2011–2012 Academic Bulletin

WASHINGTON ADVENTIST UNIVERSITY

www.wau.edu

INTERACTIVE

2011–2012 **Academic Bulletin**

WASHINGTON ADVENTIST UNIVERSITY

This *Academic Bulletin* is an official publication of Washington Adventist University. It describes the program offerings and the academic policies and procedures of the university.

Every reasonable effort has been made to present factually accurate information. However, the provisions of this *Bulletin* are not to be regarded as an irrevocable contract between the university and the student.

The contents of this *Bulletin*, including tuition, charges and fees are subject to change through normal administrative channels. Revisions are publicized by appropriate means each school year.

Any regulations adopted during the school year and announced to the students have the same force as if they were published in this *Bulletin*.

Visiting the Campus

Contact Enrollment Management
800-835-4212 | enroll@wau.edu

7600 Flower Avenue
Takoma Park, Maryland 20912
www.wau.edu

General Office Hours

Monday-Thursday	9 am – 5 pm
Friday	9 am – noon

Closed 11 am–noon Wednesday for Convocation
Closed Saturday and Sunday and on campus holidays

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Location

Finding Washington Adventist University

Washington Adventist University is located approximately seven miles north of the Capitol Building in Washington, D.C. at the intersection of Carroll and Flower avenues in Takoma Park, Maryland.

From Reagan National Airport: Take the Metrorail yellow line to L'Enfant Plaza, then the green or yellow line to Fort Totten, transfer to the red line (Glenmont) to the Takoma station, then take the Ride-On bus 12 or 13 directly to campus.

From Union Station in Washington, D.C.: Take the Metrorail red line (Glenmont) to the Takoma station, then take the Ride-On bus 12 or 13 directly to campus.

By car: From I-495 (Capital Beltway), take exit 29B (University Boulevard) toward Langley Park. Turn right onto E. Franklin. At first light, turn left onto Flower Avenue. As you approach the intersection of Flower Avenue and Division Avenue, you will see a baseball field on the left. Take the next right into the parking lot and guest parking will be available on the left. Wilkinson Hall, WAU's administration building, is directly across Flower Avenue.
See campus map, *Page 8.*

View Google map and get directions

A Message from the President

Washington Adventist University is a Christ-centered institution of higher education that supports a culture of excellence where all feel valued.

Our vision is to produce graduates who bring moral leadership and competence to their communities. Our graduates obtain great jobs and enter the best graduate programs. Our faculty and staff are committed to each student fulfilling their academic goal. The success of each student is our focus.

We have developed and implemented a strategic plan that will create and sustain a learning community of academic excellence. Our graduates have provided feedback to us that their experience here at WAU was rewarding, but we are not satisfied. We are continuously making improvements to our academic offerings, our infrastructure, and our overall service to both our residential and community students.

With an internationally and culturally diverse population of students, faculty, staff, and administrators representing over 40 countries and nearly every state in the nation, our location offers the world's richest mix of faith, history, technology, and culture. Our faculty and students have access to rich educational opportunities and to great outdoor pursuits.

Welcome to Washington Adventist University and to our distinguished blend of faith and learning! Take a moment to examine our mission, values, institutional goals, and academic offerings, and then let us know how we can support you on your career pathway.

Weymouth Spence
President

Academic Calendar 2011-2012

SUMMER **Pre-sessions** **2011**

Bridge Program	July 11 M — August 19 F
Capital Summer Session, registration, classes begin	August 1 M- — August 19 F

FALL **First Semester** **2011**

Registration opens	April 4 M
Registration ends	August 25 Th
FYE: First-Year Experience (begin)	August 23-28 T-Su
Classes begin	August 29 M
SASS, SHPSW & SGPS: December graduation contracts due	September 1 Th
Labor Day holiday	September 5 M
Last day to enter classes	September 6 Tu
Fall Service Learning Day	September 29 Th
MIDTERM BREAK	October 15-18 Sa-Tu
Deadline for off campus grades, challenge tests, projects, CLEP, etc.	November 12 M
Registration opens for Spring 2012 semester	November 14 M
SASS, SHPSW & SGPS: May graduation contracts due	November 18 F
Last day to WITHDRAW from classes/receive a 'W'	November 22 Tu
Thanksgiving holiday	November 23-27 W-Su
WF/WP drop period	November 23 W — December 6 Tu
Final deadline to withdraw from classes with a WF/WP	December 6 Tu
Study Day	December 12 M
Final examinations	December 13-15 Tu-Th
Grades due	December 19 M
Christmas break	December 16 F — January 8 Su
Session ends	December 30 F

