



DIVISION of GRADUATE STUDIES

DR. BOB LAURENT, Dean

**Master of Business
Administration
DR. B. SMITH, Director
MRS. GOELLNER
MS. GREISING
MRS. JARUSEWIC
DR. MEISTER
D. READY, J.D
DR. SCHAVEY**

**Master of Arts in
Theological Studies
Master of Ministries
DR. CARPENTER, Director
DR. R. MORRIS, Advisor
DR. BEALS
DR. BLOWERS
DR. ENGBRECHT
DR. LAURENT
DR. LONG
DR. STUMP**

**Master of Arts in Counseling
DR. GERIG, Director
DR. ARTHUR
DR. CARLSON
DR. FISCHER
DR. HOSSLER
DR. J. NELSON
DR. T. NELSON
DR. SPIVEY
DR. A. YOUNG**

**Education Endorsement for Certified Teachers
Driver Education**

MASTER OF BUSINESS ADMINISTRATION (M.B.A.)

Graduate studies in business at Bethel College lead to a Master of Business Administration (M.B.A.) degree, a professional degree for persons involved in business management. Although most persons enrolled in M.B.A. courses are pursuing a degree, special students not wishing to earn a degree may enroll in a maximum of nine semester hours of courses, provided that they meet the course prerequisites and space is available after degree students have registered.

Description of Program

The program consists of 36 hours of study beyond the baccalaureate degree and can be completed in 24 or more months of part-time study. Most M.B.A. courses are offered each academic year. The academic year includes two semesters and two summer sessions.

Format of Program

Courses are offered in an accelerated eight-week format, with a four-hour class session once per week in the evening from 6 to 10 P.M. Each course carries three graduate hours of credit. Students are required to complete 36 hours (12 courses) to earn the M.B.A. degree.

The format of the program enables students to continue to work full time while enrolled in the program. Persons employed full time are expected to take a minimum of two years of part-time study to complete the program.

The program format is flexible enough to allow students to begin their studies at any time during the academic year and to suspend study for a session or semester if the need arises. Although some courses require specified competence for enrollment, rigid sequencing of courses is not a feature of the M.B.A. program. Thus flexible entry and egress are assured.

Admission Requirements

1. A baccalaureate degree from an accredited college or university with a 2.75 or higher GPA. Applicants with a degree from a nonaccredited institution will be considered individually, and validating additional undergraduate course work or examinations may be required. Applicants with a GPA below 2.75 may be considered for conditional admission at the discretion of the graduate admissions committee.

2. A minimum of two years of appropriate work experience as determined by the program director.

3. Applicants must take the Graduate Management Aptitude Test (GMAT) and have scores sent to Bethel College.

4. It is recommended that students entering the M.B.A. program complete at least one course in each of the following areas: accounting, economics and college level math. These courses should be taken no more than five years prior to entering the program. Students should earn a grade of "B" or better in each of the three courses.

5. Satisfactory personal interview with the program director.

6. Acceptable oral and written skills must be demonstrated.

7. Students whose native language is not English must score 220 or higher on the TOEFL.

8. Agreement with the standards of conduct in effect for all graduate students.

Through the admissions requirements Bethel College is seeking a clear indication based on transcripts, testing, written work, and interview that the applicant is able and desirous of pursuing graduate studies successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap. Persons in underrepresented groups are especially encouraged to apply.

Application Procedures

1. Request a Graduate Admission Application from Bethel College, Graduate Studies Office.

2. When you receive the form, complete it and return it to Bethel College, Graduate Studies Office with a \$25 nonrefundable application fee. This fee is not required of Bethel College alumni.

3. Write the registrar of the college or university from which you received your baccalaureate degree, requesting that a transcript be sent directly to Bethel College, Graduate Studies Office. If you have taken any graduate study, we will need a transcript from the graduate school also.

4. Write a biographical sketch of at least 300 words that tells something about yourself, your recent work experience, your reasons for taking graduate studies, and the reasons you selected Bethel College. Mail this to Bethel College, Graduate Studies Office.
5. Take the GMAT test and indicate that the score is to be sent to Bethel College, Graduate Studies Office.
6. Arrange through the Graduate Studies Office for an interview with the the M.B.A. program director.
7. When all of the admission materials are on file, they are reviewed by the M.B.A. program director and the applicant is notified of the action taken.
8. Applicants desiring financial aid should correspond with the director of financial aid at Bethel College. Request a Financial Aid Application for Graduate Studies.

Regular Admission is granted when it has been determined that the applicant has fully met the admission requirements for the M.B.A. degree program.

Conditional Admission may be granted at the discretion of the graduate admissions committee when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.B.A. program will be terminated.

Special Admission may be granted by agreement of the M.B.A. director and the professor for a student to enroll for credit in an individual course on the basis of a transcript and a personal interview. A maximum of nine hours of credit may be earned as a special student. If the student later decides to pursue the M.B.A. degree, all the regular admission requirements must be met.

Permission to Audit is granted by the M.B.A program director upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$175 is paid for each course.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the M.B.A. program director. Courses with a "B" or higher grade may be transferred, provided that they have been taken within the last five years. A maximum of nine semester hours will be accepted toward the M.B.A. degree.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have completed at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the M.B.A. program director. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated, to be applied to the M.B.A. degree upon completion of the baccalaureate degree.

Graduation Requirements

From our Master of Business Administration candidates, we expect completion of the following requirements:

1. A total of 36 semester hours with at least a 2.75 grade point average. At least 30 hours must be M.B.A. courses.
2. The last 15 hours must be completed at Bethel College immediately prior to graduation. In special cases a maximum of six hours may be completed at another institution, provided the courses are approved in advance and in writing by the graduate dean.
3. All financial accounts must be fully paid to the college. Academic credit, transcript and diploma are withheld if the account is not paid in full.

Academic Information

Nine hours of academic work per semester are the minimum for full-time graduate enrollment, and fifteen hours are the maximum without special permission of the graduate dean. Full-time enrollment may be necessary for certain kinds of financial aid. However, students with full-time employment are not permitted to enroll at the same time as full-time graduate students. The M.B.A. program can be completed in two years of part-time enrollment if a student maintains a six-hour enrollment each semester including summer. Students with heavy work loads would be well advised to limit their enrollment to three hours each semester.

GRADUATE STUDIES

A student whose cumulative GPA is below 2.75 is placed on academic probation. Failure to raise the semester average to 2.75 or higher the following semester will lead to dismissal from the program. Courses for which a grade below "C" is received may not count as hours earned toward the degree. Graduate students are not eligible for academic honors based on GPA.

Financial Information

The tuition charge for 2004-2005 for the M.B.A. program is \$330 per semester hour. The cost of books and materials is approximately \$100 per eight-week session.

After completing their M.B.A. degree at Bethel College, graduates may take any M.B.A. course or portion thereof on a space-available basis. This feature meets the college's objective of encouraging lifelong learning and graduates' need for ongoing skill and knowledge enhancement.

Financial aid to graduate students is mostly in the form of loans from the government or from private lenders. Some businesses provide reimbursement to their employees, and the applicant should contact the human resources department to determine eligibility for aid. The Bethel College Financial Aid Office can provide details concerning the most recent financial aid information.

Curriculum

The M.B.A. curriculum consists of 36 hours in the following distribution:

| | | | |
|------------------------------|-----|--|-----------|
| MBAD | 503 | Management in Action | 3 hours |
| MBAD | 506 | Global Business Environment | 3 hours |
| MBAD | 513 | Marketing Strategy & Policy | 3 hours |
| MBAD | 515 | Financial Accounting | 3 hours |
| MBAD | 516 | Managerial Accounting | 3 hours |
| MBAD | 519 | Economic Analysis & Policy | 3 hours |
| MBAD | 520 | Managerial Economics | 3 hours |
| MBAD | 523 | Values, Ethics, & Leadership | 3 hours |
| MBAD | 526 | Managerial Finance | 3 hours |
| MBAD | 527 | Legal Environment of Business | 3 hours |
| Plus two from the following: | | | 6 hours |
| MBAD | 509 | Statistical Methods for Business | (3) hours |
| MBAD | 529 | Contemporary Issues in Business Administration | (3) hours |
| MBAD | 531 | Entrepreneurship | (3) hours |
| MBAD | 533 | Integrated Learning Application | (3) hours |
| MBAD | 560 | Independent Study: Business | (3) hours |
| | | Graduate Elective | (3) hours |

COURSE DESCRIPTIONS

Business Administration (MBAD)

- 503. Management in Action 3 Hours**
Development of skills in inter- and intra-personal management. Study of group processes, team building, problem solving and relations among persons of different cultures. Application of management concepts for personal and organizational goal setting and planning.
- 506. Global Business Environment 3 Hours**
Examination of problems and advantages of conducting business on a multi-national and global scale. Study of geographic, sociopolitical and cultural factors that shape organizational success when doing business abroad. Awareness of agencies in, structures for and consequences of, doing business internationally.
- 509. Statistical Methods for Business Decisions 3 Hours**
Procedures for data collection and interpretation. Survey of statistical techniques useful in making business decisions. Analytical tools for studying problems in production, forecasting, finance, marketing and organizational decision making.
- 513. Marketing Strategy & Policy 3 Hours**
Study and application of how needs-heterogeneity in persons and organizations can be identified and served profitably. The roles of total quality management and integrated customer service are developed in conjunction with consumer behavior, market research and management of marketing activities. Working in teams, participants develop a market assessment and marketing plan.
- 515. Financial Accounting 3 Hours**
An introduction to the accounting process used to measure and report the economic events affecting enterprises. It will include a review of the construction of financial statements, expanding to an interpretation and analysis of these statements. The implications of alternative accounting method choices will be examined. The uses of financial
- statement data are related to the needs of investors, managers and other interested users.
- 516. Managerial Accounting 3 Hours**
Concepts and procedures in accounting for organizational activities and assets are investigated. Control tools such as budgets, information management systems, profit planning and audits are described. Emerging accounting issues for organizational leaders in for-profit and not-for-profit companies are discussed.
- 519. Economic Analysis & Policy 3 Hours**
The impact of the business cycle on firms and industries is assessed. The determinants of the unemployment rates, the inflation rate, the trade balance and economic growth are reviewed. The influence of government policy on the macroeconomy is examined from a variety of viewpoints and discussed.
- 520. Managerial Economics 3 Hours**
The behavior of individual economic agents including the individual consumer and the firm are studied. Formal models of consumer behavior and firm behavior are presented and applied to explain specific economic phenomena. The determinants of the market structure of industry are examined.
- 523. Values, Ethics & Leadership 3 Hours**
Presentation of paradigms for ethical reasoning, moral development and principled leadership. Personal and organizational applications of ethical principles. Treatment of concepts such as vocational calling, personal success, duty and justice. Application of biblical principles to issues managers routinely face or may encounter in the short or long term.
- 526. Managerial Finance 3 Hours**
Introduces participants to institutions and markets that shape business at the local, national and global level. Emphasis is placed on the acquisition and use of funds. Understanding of use presentation and limits of financial information is developed.

