has full membership in the National Collegiate Athletics Association, Division II.

### *Bible Scholarships*

This scholarship is available for qualified students planning to work full-time with churches of Christ. Information on qualifications may be obtained from the Bible Department.

### *Bible Bowl Scholarships*

Scholarships are awarded to first, second and third place winners in the OVC Bible Bowl. Additional scholarships are awarded to winners in Bible Bowls sponsored by other congregations/organizations. Bible Bowl scholarships must be used the freshman year at OVC and the award certificate must be presented to the Financial Aid Office before enrollment. For more information contact the Admissions Office at OVC.

### *Board of Trustee's Scholarships*

This program provides 1/4 tuition discount for dependent children of ministers of churches of Christ. Written documentation of employment on letterhead from the church must be submitted to the Financial Aid Office.

### *Express Scholarships*

Awards for participation in OVC's a capella vocal group Express are granted by audition only. Please contact the OVC Admissions Office for information on auditions.

### *K.S. Foundation Scholarships*

Scholarships are awarded to qualified students from Stark County, Ohio. Please contact the Admissions Office for more information.

### *Performing Ensembles Scholarships*

Scholarships up to \$3000 per year are awarded to participants in A Capella Singers, Jazz Ensemble or Chamber Players. Recipients must audition each year, maintain a minimum cumulative GPA of 2.5, and be enrolled in the appropriate course for their ensemble. Additional information is available from the Director of Music Ensembles.

### *Presidential Leadership Scholarships*

This scholarship is awarded to students who have shown leadership potential/activity during their high school and college years. Awards range from \$250 to \$1500 and must be applied for each year.

### *Sister School Employee/Missionary Benefit*

Dependent children of full-time employees of a church of Christ school and dependent children of full-time missionaries of the church of Christ will receive 25% reduction in tuition. Written documentation of employment on letterhead from the appropriate organization must be submitted to the financial aid office.

### *Sixty + Scholarships*

Students over 60 years of age receive a waiver of tuition.

### *Valedictorian/Salutatorian Scholarships*

Valedictorians of their high school graduating class may receive \$500 and Salutatorians of their high school graduating class may receive \$250. Continuation of this award requires satisfactory academic progress and a minimum cumulative GPA of 3.2 at the end of each Spring/Summer semester.

### *Circle of Vision Scholarship Program*

The West Virginia Independent Colleges and Universities (WVICU) created the Mountain State Scholarship Circle Program in 1996. In 2003 the Mountain State Scholarship Circle Program was renamed the Circle of Vi-

sion Scholarship Program. Scholarships are named for donors contributing a minimum of \$10,000 which provides a minimum of \$1000 to student recipients at the ten member institutions. All recipients must be residents of West Virginia. Specific donors may place additional criteria to be met on their award. Donors for the 2003-2004 year were:

Bank One, BB&T, Lawson W. and Jeanne Hamilton, Bernard H. & Blanche E. Jacobson Foundation, Inc., Sarah & Pauline Maier Foundation, Inc., Bernard McDonough Foundation, Inc., Mylan Pharmaceuticals, Ogden Newspapers, Inc., Steptoe & Johnson Attorneys at Law, UPS, and Verizon.

Recipients are selected by the financial aid office at OVC. Each recipient must write a thank-you letter to the donor of their scholarship prior to receiving the funds.

### **Endowed Funds**

Scholarship assistance has been provided by, or in honor of, the following gracious individuals. These scholarships have specific criteria for eligible recipients and are automatically awarded by OVC. Students are notified each year after fall registration.