SPRING **Second Semester** **2012**

Registration opens	November 14, 2011 M
Registration ends	January 5 Th
Classes begin	January 9 M
Martin Luther King Jr. holiday	January 16 M
Last day to enter classes	January 18 W
MIDTERM BREAK	March 3-11 Sa-Su
Last day to WITHDRAW from classes/receive a 'W'	March 22 Th
Spring Service Learning Day	April 4 W
Deadline for off-campus grades, challenge tests, projects, CLEP etc.	April 6 F
WF/WP drop period	March 21 W-April 16 M
Final deadline to withdraw from classes with a WF/WP	April 16 M
Senior grades due	April 19 Th
Study day	April 23 M
Final examinations	April 24-26 Tu-Th
Consecration Service	April 27 F
Baccalaureate	April 28 Sa
Commencement	April 29 Su
Grades due	May 1 Tu
Session ends	April 29 Su

SUMMER **Session** **2012**

Summer School	May 7 M-July 26 Th
Session I begins	May 7 M
Last day to enter classes	May 10 Th
SASS, SHPSW & SGPS: July graduation contracts due	May 11 F
Memorial Day holiday	May 28 M
Session I ends	May 31 Th
Session II begins	June 4 M
Session II ends	June 29 F
Independence Day holiday	July 4 W
Session III begins	July 5 Th
Deadline for off campus grades, challenge tests, projects, etc	July 6 F
Session III ends	July 26 Th
Summer Commencement	July 26 Th
Summer Session ends	July 26 Th

Campus Map & Directory

Accounting Services	104 Wilkinson Hall
Admissions	342 Wilkinson Hall
Office of Advancement and Alumni Relations	305 Wilkinson Hall
Athletics	10A Health Science Building
Biology & Chemistry, Department of	102 Science Building
Bookstore	Wilkinson Hall, first floor
Business, Department of	Morrison Hall, lower level
Campus Dining Hall	Wilkinson Hall, second floor
Campus Ministries	204 Richards Hall
Career Services	123 Wilkinson Hall
Center for Law and Public Policy	205 Richards Hall
Center for Student Success	123 Wilkinson Hall
Chaplain's Office	204 Richards Hall
Columbia Room	210 Wilkinson Hall
Communication & Journalism, Department of	11 Wilkinson Hall
Communication & Quality Improvement	305 Wilkinson Hall
Computer Labs	Science Building, second floor
Computer Science, Math & Physics, Department of	315 Science Building
Dean Eric Jones Chapel	Morrison Hall, lower level
Education, Department of	424 Wilkinson Hall
English & Modern Languages, Department of	15 Wilkinson Hall
Facility Services	General Services Building
Fireside Room	Wilkinson Hall, first floor
Gymnasium	
Handball/Racquetball Courts	Health Science Building, lower floor
Health Services	13 Wilkinson Hall
Health, Wellness & Physical Education, Department of	10 Health Science Building
History and Political Studies, Department of	201 Richards Hall
Human Resources	431 Wilkinson Hall
Information Technology Services	General Services Building
Institutional Research	Administrative Suite, 336 Wilkinson Hall
Mailroom	124 Wilkinson Hall
Men's Residence Hall	Morrison Hall
Museum	105 Science Building
Music, Department of	136 Morrison Hall *
Nursing, Department of	205 Health Science Building
Office of Financial Administration	Administrative Suite, 336 Wilkinson Hall
Office of Student Life and Retention	428 Wilkinson Hall
Office of the President	Administrative Suite, 336 Wilkinson Hall
Office of the Provost	Administrative Suite, 336 Wilkinson Hall
Photography Darkrooms	109, 111 Science Building