527. Legal Environment of Business 3 Hours

The legal and social environment in which businesses operate is examined. The implications of contract and property laws are studied and discussed. An understanding of employment law and regulation is developed.

529. Contemporary Issues in Business Administration 3 Hours

Seminar based study of significant challenges facing managers. Topics might include managing rapid change, evolving legal realities, starting your own business, management of information technology, environmental concerns, financial portfolio management, mergers and acquisitions. Other topics as agreed upon by participants. This course may be repeated for credit. A maximum of nine credit hours may be earned.

531. Entrepreneurship 3 Hours

Course covers theoretical and practical aspects of owning and managing a business. General principles, case studies, as well as legal, financial, marketing and strategic planning will be studied. Students will have the opportunity to develop a working business plan.

533. Integrated Learning Application 1-3 Hours

Experiential-based learning in two of three areas:

- a cross-cultural experience in a foreign

country or ethnic-intensive area of the U.S.;

- a senior-management-level consultive experience with the executives of a for-profit or not-for-profit organization;
- a community service experience addressing the needs of a specific disadvantaged (physically, emotionally or economically) group.

For each experience, participants will write:

1. a proposal describing the expected nature and benefits of the learning experience;
2. a thorough (descriptive and normative) critique of the learning event clearly identifying the business concepts relevant to the experience and organization.

Participants could register for one, two or three credit hours of this course in various semesters after at least six modules have been successfully completed.

Graduate Elective 3 Hours

A course taken from one of Bethel College's other graduate program offerings. A graduate class from another accredited institution taken within three years of admission to the M.B.A. program would be an acceptable substitute. This option may be taken only one time for a maximum of three credit hours.

MASTER OF ARTS IN COUNSELING DEGREE

The Department of Counseling at Bethel College provides quality academic and training experiences that prepare students for careers in counseling-related professions. Graduates are prepared to understand and treat the human condition through the thoughtful integration and application of valid psychological/counseling theory and Christian theology. A personal commitment to the Christian worldview is foundational to the academic and professional experiences offered by the Counseling Program.

Students are prepared to be effective counselors through completion of a common core of courses and experiences. In addition to this core, specializations are offered in Mental Health Counseling and Marriage and Family Counseling/Therapy. Persons are prepared to provide professional service in a variety of public and private settings to individuals, couples and families. The outcome for graduates of this program is the possession of entry-level skills for the application of therapeutic, preventive and developmental techniques in human service agencies, church and parachurch organizations, colleges and universities and mental health facilities.

Description of Program

The Department of Counseling offers specializations in two areas: Mental Health Counseling and Marriage and Family Counseling/Therapy. The programs in Marriage and Family Counseling/Therapy and Mental Health Counseling consist of 60 semester hours. A common core of nine courses central to the training of competent counselors is required of all students. In addition, there are eight courses (24 credit hours) in the Marriage and Family Counseling/Therapy and Mental Health Counseling specializations. Finally, each student gains practical experience through participation in three credit hours of practicum and six credit hours of internship. The required course work in the Marriage and Family Counseling/Therapy and Mental Health Counseling specializations are designed to meet national certification requirements and Indiana state licensure requirements for Mental Health Counselors and Marriage and Family Therapists.

Format of Program

The academic year is composed of three semesters: fall, spring and summer. The fall and spring semesters are 14 weeks in length followed by a three-week break. The summer semester consists of two, seven-week sessions. There is a one-week break (the week of July 4th) between these sessions. Since many of our students are employed either in full- or part-time positions, classes are offered in the late afternoon and evening. Students employed full time typically take a maximum of six hours of study a semester.

Admission Requirements

1. A baccalaureate degree from an accredited college or university with a G.P.A. of 3.0. Applicants with a GPA below 3.0 may be considered for conditional admission at the discretion of the graduate school admissions committee.
2. Undergraduate course work in psychology totaling at least 15 semester hours. Completed course work should include Human Growth & Development, Personality, Abnormal Psychology, Research Methods and Statistics. Applicants with deficiencies in specific requirements may be granted conditional admission by the admissions committee when the applicant demonstrates strengths in other areas. In such cases, a plan of study is devised to make up identified deficiencies.
3. Undergraduate course work in Bible or Theology totaling at least nine semester hours. Completed course work should include Old and New Testament Literature and a theology course. Applicants with deficiencies in specific requirements may be granted conditional admission by the admissions committee when the applicant demonstrates strengths in other areas. In other areas. In such cases, a plan of study is devised to make up identified deficiencies.
4. Submit GRE scores, taken within the previous five years. A score of 900 (verbal and quantitative) is strongly preferred.

5. Relevant work experience (strongly preferred).
6. Personal interview.
7. Three letters of recommendation.
8. A 350-500-word autobiographical essay.
9. Score of 560 or higher on the TOEFL for students whose native language is not English.

Application Procedures

1. Return completed Graduate Application including a nonrefundable \$25 application fee (the fee is waived for graduates of Bethel College).
2. Have transcripts sent directly to the Bethel College Master of Arts in Counseling Office from the college or university that awarded your bachelor's degree and from any school where graduate work was completed.
3. Submit an autobiographical essay of 350-500 words.
4. Return completed Department of Counseling Application form.
5. Provide GRE Scores. Test must have been taken within the past five years.
6. Invitations for interviews will be extended by the admissions committee to applicants whose supporting documents demonstrate their potential to succeed in the M.A. in Counseling Program.

Regular admission is granted when it has been determined that the applicant has fully met the admission requirements for the M.A. in Counseling program.

Conditional Admission may be granted at the discretion of the graduate admissions committee when the applicant does not fully meet the admission requirements but appears to have the potential to meet the requirements and to profit from graduate studies at Bethel College. Conditional admission requires that fixed procedures be followed to successfully achieve regular admission. If a student does not meet the conditions to achieve regular admission, enrollment in the M.A. in Counseling program will be terminated.

Special Admission may be granted by agreement of the Dean of the Graduate School, Director of the M.A. in Counseling Program, and professors for a student to enroll for credit in courses on the basis of a transcript and application to Graduate School.

Permission to Audit is granted by the director of the M.A. in Counseling program upon consent of the professor teaching the course. The regular application fee is paid at the time the first course is audited. A graduate audit fee of \$175 is paid for each course.

Transfer Students may be granted credit for graduate work at other institutions when the work is determined to be acceptable by the director of the M.A. in Counseling program. Courses with a "B" or higher grade may be transferred, provided that they have been taken within the last five years from an institution that is regionally accredited. Normally a maximum of nine semester hours will be accepted toward the M.A. in Counseling degree.

Undergraduate Bethel College Students may register in graduate courses for graduate credit, provided they have at least 88 hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their academic advisor and the director of the M.A. in Counseling program. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine hours of graduate credit may be accumulated to be applied to the M.A. in Counseling degree upon completion of the baccalaureate degree.

Graduation Requirements

From our Master of Arts in Counseling candidates, we expect completion of the following requirements:

1. Completion of 60 semester hours for students in the Mental Health or Marriage and Family Counseling/Therapy specialization.
2. Cumulative GPA of at least 3.0.
3. Courses for which a grade below "C" is received may not count as hours earned toward the degree.
4. The last 15 semester hours must be completed at Bethel College immediately prior to graduation unless an alternative plan of study has been approved.
5. All financial accounts must be fully paid to the college; academic credit, transcript and diploma are withheld if the account is not paid in full.
6. A maximum of one private tutorial course may be completed in fulfillment of graduation requirements.

Academic Information

Nine semester hours of academic work in a semester is considered for full-time enrollment. Full-time graduate enrollment may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds a maximum of 6 semester hours of study advisable.

A student whose cumulative GPA is below 3.0 is placed on academic probation. Failure to achieve a semester average of 3.0 or higher the following semester will lead to dismissal from the program. In addition, specific behaviors that are in violation of the professional standards and ethics of the profession will lead to dismissal from the program (e.g., harassment of or sexual contact with counselees).

Financial Information

The tuition for 2004-2005 is \$330 per semester hour. Financial aid for M.A. in Counseling includes the Stafford Loan program. Two low interest rate loans (7.43%* per year with an 8.25% cap) are offered to students enrolled at least half time (4.5 semester hours). These loans have an origination fee of 3% and a guarantee (lender) fee of 1% for each loan processed.

*(Note: interest rate subject to change.)

1. Subsidized Stafford - Interest and principal payments begin six months after you cease to carry at least 4.5 semester hours of credit. Loan amounts are up to \$8,500 per year.
2. Unsubsidized Stafford - Unlike the subsidized loan, interest is charged while you are enrolled. You have the option of paying the interest or capitalization. Check with your lender for details. Loan amounts are up to \$10,000 per year.