*Aubrey and Dorothy Arnett Scholarship Fund*

*Alvin and Nellie Barnhart Memorial Fund*

*Samuel H. and Nelle M. Bowser Memorial Scholarship*

*Pearl Doak Broadwater Fund*

*Otis Burch Memorial Fund*

*Zoe Byrum Scholarship Fund*

*Keith D. and Roma Callicoat Bible Scholars Fund*

*Beatrice Alberta Childers Loan Fund*

*Howard Church Memorial Scholarship*

*John S. and Audrey L. Church Scholarship Fund*

*Cathie Lynn Clements Scholarship*

*Cooper-Smith Memorial Scholarship Fund*

*Ethel M. Erickson Scholarship*

*Carolyn Stephens Flatt Scholarship Fund*

*Edith P. Huey Scholarship Fund*

*Sallie J. Kearns Memorial Fund*

*C. J. Kirkpatrick Fund*

*Carr Knight Leavitt Scholarship*

*Helen and J. Bernard Mason Christian Servant Scholarship*

*Ministers Scholarship and Endowment Fund*

*Marlin E. and Belle Newberry Scholarship*

*New River Scholarship Fund*

*Ted and Rita Norton Fund*

*Elijah and Ella Peck Memorial Fund*

*Robert N. Perkins Memorial Scholarship*

*William and Betty Phillis Scholarship*

*Eunice B. Pickering Scholarship Fund*

*Jack and Gloria Rankin Northeast Evangelism Scholarship Fund*

*Charles and Adeline Rice Scholarship Fund*

*George and Margaret Roth Scholarship Fund*

*Lloyd and Della Snyder Scholarship Fund*

*Mabel and Richard Starr Scholarship Fund*

*TranSouth Educational Foundation*

*Bonnie L. Williams Scholarship Fund*

*Madelon Wrightson Memorial Scholarship Fund*

*O.C. Yoho family Scholarship Fund*

# PERSONNEL



# Board of Trustees

Overall institutional responsibility is accepted by a very able board of trustees, all professionals in their own fields. The trustees come from ten states and have occupations ranging from attorneys to physicians to corporate presidents and CEOs.

|   |                    |
|---|--------------------|
| Browning, Jon E.....  | New Providence, NJ |
| Cronin, Robert M. (Vice-Chair) .....                                      | Wheeling, WV       |
| Drum, Charles E. ....   | Maryville, TN      |
| Gatton, Charles.....  | Gainesville, FL    |
| Hladky, Roger .....   | Tabernacle, NJ     |
| Hopkins, Gail E., Ph.D., M.D.<br>(Chair; Vice Chair of Development) ..... | Parkersburg, WV    |
| Isom, Gerald .....  | Penn Valley, PA    |
| Johnson, Nicholas W., J.D.. ....  | Charleston, WV     |
| Kendrick, Robert E., J.D. ....  | Nashville, TN      |
| Kennedy, Don.....   | Franklin, TN       |
| Lane, Robert N. ....  | DeKalb, IL         |
| Laughery, Ronald D. (Secretary) .....                                     | Belpre, OH         |
| Martin, Lucille, Ph.D.....  | Fairmont, WV       |
| Moore, Linda .....  | Morgantown, WV     |
| Moore, Robert L. ....   | Clarksburg, WV     |
| Norman, Carolyn (V-Ch. of Enrollment) .....                               | Aurora, OH         |
| Phillis, William L. (V-Ch. of Academic Affairs).....                      | Columbus, OH       |
| Rampy, Gordon .....   | Warrenton, VA      |
| Ramsey, J. Kevin, J.D. (V-Ch. of Finance) .....                           | North Canton, OH   |
| Ranson II, Ralph.....   | Cross Lanes, WV    |
| Shewmaker, James., Ph.D. ....   | Scotch Plains, NJ  |
| Smith, Richard E. ....  | Falls Church, VA   |
| Starkey, Theodore, D.D.S. (V-Ch. of Student Services) ....                | Wintersville, OH   |
| Swenson, Jan., J.D. ....  | Pittsburgh, PA     |
| Swicegood, Jerry.....   | Mocksville, NC     |
| Wharton, D. Eugene.....   | Parkersburg, WV    |

## Emeriti

|                            |                  |
|----------------------------|------------------|
| Bice, W. Bernard, Jr. .... | Vienna, WV       |
| Dougan, Riley .....        | Columbus, OH     |
| Marx, Theodore .....       | Paoli, PA        |
| Shivener, N. Eugene .....  | Reynoldsburg, OH |

# Administration

*Robert W. Stephens Jr.*, is the president and chief executive officer of Ohio Valley College. He is responsible for the overall administration of the College.

*E. Keith Stotts* serves as chancellor of the College and is involved in college relations and institutional advancement functions.

*Denver Lucky* is the assistant to the president.

*Dr. Joy Jones* is the provost and senior vice president for student learning and development. She oversees the academic program and student life.

*Dennis W. Cox* is vice president for student services and is responsible for student discipline, housing, retention, extracurricular activities, and health services.

*Rebekah Mathis-Stump* is general counsel and dean of enrollment marketing, and planning. She oversees enrollment management, marketing, and strategic planning.