**Temporary location*

Psychology, Department of	441 Wilkinson Hall
Respiratory Care, Department of	107 Health Science Building
Records Office	316 Wilkinson Hall
Religion, Department of	102 Richards Hall
Richards Hall Chapel	Richards Hall, lower level
Safety and Security	GS-4, General Services Building
School of Graduate and Professional Studies	343 Wilkinson Hall
Sligo Church	7700 Carroll Ave.
Social Work, Department of	35 Wilkinson Hall.
Student Association	108 Wilkinson Hall
Student Financial Aid	351 Wilkinson Hall
Weight Room	Health Science Building, lower floor
Weinstein Lecture Hall	206 Science Building
Theofield G. Weis Library	
WGTS-FM 91.9	General Services Building
Women's Residence Hall	Halcyon Hall

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General Information

WAU Today

Washington Adventist University (WAU) is a coeducational university offering degree programs in liberal arts, sciences, and selected professional fields. The university is accredited for granting associate, baccalaureate, and masters degrees.

Statement of Community Ethos

Washington Adventist University operates under the auspices of the Seventh-day Adventist Church. The institution's distinctive passion is learning. By making learning a pleasure and a joy, and by linking scholarship with service, the faculty and students, and those who support them, intend to develop competence for moral leadership as well as competence for work. In this light, we embrace, and attempt to live by, the following ideals:

FAITH
We value faith in God, and celebrate the goodness of creation, the dignity of diverse peoples, and the possibility of human transformation. Through worship and shared life, we uphold spiritual integrity and help one another to achieve it.

MIND
We value the enhancement of the mind through enthusiasm, excellence, and honesty in learning. In both study and conversation, we honor the consideration of ideas and the increase of understanding.

RESPECT
We value safety, respect, and courtesy as every person's need and right. To assist one another in learning, we attend, in particular, to making our environment hospitable to study.

SERVICE
We value generosity in both attitude and practice, and consider higher education to be both a training and an opportunity for service.

BEAUTY
We value beauty and order — in the buildings, on the grounds, in ourselves. We take responsibility for the look, the sound, and the feel of our campus.

HEALTH
We value the health of body, mind, and soul, and encourage one another to eat, rest, and exercise for maximum benefit to our entire being.

GROWTH
We value both honesty and determination with respect to these ideals. We acknowledge our need and capacity, under God, for continuous growth toward their realization.

Statement of Mission

Washington Adventist University is a learning community committed to the Seventh-day Adventist Christian vision of excellence and service. This cosmopolitan institution challenges students to seize the opportunities for learning in the nation's capital in order to become moral leaders in communities throughout the world.

Statement of Objectives

WAU students upon graduation will demonstrate competencies in the following areas:

- **Spiritual Identity**
  They will understand the basic spirituality that is the heart of the university's Mission and Statement of Community Ethos. They will be committed to a belief and value system that results in responsible moral choices and the care of the body, mind, and spirit.

- **Communication**
  They will be able to communicate effectively through reading, writing, speaking, and listening and become proficient in the use of electronic modes of communication.

- **Analytical Skills and Information Literacy**
  They will be able to find, evaluate, absorb, and synthesize information and to solve problems through interpretation, analysis, evaluation, inference, explanation, and self-awareness.

- **Effective Citizenship**
  They will be aware of the characteristics and needs of a diverse community, will understand the value of contributing time and effort to achieve community goals, and will accept responsibility for personal actions. Their behavior in the community will reflect the importance of creating and maintaining a safe, orderly, healthy, and attractive environment.

- **Team Work**
  They will be able to participate either as a member or leader of a committee, task force, board, or other group project in generating and achieving its collective goals.

- **Aesthetic Appreciation**
  They will be able to recognize, distinguish, and understand the nature and value of fine and performing arts, as well as the aesthetic heritage found in a variety of cultures.

- **Discipline-specific Competency**
  They will be able to show competency in a major field of study and will understand the relationship of their particular discipline to the General Education core of their liberal arts training.

History of the University

Washington Adventist University was established in 1904 as a coeducational institution known as the Washington Training Institute. Its purpose was to train young men and women in the liberal arts.

In 1907, when the name was changed to Washington Foreign Mission Seminary, the more limited objective of special training for missionaries replaced the original concept of a liberal arts college.

In 1914 the college resumed the status of a liberal arts college and took the name Washington Missionary College. At the first commencement, held May 22, 1915, five students received the bachelor of arts degree.

