



ADULT SERVICES

JOHN R. MOW, Dean

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

Degree Completion: MR. J. RONALD 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

Degree Completion

Adult Services offers two B.S. degree completion majors: Organizational Management and Nursing. Students must have 62 semester hours of appropriate credit before applying. Coursework is accelerated.

Adult College

Accelerated courses generally meet on weekday evenings or Saturday mornings. 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.

Traditional Majors

Adults interested in any of the regular day-time majors of Bethel College are welcome to apply through the adult services office. Students may attend full time or part time.

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. Class work 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 or GED scores sent to the adult services office unless you have earned 30 semester hours of credit 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	3
			<u>23-26</u>
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	(3)
			<u>27</u>
Electives needed to complete the degree			12-9

Bible & Ministry Major - B. A. Degree

General Studies			
COL	181	Adult Orientation	0-1
ENGL	101, 102	Written Communication II & III	6
		Speech Communication	3
		Literature/Art/Music	6
		Foreign Language (Biblical Languages expected)	7
		Philosophy	4
		Psychology	3
		Sociology/Social Science	9
		History/Area Studies	6
		Science/Math	3-4
			<u>47-49</u>
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

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			HOURS
BIBL	320	Biblical Theology, or Elective in Bible	3 <u>(3)</u> 30
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

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SOC	252	Marriage & Family	<u>(3)</u>
			40-42
Electives needed to complete degree			32-35

Human Services (Double Major Option)

General Studies

BIOL	115	Human Biology (with lab)	4
COL	181	Adult Student Orientation	0-1
COMM	171	Speech communication	3
ENGL	101	Written Communications II	3
ENGL	102	Written Communications III	3
MATH	111	Basic Probability & Statistics	3
PHIL	250	Intro to Philosophy	3
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
		Foreign Language/Area Study (Travel)	3
		Literature/Art/Music/Drama elective	3
		Bible electives	9
		History elective	3
		Social Science/Economics/History	<u>3</u>
TOTAL General Studies hours			49-50

Major Courses

HS	278	Introduction to Human Services	3
HS	280	Group Facilitation in the Human Service Professions	2
HS	320	Casework Methods and Writing in the Human Services Profession	3
HS	375	Crisis Intervention	3
HS	410	Administration of Human Services Agencies	3
HS	420	Research and Program Evaluation	3
SOC	202	Race & Ethnicity	3
SOC	251	Social Psychology	3
SS	371	Interviewing & People-Helping Skills	3
SS	374	Fieldwork in Social Science	3
			(29)

Select 3 hours from courses below:

PSYC	288	Life Span Dev	(3)
SOC	201	Problems & Issues	(3)
SOC	252	Marriage & Family	<u>(3)</u>

			32
Credits available to complete second major			42-43

Human Services A.A. Degree

General Studies

BIOL	115	Human Biology (with lab)	4
COL	181	Adult Student Orientation	0-1
COMM	171	Speech communication	3
ENGL	101	Written Communications II	3
MATH	111	Basic Probability & Statistics	3
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
		Fitness/Wellness/Health/P.E. elective	1
		Music/Art/Literature/Drama electives	3
		Bible/Religion/Philosophy electives	<u>6</u>
TOTAL General Studies hours			29-30

Major Courses			HOURS
HS	278	Introduction to Human Services	3
HS	280	Group Facilitation in the Human Service Professions	2
HS	320	Casework Methods and Writing in the Human Services Profession (new)	3
HS	371	Interviewing & People-Helping Skills	3
HS	375	Crisis Intervention	3
SOC	251	Social Psychology	3
Select 6 hours from courses below:			6
SOC	201	Problems & Issues	(3)
SOC	202	Race & Ethnicity	(3)
SOC	252	Marriage & Family	(3)
Select 2-3 hours from courses below			2-3
PSYC	284	Child Growth & Dev	(3)
PSYC	285	Adolescent Growth & Dev	(2)
PSYC	287	School-Age Growth & Dev	(3)
PSYC	288	Life Span Dev	(3)
SOC	203	Sociology/Psychology of Aging	(3)
			25-26
Electives needed to complete degree			6-8

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
			25-27
Major			
		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*	6
			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
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Liberal Studies Major B.A. Degree

General Studies			
COL	181	Adult Student Orientation	0-1
ENGL	101, 102	Written Communication II & III	6

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		HOURS
x	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
		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	(3)
			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 admission counselor for admission criteria.

Organizational Management - B.S.

General Studies			
Writing			3
Speech			3
Humanities			6
Psychology			3
			HOURS
Sociology			3
Social Science			6
Natural Science/Mathematics			6
Religion/Philosophy			6
Liberal Arts Electives			12
			48
General/Technical Elective			40
Major Courses			
ORGM	220	Communications	3
ORGM	300	Biblical Perspectives for Managers	3
ORGM	320	Accounting for Managers	4
ORGM	333	Managerial Finance	4
ORGM	349	Statistical Methods & Research	3
ORGM	401	Principles of Management & Supervision	3
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	3
			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.

Human Services (HS)

Course descriptions available in Social Science section.

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 inte-

gration 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 read-

- ings and class practice, with an analysis of the effect on productivity.
- 403. Business Ethics 3 Hours**
Several major ethical theories are reviewed. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights and a responsible lifestyle in the contemporary world.
- 430. Human Resources Administration 3 Hours**
An exploration of the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to federal legislation through a series of case studies and simulations.
- 433. Managerial Economics 4 Hours**
A study of principles of economics necessary to equip managers and supervisors for effective decision making and leadership. Special consideration is given to the effects of the internationalization of our economy. Specific 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.