

# NON-TRADITIONAL PROGRAMS

## Programs:

- Bible & Ministry
- Business Supervision
- Early Childhood Education NT
- Human Services
- General Studies
- Nursing
- Organizational Management
- Writing

## 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 Non-Traditional Programs

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.

### Accelerated Programs

Accelerated courses generally meet on weekday evenings, Saturday mornings and online. 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, 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 program manager for prior learning assessment for details and guidance in Prior Learning Assessment preparation. Prior Learning Assessment helps to instruct students about credit validation.

### Admission Steps for Non-Traditional Students

1. Request an application for admission form from the non-traditional studies office.
2. Complete the application form and send it with a \$25 fee to the non-traditional studies office.

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3. Have your high school transcript or GED scores sent to the non-traditional 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 non-traditional 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 COMPASS tests when SAT/ACT scores are more than three years old. Some or all of these requirements may be met already by previous courses taken or by test scores. Ask a non-traditional 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 a non-traditional 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 non-traditional studies counselor. This can be arranged by phoning (574) 807-7550 (local) or (800) 422-4251 (long distance).

### **Non-Traditional Studies Programs**

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

<b>General Education</b>			<b>HOURS</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	3
		Psychology	3
		Sociology/Social Science	9
		History/Area Studies	6
		Science/Math	<u>3-4</u>
			<b>45-47</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

## NON-TRADITIONAL PROGRAMS

			HOURS
		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>
<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	<u>3</u>
			<b>15</b>
		Electives needed to complete the degree	31-35

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

<b>General Education</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	<u>3</u>
			<b>23-26</b>
<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	<u>(3)</u>
			<b>27</b>

# **NON-TRADITIONAL PROGRAMS**

Electives needed to complete the degree **HOURS**  
9-12

## **Business – B.S. Degree**

### **General Education**

COL	181	Adult Student Orientation	1
COMM	171	Speech Communications	3
ENGL	101	Written Communication II	3
ENGL	102	Written Communication III	3
MATH	111	Basic Probability and Statistics	3
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
THEO	110	Exploring the Christian Faith	3
		Bible or Theology Electives	9
		Humanities (Literature or Fine Arts)	6
PHIL		Philosophy	3
		Science (lab optional)	<u>3</u>
			<b>43</b>

### **Business Core**

ACCT	120	Business Accounting	3
BADM	121	Introduction to Business	3
BADM	125	Introduction to Management	3
BADM	220	Business Finance	3
BADM	221	Business Law	3
BADM	222	Business Communications	3
BADM	223	Human Relations in Business	3
BADM	320	Organizational Development and Change	3
BADM	334	Human Resource Management	3
BADM	322	Principles of Marketing	3
BADM	436	Exploring E-Commerce and Internet Marketing	3
BADM	470	Christian Ethics in Business	3
ECON	150	Introduction to Economics	<u>3</u>

**Select 3-4 hours from the following:** 3-4

MATH	107	Algebraic Modeling with Trigonometry	(3)
MATH	124	Applied Calculus	(3)
MATH	131	Calculus I	(4)
MATH	286	Applied Mathematics for Business	(3)

**Business Electives:** **21**

Courses from ACCT, BADM, CAPP, ECON, or approval from the Program Manager

NOTE: Nine of the 21 Business electives must be at the 300-level or higher.

Electives needed to complete the degree **17-18**

Notes:

(1) Students must demonstrate basic computer literacy or successfully pass CAPP 130 as an elective.

(2) The program manager approves the transfer of business-related credits.

## **Business – A.A. Degree**

### **General Education**

COL	181	Adult Student Orientation	1
COMM	171	Speech Communications	3
ENGL	101	Written Communication II	3

## NON-TRADITIONAL PROGRAMS

			HOURS
ENGL	102	Written Communication III	3
MATH	111	Basic Probability and Statistics	3
PSYC	182	General Psychology	3
SOC	151	Principles of Sociology	3
THEO	110	Exploring the Christian Faith	3
		BIBL, THEO, or PHIL Elective	3
		Science (lab optional)	<u>3</u>
			<b>28</b>
<b>Business Core</b>			
ACCT	120	Business Accounting	3
BADM	121	Introduction to Business	3
BADM	125	Introduction to Management	3
BADM	220	Business Finance	3
BADM	221	Business Law	3
BADM	222	Business Communications	3
BADM	223	Human Relations in Business	3
BADM	320	Organizational Development & Change	3
ECON	150	Introduction to Economics	<u>3</u>
			<b>27</b>
<b>Business Electives</b>			
			<b>7</b>
<b>Select 7 credit hours from the following:</b>			
ACCT	203	Fundamentals of Accounting I	(3)
ACCT	204	Fundamentals of Accounting II	(3)
CAPP	130	Computer Applications	(3)
CAPP	210	Web Design	(3)
ECON	229	Principles of Macroeconomics	(3)
ECON	230	Principles of Microeconomics	(3)
<b>Total Credits Required</b>			<b>62-64</b>

Notes:

- (1) Students must demonstrate basic computer literacy or successfully pass CAPP 130 as an elective.
- (2) The program manager approves the transfer of business-related credits.