Continued growth and development led to further changes. In 1933 the lower division was organized as Columbia Junior College and received accreditation. It ceased to exist as a separate college in 1942 when Washington Missionary College was given accreditation as a four-year, degree-granting institution by the Middle States Association of Colleges and Secondary Schools.

In March of 1961 the college constituency voted to change the name of the college to Columbia Union College. In 2009, Columbia Union College attained university status, and the college constituency voted to change the name of the college to Washington Adventist University.

Campus

WAU occupies 19 acres in Takoma Park, Maryland, near the nation's capital. Its world-class metropolitan setting affords unrivaled opportunity for learning, work, recreation, and service.

Affiliation

The university operates under the auspices of the Seventh-day Adventist Church. The Board of Trustees guides the overall mission and direction of the university, overseeing management and setting major policies. The administration is responsible for leading the university community and managing day-to-day operations.

Faculty, students, and staff participate in governance through committees charged with protecting the integrity and enhancing the value of a Washington Adventist University education.

Accreditations

WAU is accredited by:

- **Maryland Higher Education Commission**, 839 Bestgate Road, Suite 400, Annapolis, MD 21401-3013, 410-260-4500.
- **The Commission on Higher Education of the Middle States Association of Colleges and Schools**, 3624 Market Street, Philadelphia, PA 19104, 215-662-5606. The Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Post Secondary Accreditation.
- **The National League for Nursing Accrediting Commission**, 3343 Peachtree Rd. N.E. Suite 500, Atlanta, GA, 30326, 404-975-5000.
- **The Adventist Accrediting Association of the Department of Education of the General Conference of Seventh-day Adventists**, 12501 Old Columbia Pike, Silver Spring, MD 20904-6600, 301-680-6000.
- The continuing education in nursing program is accredited by the **Eastern Regional Accrediting Committee of the American Nurses Association** and by the **California State Nurses Association**.
- The programs in education for teacher certification are approved by the **Maryland State Department of Education**, 200 West Baltimore Street, Baltimore, MD 21202, 410-767-0100; and the **North American Division Office of Education of Seventh-day Adventists**, 12501 Old Columbia Pike, Silver Spring, MD 20904, 301-680-6000.
- The Washington Adventist University Respiratory Care Program in Takoma Park Maryland is accredited by the Commission on Accreditation for Respiratory Care | www.coarc.com

Commission on Accreditation
for Respiratory Care
1248 Harwood Road
Bedford, TX 76021-4244
(817) 283-2835

Authorizations

Washington Adventist University is authorized under federal law to:

- Train veterans.
- Enroll non-immigrant alien students.

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Academic Degree Programs

Degrees and Certificates Offered

Washington Adventist University offers academic programs leading to the following degrees. Degrees are conferred only upon those who satisfactorily complete the specific requirements for graduation.

Certificate Program

Alcohol and Drug Abuse Counseling

Two-Year Programs Leading to Associate Degrees

Associate of Arts (AA)

General Studies
Emphasis: Social Science

Associate of Science (AS)

General Studies

Associate of Applied Science (AAS)

Accounting
Computer Science
Information Systems
Respiratory Care

Four-Year Programs Leading to Baccalaureate Degrees

Bachelor of Arts (BA)

Biology
Chemistry
Education
English
English Education
History
History Education Track
Journalism
*Broadcast Journalism **
*Print Journalism **
Liberal Studies: Early Childhood Education
Liberal Studies:
Elementary Education / Special Education
Music
Political Studies
Psychology
Public Communication
*Intercultural Communication **
*Public Relations **
Religion
*Metropolitan Ministry**
Theology
*Metropolitan Ministry**
*Pastoral Ministry**

Bachelor of Music (BM)

Music Education
Music Performance

Bachelor of Science (BS)

Accounting
Biochemistry
Biology
Business Administration
*Finance**
*Management**
*Marketing**
Chemistry
Computer Science
General Studies
Health Care Administration
Health/Fitness Management
Information Systems
Nursing
Organizational Management
Physical Education
Physical Education: Teacher Certification

Bachelor of Social Work (BSW)

** Concentrations*

Programs Leading to Graduate Degrees

Master of Arts

Master of Arts in Counseling Psychology
Master of Arts in Health Care Administration (MHCA)
Master of Arts
in Professional Counseling Psychology
Master of Arts
in Public Administration (MPA)
Master of Arts in Religion (MAR)

Master of Business Administration

Master of Business Administration (MBA)

Master of Science

Master of Science
in Nursing and Business Leadership (MSNBL)
Master of Science In Nursing Education (MSNEd)

Continuing Education

The continuing education program offers noncredit courses to adults, regardless of previous educational experience, for a fixed fee. Courses taken under this program must normally be non-laboratory courses and are open to adults only when the courses have at least six regular students registered. Since no academic record will be kept on the continuing education student no grade is issued.