Both loan programs are made available by completing the FAFSA (Free Application for Federal Student Aid). The Bethel College Financial Aid Office is available to answer any question regarding the Stafford Loan program.

In addition, graduate assistantships and internship scholarships are available. These are awarded on the basis of academic record and professional potential. Please contact the Department of Counseling for additional information and applications forms.

Payment Plan

The college has a monthly installment plan available through Tuition Management Systems. There is no finance charge associated with this plan; however, an annual application fee is required. The payment plan is available through the college Business Office.

Curriculum

| Core Curriculum | | | 27 Hours |
|-----------------|-----|--|----------|
| COUN | 501 | Human Development Across the Life Span | 3 |
| COUN | 505 | Theological Foundations for the Counseling Professions | 3 |
| COUN | 511 | Theories & Techniques of Counseling | 3 |
| COUN | 521 | Group Counseling | 3 |

GRADUATE STUDIES

| | | | |
|--|-----|---|-----------------|
| COUN | 552 | Social & Cultural Diversity | 3 |
| COUN | 562 | Professional, Legal & Ethical Issues | 3 |
| COUN | 572 | Psychometric Theory & Techniques | 3 |
| COUN | 613 | Research Methods | 3 |
| COUN | 614 | Career Development & Counseling | 3 |
| Required Clinical Experience | | | 9 Hours |
| MHC, MFCT | 587 | Practicum | 3 |
| MHC, MFCT | 687 | Internship | 3 |
| MHC, MFCT | 688 | Advanced Internship | 3 |
| Courses in the Specialization of Marriage and Family Counseling/Therapy | | | 24 Hours |
| COUN | 542 | Psychopathology | 3 |
| MFCT | 541 | Family Systems Theory | 3 |
| MFCT | 552 | Marriage & Family Therapy | 3 |
| MFCT | 601 | Family Development | 3 |
| MFCT | 623 | Family Assessment | 3 |
| MFCT | 654 | Family Stress & Transitions | 3 |
| | | Free Electives | 6 |
| Courses in the Specialization of Mental Health Counseling | | | 24 Hours |
| COUN | 542 | Psychopathology | 3 |
| MHC | 541 | Foundations in Mental Health Counseling | 3 |
| MHC | 552 | Techniques in Mental Health Counseling | 3 |
| MHC | 625 | Substance Abuse Counseling | 3 |
| MHC | 654 | Community Mental Health | 3 |
| MHC | 683 | Psychopharmacology | 3 |
| | | Free Electives | 6 |
| Electives | | | |
| COUN | 582 | Counseling Seminar | (3) |
| COUN | 656 | Supervision in Counseling | (3) |
| COUN | 690 | Independent Study in Counseling | (3) |
| COUN | 699 | Thesis | (3) |

COURSE DESCRIPTIONS

Counseling (COUN)

- 501. Human Development Across the Life Span 3 Hours**
An advanced study of theories and factors relevant to understanding human development across the life span. Special consideration is given to systemic influences. Strategies for facilitating healthy personal development are explored.
- 505. Theological Foundations for the Counseling Professions 3 Hours**
An in-depth study of theological concepts relevant to the practice of counseling. Theoretical and practical issues related to the integration of theology and counseling psychology are explored.
- 511. Theories & Techniques of Counseling 3 Hours**
An introduction to the basic theories and processes of counseling. Both classical and Christian approaches are explored and critiqued in light of Scripture, psychological sophistication and practical utility. Students gain a knowledge of underlying processes, including counselor/client characteristics and their relevance to therapy.
- 521. Group Counseling 3 Hours**
The study of the theory and techniques of group counseling. Students participate in an experiential small group to promote personal and professional growth.
- 542. Psychopathology 3 Hours**
An advanced examination of the categorization, diagnosis, etiology, maintenance and treatment of abnormal behavior. Both individual and systemic perspectives are considered. Based on current nosology and criteria (i.e., DSM), students develop skills in clinical interviewing and differential diagnostics.
- 552. Social & Cultural Diversity 3 Hours**
An advanced study of cultural diversity and its implications for understanding human behavior and the helping professions. Individual factors, religious diversity and systemic influences are explored.
- 562. Professional, Legal & Ethical Issues 3 Hours**
A discussion of the ethical standards of relevant professional organizations, legal and ethical issues of the profession, professional standards and credentialing.
- 572. Psychometric Theory & Techniques 3 Hours**
A study of the underlying theory and methods of assessment. Concepts covered include classical test theory, standardization, validity, reliability and test evaluation. Students gain skills in the ethical and professional selection, administration, scoring and interpretation of commonly used intelligence, educational, vocational and clinical assessment tools.
Prerequisite: Undergraduate course work in Probability & Statistics.
- 582. Seminar in Counseling 3 Hours**
This course focuses on contemporary knowledge and skill-based topics relevant to the practice of mental health counseling and marriage and family therapy. May be repeated for credit by permission of specialization coordinator.
- 613. Research Methods 3 Hours**
A rigorous examination of the vast array of research and statistical methods used in the behavioral sciences and helping professions. A scientist-practitioner perspective is taken. The underlying philosophy of science is explored and critiqued in light of biblically informed critical Christian analysis.
- 614. Career Development & Counseling 3 Hours**
An examination of the major career development theories and their application in the helping professions. Career concerns of diverse populations are considered. Skills in career assessment and counseling (including computer applications), placement, program planning and evaluation are developed.
- 656. Supervision in Counseling 3 Hours**
An exploration of the principles and techniques of counselor supervision. Students gain guided experience in the supervision of counselor trainees. Taken by permission of faculty only.

- 690. Independent Study in Counseling** 1-3 Hours
Students with advanced standing engage in private study on a counseling-related topic of interest. Taken by permission of faculty only.
- 699. Thesis** 3 Hours
An independent empirical investigation of a counseling-related topic conducted by the student under supervision of a thesis committee.

Marriage & Family Counseling/Therapy (MFCT)

- 541. Family Systems Theory** 3 Hours
A theoretical examination of the major models of systems theory that underlie the practice of marriage and family therapy, as well as the historical development of its practice. Philosophical and etiological assumptions are presented and critiqued according to scientific and critical Christian analysis.
- 552. Marriage & Family Therapy** 3 Hours
An introduction to the profession of marriage and family counseling/therapy. Professional roles and functions are explored. Primary emphasis is on skill building in the application of the theoretical models in working with families.
- 587. Practicum in Marriage & Family Counseling/Therapy** 3 Hours
The development and application of professional skills under supervision. This experience consists of at least 100 clock hours with a minimum of 40 hours of direct service rendered.
- 601. Family Development** 3 Hours
A study of the family in developmental perspective. Explores the complex interactions and reciprocal processes that influence development of family and its subsystems. Includes human sexuality, its expression and strategies of intervention.
- 623. Family Assessment** 3 Hours
An exploration of the methods for assessing functioning and change of family systems. Applications for research and practice are made. Integrating data into meaningful reports and treatment plans is emphasized.
- 654. Family Stress & Transitions** 3 Hours
An advanced study of the situational

and developmental crises that influence family structure and processes. Transitions of traditional and nontraditional families are considered.

- 687. Internship in Marriage & Family Counseling/Therapy** 3 Hours
An advanced practicum experience consisting of a minimum of 600 clock hours. Students work in clinical settings and provide a minimum of 300 hours of direct service under the supervision of a qualified marriage and family counseling/therapy professional. A significant portion of direct service is with couples and family units.
Prerequisite: MFCT 587.
- 688. Advanced Internship in Marriage & Family Counseling/Therapy** 3 Hours
An advanced internship experience consisting of a minimum of 300 clock hours. Students work in clinical settings and provide a minimum of 200 hours of direct service under the supervision of a qualified marriage and family counseling/therapy professional. A significant portion of direct service is with couples and families.

Mental Health Counseling (MHC)

- 541. Foundations in Mental Health Counseling** 3 Hours
An introduction to the profession of mental health counseling. Includes discussions of historical and philosophical foundations, roles and functions of the mental health counselor, and the relationship of Christian faith within professional practice.
- 552. Techniques in Mental Health Counseling** 3 Hours
A theory and skill-based course examining processes and techniques involved in mental health counseling. Skills in intake assessment, treatment planning, brief and long-term models, crisis intervention and prevention strategies are developed.
- 587. Practicum in Mental Health Counseling** 3 Hours
The development and application of professional skills under supervision. This experience consists of at least 100 clock hours with a minimum of 40 hours of direct service rendered.

- 625. Substance Abuse Counseling 3 Hours**
An in-depth exploration of current treatment issues and approaches related to substance abuse. Traditional and innovative models will be examined with a systems perspective serving as a unifying theoretical framework.
- 654. Community Mental Health 3 Hours**
An advanced study of the community mental health movement, its assumptions and delivery systems. Service and management of delivery systems are discussed. Included are the concepts and skills of community assessment, program development and evaluation and community intervention.
- 683. Psychopharmacology 3 Hours**
An examination of the basic classifications of commonly prescribed psychopharmacological medications, their indications and contraindications. Professional and ethical issues related to the practice of mental health counseling are explored.
- 687. Internship in Mental Health Counseling 3 Hours**
An advanced practicum experience consisting of a minimum of 600 clock hours. Students work in clinical settings and provide a minimum of 240 hours of direct service under the supervision of a qualified mental health professional.
Prerequisite: MHC 587.
- 688. Advanced Internship in Mental Health Counseling 3 Hours**
An advanced internship experience consisting of a minimum of 300 clock hours. Students work in clinical settings and provide a minimum of 120 hours of direct service under the supervision of a qualified mental health professional.