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

### Non-licensure

#### General Education

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
KINE	252	Fitness/Wellness	1
KINE	117	On the Ball Training, or	1
KINE	124	Aerobics, or	(1)
KINE	128	Physical Fitness, or	(1)
KINE	135	Weight Training	(1)
SOC	151	Principles of Sociology	3
MUED	344	Music for Teachers	2
MATH	281	Math for Teachers I	3

## **NON-TRADITIONAL PROGRAMS**

			<b>HOURS</b>
		Bible Electives	9
		Life or Physical Science	4
		Philosophy	3
		Foreign Language	6
		History Elective	3
		Literature Elective	<u>3</u>
			<b>50-51</b>
<b>Major</b>			
KINE	131	Community First Aid/CPR	0.5
KINE	250	Rhythmic Activities	1
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
ECED/ELED	311	Emergent Literacy	3
ART	312	Art Education in the Elementary School	2
ECED	415	Content Methods	4
ECED	416	Methods Field Experience	0
ECED	425	Early Childhood Student Teaching (B.A. degree)	<u>2-5</u>
			<b>37.5-40.5</b>
		Electives needed to complete the degree	32.5-36.5

## **Early Childhood Education NT Major – A.A. Degree**

### **Non-licensure**

<b>General Education</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
SOC	151	Principles of Sociology	3
ART	312	Art Education in the Elementary School or	2
MUED	344	Music for Teachers	(2)
		Bible/Religion	6
		Philosophy	2-3
		Math or Science (lab optional)	<u>3-4</u>
			<b>28-31</b>
<b>Major</b>			
KINE	250	Rhythmic Activities	1
KINE	131	Community First Aid & CPR	0.5
PSYC	284	Child Growth and Development	3
ECED	111	Intro 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
ELED	221	Children's Literature	3

## ***NON-TRADITIONAL PROGRAMS***

			<b>HOURS</b>
ECED/ELED	311	Emergent Literacy	3
ECED	312	Early Childhood Student Teaching (A.A. degree)	<u>3</u>
			<b>26.5</b>
Electives needed to complete the degree			4.5-.57

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

#### **General Education**

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>

#### **Major**

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 Education courses. At least 18 semester hours within the concentration areas must be completed at Bethel College.

Electives needed to complete the degree		33-35
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### **General Studies Major A.A. Degree**

#### **General Education**

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	<u>3</u>
			<b>24-26</b>

#### **Major**

Primary Concentration in one subject area*		15
(At least nine hours must be taken at Bethel in the primary concentration area)		

# **NON-TRADITIONAL PROGRAMS**

	HOURS
Secondary Concentration in one subject area*	9
Secondary Concentration in another subject area*	6
	<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 6-8

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

### **General Education**

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	6
		Bible electives	9
		History elective	3
		Social Science/Economics/History	3
		<b>TOTAL General Education hours</b>	<b>49-50</b>

### **Major**

HS	278	Introduction to Human Services	3
HS	280	Group Facilitation in the Human Service Professions	3
HS	320	Casework Methods and Writing in the Human Services Profession	3
HS	371	Interviewing & People-Helping Skills	3
HS	374	Internship in Human Services	3
HS	375	Crisis Intervention	3
HS	410	Administration of Human Services Agencies	3
HS	420	Research and Program Evaluation	3
SOC	202	Racial and Cultural Minorities	3
SOC	251	Social Psychology	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)

### **Select 9-10 hours from courses below: 9-10**

PSYC	386	Personality Theories	(3)
PSYC	481	Abnormal Psychology	(4)
SOC	201	Problems & Issues	(3)

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## NON-TRADITIONAL PROGRAMS

			HOURS
SOC	252	Marriage & Family	<u>(3)</u>
			<b>41-43</b>
Electives needed to complete degree			31-34

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

#### General Education

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)	6
			Literature/Art/Music/Drama elective	3
			Bible electives	9
			History elective	3
			Social Science/Economics/History	<u>3</u>
			<b>TOTAL General Education hours</b>	<b>49-50</b>

#### Major Courses

HS	278	Introduction to Human Services	3
HS	280	Group Facilitation in the Human Service Professions	3
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
HS	371	Interviewing & People-Helping Skills	3
HS	374	Internship in Human Services	3
SOC	202	Racial and Cultural Minorities	3
SOC	251	Social Psychology	<u>3</u>
			<b>(29)</b>

#### Select 3 hours from courses below:

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

#### Credits available to complete second major

**33**  
**41-42**

### Human Services A.A. Degree

#### General Education

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

## **NON-TRADITIONAL PROGRAMS**

			<b>HOURS</b>
SOC	151	Principles of Sociology	3
		Music/Art/Literature/Drama electives	3
		Bible/Religion/Philosophy electives	<u>6</u>
		<b>TOTAL General Education hours</b>	<b>28-29</b>
<b>Major Courses</b>			
HS	278	Introduction to Human Services	3
HS	280	Group Facilitation in the Human Service Professions	3
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	Racial and Cultural Minorities	(3)
SOC	252	Marriage & Family	(3)
<b>Select 2-3 hours from courses below</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	<u>(3)</u>
			<b>26-27</b>
Electives needed to complete degree			6-8

### **Music Skills NT Minor**

MUTH	121	Elements of Music	3
MUTH	122	Music Theory I	3
MUED	333	Basic Conducting	2
MULH	341	The Practice of Worship: Theology and Music	3
FA	115	Introduction to World Music	3
Select 3 hours from the following:			3
MUAP	131	Class Voice I	(1)
MUAP	132	Class Voice II	(1)
MUAP	133	Class Voice III	(1)
MUAP	141	Class Piano I	(1)
MUAP	142	Class Piano II	(1)
MUAP	143	Class Piano III	<u>(1)</u>
			17

### **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 Education</b>			
COL	181	Adult Orientation	0-1
COMM	171	Speech Communication	3

## NON-TRADITIONAL PROGRAMS

			HOURS
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>
<b>Select 18 hours from the following:</b>			
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.

### General Education

Writing	3
Speech	3
Humanities	6
Psychology	3
Sociology	3

## ***NON-TRADITIONAL PROGRAMS***

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	<b>HOURS</b>
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>