*Steve Morgan* is vice president for finance. He directs the college financial operation, the financial aid program, and auxiliary enterprises.

*Jack E. Thorn* is senior vice president for development. He oversees fundraising and alumni relations.

# Faculty

## **Bartimus, Jo Anne**

*Adjunct Instructor of English*

Bachelor of Science, Ohio University

Named to *Who's Who Among American Teachers*

## **Bell, David P.**

*Adjunct Professor of Business*

Bachelor of Science, West Virginia University

Master of Business Administration, West Virginia College of Graduate Studies

Doctor of Philosophy, Ohio University

## **Bowen, Bill D.**

*Professor of Humanities Emeritus*

Bachelor of Science, Jacksonville State University

Master of Arts, Harding Graduate School of Religion

Master of Arts, University of Alabama

Doctor of Philosophy, Michigan State University

## **Clark, Peter T.**

*Director of the Psychology Program*

*Associate Professor of Behavioral Science*

Associate of Arts, Ohio Valley College

Bachelor of Arts, Harding University

Master of Marriage and Family Therapy, Abilene Christian University

## **Clark, Rebecca**

*Assistant Professor of Behavioral Science*

Associate of Arts, Ohio Valley College

Bachelor of Social Work, Harding University

Master of Social Work, West Virginia University

Licensed social worker, State of West Virginia

## **Colgrove, Jack A.**

*Assistant Professor of Bible*

Bachelor of Arts, Ohio Valley College

Master of Arts, Abilene Christian University

**Cook, Andrew**

*Assistant Professor of Music*

*Director of Performing Ensembles*

Bachelor of Arts, College of Wooster

Master of Music, The Boston Conservatory

**Cooper, Dan**

*Director of Information Technology Program*

*Assistant Professor of Information Technology*

Bachelor of Science, Oklahoma Christian University

**Cox, Dennis**

*Vice President for Student Services*

*Assistant Professor of Speech*

Associate of Arts, York College

Bachelor of Arts, Harding University

Master of Arts, Harding University

**Crawford, Robert**

*Instructor of Physical Education and Physical Science*

Associate of Arts, Ohio Valley College

Bachelor of Science Education, Oklahoma Christian University

Listed in *Who's Who Among Outstanding American Educators*

**Crum, Wes**

*Adjunct Assistant Professor of Psychology*

Bachelor of Science, Ohio Valley College

Master of Arts, Marshall University

**Delligatti, Maria**

*Adjunct Assistant Professor of Education*

Bachelor of Science, West Virginia University

Master of Science, West Virginia University

**Doak, Daniel C.**

*Executive Director and Dean, Institute for Adult Learning*

*Professor of Mathematics, Computer Science, and Language*

Associate of Arts, Ohio Valley College

Bachelor of Arts, Harding University

Master of Science, Arkansas State University

Master of Science, Ohio University

Doctor of Education, West Virginia University

Graduate of Foreign Service Institute School of Languages

**Dougherty, Jason**

*Director of Spiritual Development/Campus Minister*

*Adjunct Instructor of Bible*

Bachelor of Arts, Ohio Valley College

**Dyer, Jerry C.**

*Director of the Clayton Pepper Center for Church Growth*

*Adjunct Associate Professor of Bible and Alternative Dispute Resolution*

Associate of Arts, Edison Community College

Bachelor of Arts, Southern Christian University

Master of Arts, Pepperdine University

**Foust, John H.**

*Librarian*

Bachelor of Arts, Harding University

Master of Education, Harding University

Master of Library Science, Sam Houston State University

**Frost, Ann Y.**

*Adjunct Assistant Professor of Business*

Bachelor of Science, West Virginia University at Parkersburg

Master of Arts, West Virginia University

**Gibbs, Charles O.**

*Director of Administrative Computing Services*

*Associate Professor of Mathematics and Computer Science*

Associate of Arts, Ohio Valley College

Bachelor of Arts, Lipscomb University

Master of Arts, West Virginia University

**Grose, Richard A.**

*ADVANCE Research Advisor*

*Assistant Professor of Psychology*

Bachelor of Science, Ohio Valley College

Master of Arts, Marshall University

Licensed psychologist, state of West Virginia

