

# School of ADULT STUDIES

MR. RANDAL G. GUNDEN, Dean

Adult College: MRS. LORETTA BLOWERS, Director  
Bible & Ministry  
Business Supervision  
Early Childhood Education NT  
Human Services  
General Studies  
Writing

Degree Completion: MR. J. RONALD DRAKE, Director  
Organizational Management

ADULT STUDIES

## Mission

The mission of the adult studies 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 Studies 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 7 weeks or two hour blocks for 14 weeks. Enrollment is limited to non-traditional students. Entire degree programs in Bible & Ministry, Business Supervision, General Studies, Human Services, 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. See the director of assessment for details and guidance in Prior Learning Assessment preparation. Prior Learning Assessment, helps to instruct students about credit validation.

## Admission Steps for Adult Students

1. Request an application for admission form from the adult studies office.
2. Complete the application form and send it with a \$25 fee to the adult studies office.
3. Have your high school transcript or GED scores sent to the adult studies 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 studies 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 studies 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 studies 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 studies counselor. This can be arranged by phoning (574) 807-7550 (local) or (800) 422-4251 (long distance).

# Adult Studies Programs

## Bible & Ministry Major - B.A. Degree

			HOURS
<b>General Studies</b>			
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)	6
		Philosophy	4
		Psychology	3
		Sociology/Social Science	9
		History/Area Studies	6
		Science/Math	<u>3-4</u>
			<b>46-48</b>
<b>Major</b>			
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 Elective in Bible	3
			<u>(3)</u>
			<b>30</b>
<b>Concentration Tracks (Choose at least one)</b>			<b>14-16</b>
<b>Missionary Service Track</b>			
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>
			<b>14-16</b>
<b>Pastoral Care Track</b>			
MIN	340	Theory & Practice of Pastoral Care	3
SOC	252	Marriage & Family	3
HS	371	Interviewing & People Helping Skills	3
HS	375	Crisis Intervention	3
PSYC	288	Life Span Development	<u>3</u>
			<b>15</b>
<b>Pastoral Ministry Track</b>			
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>
			<b>15</b>

# ADULT STUDIES

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		HOURS
<b>Pre-Seminary Track</b>		
	Appropriate electives for seminary admission	15
<b>Youth Ministry Track</b>		
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 3
		<u>15</u>
Electives needed to complete the degree		30-34

## Bible & Ministry Major - A.A. Degree

<b>General Studies</b>			
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>
<b>Major</b>			
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			9-12

## Business Supervision – A.A. Degree

<b>General Studies</b>			
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.	1
			<u>29</u>

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

**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.

## Early Childhood Education NT Major B.A. Degree

### Non-licensure

<b>General Studies</b>			
COL	181	Adult Student Orientation	0-1
COMM	171	Speech Communication	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
PSYC	182	General Psychology	3
PHED	100	Lifelong Physical Awareness	0.5
PHED	131	First Aid/CPR	0.5
PHED	250	Rhythmic Activities	1
SOC	151	Principles of Sociology	3
MUED	344	Music for Teachers	3
MATH	281	Math for Teachers I	3
			Bible Electives 9
			Life or Physical Science 4
			Philosophy 3
			Foreign Language 6
			History Elective 3
			Literature Elective 3
			<b>51-52</b>

<b>Major</b>			
PSYC	284	Child Growth and Development	3
ECED	111	Introduction to Early Childhood	3
ECED	112	Nutrition, Health & Safety for Early Childhood	3
ECED	215	Understanding Special Needs	3
ECED	216	Early Childhood Learning Environment	4
ECED	213	Child Care Administration	3
ELED	221	Children's Literature	3
ELED	305	Teaching in the Primary Grades	3
ELED	311	Emergent Literacy	3
ART	312	Art Education in the Elementary School	3
ECED	415	Content Methods	4
ECED	416	Methods Field Experience	0
ECED	425	Early Childhood Student Teaching	2-5
			<b>37-40</b>

Electives needed to complete the degree 32-36

**General Studies Major B.A. Degree**

		<b>HOURS</b>	
<b>General Studies</b>			
COL	181	Adult Student Orientation	0-1
ENGL	101, 102	Written Communication II & III	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>
			<b>53-55</b>
<b>Major</b>			
		Primary Concentration in one subject area*	15
		Secondary Concentration in one subject area*	12
		Secondary Concentration in another subject area*	<u>9</u>
			<b>36</b>

\*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

**General Studies Major A.A. Degree**

<b>General Studies</b>			
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	<u>1</u>
			<b>25-27</b>
<b>Major</b>			
		Primary Concentration in one subject area*	15
		(At least nine hours must be taken at Bethel in the primary concentration area)	
		Secondary Concentration in one subject area*	9
		Secondary Concentration in another subject area*	<u>6</u>
			<b>30</b>

\*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

## Human Services (Single Major Option) - B.S. Degree

		HOURS
<b>General Studies</b>		
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 3
		<b>TOTAL General Studies hours 49-50</b>
<b>Major</b>		
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	Internship in Social Science 3
		<b>Select 2-3 hours from courses below: 2-3</b>
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)
		<b>Select 9-10 hours from courses below: 9-10</b>
PSYC	386	Personality Theories (3)
PSYC	481	Abnormal Psychology (4)
SOC	201	Problems & Issues (3)
SOC	252	Marriage & Family (3)
		<b>40-42</b>
		Electives needed to complete degree 32-35

## Human Services (Double Major Option) - B.S. Degree

<b>General Studies</b>		
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

		<b>HOURS</b>
	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>
	<b>TOTAL General Studies hours</b>	<b>49-50</b>
<b>Major Courses</b>		
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	Internship in Social Science 3
		(29)
	<b>Select 3 hours from courses below:</b>	<b>3</b>
PSYC	288	Life Span Dev (3)
SOC	201	Problems & Issues (3)
SOC	252	Marriage & Family <u>(3)</u>
		<b>32</b>
	<b>Credits available to complete second major</b>	<b>42-43</b>

**Human Services A.A. Degree**

<b>General Studies</b>		
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>
		<b>TOTAL General Studies hours 29-30</b>
<b>Major Courses</b>		
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
	<b>Select 6 hours from courses below:</b>	<b>6</b>
SOC	201	Problems & Issues (3)
SOC	202	Race & Ethnicity (3)
SOC	252	Marriage & Family (3)

<b>Select 2-3 hours from courses below</b>			<b>HOURS</b>
			<b>2-3</b>
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)
			<b>25-26</b>
Electives needed to complete degree			6-8

## 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.

<b>General Studies</b>			
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
			6
			<b>27-28</b>

<b>Major Core</b>			
JRNL	211	Basic News Writing	3
WRIT	110	The Writing Profession	3
WRIT	210	Marketing a Manuscript	3
WRIT	221	Writing Modes & Models	3
			<b>12</b>

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)
			<b>18</b>

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.

	<b>HOURS</b>	
<b>General Studies</b>		
Writing	3	
Speech	3	
Humanities	6	
Psychology	3	
Sociology	3	
Social Science	6	
Natural Science/Mathematics	6	
Religion/Philosophy	6	
Liberal Arts Electives	<u>12</u>	
	<b>48</b>	
<b>General/Technical Elective</b>		
	<b>40</b>	
<b>Major Courses</b>		
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	<u>3</u>
		<b>36</b>