GRADUATE STUDIES IN MINISTRY AND THEOLOGY

Graduate study at Bethel College can lead to a Master of Ministries degree (30 hours) or a Master of Arts in Theological Studies degree (60 hours). These are professional academic degrees for persons involved in various kinds of Christian ministry. The courses can also be taken on a "special student" basis for those who wish to keep up on current theory/practice in Biblical studies, Christian ministry, theology, history, ethics and society.

Description of Master of Ministries (M.Min.) Program

The Bethel Master of Ministries is a professionally focused graduate degree consisting of 30 credit hours of graduate study beyond the baccalaureate degree and can be completed in three semesters or less of full-time study. The program can also be pursued on a part-time basis. Courses are scheduled on a three-day intensive format. In addition, one eight-week (one night per week) course is offered each semester. The student has two ways to complete the 30 hours.

1. Ten, three-hour courses, in any format (*three-day or eight-week courses*), or
2. Nine, three-hour courses, plus a supervised position paper/project worth three credit hours.

Courses are taken in three major areas of study.

1. Church and Ministry (CHMN), 12 – 15 hours;
2. Theology, History, Ethics, and Society (THES), 6 – 9 hours;
2. Biblical Studies (BBST), 9 – 12 hours.

The graduate student pursuing the Master of Ministries degree shall use this distribution of courses unless specifically permitted by the Graduate Academic Advisor to follow a different distribution. BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament, *and* one of BBST 534 – Biblical Theology, THES 534A – O.T. Theology or THES 534B – N.T. Theology are required courses unless they were successfully completed at a graduate level elsewhere and are transferred into the student's Bethel College academic record, or a special exemption is granted by the graduate academic advisor and approved by the program director. Under the direction of the graduate academic advisor, the student pursuing the M.Min. degree is allowed up to two graduate level courses by Independent Study.

Description of the Master of Arts in Theological Studies (MATS) Program

The Bethel Master of Arts in Theological Studies is an academically focused graduate degree with a professional emphasis. It consists of 60 credit hours of graduate study beyond the baccalaureate degree and can be completed in two years, or over a longer period of time. At least ten three-hour courses are offered each year, thereby allowing the graduate student the opportunity to complete the MATS degree in two years. Courses are scheduled on a three-day intensive format. In addition, one eight-week (one night per week) course is offered each semester. Twenty courses (three credit hours each) are required to complete the MATS degree. Under the direction of the graduate academic advisor, the student pursuing the MATS degree is allowed up to three graduate level courses by Independent Study. If the student pursuing the MATS degree has completed the M.Min. degree, or has transferred graduate courses from another graduate school, any Independent Studies completed for that degree or transferred in shall apply to the total of three Independent Study courses allowed for Bethel's 60-credit hour requirement.

The 20 courses (60 hours) are taken in three major areas of study.

1. Church and Ministry (CHMN) – at least 15 hours required;
2. Theology, History, Ethics, and Society (THES) – at least 15 hours required;
3. Biblical Studies (BBST) – at least 15 hours required.

BBST 531 – Interpreting the New Testament, BBST 532 – Interpreting the Old Testament, *and* one of BBST 534 – Biblical Theology, THES 534A – O.T. Theology or THES 534B – N.T. Theology are required courses unless they were successfully completed at a graduate level elsewhere and are transferred into the student's Bethel College academic record, or a special exemption is

granted by the graduate academic advisor and approved by the program director. The graduate academic advisor shall assist the graduate student in determining a meaningful distribution of courses in order to complete the curricular requirements as stated above and to achieve the student's educational and professional ministry goals.

Format of Programs

Ten courses are offered each academic year (five in the fall semester and five in the spring semester). In addition, one class is usually offered during the May Term. The Supervised Field Experience (CHMN 518) and Independent Study/Directed Readings courses may be taken any time during the year. Study in Israel is available at least every other year, subject to world situations.

The 30-hour Master of Ministries degree can be completed in one year, and the 60-hour Master of Arts in Theological Studies degree can be completed in two years by carefully selecting the courses offered and/or Independent Study courses. The student shall counsel with the graduate academic advisor in order to register for any courses. Courses should be selected with great care in order to meet future educational and/or ministerial goals and specific needs of the student.

The format of these degree programs allows students to enroll at any time during the year. If possible, however, students should pre-enroll in all courses they expect to take during a semester. Additionally, the format of the programs enables many students to continue to work full-time while pursuing their degree.

Admission Requirements

1. A baccalaureate degree from an accredited college or university. Applicants from non-accredited schools will be considered individually. Degrees other than a bachelor of arts (e.g. bachelor of science, etc.) are acceptable.
2. An adequate undergraduate foundation, based on the standard established by the Association of Theological Schools, is the basis for full acceptance into Bethel College's Master of Ministries and/or Master of Arts in Theological Studies degree programs. This standard is as follows:

| | CREDIT HOURS |
|--|---------------------|
| Biblical Studies | 16–20 |
| Theological Studies | 4 |
| Church and Ministry Studies | 4-8 |
| English (including Speech Courses) | 12 |
| History | 3-6 |
| Philosophy | 3-6 |
| Foreign Language (Greek and/or Hebrew recommended) | 4-8 |
| Natural Science | 4 |
| Social Sciences | 12 |

The requirements in these academic areas assure an adequate undergraduate foundation as a preparation for graduate study, as well as meeting the required pre-seminary studies established by the Association of Theological Schools.

An applicant who lacks undergraduate study in Church History and/or Theology must plan to include these courses in his/her graduate curriculum, or complete them by registering and successfully completing them for undergraduate credit.

An applicant whose undergraduate degree program does not meet these minimum requirements will be accepted provisionally and in consultation with the graduate academic advisor determine the means of achieving the required adequate undergraduate foundation. The applicant will be allowed to register for graduate courses prior to satisfactorily meeting these requirements. However, no more than nine graduate credit hours may be earned prior to achieving the required adequate undergraduate foundation. Upon successfully completing the required academic work necessary for the adequate undergraduate foundation, the student's provisional status will be lifted to that of full acceptance.

GRADUATE STUDIES

There are several ways to achieve the status of full acceptance. These shall be included in the student's academic planning at Bethel College. They may be completed under the direction of the graduate academic advisor as independent studies, special readings and reports, noncollegiate learning credit, testing, correspondence courses, or regular undergraduate or graduate courses, or other possible means approved by the graduate academic advisor and the program director.

3. a. An undergraduate grade point average of at least 2.5 based on a 4.0 scale ("A" = 4 points). An applicant whose average is below the standard may be admitted conditionally at the discretion of the graduate academic advisor. The conditional period shall extend for a minimum of one semester, and during this period the student is expected to maintain a 2.5 average in graduate or undergraduate study at Bethel College. Upon successfully completing a semester of graduate study with a 2.5 or higher grade point, the student's conditional status will be lifted to that of full acceptance, providing all other admission requirements have been met.
- b. Moral character consistent with the guidelines set forth in the Word of God and in accord with the lifestyle statement of Bethel College.
- c. A clear indication based on transcripts, references and written work that the applicant is able and desirous of pursuing graduate work successfully. Qualified candidates are considered without regard to race, national or ethnic origin, age, gender or physical handicap.

Application Procedures

Applicants for graduate study in ministry and theology shall complete the following steps:

1. Request a graduate admission application packet from Bethel College, Graduate Studies Office (574-257-3360).
2. Complete the application form included in the packet, and return it to Bethel College, Graduate Studies Office, with a \$25 nonrefundable application fee. (This fee is not required of Bethel College or Summit Christian College alumni.)
3. Schedule an interview with the graduate academic advisor; this may be done through the graduate secretary (574-257-3360). During this interview ministry goals and objectives of the applicant will be explored, the graduate degree programs explained, possible financial aid discussed and any questions regarding the programs answered.
4. Reference forms will be supplied to you. One each is required from (a) your pastor, minister or religious mentor, (b) a former professor or teacher, and (c) a person who knows you but is not a relative. Please instruct these persons to return the completed reference forms to Bethel College, Graduate Studies Office.
5. Write the registrar of the college or university from which you earned your undergraduate degree, and request an official transcript be sent to the Graduate Studies Office, Bethel College, 1001 West McKinley Avenue, Mishawaka, IN 46545.
6. If you have completed undergraduate or graduate courses in another college or university, you must request an official transcript for that academic work be sent to Bethel College, Graduate Studies Office.
7. A biographical sketch that includes the student's reason for wanting to complete graduate studies and a statement of your personal religious faith (approximately 300 words.)
8. When all admission materials are on file in the Graduate Studies Office, they will be reviewed by the graduate academic advisor, and a decision regarding the applicant's admission determined. The applicant will be notified by mail of the decision, together with any requirements for an adequate undergraduate foundation explained. This may require a second interview with the graduate academic advisor.
9. Applicants desiring to live in campus housing must correspond with the Student Development Office (574-257-3304). Most graduate students stay in motels during the three-day courses.
10. Applicants desiring financial aid must complete the graduate financial aid application form included in the admissions packet. Submit the form to Bethel College, Graduate Studies Office. The graduate academic advisor will review the application and, within guidelines established by Bethel College, determine the level of financial aid available to the applicant.

Regular Admission is granted when it has been determined by the Graduate Academic Advisor that the applicant has fully met the admission requirements for the Master of Ministries and/or the Master of Arts in Theological Studies degree program(s).

Transfer Graduate Students may be granted transfer credit of graduate work successfully completed at other institutions when the work is determined by the graduate academic advisor to be acceptable. Courses with a "C" or higher grade may be transferred. A maximum of 15 semester credit hours may be accepted toward the Master of Ministries degree, and a maximum of 30 semester credit hours toward the Master of Arts in Theological Studies degree. Credits accepted from nonaccredited institutions are transferred at two-thirds value, and the student is on academic probation for one semester.

Provisional and Conditional Admission may be granted at the discretion of the graduate academic advisor when the applicant does not fully meet the admission requirements as stated above, but appears to have the potential to meet the requirements and profit from graduate study at Bethel College. Provisional and/or conditional admission requires that fixed procedures be followed to successfully achieve regular admission status.