**Hamm, David B.**

*Associate Dean and Director of Advance Program, Institute for Adult Learning*

*Assistant Professor of Business*

Bachelor of Science, Lipscomb University

Bachelor of Arts, Ohio Valley College

Master of Business Administration, West Virginia University

Certified Public Accountant

Listed in *International Who's Who of Professionals*

**Hamm, Laura**

*Instructor of Music*

Bachelor of Science, Lipscomb University

Certified Teacher of Music

**Hardy, Steven R.**

*Assistant Academic Dean*

*Professor of Humanities*

Bachelor of Arts, University of Nebraska-Lincoln

Master of Arts, University of Nebraska-Lincoln

Doctor of Philosophy, University of Minnesota

**Harrison, C. Wes**

*Director of the Interdisciplinary Studies Program*

*Director of International Studies Program*

*Professor of Bible and Humanities*

Associate of Arts, York College

Bachelor of Arts, Harding University

Master of Theology, Harding Graduate School of Religion

Master of Arts, University of Memphis

Doctor of Philosophy, University of Oregon

**Hill, Gregory A.**

*Adjunct Assistant Professor of Business*

Bachelor of Science, West Virginia University

Master of Business Administration, West Virginia University

**Hopkins, Gail E.**

*Chairman, Ohio Valley College Board of Trustees*

*Adjunct Professor*

Bachelor of Science, Pepperdine University

Master of Arts, Pepperdine University

Doctor of Philosophy, Illinois Institute of Technology

Doctor of Medicine, Rush Medical College

Certified by American Board of Orthopaedic Surgeons

Member Board of Regents, Pepperdine University

**Huyghebaert, Arnold A.**

*Adjunct Professor of Bible and Ministry*

Bachelor of Arts, Lipscomb University

Master of Theology, Harding Graduate School of Religion

Doctor of Ministry, Harding Graduate School of Religion

**Jacoby, Paul A.**

*Assistant Professor of Physical Education*

*Head Women's Volleyball Coach*

Bachelor of Arts, Harding University

Master of Education, Harding University

**Johnson, Jason**

*Adjunct Assistant Professor of Education*

Associate of Arts, Ohio Valley College

Bachelor of Science, Oklahoma Christian University

Master of Science, Ohio University

Named to *Who's Who Among America's Teachers*

**Jonas, Kevin L.**

*Adjunct Instructor of Information Technology*

Associate of Arts, Ohio Valley College

Associate of Science, Ohio Valley College

Bachelor of Science, Harding University

Bachelor of Science, West Virginia University

**Jones, C. Joy**

*Provost*

*Senior Vice President for Student Learning and Development*

*Professor of Business and Education*

Bachelor of Science, Ohio University

Master of Business Administration, Ohio University

Doctor of Philosophy, Ohio University

Named to *Who's Who Among America's Teachers*

**Keller, Alison E.**

*Director of Library Services*

*Adjunct Assistant Professor of Humanities*

Bachelor of Science, University of Memphis

Master of Library Science, Villanova University

**Keller, David**

*Professor of Humanities*

*Director of Theatre*

Bachelor of Arts, Lehigh University

Master of Arts, Villanova University

Master of Theology, Harding Graduate School of Religion

Doctor of Ministry, Harding Graduate School of Religion

**Kodrich, Michael**

*Adjunct Assistant Professor of Psychology*

Bachelor of Arts, Glenville State College

Bachelor of Christian Ministry, Williamstown Bible College

Master of Arts, West Virginia Graduate College

**Krivchenia, Dianne**

*Adjunct Assistant Professor of Music*

Bachelor of Music Education, Ohio State University

Master of Music, Bowling Green State University

**Lake, Diedre R.**

*Adjunct Assistant Professor of Natural Science*

Bachelor of Science, West Virginia University

Master of Arts, Marshall University Graduate College

**Mason, Mark**

*Adjunct Instructor of Hebrew*

Bachelor of Arts, Ohio Valley College

Bachelor of Science, Malone College

**Mathis-Stump, Rebekah**

*General Counsel*

*Dean of Enrollment, Marketing, and Planning*

*Adjunct Professor of Business*

Associate of Arts, Ohio Valley College

Bachelor of Arts, Ohio Valley College

Juris Doctor, West Virginia University

**McGee, Bill**

*Assistant Professor of Business*

*Head Men's Basketball Coach*

Bachelor of Science, Lubbock Christian University

