



ADULT SERVICES

JOHN R. MOW, Dean

Adult College: MRS. BLOWERS, Director
Bible & Ministry
Business Supervision
Human Services
Liberal Studies
Writing

Degree Completion: MR. DRAKE, Director
Organizational Management

ADULT SERVICES

Mission...

The mission of the Adult Services Office is to serve adult students by:

- ① Offering innovative academic programs designed to meet the special needs of adult learners.
- ② Providing support services for adult students.
- ③ Integrating adult students into the Bethel College community.
- ④ Assisting adults in reaching their full career potential.
- ⑤ Encouraging the development of Christian faith and perspective in adult learning experiences.

Program Offerings...

Adult students are recruited by the Adult Services Office for day, evening and weekend classes. Adult Services offers baccalaureate degree completion majors in Organizational Management and Nursing. It also provides programming and services for adult majors in other divisions as well as complete services to adult students who enter traditional majors offered at Bethel College.

Adult College...

Accelerated courses meet on weekday evenings, Saturday mornings, Saturday afternoons or a combination of the above. Classes are held in four-hour blocks of time for eight weeks or two-hour blocks for 16 weeks. Enrollment is limited to adult students. Both general studies courses and major courses are offered in the Adult College for adults in all majors. Entire degree programs in Bible & Ministry, Business Supervision, Human Services, Liberal Studies, Nursing Degree Completion, and Writing are offered in the Adult College format.

Credit for Noncollegiate Learning...

College-level learning occurs in many environments other than the traditional college classroom, and credit may be earned for such learning. Experiential learning, formal noncollegiate training and verifiable competencies are examples of noncollegiate learning for which credit can be earned. Adult Services counselors give individual assistance to adult students, and a one-semester-hour class, Prior Learning Assessment, helps to instruct students about credit validation.

Ancilla College Nursing Program

Two of the Nursing majors are offered on the campus of Ancilla College, the ADN and BSN completion. Classwork for both majors may be completed at the Ancilla campus.

Admission Steps for Adult Students. . .

1. Request an application for admission form from the Adult Services Office.
2. Complete the application form and send it with a \$25 fee to the Adult Services Office.
3. Have your high school transcript sent to the Adult Services Office unless you have earned an associate degree from a regionally accredited college or university.
4. Have official transcripts from each college or university attended sent to the Adult Services Office. If you have military credit, submit a copy of your DD214 form.
5. Fulfill college proficiency requirements in reading, math and English by taking Bethel College ASSET tests. Some or all of these requirements may be met already by previous courses taken or by test scores. Ask an adult services counselor to determine your status.
6. Schedule an appointment with a financial aid counselor if you are seeking any kind of federal or state financial assistance.
7. Schedule a registration appointment with an adult services counselor. Steps 5 and 6 above can be completed in the same time block as step 7 if prior arrangements are made with the adult services counselor. This can be arranged by phoning (574) 257-3350 (local) or (800) 422-4251 (long distance).

Adult College Programs...

Bible & Ministry Major

			HOURS
General Studies			
		Adult Orientation	
		Written Communication	6
		Speech Communication	3
		Literature/Art/Music	6
		Foreign Language	
		(Biblical Languages expected)	7
		Philosophy	4
		Psychology	3
		Sociology/Social Science	9
		History/Area Studies	6
		Science/Math	4
			48
Major			
BIBL	201	Biblical Interpretation	3
BIBL	211	Old Testament I	3
BIBL	212, 213	Old Testament II or III	3
BIBL	221	New Testament I	3
BIBL	222, 223	New Testament II or III	3
MIN	210	The Christian World Mission	3
		Electives in Ministry	6
		Theology	6
		Electives in Bible (two)	(6)
			30
Concentration Tracks (Choose at least one - 15 hours minimum)			15
Pastoral Ministry Track			
MIN	340	Theory & Practice of Pastoral Care	(3)
MIN	310	Evangelism & Discipleship	(3)
MIN	441	Homiletics	(3)
MIN		Internship	(2)
MIN		Electives	(1-4)
Missionary Service Track			
MIN	333	World Religious Movements	(3)
SOC	356	Cultural Anthropology	(3)
MIN	310	Evangelism & Discipleship	(3)
		Area Study	(4)
		Internship	(2)
Christian Counseling Track			
PSYC	288	Life Span Development	(3)
PSYC	481	Abnormal Psychology	(4)
PSYC	386	Personality Theories	(3)
SS	376, 378	Research Methods I & II	(4)
		Designated Electives	
Pre-Seminary Track			
		Appropriate electives for seminary admission	(15)