Admission to an Individual Course for credit may be granted by the graduate academic advisor and the professor involved. This is on a "special student" basis, related to his/her transcript and personal interview. No references or biographical sketch are required. No maximum number of credit hours has been set that can be earned this way. If, however, a student later decides to pursue the Master of Ministries or Master of Arts in Theological Studies degree(s), he/she must meet all the specific requirements for admission into these degree programs.

Undergraduate Bethel College Students may register for graduate courses for which graduate credit is earned, provided they have completed at least 88 credit hours of undergraduate work, have a minimum GPA of 2.75, and have the permission of their undergraduate academic advisor and the graduate academic advisor. Such courses may not apply for credit on both undergraduate and graduate degrees. A maximum of nine graduate hours of credit may be accumulated and will be given credit upon completion of the baccalaureate degree.

Permission to Audit a graduate course may be granted by the graduate academic advisor upon the consent of the professor teaching the course. The admissions process must be followed and the \$25 nonrefundable application fee paid at the time of registering to audit the first course. A graduate audit fee of \$175 is to be paid for each course audited.

Noncollegiate Learning is one of the ways an applicant may be able to satisfy the requirements for an adequate undergraduate foundation. Additionally, when advising and registering graduate students having been accepted into the M.Min. and/or MATS degree programs, the graduate academic advisor may take into consideration the noncollegiate learning experiences of such persons. This is one of the ways of individualizing the curricular program to help meet the academic and professional goals and plans of the graduate student.

Financial Information

The cost of graduate study for 2004-2005 is \$330 per semester hour. Substantial grants and scholarships are available to all M.Min. and MATS students. Additional financial assistance in the form of local church and/or denominational grants may be available to ministers and others employed by churches or parachurch organizations. The Missionary Church strongly supports, and may provide financial assistance for its credentialed ministers and ministerial students in these graduate programs. A limited number of tuition discounts are made available by the program director. Students may also be eligible for direct student loans, the college work-study program and federal student loan programs. For specific details relating to grants and scholarships, contact the graduate academic advisor (574-257-2667).

Graduation Requirements for M.Min. and MATS Degrees

For the Master of Ministries and Master of Arts in Theological Studies candidates, the following requirements must be completed:

GRADUATE STUDIES

1. A total of 30/60 semester hours with at least a 2.5 cumulative grade point average.
2. Successful completion of BBST 531, BBST 532 and one of BBST 534, THES 534A or THES 534B, unless these or comparable graduate level courses were successfully completed at another graduate school and transferred to the student's Bethel College graduate program. Any exception to this must be approved by the graduate academic advisor and the program director.
3. Courses for which a grade below "C-" is received may not count as hours earned for either of these degrees.
4. The final 15 semester credit hours for either of these degrees must be completed at Bethel College immediately prior to graduation. Any exception to this must be on the basis of appeal through the graduate academic advisor and submitted to the program director and the dean of graduate studies. The appeal will then be submitted to the academic dean of Bethel College, with whom the final decision will rest.
5. All financial accounts must be fully paid to Bethel College. Academic credit, transcript, and diploma are withheld until the account is paid in full.
6. A maximum of two Independent Study courses and/or Field Ministry courses for the M.Min. degree, and a maximum of three Independent Study courses and/or Field Ministry courses for the MATS degree are allowed.
7. An application for graduation form must be completed by the graduate academic advisor and signed by the graduate student. This is normally completed early in the fall prior to the next spring commencement, but must be completed no later than December 15 prior to the following spring commencement. Applications for graduation received after December 15 will be charged a \$100 late graduation application fee.

Academic Information

Six hours of academic work is the minimum required for full time enrollment. However, a minimum of nine hours of academic work may be necessary for certain kinds of student financial aid. A student who has full-time employment often finds that a maximum of six semester hours of study is advisable.

A student whose cumulative GPA drops below 2.5 is automatically placed on academic probation. Failure to raise the cumulative GPA to 2.5 or higher the following semester will lead to dismissal from the program. A student who is placed on academic probation may register an appeal through the graduate academic advisor, citing mitigating circumstances. The program director will rule on all such appeals. Normally a student may reapply through the graduate academic advisor following one semester after being dismissed. If the student is allowed readmission, he/she will be placed on probation for one semester. During that semester the GPA must be raised to 2.5 or the student will be dismissed from the program.

Registration for graduate courses must be authorized by the Business Office on the basis of approved financial arrangements.

Registration for courses may be done in person in the Graduate Studies Office. The graduate academic advisor must approve all registrations.

Registration may be completed by mail. The graduate secretary will mail a registration intent form to each graduate student in the programs. This form will list all courses being taught in the academic year. The student must check the courses he/she wishes to complete, sign the form and mail it to Bethel College, Graduate Studies Office. The graduate academic advisor must approve such registrations.

The last day for registration for any regularly scheduled course in the M.Min. or MATS degree programs is one calendar week (seven days) prior to the first day scheduled for the course to begin. A late registration fee of \$40 will be charged when a student fails to register at least one week before a course begins.

Registration for nonscheduled graduate courses including Supervised Field Experience, Directed Reading Experience, Independent Studies, Private Tutorials or a Position Paper or Project must be completed before the first week of a semester.

A continuation fee of \$50 will be required of a graduate student who carries the completion of a position paper/project to the following academic year.

A continuation fee of \$25 must be paid by any graduate student not registering for courses for more than an academic year.

Continuing registration is generally considered the approved plan for completing a graduate academic degree. Bethel College is aware of the fact that most graduate students enrolled in the M.Min. and/or MATS degree programs are heavily involved in ministry. Therefore, it is understandable that there may be a semester when the graduate student cannot register for a course. However, prior to registering for graduate courses after a lapse of a full semester will require that a reapplication form be completed. This form is available in the Graduate Studies Office and must be approved by the graduate academic advisor. There is no reapplication fee.

Curriculum

Required Courses:

| | | | HOURS |
|------|-----|--------------------------------|--------------|
| BBST | 531 | Interpreting the New Testament | 3 |
| BBST | 532 | Interpreting the Old Testament | 3 |

Courses in Biblical Studies:

| | | | |
|------|-------|---|--------|
| BBST | 533 | Seminars in Biblical Literature | 3 each |
| BBST | 533 A | Ezekiel | |
| BBST | 533 B | 1 Corinthians | |
| BBST | 533 C | Luke | |
| BBST | 533 D | Matthew | |
| BBST | 533 E | Psalms | |
| BBST | 533 F | Hebrews | |
| BBST | 533 G | Pentateuch | |
| BBST | 533 H | Romans | |
| BBST | 533 I | Mark | |
| BBST | 533 J | Daniel | |
| BBST | 533 K | Isaiah | |
| BBST | 533 L | Exodus | |
| BBST | 533 M | Minor Prophets | |
| BBST | 534 | Biblical Theology (Both Testaments) | 3 |
| BBST | 539 | Studies in Biblical Lands | 3 |
| BBST | 540 | Biblical Languages: Greek, Hebrew, Aramaic, Latin | 1-3* |
| BBST | 550 | Directed Reading Experience in Biblical Studies | 1-3 |
| BBST | 560 | Independent Study | 1-3 |

Courses in Church & Ministry

| | | | |
|------|-------|--|--------|
| CHMN | 511 | Management in Church & Ministry | 3 |
| CHMN | 512 | Strategies of Evangelism & Christian Mission | 3 |
| CHMN | 513 | Principles and Theology of Church Growth | 3 |
| CHMN | 514 | Dynamics of Pastoral Care & Ministry | 3 |
| CHMN | 515 | Pastoral Counseling | 3 |
| CHMN | 516 | Spiritual Formation | 3 |
| CHMN | 517 | Seminars in Church & Ministry | 3 each |
| CHMN | 517 A | The Church and the Family | |
| CHMN | 517 B | Worship | |
| CHMN | 517 C | Christian Education | |
| CHMN | 517 D | Preaching | |
| CHMN | 517 E | Church Management | |
| CHMN | 517 F | Counseling | |

GRADUATE STUDIES

| | | | HOURS |
|------|-------|-------------------------------------|-------|
| CHMN | 517 G | Marriage & Family Counseling | |
| CHMN | 517 H | Missions | |
| CHMN | 517 I | Crisis Counseling | |
| CHMN | 517 J | Church Planting & Multiplication I | |
| CHMN | 517 K | Church Planting & Multiplication II | |
| CHMN | 518 | Supervised Field Experience | 3 |
| CHMN | 519 | Directed Reading Experience | 1-3 |
| CHMN | 550 | Position Paper or Project | 3 |
| CHMN | 560 | Independent Study | 1-3 |

Courses in Theology, History, Ethics & Society

| | | | |
|------|-------|--|--------|
| THES | 523 | History of Christian Thought | 3 |
| THES | 529 | Directed Reading Experience | 3 |
| THES | 530 | Seminars in Theology, History, Ethics & Society | 3 each |
| THES | 530 A | Contemporary Ethical Issues/Moral Choice | |
| THES | 530 B | The Challenge of World Religions/Cults | |
| THES | 530 C | Basic Christian Doctrine | |
| THES | 530 D | Church History I – The Fathers – Reformation | |
| THES | 530 E | Church History II – Reformation – Enlightenment | |
| THES | 530 F | Church History III – Enlightenment – Present | |
| THES | 530 G | Church Cults | |
| THES | 530 H | Contemporary Issues in Philosophy of Religion | |
| THES | 530 I | History & Polity of the Missionary Church | |
| THES | 530 J | World Views, Postmodernism & the Gospel | |
| THES | 534 A | Both Testaments | 3 |
| THES | 534 B | Old Testament Theology | 3 |
| THES | 534 C | New Testament Theology | 3 |
| THES | 560 | Independent Study | 1-3 |

The graduate curriculum for the M.Min. and MATS degrees is reviewed annually, with the objective of providing the graduate student the best possible academic program, current with the contemporary movements in Church ministries. Therefore, there may be new courses added as approved by the academic administration of Bethel College.