Master of Science, Villanova University

**Meiser, Wayne A.**

*Assistant Professor of Education*

Associate of Arts, Ohio Valley College

Bachelor of Science, Lipscomb University

Master of Arts, West Virginia Graduate College

**Miller, Scott A.**

*Adjunct Assistant Professor of Business*

Bachelor of Business Administration, Oklahoma Christian University

Master of Arts, University of Dayton

**Morgan, Angie**

*Assistant Professor of Developmental Education and Mathematics*

Associate of Arts, Northeastern Christian Junior College

Bachelor of Science, Lubbock Christian University

Master of Education, Marshall University

**Morgan, Steven**

*Vice President for Finance*

*Adjunct Assistant Professor of Business*

Bachelor of Science, Lubbock Christian University

Master of Business Administration, Wayland Baptist University

**Muller, Kalema (Kathy) L.**

*Dean of Women*

*Director of Student Enrichment*

*Adjunct Assistant Professor of Sociology*

Bachelor of Arts, Rowen University

Master of Arts, Marshall University

**Muller, Larry**

*Chair of Division of Business, Math and IT*

*Director of Business Programs*

*Assistant Professor of Business*

Associate of Arts, Northeastern Christian Junior College

Bachelor of Arts, Eastern College

Master of Business Administration, Marshall University

**Newberry, David W.**

*Adjunct Assistant Professor of Bible and Communications*

Bachelor of Arts, Lipscomb University

Master of Science, Ball State University

**Oblisk, Heather**

*Adjunct Assistant Professor of Communication*

*Head Women's Softball Coach*

Associate of Arts, Ohio Valley College

Bachelor of Science, Oklahoma Christian University

Master of Arts, West Virginia University

**Pavan, Ron**

*Athletics Director*

*Head Women's Basketball Coach*

*Adjunct Assistant Professor of Art and Physical Education*

Associate of Arts, Northeastern Christian Junior College

Bachelor of Arts, Lubbock Christian University

Master of Science, West Virginia University

**Pennington, G. K.**

*Adjunct Assistant Professor of Bible*

Associate of Arts, Fort Worth Christian College

Bachelor of Arts, Harding University

Master of Divinity, Harding Graduate School of Religion

**Pennington, Glenda Jo**

*Director of Teacher Education*

*Assistant Professor of Education*

Bachelor of Arts, State University of New York

Master of Science, State University of New York

**Porter, Chad**

*Instructor of Physical Education and Wellness*

*Head Men's Baseball Coach*

Bachelor of Science, Ohio Valley College

**Presley, Jennifer A.**

*Assistant Professor of Natural Science*

Associate of Science, Ohio Valley College

Bachelor of Science, Harding University

Master of Science, West Virginia University

**Russell, R. Stephen**

*Chair of Division of Education and Natural Science*

*Professor of Education*

Associate of Arts, Ohio Valley College

Bachelor of Science, West Virginia University

Master of Science, Marshall University

Doctor of Education, West Virginia University

**Spivy, Joe T., Jr.**

*Adjunct Assistant Professor of Bible*

Bachelor of Arts, Freed-Hardeman University

Master of Arts, Harding Graduate School of Religion

**Spivy, Melissa**

*Assistant Professor of Education*

Bachelor of Science, Freed-Hardeman University

Master of Arts, Morehead State University

Named to *Who's Who Among America's Teachers*

**Stanley, Kay**

*Adjunct Instructor of English*

Bachelor of Arts, Glenville State College

**Stanley, Richard E., Jr.**

*Adjunct Assistant Professor of Psychology*

Bachelor of Science, West Liberty State College

Master of Education, Ohio University

**Stephens, Ridglae**

*OVC First Lady*

*Adjunct Assistant Professor of Education*

Bachelor of Arts, Glenville State College

Master of Arts, West Virginia University

**Stephens, Robert W., Jr.**

*President*

*Associate Professor of Social Science*

Associate of Arts, Ohio Valley College

Bachelor of Arts, Morehead State University

Master of Arts, Harding Graduate School of Religion

Doctor of Education, West Virginia University

Named to *Who's Who in American Education*

Named to *Who's Who Among America's Teachers*

Consultant/Evaluator for North Central Association of Colleges and  
Schools

Chairman of Executive Board of WVICU