ADULT SERVICES

			HOURS
Associate Ministry			
PSYC	288	Life Span Development	(3)
YMN	181	Foundations of Youth Ministry	(3)
MIN	332	Materials & Methods in Youth Ministry	(3)
MIN	310	Evangelism & Discipleship Designated Electives	(3)
Electives needed to complete the degree			31

Business Supervision – A.A. Degree

General Studies			
PSYC	181	Adult Student Orientation	1
ENGL	101	Written Communication II	3
		Speech	3
		Psychology	3
		Sociology	3
		College Level Math	3
		Natural Science (Lab Optional)	3
		Bible/Religion/Philosophy	6
		Music/Art/Literature/Drama	3
		Fitness/Wellness/Health/P.E.	1
			<u>29</u>

Supervision Core			
ACCT	203	Fundamentals of Accounting I	3
ACCT	204	Fundamentals of Accounting II	3
BADM	122	Business Ethics	3
BADM	222	Business Communications	3
BADM	223	Human Relations in Business	3
BADM	224	Principles of Supervision	3
ECON	233	Principles of Economics	3
			<u>21</u>

Business Electives			
ACCT, BADM, CAPP, or ECON			6

General Electives			
			6

Note: Students without computer skills are urged to include at least one CAPP course in their business electives.

Human Services Major

General Studies			
		Adult Orientation	0-1
		Written Communication II & III	6
		Speech Communication	3
		Foreign Language/Area Study (Travel)	3
		General Psychology	3
		Principles of Sociology	3
		History	3
		Social Science/Economics/History	3
		Literature/Art/Music	6
		Philosophy	3
		Human Biology	4
		Basic Probability & Statistics	3
		Bible	9
			<u>49-50</u>

Major			
SS	278	Introduction to the Human Service Professions	3
SS	371	Interviewing & People-Helping Skills	3

			HOURS
SS	373	Group & Casework Methods	4
SS	375	Crisis Intervention	3
SOC	251	Social Psychology	3
SOC	252	Marriage & Family	3
PSYC	288	Life Span Development	3
PSYC	386	Personality Theories	3
PSYC	481	Abnormal Psychology	4
SS	376 & 378	Research Methods I & II	4
SS	374	Fieldwork in Social Science	<u>3</u>
			36
Electives (or second major or minor)			39

Liberal Studies Major A.A. Degree

General Studies

THEO	110	Exploring the Christian Faith	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHIL	150	Logic & Critical Thinking	2
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature, or	3
BIBL	215	Old Testament Literature	(3)
		Mathematics/Science with Lab	3
		Art/Drama/Literature/Music	3
PHED	112-136	Physical Education Activity	<u>0.5</u>
			28

Major

Primary Concentration in one subject area* (At least 9 hours must be taken at Bethel in the primary concentration area)	16	
Secondary Concentration in one subject area*	8	
Secondary Concentration in another subject area*	<u>8</u>	
		32

Electives needed to complete the degree 2

Liberal Studies Major B.A. Degree

General Studies

BIBL	215	Old Testament Literature	3
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	180	College Orientation	1
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
SOC	151	Principles of Sociology	3
BIBL	216	New Testament Literature	3
		Foreign Language	6
		History Elective	3
		Art/Drama/Music	3
		Literature	3
		College Level Mathematics	3
		Science with Lab	4
PHIL	150	Logic & Critical Thinking	2
PHIL	250	Introduction to Philosophy	3
THEO	110	Exploring the Christian Faith	3
PHIL	452	Senior Experience	1

ADULT SERVICES

PHED	112-136	Physical Education Activities	HOURS <u>1.5</u> 55
------	---------	-------------------------------	---

Major

Primary Concentration in one subject area*	16
Secondary Concentration in one subject area*	12
Secondary Concentration in another subject area*	<u>9</u>
	37

*All courses in a concentration area must be of the same course prefix letters and may not be required within the General Studies. At least 18 semester hours within the concentration areas must be completed at Bethel College.

Electives needed to complete the degree	32
---	----

Professional Writing A.A. Degree

This major is available within both the Adult College and the traditional setting. As the two programs are formatted differently, only adult students may take the courses offered through the Adult College.