A full year schedule is arranged by the program director annually. This guides the graduate student and the graduate academic advisor in structuring the student's academic program so as to make it possible to achieve the educational goals and plans of the student.

* - **Biblical Languages:** Students are encouraged to complete courses in one or both Biblical Languages (Greek and/or Hebrew). These are available on an independent study basis, as are other courses. A contract is established between the professor and the student that will require 35 clock hours of independent study by the student for each credit hour taken. These languages are also available in either the traditional undergraduate format or the adult services format. Graduate credit may be earned through these formats, but the graduate student is expected to meet graduate level academic performance expectations. Further, additional academic work will be required. Registration for either of these formats requires the permission of the graduate academic advisor and the professor(s) teaching the courses.

COURSE DESCRIPTIONS

Church & Ministry (CHMN)

- 511. Management in Church & Ministry** **3 Hours**
This course is intended to assist the student in enhancing his/her concept and skills in management and leadership. Studies include management and leadership theory, setting of personal and congregational goals, leadership styles in light of biblical principles, congregational organization, discipline, analysis of multiple-staff ministries and denominational relations.
- 512. Strategies of Evangelism & Christian Mission** **3 Hours**
This course examines the historical, theological and practical issues in developing strategies for completing the Great Commission.
- 513. Principles & Theology of Church Growth** **3 Hours**
An examination of the most effective and promising approaches/theologies of past, present and projected strategies of evangelism, church growth and development.
- 514. Dynamics of Pastoral Care & Ministry** **3 Hours**
This course is designed to enable the student to perceive and effectively fulfill necessary roles of the Christian minister as (1) an interpreter of the Christian message to a changing world; (2) an evangelist to persons and to the world; (3) a shepherd who is able to assist his/her people as they face crises; and (4) a servant giving of him/herself in the service of Christ.
- 515. Pastoral Counseling** **3 Hours**
This course examines the philosophy and principles of counseling and gives practice in their application. Programs for pastoral counseling ministries are established and the use of various standardized testing instruments is studied.
- 516. Spiritual Formation** **3 Hours**
A practical study of the concept of the spiritual life, its meaning, significance and development. Various models of Christian spirituality are studied. Small groups, lectures and journal-keeping are used. Students are encouraged to examine their own spiritual lives and learn about various models/guidelines for implementing a ministry of spiritual formation in the Christian community.
- 517. Seminars in Church & Ministry** **1-3 Hours**
These seminars vary in content according to student needs and goals. Seminars are offered in the areas of:
- a. The Church & the Family**—This is a study of the primary place of the family in the responsibilities of Christian training. Supportive measures of the church for the family are reviewed. The vital interrelationship between church and the family is examined.
 - b. Worship**—An examination of the meaning, purpose, goal and effective methods of Christian worship. Different approaches to worship are examined and the use of the Bible, preaching, drama and music are studied.
 - c. Christian Education**—This seminar presents differing components of Christian education. The specific content of the course will be worked out in advance, according to the needs, goals and purposes of students and professor.
 - d. Preaching**—This seminar involves videotaped preaching activity, in addition to outlined sermons. The student is observed in an actual preaching performance, in addition to the videotaped performances before the class. Various approaches to grasping the nature and purpose of preaching are given. Students who are qualified may pursue a study of special areas and aspects of preaching. Different types of preaching are reviewed.
 - e. Church Management**—This seminar covers all the various facets of an effective administration of a church program.
 - f. Counseling**—This seminar explores the role of the pastor or Christian worker as counselor and offers guidance in the areas of listening and responding to need(s). The specific course title varies.
 - g. Marriage & Family Counseling**—This seminar examines the function the Christian worker or counselor can serve in improving and deepening the relationships and commitments within a marriage and the larger family. Basic coun-

selling issues and techniques are explored.

h. Missions—This seminar presents various topics dealing with mission issues, past or present.

i. Crisis Counseling—The minister as a natural crisis counselor is studied. Crisis as turning points in persons' lives is recognized and the use of supportive methods in crisis counseling is examined. Bereavement counseling with both individuals, families and groups is covered. The role of crisis in the growth and development of character is emphasized as well. Various approaches to crisis counseling are developed.

j. Church Planting & Multiplication I—This course presents basic church multiplication theory and statistics and examines multiplication as well as the planting of churches. Church multiplication support systems are examined. Other key concepts such as value identification, team leading, church planting as a vocation and selected samplings from Bootcamp are covered. Cross reference MIN 360 in undergraduate International Ministries as well.

k. Church Planting & Multiplication II—This course builds upon and expands upon principles learned in Church Planting I. Various church planters present additional plans and experiences for a variety of approaches to church planting and church multiplication.

- 518. Supervised Field Experience** **3 Hours**
This course is designed to offer the opportunity for students to gain helpful experience in a field setting. Basic reading, reporting and performance in the field are required. On-the-job observation by a qualified person also helps the student sharpen skills and gain valuable guidance. May be taken more than once.
- 519. Directed Reading Experience** **1-3 Hours**
The directed reading courses are available in several areas and are set up to meet the individual needs of each student. The student and professor determine the particular needs of the student and draw up a reading list designed to address the student's weaknesses. The professor and student decide how the student shows that the requirements of

the course have been successfully completed. May be taken more than once.

- 550. Position Paper or Project** **3 Hours**
A position/research paper or other project is completed. A professor must act as supervisor/mentor of this option. Various topics and projects may be chosen.

Theology, History, Ethics & Society (THES)

- 523. History of Christian Thought** **3 Hours**
This is a survey of the major issues with which the church has wrestled from the apostolic age to the present. The positions of several great Christian leaders are highlighted in the context of the evangelical position on key issues like Scripture, ecclesiology, christology and evangelism.
- 529. Directed Reading Experience** **1-3 Hours**
These reading experiences are designed to enable the student to pursue in greater detail some key issues in selected areas. The reading list is agreed upon by the student and the professor. Reading reports, oral and written tests, and/or papers may be required, depending upon the prior arrangements of student and professor. The actual content is dependent upon the student's needs and goals.
- 530. Seminars in Theology, History, Ethics & Society** **3 Hours**
The seminar examines various topics according to student needs and goals. Each study involves an historical survey of the issues and an examination of the content involved in each course, with emphasis on the current application for today. Leading positions are presented and examined, with special emphasis upon the impact of these issues on the Christian church and community.
- a. Contemporary Ethical Issues/Moral Choice**—An examination of ethical/moral/spiritual issues confronting the church and the Christian community. Issues examined will change, but the course presents a practical method of how to think and act in a Christian manner concerning these issues.
- b. The Challenge of World Religions/Cults**—This course examines the basic history and teachings of sever-

al of the leading world religions and contemporary cults. The challenge posed by these movements is studied and various responses discussed. Movements covered include: Islam, Buddhism, Christian Science, New Age Movement, Taoism and others.

c. Basic Christian Doctrine—This course helps students grasp the importance of theology for practical ministry. It acquaints students with basic theological concerns, categories and concepts. The Bible and classical orthodox theological positions form the core concerns of the course.

d. Church History I: The Fathers-Reformation—This course covers the major events and persons from the early church fathers up to and including the Protestant Reformation and the counter-reformation.

e. Church History II: Reformation to Enlightenment—This course presents the major issues that arose during the Reformation Period and continues up to and includes the 18th Century Enlightenment.

f. Church History III: Enlightenment-Present—This course covers the major issues of church history from the 18th Century Enlightenment up to the present. Special emphasis is given to the 20th Century and current issues.

g. Church Cults—This course examines the origins, worldviews and teachings of the most significant contemporary religious movements. "Cultism," its definition and evaluation is included. Where possible firsthand on-site evaluation of cults is part of the course.

h. Contemporary Issues in Philosophy of Religion—This course examines contemporary issues in the field of religion from a philosophical perspective. Epistemology, the attributes of God, postmodern religion and relativism and the loss of meaning are some of the areas discussed.

i. History & Polity of the Missionary Church—A study of the origins, development and growth of the churches which have come to be called the Missionary Church. (Offered on demand; same as MIN 341.)

j. Worldviews, Postmodernism and the Gospel—This course examines current postmodern worldviews including the fundamental shifts occurring in

values and beliefs. Shifts, such as from absolutes to relativity, from knowledge to power, from meaning to interpretation, from objectivity to subjectivity, from truth to experience and from reason to emotion are analyzed. The changeless Truths of Christianity are examined in a world in flux. The practical implications of theory are examined.

Biblical Studies (BBST)

- 531. Interpreting the New Testament** **3 Hours**
An examination of the various backgrounds of the New Testament, for the purpose of discovering the meaning of the biblical texts of the New Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various New Testament texts are examined during the course.
- 532. Interpreting the Old Testament** **3 Hours**
An examination of the various backgrounds of the Old Testament, for the purpose of discovering the meaning of the biblical texts of the Old Testament. Some of the critical issues of the past and present are examined. Exegesis, theological and historical study, commentaries and other interpretive tools are studied and used. Various Old Testament texts are examined during the course.
- 533. Seminar in Biblical Literature** **3 Hours**
This is a detailed study of one or more biblical books in the Old or New Testament. The biblical book studied will vary each semester/year. Each study involves an examination of the book's place in the Christian canon, its major theme(s), its literary structure, and its historical background, in addition to major interpretation and critical theories about the book and its message. Included are:
A. Ezekiel
B. 1 Corinthians
C. Luke
D. Matthew
E. Psalms
F. Hebrews
G. Pentateuch

GRADUATE STUDIES

- H. Romans
- I. Mark
- J. Daniel
- K. Isaiah
- L. Exodus
- M. Minor Prophets

534. Biblical Theology Seminars 3 Hours

A short survey of the historical development of biblical theology is followed by an introduction to biblical theology as a theological discipline. Numerous biblical themes are pursued, such as ecclesiology, soteriology, eschatology, polity, evangelism and counseling. Attention is given to the practical use of biblical theology in the Christian ministry.