**Stotts, E. Keith**

*Chancellor*

*Associate Professor of Bible and Social Science*

Bachelor of Arts, Harding University

Master of Arts, Harding University

Honorary Doctorate, Lubbock Christian College

Honorary Doctorate, Harding University

Honorary Doctorate, Oklahoma Christian University

Member of Founding Committee of Ohio Valley College

**Sturm, Carolyn**

*Director of Writing Programs*

*Director of Secondary Education English Program*

*Associate Professor of English*

Bachelor of Arts, Lipscomb University

Master of Education, Memphis State University

Specialist in Education, George Peabody College

Named to *Outstanding Educators of American*

Named to *Who's Who Among America's Teachers*

**Sturm, Philip W.**

*Chair of the Division of Humanities*

*Professor of History*

Associate of Arts, Ohio Valley College

Bachelor of Arts, Harding University

Master of Arts, West Virginia University

Doctor of Philosophy, West Virginia University

Named to *Who's Who Among America's Teachers*

Faculty Merit Foundation West Virginia Professor of the Year, 2001

**Taylor, Eric C.**

*Head Women's Soccer Coach*

Associate of Arts, Rochester College

Bachelor of Arts, Freed-Hardeman University

**Terry, R. Bruce**

*Interim Bible Division Chair*

*Interim Bible Program Director*

*Professor of Bible and Humanities*

Bachelor of Arts, Abilene Christian University

Master of Arts, Abilene Christian University

Master of Divinity, Abilene Christian University

Doctor of Philosophy, University of Texas at Arlington

Named to *Who's Who Among America's Teachers*

Named to *Who's Who in America*

**Thorn, Mary Ann**

*Adjunct Associate Professor in Reading, English, and Psychology*

Associate of Arts, Ohio Valley College

Bachelor of Science, Ohio Valley College

Master of Arts, Marshall University

**Ward, Patrick**

*Adjunct Associate Professor in Psychology*

Bachelor of Science, Oklahoma Christian University

Master in Marriage and Family Therapy, Abilene Christian University

**Wells, Gordon L.**

*Associate Professor of Natural Science and Education*

Bachelor of Arts, Marshall University

Master of Science, Florida State University

**Wiblin, Timothy E.**

*Assistant Professor of Mathematics*

*WebCT Coordinator*

*Head Men's & Women's Cross Country Coach*

Bachelor of Arts, Harding University

Master of Science, Abilene Christian University

## **Yoho, Philip**

*Assistant Professor of Business*

Bachelor of Science, Fairmont State College

Master of Science, West Virginia University

Holds NASD Series 6 and 63 Securities Licenses

Holds State of West Virginia Insurance Licenses

## **Emeriti**

### **Aebi, Charles J.**

*Professor Emeritus of Bible, 1964-1998.*

### **Bowen, Bill**

*Professor Emeritus of Bible and Humanities, 1979-1998.*

### **Miller, Betty Ann**

*Professor Emerita of English, 1961-1984.*

### **Oliver, Virginia J.**

*Librarian Emerita, 1983-1987.*

## **Staff**

|                         |   |
|-------------------------|---|
| Alleman, Don .....      | Security  |
| Barton, Sarah .....     | Foundations & Corporations                                    |
| Bibbee, Buryl .....     | Janitor   |
| Bock, Heidi.....        | Coordinator of Support Services, Institute for Adult Learning |
| Bogard, Matthew .....   | Security Officer  |
| Bortell, Amy.....       | Associate Director of Admissions                              |
| Bortell, Dan .....      | Maintenance   |
| Brothers, Donna.....    | Human Relations Representative                                |
| Brown, Betty .....      | Assistant to the Registrar                                    |
| Butterfield, Terri..... | Exec. Assistant for Student Learning and Development          |
| Cameron, Bob.....       | Mailroom Supervisor   |
| Canada, Jo Ellen.....   | Executive Assistant for Development                           |
| Caplinger, Joseph ..... | Janitorial Staff Member                                       |
| Chapman, Matt .....     | Head Resident   |
| Cole, Gerald.....       | Associate Director of Admissions                              |
| Cook, Summer.....       | Associate Director of Admissions                              |
| Cooper, Colleen .....   | Student Center Director                                       |