Continuing education classes are limited to students 25 years of age or over not working toward a degree or to those under 25 already holding a baccalaureate degree.

Contact the Admissions office for applications, and the Records office for tuition rates and registration.

Majors/Minors in Related Areas

If a student is completing two majors, there must be a minimum of 15 hours of unduplicated courses in each major, i.e., when looking at either major, there must be at least 15 hours of courses which do not show up in the other major.

If a student is completing a major and a minor, there must be a minimum of 9 hours in the minor which are not included in the major.

If a student is completing two or more minors there must be at least 9 hours of unduplicated courses in each minor.

Minor Fields of Study

Minor areas of concentration are offered in the following fields:

Accounting
American Religious History
American Studies
Behavioral Science
Biology
Broadcast Journalism
Business Administration
Chemistry
Computer Science
English
Entrepreneurship
French*
Forensic Psychology
German*
Health Care Administration
History
Information Systems
Intercultural Communication
International Studies
Management
Marketing
Mathematics
Metropolitan Ministry
Music
Organizational Management
Philosophy
Physical Education
Political Studies
Print Journalism
Psychology
Public Relations
Religion
Secondary Education
Spanish*
Sports Administration/Coaching
Writing

** This minor requires residency at an overseas campus through the Adventist Colleges Abroad program (ACA).*

Special Program for Registered Nurses

WAU's Edyth T. James Department of Nursing offers a special track, through the School of Graduate and Professional Studies, for registered nurses with a license from the Board of Nursing who wish to earn a Bachelor of Science in Nursing. In addition to providing advanced nursing skills, the program offers opportunities for the registered nurse to gain strength in nursing theory, leadership, communication, and research skills.

For additional information, contact the Edyth T. James Department of Nursing.

Teacher Certification

Courses leading to teacher certification are offered. *Please contact the Department of Education for details.*

Teacher Education Programs

Students may take courses leading toward teaching careers in the following areas:

- Business Education
- Elementary Education
- English Education
- History Education
- Mathematics Education
- Music Education
- Physical Education
- Religious Education
- Science Education
- Social Studies Education

Please check with the Department of Education for state or denominational requirements and procedures.

Academic Integrity

As an institution of higher education rooted in the Seventh-day Adventist tradition, Washington Adventist University is committed to the search for truth ó a search that requires careful compliance with the principles of academic integrity in the discovery, clarification, and dissemination of all information.

This commitment to truth assumes that each member of the campus community adhere to the highest standards of honesty and integrity in the completion of his or her academic requirements.

The Academic Integrity Policy set forth below describes the responsibilities of students, faculty, and the Provost. It also defines and gives examples of academic dishonesty, describes the consequences for violations of academic integrity, and provides an appeals process. Finally, the policy is intended to be both educational and redemptive.

Student Responsibilities

- Be familiar with and uphold the WAU Academic Integrity Policy and the policy of each of their instructors.
- Take responsibility to protect academic integrity in their own work and in the university community.

- Avoid both dishonest practices and the appearance of dishonesty.
- Make the necessary effort to ensure that their work is not used by others.
- Be prepared to offer verification of work and demonstrate abilities in a monitored setting.

Faculty Responsibilities

- Be familiar with and uphold the WAU Academic Integrity Policy.
- Include, in every course outline, academic integrity policies relating to the particular course.
- Discuss course policies on first day of each class and reaffirm the importance of academic integrity within the educational process.
- File with the provost a written report of all instances of academic dishonesty (as determined by the instructor after informal discussions with student, even if resolved internally within department) with a copy to the student (as more particularly set forth in the Procedures).