- a. Both Testaments
- b. Old Testament Theology
- c. New Testament Theology

New Testament Theology, Old Testament Theology or a Biblical Theology of the entire Bible are alternated.

539. Studies in Biblical Lands 3 Hours

A comprehensive travel course, including the history, geography, archeology and cultures of some portion(s) of the biblical lands. The program of study includes classroom lectures, on-site field exploration and firsthand exposure to the geography and culture. May be taken more than once.

Prerequisite: At least one course in Biblical Studies.

540. Biblical Languages: Greek, Hebrew, Aramaic or Latin* 1-3 Hours

This course is offered on demand and can be a review or introductory course

of these languages and the elements of the major exegetical tools that can be used in exegesis of the Old and New Testaments. The goal is a practical knowledge of these languages that the Christian worker can use in order to interpret the New and Old Testament Scriptures for ministry. These courses also prepare the student for exegetical studies at the seminary level. Upon sufficient demand a regular class will be offered during a 15-week semester. Otherwise, arrangements must be made with the program director for private tutorial or credit by examination. This course may be repeated in different languages and/or at different levels in given languages.

550. Directed Reading Experience 1-3 Hours

The student will work out a reading program in a selected field. The student should already have taken a basic introductory course before he/she can complete the reading course.

Independent Study

560. Independent Study 1-3 Hours

Independent studies are available in each area for most courses.

** Biblical Languages, Greek and Hebrew, are available on an independent study basis, as are other courses. A contract is established between the professor and student that will require 35 hours of independent study by the student for each credit hour taken.*

DRIVER EDUCATION ENDORSEMENT

For persons holding an undergraduate degree in education and current teacher certification, a graduate level program is available which meets the Indiana qualifications for the Driver Education endorsement. (There may be certain states that require additional course work. However, most states have recognized this Indiana endorsement through reciprocal agreements.) The program consists of four courses (12 credit hours) and is taught on a cohort plan, generally completable in two semesters. The courses include:

| | | | |
|------|-----|------------------------|---------|
| DRED | 501 | General Safety | 3 Hours |
| DRED | 502 | Traffic Safety | 3 Hours |
| DRED | 503 | Simulation & Range | 3 Hours |
| DRED | 504 | Basic Driver Education | 3 Hours |



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

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.

Grace College Nursing Program

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

| | | | HOURS |
|---|-----|---|--------------|
| General Studies | | | |
| COL | 181 | Adult Student Orientation | 0-1 |
| ENGL | 101 | Written Communication II | 3 |
| | | Speech | 3 |
| | | Psychology or Sociology | 3 |
| | | Mathematics or Science (Lab Optional) | 3-4 |
| | | History | 3 |
| THEO | 110 | Exploring the Christian Faith | 3 |
| | | Philosophy | 2-3 |
| | | Art/Drama/Literature/Music | <u>3</u> |
| | | | 23-26 |
| Major | | | |
| BIBL | 201 | Biblical Interpretation | 3 |
| BIBL | 211 | Old Testament I | 3 |
| BIBL | 221 | New Testament I | 3 |
| | | Elective in Bible | 3 |
| MIN | 210 | Christian World Mission | 3 |
| MIN | 310 | Evangelism & Discipleship | 3 |
| | | Electives in Ministry or Youth Ministry | 6 |
| BIBL | 320 | Biblical Theology, or | 3 |
| THEO | 310 | Systematic Theology I | <u>(3)</u> |
| | | | 27 |
| Electives needed to complete the degree | | | 12-9 |

Bible & Ministry Major - B. A. Degree

| | | | |
|------------------------|----------|-------------------------------|--------------|
| General Studies | | | |
| COL | 181 | Adult Orientation | 0-1 |
| | | Written Communication | 6 |
| | | Speech Communication | 3 |
| | | Literature/Art/Music | 6 |
| | | Foreign Language | 7 |
| | | (Biblical Languages expected) | 4 |
| | | Philosophy | 3 |
| | | Psychology | 3 |
| | | Sociology/Social Science | 9 |
| | | History/Area Studies | 6 |
| | | Science/Math | <u>3-4</u> |
| | | | 47-49 |
| 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 | 3 |
| BIBL | 320 | Biblical Theology, or | 3 |
| | | Elective in Bible | <u>(3)</u> |
| | | | 30 |

ADULT SERVICES

| | | | HOURS |
|---|----------|--|--------------|
| Concentration Tracks | | | |
| (Choose at least one) | | | 14-15 |
| Pastoral Ministry Track | | | |
| MIN | 340 | Theory & Practice of Pastoral Care | 3 |
| MIN | 310 | Evangelism & Discipleship | 3 |
| MIN | 320 | Fundamentals of Christian Leadership | 3 |
| MIN | 441 | Homiletics | 3 |
| MIN | | Internship, or | 3 |
| MIN | | Elective | <u>(3)</u> |
| | | | 15 |
| Missionary Service Track | | | |
| MIN | 333 | World Religious Movements | 3 |
| SOC | 356 | Cultural Anthropology | 3 |
| MIN | 310 | Evangelism & Discipleship | 3 |
| SS | 270 | Area Study | 3-4 |
| | | Internship in Missions or Ministry | <u>2-3</u> |
| | | | 14-16 |
| 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 | <u>4</u> |
| | | | 14 |
| Pre-Seminary Track | | | |
| | | Appropriate electives for seminary admission | 15 |
| Youth Ministry Track | | | |
| PSYC | 288 | Life Span Development | 3 |
| YMN | 181 | Foundations of Youth Ministry | 3 |
| YMN | 222 | Effective Teaching in Youth Ministry | 3 |
| MIN | 310 | Evangelism & Discipleship | 3 |
| | | Youth Ministry Elective | <u>3</u> |
| | | | 15 |
| Electives needed to complete the degree | | | 29-33 |

Business Supervision – A.A. Degree

| | | | |
|-------------------------|-----|--------------------------------|-----------|
| General Studies | | | |
| COL | 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. | <u>1</u> |
| | | | 29 |
| Supervision Core | | | |
| ACCT | 203 | Fundamentals of Accounting I | 3 |
| ACCT | 204 | Fundamentals of Accounting II | 3 |
| BADM | 122 | Business Ethics | 3 |

| | | | HOURS |
|------|-----|-----------------------------|--------------|
| 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 |
| 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 | 3 |
| | | | <u>36</u> |
| Electives (or second major or minor) | | | <u>39</u> |

Liberal Studies Major A.A. Degree

General Studies

| | | | |
|------|-----|--|--------------|
| COL | 181 | Adult Student Orientation | 0-1 |
| ENGL | 101 | Written Communication II | 3 |
| | | Speech | 3 |
| | | Psychology | 3 |
| | | Sociology | 3 |
| | | Mathematics or Science (Lab Optional) | 3-4 |
| | | Bible/Religion/Philosophy | 6 |
| | | Art/Drama/Literature/Music | 3 |
| | | Fitness/Wellness/ Health/Physical Education | 1 |
| | | | <u>25-27</u> |

ADULT SERVICES

| Major | HOURS |
|---|-----------|
| Primary Concentration in one subject area* (At least nine hours must be taken at Bethel in the primary concentration area) | 15 |
| Secondary Concentration in one subject area* | 9 |
| Secondary Concentration in another subject area* | <u>6</u> |
| | 30 |

*All courses in a concentration area must be the same course prefix letters (with the exception of music concentrations where any two music prefixes may be combined) and may not be required within the General Studies.

Electives needed to complete the degree 7-5

Liberal Studies Major B.A. Degree

General Studies

| | | |
|----------|--|--------------|
| COL 181 | Adult Student Orientation | 0-1 |
| ENGL 101 | Written Communication | 6 |
| | Speech Communication | 3 |
| | Psychology | 3 |
| | Sociology/Social Science | 6 |
| | College Level Mathematics | 3 |
| | Science (Lab Optional) | 3-4 |
| | Foreign Language | 6 |
| | Bible/Religion | 9 |
| | History | 3 |
| | Art/Drama/Literature/Music | 6 |
| | Philosophy | 3 |
| | Fitness/Wellness/ Health/Physical Education | <u>2</u> |
| | | 53-55 |

Major

| | |
|--|-----------|
| Primary Concentration in one subject area* | 15 |
| Secondary Concentration in one subject area* | 12 |
| Secondary Concentration in another subject area* | <u>9</u> |
| | 36 |

*All courses in a concentration area must be of the same course prefix letters (with the exception of music concentrations where any two music prefixes may be combined) 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 33-35

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

| | | |
|----------|---------------------------|-----|
| COL 181 | Adult Orientation | 0-1 |
| COMM 171 | Speech Communication | 3 |
| ENGL 101 | Written Communication II | 3 |
| ENGL 102 | Written Communication III | 3 |

| | | | HOURS |
|-------------------------------------|-----|---|--------------|
| | | Psychology | 3 |
| | | Sociology | 3 |
| | | Art/Literature/Music | 3 |
| | | Science/Mathematics | 3 |
| | | Religion/Philosophy | <u>6</u> |
| | | | 27-28 |
| | | | |
| Major Core | | | |
| JRNL | 211 | Basic News Writing | 3 |
| WRIT | 110 | The Writing Profession | 3 |
| WRIT | 210 | Marketing a Manuscript | 3 |
| WRIT | 221 | Writing Modes & Models | <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 | 301 | Standard English Grammar | (3) |
| ENGL | 465 | Writing Practicum | (3-4) |
| JRNL | 213 | Layout & Design | (3) |
| JRNL | 221 | Features & Nonfiction Writing | (3) |
| JRNL | 301 | Editing | (3) |
| JRNL | 321 | Advanced Features & Nonfiction Writing | (3) |
| WRIT | 203 | Creative Writing | (3) |
| WRIT | 221 | Writing Modes & Models | (3) |
| WRIT | 222 | Seminar in Writing | (3) |
| WRIT | 231 | Business & Technical Writing | (3) |
| WRIT | 241 | Writing for the Religious Market | (3) |
| WRIT | 251 | Independent Study in Writing | (1-3) |
| WRIT | 275 | Broadcast Media Writing | <u>(3)</u> |
| | | | 18 |
| | | | |
| | | Electives needed to complete the degree | 4-5 |

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.