Cox, Dan ..... Janitor  
 Cox, Era Jo..... Certification Specialist  
 Crum, Connie..... Janitor  
 Davis, Marty ..... Director of College Relations & Webmaster  
 Dudley, Rob ..... Director of Admissions  
 Dyer, Jeanette..... Clayton Pepper Church Growth Center  
 Dyer, Jerry C. .... Director of Clayton Pepper Church Growth Center  
 Gibbs, Charles..... Director of Administrative Computing Services  
 Harrison, Glenna ..... Exec. Assistant to President  
 Hickman, Mike..... Maintenance  
 Huffman, Barbara .....Assistant to Chancellor/Director of Donor Relations  
 Huffman, Jason..... Payroll/Perkins Loan Officer  
 Huffman, Ralph..... Maintenance  
 Huglin, Robin..... Janitor  
 Judge, Jennifer.....Associate Director of Admissions  
 Keenan, Roger..... Security Officer  
 Lallathin, Donald..... Director of Development  
 Lucky, Denver .....Assistant to the President  
 Lyons, Danial ..... Head Men's Soccer Coach/NCAA Compliance Officer  
 Lyons, Larry ..... Director of International Enrollment/Golf Coach  
 Lyons, Margie .....Director of Financial Aid  
 Martin, Kay.....Student Services Assistant  
 McGee, Debbie..... Scholarship Coordinator  
 Metz, Judy..... Head Resident/Front Desk Receptionist  
 Michael, Randi .....Director of Health Services  
 Miller, Eric..... Director of Operations, Institute for Adult Learning  
 Murphy, Keith.....Maintenance/Major Construction Coordinator  
 Oblisk, Michael..... Sports Information Director/Security Officer  
 Pavan, Tammi .....Registrar  
 Reynolds, Dave ..... Janitor  
 Ruppenthal, Ryan ..... Aladdin Foods  
 Ryan, Susan..... Director of Stepping Stones  
 Smith, Donna ..... Assistant Director of Financial Aid  
 Stotts, Joan..... Donor Relations Assistant  
 Wilcoxen, Charlotte .....Student Rec. Officer  
 Wilcoxen, Kris ..... Director of Campus Operation  
 Woodard, Christine..... Finance Office Assistant  
 Woodard, Jeremy..... Assoc. Director of Admissions  
 Woomer, Sharon ..... Admissions Office Manager

# 2004-05 College Calendar

## August 2004

- 16 ..... *Faculty Return*  
16-20 ..... *Employee Workshop*  
16-20 ..... *Student Leaders Workshop*  
17 ..... *Annual Employee Sternwheeler Cruise*  
21 ..... *New Students Move-In Day and Welcome Ceremony*  
21 ..... *Stepping Stones Board of Governors Meeting*  
*(10:00 am to 5:00 pm)*  
23 ..... *New Students Register*  
24 ..... *Returning Students Register*  
25 ..... *First Day of Classes and Chapel*  
28 ..... *Annual President's Luau*  
31 ..... *Last Day to Register or Add a Class*

## September 2004

- 16-17 ..... *Annual Inman Bible Forum*  
*(Guest Lecturer: Wendell Broom)*

## October 2004

- 8-10 ..... *Board of Trustees Retreat*  
11 ..... *Fall Break*  
15 ..... *Midterm Grades Due*  
22-23 ..... *Family Weekend*

## November 2004

- 12 ..... *Last Day to Drop a Class with a "W"*  
22-26 ..... *Thanksgiving Break*

## December 2004

- 10 ..... *Last Day of Classes*  
13-16 ..... *Final Exams*

**January 2005**

- 5-7 ..... *Employee Workshop*
- 10 ..... *Registration for All Students*
- 11 ..... *First Day of Classes and Chapel*
- 13 ..... *SGA Mardi Gras Masquerade Party*
- 17 ..... *Last Day to Register or Add a Class*

**February 2005**

- 18 ..... *Graduation Application Deadline*

**March 2005**

- 4 ..... *Student/Board of Trustees Luncheons*
- 4 ..... *Midterm Grades Due*
- 4-5 ..... *Board of Trustees Meeting*
- 14-18 ..... *Spring Break*

**April 2005**

- 1-2 ..... *Homecoming Celebration/EXPRESSIONS! 2005*
- 3-6 ..... *Lectureship*
- 8 ..... *Day to Drop a Class with a "W"*
- 16 ..... *Sports Appreciation Banquet*

**May 2005**

- 2-5 ..... *Final Exams*
- 7 ..... *Graduation*
- 9 ..... *Maymester Begins*

**June 2005**

- 4 ..... *Board of Trustees Meeting*
- 4 ..... *President's Club Banquet*