Provost Responsibilities

- Chair Academic Integrity Council (as non-voting member except to break a tie vote)
- Maintain student files including all Reports of Academic Dishonesty
- Refer all multiple reports of academic dishonesty to Academic Integrity Council
- Refer all XF grades to the registrar

Academic Dishonesty

Violations of academic integrity include, but are not limited, to the following:

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Examples of cheating may include but are not limited to:

- Sharing answers or collaborating with another student on any academic exercise unless specifically authorized by the instructor.
- Possessing unauthorized notes, study sheets, or other materials during an examination or other academic exercise.
- Tampering with an examination or other academic requirement after it has been corrected, then returning it for more credit.
- Stealing or attempting to steal an assignment or answer key.
- Submitting substantial portions of the same work for credit in more than one course without the knowledge and approval of all instructors involved.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Examples of plagiarism may include but are not limited to:

- Copying from another source without quotation marks and appropriate documentation.
- Paraphrasing words, ideas, or sequence of ideas, from another source without appropriate documentation.
- Using material from the Internet or other online service without proper documentation.
- Buying or using the whole or any part of a paper from a current or graduated student, research or term paper service, or any other source not representing your own efforts.

Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Examples of fabrication include but are not limited to:

- Changing or attempting to change academic records without proper authority.
- Altering documents after signatures have been obtained.
- Forging of signatures on any document.
- Obtaining unauthorized files or accounts.
- Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of this Code.
- Providing inaccurate information, misleading information, or omission of information on a Washington Adventist University application: Provision of inaccurate information, misleading information, or omission of information on a Washington Adventist University application shall constitute a violation of the Academic Integrity Policy.

Other: Any other instance that undermines or has the potential to undermine academic integrity.

CONSEQUENCES: Violations of academic integrity may be imposed singularly or in any combination. Possibilities include:

- Reduction in or failing assignment grade
- Reduction in course grade
- XF grade (see explanation below)
- Academic Suspension from school including XF grade in course (right of appeal in the following semester)
- Academic Dismissal from school including XF grade in course (right of appeal after two semesters)
- Academic Expulsion from school including XF grade in course (no right of appeal)
- Revocation of degree

PROCEDURES:

1. Upon instructor suspicion of academic dishonesty, the instructor shall, within ten (10) school days after discovery, hold an informal discussion with the student about the incident, try to reach resolution and, if appropriate, recommend a consequence to the student. This meeting should be promptly documented with a memo from the instructor to the student with a copy to the Provost and department chair.
2. If the student elects to appeal the instructor's decision, then within ten (10) days after the instructor's memo, the student shall meet with the department chair to discuss the incident, try to reach resolution, and, if appropriate, the department chair will assign the same or a different consequence. If the teacher and the department chair are the same individual, then this second discussion will take place with another full time faculty member in the department. This meeting should be promptly documented with a memo from the instructor to the student with a copy to the Provost.
3. If the student elects to appeal the department's decision, the student may, within ten (10) days after the Departmental memo, appeal the situation to the Academic Integrity Council.
4. The Academic Integrity Council shall promptly investigate the facts of the situation and hear formally from the student and the instructor. The student shall be entitled to one guest (which guest may not be a lawyer) at any and all appearances before the Academic Integrity Council. If the Academic Integrity Council agrees with the fact findings of the department, it will affirm the Departmental decision. If the Academic Integrity Council disagrees, in whole or in part, with the fact findings of the Department, the Academic Integrity Council may modify the consequence to include any consequence (equal, lesser, or greater than that of the department).
5. Until a final decision has been reached (whether within the department or by the Academic Integrity Council), the student shall remain an active member of the class in which the alleged instance of dishonesty occurred.

In the event the student elects to drop or withdraw from the class, the alleged act of academic dishonesty will be pursued to its conclusion and any final consequence (including assignment of an XF grade, suspension, dismissal, or expulsion) shall be unaffected by such drop or withdrawal.

XF Grade

The grade of "XF" is intended to denote a failure to accept and exhibit the fundamental value of academic integrity. The XF grade shall be recorded on the student's transcript with the notation "failure due to academic dishonesty." The XF grade shall be treated in the same manner as a "F" for purposes of computing a grade point average, course repeatability and determination of academic standing.

No student with an XF grade on their transcript shall be permitted to run for or hold any office in any student organization or serve as a member of any campus committee.