Adult Format

General Studies

ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
COMM	171	Speech Communication	3
PSYC	181	Adult Orientation	0-1
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
		Art/Literature/Music	3
		Science/Mathematics	3
		Religion/Philosophy	<u>6</u>
			27

Major Core

JRNL	211	Basic News Writing	3
JRNL	301	Editing	3
WRIT	110	The Writing Profession	3
WRIT	210	Marketing a Manuscript	<u>3</u>
			12

Select 18 hours from the following:

COMM	251	Introduction to Public Relations	(3)
COMM	276	Introduction to Advertising	(3)
COMM	371	Mass Media & Society	(3)
ENGL	303	Creative Writing	(3)
JRNL	213	Layout & Design	(3)
JRNL	221/421	Features & Nonfiction Writing	(3)
WRIT	221	Writing Modes & Models	(3)
WRIT	131	Business & Technical Writing	(3)
WRIT	223	Media Writing	(3)
WRIT	234	Persuasive Writing Strategies	(3)
WRIT	241	Writing for the Religious Market	(3)
WRIT	243	Grammatically Correct Writing	(3)
WRIT	251	Independent Study	<u>(1-3)</u>
			18

Electives needed to complete the degree	5
---	---

Degree Completion Programs...

Prerequisites for admission into:

Organizational Management

1. Secure admission to Bethel College
2. Accumulate a minimum of 62 semester hours of college credit.

Nursing BSN Completion

1. Secure admission to Bethel College.
2. Secure admission to the Nursing Division.
3. See Nursing secretary for admission criteria.

Organizational Management - B.S.

	HOURS	
General Studies		
Writing	3	
Speech	3	
Humanities	6	
Psychology	3	
Sociology	3	
Social Science	6	
Natural Science/Mathematics	6	
Religion/Philosophy	6	
Liberal Arts Electives	<u>12</u>	
	48	
General/Technical Elective	40	
Major Courses		
ORGM 220	Communications	3
ORGM 300	Biblical Perspectives for Managers	3
ORGM 320	Accounting for Managers	3
ORGM 333	Managerial Finance	4
ORGM 349	Statistical Methods & Research	3
ORGM 401	Principles of Management & Supervision	4
ORGM 403	Business Ethics	3
ORGM 430	Management/Human Resources	3
ORGM 433	Managerial Economics	4
ORGM 452	Group & Organizational Behavior	3
ORGM 454	Systems Management	<u>3</u>
		36

COURSE DESCRIPTIONS

Organizational Management (ORM)

220. Communications 3 Hours

This course covers:

1. Basic grammar and writing skills.
2. General concepts of small computer components and operation. The material presented covers computer composition (parts), how to use the Microsoft DOS operating system and how to use the Microsoft Windows menu program.
3. Concepts that make for effective communication in personal and social relationships. The exercises will deal with verbal and nonverbal communication and constructive feedback.

300. Biblical Perspectives for Managers 3 Hours

An overview of the historical, literary and religious dimensions of the Bible. Students examine biblical faith and the integration of faith, learning and living. Biblical models and styles of leadership are examined for the purpose of better understanding how faith may affect one's leadership in the workplace environment.

320. Accounting for Managers 4 Hours

An analysis of a series of concepts which are designed to help interpret and research financial statement information. Some of the concepts covered will include.

1. Reinforcing basic accounting concepts.
2. Introducing ratio, trend analysis and common sized financial statements.
3. Reviewing the recording of transactions.
4. Being familiar with the rules of recognizing revenue.
5. Understanding inventory methods.
6. Calculating depreciation, amortization and sale of capital assets.
7. Accounting for liabilities.
8. Measuring stockholders' equity.

333. Managerial Finance 4 Hours

An overview of financial tools available to the manager in decision making. Includes a study of income statements, balance sheets, cash flow budgets, changes in financial position and ratio

analysis. Emphasis is on reading and understanding accounting and financial documents rather than upon their preparation.

349. Statistical Methods & Research 3 Hours

Problem analysis and evaluation techniques are presented. Students are shown methods of defining, researching, analyzing and evaluating a problem in their work or a vocational environment. Specific statistical information presented includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires.

401. Principles of Management & Supervision 3 Hours

An examination of motivational theory and its application to individual and group functioning in work and home situations. Leadership styles related to particular circumstances are analyzed. Negotiation is explored through readings and class practice, with an analysis of the effect on productivity.

403. Business Ethics 3 Hours

Several major ethical theories are reviewed. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights and a responsible lifestyle in the contemporary world.

430. Human Resources Administration 3 Hours

An exploration of 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 federal legislation through a series of case studies and simulations.

433. Managerial Economics 4 Hours

A study of principles of economics necessary to equip managers and supervisors for effective decision making and leadership. Special consideration is given to the effects of the internationalization of our economy. Specific eco-

conomic concepts are applied to problem solving in the manager's workplace.

452. Group & Organizational Behavior

3 Hours

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 man-

agement and determine which tasks are handled by groups or individuals.

454. Systems Management **3 Hours**

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.