General Studies

| | |
|-----------------------------|---|
| Writing | 3 |
| Speech | 3 |
| Humanities | 6 |
| Psychology | 3 |
| Sociology | 3 |
| Social Science | 6 |
| Natural Science/Mathematics | 6 |

ADULT SERVICES

| | HOURS | |
|-----------------------------------|--|-----------|
| 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

Business Administration (BADM)

- 122. Business Ethics 3 Hours**
Acquaints beginning students with basic moral and ethical issues involved in running a business, and including the role of business within the society. Classical ethical systems are introduced with major focus on biblical perspectives for ethical decision making.
- 223. Human Relations in Business 3 Hours**
A study of how people interact and work together. Includes an examination of why values, attitudes and behaviors can cause relationship problems and how these problems can be prevented or overcome.
- 224. Principles of Supervision 3 Hours**
A study of the supervisor's job emphasizing the development of skills required for being an effective first-level leader.
Prerequisite: BADM 223.

Organizational Management (ORGM)

- 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 exam-

ine 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 economic 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 management 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.

BOARD of TRUSTEES

OFFICERS

Walter Weldy, Wakarusa, IndianaChairman
Dale Little, Flint, MichiganVice Chairman
Sam Davenport, Granger, IndianaTreasurer
Daniel Kletzing, Granger, IndianaSecretary

MEMBERS

Steven R. Cramer, Osceola, Indiana
Richard Felix, Newport Beach, California
William Gates, South Bend, Indiana
Charles Habegger, Berne, Indiana
Brian Hamil, Fort Wayne, Indiana
Verle Hochstetler, Bremen, Indiana
William Hossler, Fort Wayne, Indiana
Dianna Jenkins, Colorado Springs, Colorado
Sue Morey, Mishawaka, Indiana
Carl Muselman, Berne, Indiana
Glen Musselman, Warren, Michigan
Daryl Pannabecker, Leo, Indiana
Vernon Sailor, Elkhart, Indiana
Ruth Taba, Kalaheo, Hawaii
LeRoy Troyer, South Bend, Indiana
William White, South Bend, Indiana

2004-2005

ACADEMIC CALENDAR

Fall Semester, 2004

Traditional Classes BeginAugust 26, Thursday
Last Day for Late RegistrationSeptember 2, Thursday
Labor Day - No Classes.....September 6, Monday
Service DayOctober 5, Tuesday
Fall Break.....October 14-15, Thursday-Friday
Second Half of Semester Begins.....October 18, Monday
Registration for Spring SemesterNovember 1-19
Last Day to Withdraw from ClassesNovember 5, Friday
Thanksgiving Break.....November 24-26, Wednesday-Friday
Final ExaminationsDecember 13-16, Monday-Thursday
Semester Ends after ExaminationsDecember 16, Thursday

Spring Semester, 2005

Traditional Classes Begin.....January 6, Thursday
Last Day for Late Registration.....January 13, Thursday
Spring Break.....February 28-March 6, Monday-Sunday
Second Half of Semester BeginsMarch 7, Monday
Last Day to Withdraw from ClassesMarch 18, Friday
Easter BreakMarch 25-28, Friday-Monday
Registration for Summer/FallApril 4-April 22
Last Day of ClassesApril 26, Tuesday
Preparation DayApril 27, Wednesday
Final Examinations.....April 28, 29, May 2, 3, Thursday-Tuesday
GraduationMay 1, Sunday
Semester Ends after ExaminationsMay 3, Tuesday

May Term

May TermMay 9-27

Tentative 2005-2006 ACADEMIC CALENDAR

Fall Semester, 2005

Traditional Classes Begin.....August 25, Thursday
 Last Day for Late RegistrationSeptember 1, Thursday
 Labor Day - No ClassesSeptember 5, Monday
 Service Day.....October 4, Tuesday
 Fall BreakOctober 13-14, Thursday-Friday
 Second Half of Semester BeginsOctober 17, Monday
 Registration for Spring Semester.....October 31-November 18
 Last Day to Withdraw from Class.....November 4, Friday
 Thanksgiving BreakNovember 23-25, Wednesday-Friday
 Final Examinations.....December 12-15, Monday-Thursday
 Semester Ends after Examinations.....December 15, Thursday

Spring Semester, 2006

Traditional Classes BeginJanuary 9, Monday
 Last Day for Late RegistrationJanuary 16, Monday
 Spring BreakMarch 6-12, Monday-Sunday
 Second Half of Semester Begins.....March 13, Monday
 Last Day to Withdraw from ClassesMarch 17, Friday
 Registration for Summer/FallApril 3-April 21
 Easter BreakApril 14-17, Friday-Monday
 Last Day of Classes.....April 25, Tuesday
 Preparation DayApril 26, Wednesday
 Final ExaminationsApril 27, 28, May 1, 2, Thursday-Tuesday
 GraduationApril 30, Sunday
 Semester Ends after Examinations.....May 2, Tuesday

May Term

May TermMay 8-26

ADMINISTRATION & FACULTY

(Date in parenthesis following each listing indicates the year in which he/she joined the college)

Wendy L. Adams, *Associate Librarian* B.A., Asbury College; M.L.S., Indiana University (1990)

Carolyn L. Arthur, *Associate Director for Advising and Retention*, B.A., Seattle Pacific College; M.A., Ball State University; Ph.D., Michigan State University (1996)

Diane M. Badzinski, *Associate Professor of Communication* B.A., St. Cloud University; M.A., University of California-Santa Barbara; Ph.D. University of Wisconsin-Madison (2001)

J. Duane Beals, *Professor of Religion* B.A., Bethel College; M.Div., Asbury Theological Seminary; M.A., Ph.D., University of Notre Dame (1977, 1988-89, 1991)

Elizabeth L. Beldon, *Program Coordinator of American Sign Language/Interpreting Program, Associate Professor of American Sign Language* B.A., M.A., University of Akron (1995)

LaVerne P. Blowers, *Associate Professor of Christian Missions* B.A., Seattle Pacific University; M.Div., Asbury Theological Seminary; Th.M., Fuller Theological Seminary; D.Miss., Trinity Evangelical Divinity School (1986)

Loretta Blowers, *Director of Adult College* B.A., Asbury College; M.Min., Bethel College (1986)

Celine M. Boisvert, *Assistant Professor of Nursing* BSN, MSN, Valparaiso University (1997)

Stephanie K. Carlson, *Assistant Professor of Psychology* B.A., Olivet Nazarene University; M.A., Ph.D., Northern Illinois University (1997)

Eugene E. Carpenter, *Director of Master of Ministries and Master of Arts in Theological Studies Programs, Professor of Old Testament* B.A., Bethel College; M.Div., Associated Mennonite Biblical Seminaries; Ph.D., Fuller Theological Seminary; Lexington Theological Seminary (1977-81, 1989)

Connie Cramer, *Assistant Professor of Nursing* B.S., Indiana University at South Bend; M.S., Andrews University (1997)

Steven R. Cramer, *President* B.A., Bethel College; M.S., University of Notre Dame; Ph.D., Indiana State University (1973-75, 1982-85, 1987)

Maralee S. Crandon, *Associate Professor of English* A.B., Houghton College; M.A., Wheaton College; Syracuse University; M.A., University of Notre Dame; Andrews University (1977)

Ruth E. Davidhizar, *Dean of Nursing, Professor of Nursing* B.S.N., Goshen College; M.S.N., D.N.S., Indiana University (1984)

Christian R. Davis, *Associate Professor of English* B.A., Thiel College; University Laval; Liberty Baptist Seminary; University of North Dakota; M.A., Ph.D., The Pennsylvania State University (1993)

J. Ronald Drake, *Director of Degree Completion* B.A., Bethel College; M.S., University of Notre Dame; M.Min., Bethel College (1997)

Dennis D. Engbrecht, *Senior Vice President, Professor of History* B.S., McPherson College; M.A., University of Kansas; Ph.D., University of Nebraska (1986)

Sally E. Erdel, *Assistant Professor of Nursing* A.A., Fort Wayne Bible College; B.S.N., M.S., University of Illinois at the Medical Center (1994)

Timothy P. Erdel, *Associate Professor of Religion and Philosophy, Archivist and Theological Librarian* Saint Francis College; B.A., Fort Wayne Bible College; A.M., University of Chicago; M.Div., Th.M., Trinity Evangelical Divinity School; McCormick Theological Seminary; Princeton Theological Seminary; M.A., Ph.D., University of Illinois at Urbana-Champaign (1994)

M. Jane Eshleman, *Associate Professor of Nursing* R.N., Indianapolis Methodist Hospital School of Nursing; B.S., College of St. Francis; M.A., Western Michigan University; M.S., Indiana Wesleyan University (1990)

James D. Fischer, *Counseling Center Director* B.S., Cedarville College; M.A., Western Seminary; Psy.D., George Fox College (1995)

Brock L. Fisher, *Assistant Professor of Theatre*, B.A., Central Missouri State University; M.A., University of Missouri (2004)

Guy A. Fisher, *Director of Financial Aid* B.A., Bethel College; M.S.A., University of Notre Dame (1986)

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