The student may file a petition with the Academic Integrity Council to replace an XF grade with an "F." The decision to approve or deny the petition shall rest solely with the Academic Integrity Council which shall consider the following minimum criteria:

a. At the time the petition is received, at least 12 months have lapsed since the XF grade was imposed or since a prior petition for the same action was denied;

b. An essay submitted by the student with the petition adequately explains why the grade should be changed; and

c. The student has not been found responsible of any other act of academic dishonesty or similar disciplinary offense at the University or any other institution.

The Academic Integrity Council is not obligated to approve any such petition.

Revocation of Degree

An awarded degree may be revoked for violations of the academic integrity policy of Washington Adventist University which occur prior to the award of the degree, but are discovered after the degree has been awarded, where the violation is sufficient to justify the awarding of an XF grade, or the suspension or permanent dismissal of the student. In all instances, the investigation of a matter of academic integrity after the awarding of a degree shall be conducted by the Academic Integrity Committee and revocation of a degree shall be subject to both a two-thirds majority vote of the full membership of the Academic Integrity Committee and a two-thirds majority vote of a quorum of the faculty meeting.

Academic Grievance Procedure

Students who feel they have received prejudiced academic evaluation are entitled to appeal for an impartial review and reconsideration of their cases. Procedures to be followed are:

1. Students should go first to the teacher involved to discuss the matter.
2. They may next appeal to the chair of the department. If the teacher involved is the department chair, then the chair must appoint another faculty member in the department or a related department to hear the student's case.
3. If a satisfactory decision still has not been reached, the case may be presented in writing to the provost, after which students can appeal in writing or in person to the Academic Appeals Committee. The decision of the committee is final.
4. Any appeal of a grade must be initiated within the first semester following the awarding of the grade in question.

For grievances of a non-academic matter, refer to the *Student Handbook*.

Academic Probation

A student whose cumulative grade point average is below 2.00, or whose semester GPA has been below 2.00 for two or more semesters, may be placed on academic probation at the discretion of the Academic Appeals Committee. Limitations on the class load (no more than 12 hours) and on participation in extracurricular activities will be enforced. The Academic Appeals Committee specifies a time period for the deficiencies to be corrected. If the problem is not corrected within that period, dismissal procedures will be implemented.

Many students on academic probation may have excellent potential, but their performance level on tests and courses may be low due to inadequate preparation, lack of motivation, improper study preparation, or lack of discipline. The progress of such students will be carefully monitored by the Center for Student Success, the major department, academic counselor, and the Office of the Provost.

The university has the right to ask these students to take remedial/developmental courses and to commit to a program of academic and personal counseling.

Ineligibility to Continue in a Program

Students are considered ineligible to continue in a major or minor program if they are not meeting the specific requirements of the program determined by the department faculty. Such students will be provided counseling regarding their choice of majors, minors, or career goals.

Dismissal Policy

Students are considered ineligible to continue their studies at Washington Adventist University if their academic progress is unsatisfactory. The following table will be used in determining the status of the students:

Cumulative Hours Attempted	GPA Level for Academic Dismissal
0 - 21 hours	below 1.50
21.5 - 47 hours	below 1.75
47.5 hours or above	below 2.00

Advanced Placement Program

The Advanced Placement program (AP) allows qualified teachers in certain secondary schools to prepare students to take AP tests.

The College Entrance Examination Board (CEEB) prepares, administers, and grades the examinations and sends the grades to the colleges specified by the candidate. They are graded on a five-point scale: (1) no recommendation; (2) possibly qualified; (3) qualified; (4) well qualified; (5) extremely well qualified.

For most courses, it is the policy of WAU to grant college credit to students with scores of 3 or better on the AP examinations. However, for credit in English, students must earn a 5 on the AP examinations.

A list of subjects accepted by WAU is listed below:

AP SUBJECT EXAMINATION	CREDIT HOURS	COMPARABLE WAU COURSE
Art/History of Art	6	ARTH elective
Art/Studio, Drawing or General Portfolio	6	GART elective
Biology	8	BIOL 161; 162 College Biology*
Chemistry	8	CHEM 151; 152 College Chemistry*
Computer Science A	3	CPTR elective
Computer Science AB	6	CPTR elective
Economics/Macroeconomics	3	ECON 265 Principles of Econ I, Macro
Economics/Microeconomics	3	ECON 266 Principles of Econ II, Micro
English/Language & Composition	3	ENGL 101 Composition*
and/or English/Literature & Comp.	3	ENGL 102 Research and Literature*
French Language	6	FREN 151; 152 Intermediate French
French Literature	6	FREN elective French Literature
German Language	6	GRMN elective Intermediate German
Government & Politics/Comparative	3	PLST elective Government & Politics
Government & Politics, U.S.	3	PLST 250 American Government
History, European	6	HIST elective European History
History, United States	6	HIST 275, 276 American Civilization I, II
Latin/Virgil	6	FLNG/HMNT elective Latin/Virgil
Latin/Latin Literature	6	LITR/HMNT elective Latin Literature
Mathematics/Calculus AB	4	MATH 151 Contemporary Calculus I
Mathematics/Calculus BC	4	MATH 252 Contemporary Calculus II
Music Theory	6	MUHL 251; 252 Music Theory I, II
Psychology	3	PSYC 105 Introduction to Psychology
Spanish	6	SPAN 151; 152 Intermediate Spanish
Spanish Literature	6	SPAN elective Spanish Literature
Statistics	4	MATH 110 Probability & Statistics

**Not recommended for pre-professional studies.*

Students who transfer from another institution which awarded them credit for the Advanced Placement exam will be evaluated to receive similar credit after a review of their current writing skills. Advanced Placement transcripts will be required.

Challenge Examinations

A challenge examination may be taken for course credit for the following courses:

BIOL 111; 112	Anatomy and Physiology	4; 4
CHEM 105	Survey of Chemistry	4
CHEM 110	Principles of Organic and Physiological Chemistry	4
CPTR 105	Introduction to Computers	3
NUTR 260	Nutrition	3
MUHL 110	General Music	2
OFAD	Selected courses	

There may be challenge tests available for additional classes.

Attendance Policy

Regular and punctual attendance at all classes and laboratories is required. Missing instruction for any reason may lower the class grade or otherwise adversely affect a student's standing in class as stated in the instructor's syllabus.

A student who is not present for at least 80 percent of class instruction during an academic session or semester may be required to withdraw from the course.

If by mid-term a student has not attended a class for which he/she is registered, an administrative withdrawal will be implemented.

Class Load

Units of Credit

Credit is indicated in semester hours. Each semester hour of credit represents at least 750 minutes of class or 1500 minutes of laboratory time. Most labs will require 2250 minutes.

Full-Time Status

A student carrying 12 or more hours per semester is considered to be a full-time student.

Normal Study Load Limit

A normal study load is 12-16 semester hours. A student of exceptional ability may register for additional study with the approval of the academic adviser. A student placed on academic probation may not enroll for more than 12 semester hours. A course in which an incomplete still exists is considered in judging course load of the student for the following semester.

Student Missionary/Task force

A student missionary or task force volunteer may enroll for a 6-hour student missionary experience course each semester that will ensure that student status is maintained during the period of service.

Class Standing

Students are classified according to the total number of semester hours they have completed.

Freshman	Less than 24 semester hours
Sophomore	24-55.5 semester hours
Junior	55.6-89.5 semester hours
Senior	89.6 or more semester hours

Credit by Examination

The credit-by-examination policy at Washington Adventist University gives students an opportunity to receive official academic credit for learning achieved in non-traditional ways. Examinations officially used by Washington Adventist University to grant credit by examination are:

- College-Level Examination Program (CLEP) tests administered by the College Entrance Examination Board (CEEB)
- Advanced Placement program (AP) tests administered by CEEB to students whose secondary schools offer advanced placement courses
- DANTES subject standardized tests
- Excelsior College Examinations
- Examinations prepared by WAU instructional departments (challenge exams).
- Certain other commercially prepared standardized examinations as approved by the WAU Academic Council.

General Policies for Credit by Examination

1. Credit earned by examination will be recorded only when the student has completed at least 12 semester hours at WAU.
2. Credit cannot be established by examination in General Education courses required specifically by name and number.
3. Credit earned by examination will be granted P (pass).
4. Maximum credit that can be earned by examination is 24 hours for baccalaureate degrees and 12 hours for associate degrees.
5. Credit granted based on a combination of portfolio and examinations may not exceed 30 hours.
6. An examination may not be taken in an area where the student has completed a more advanced course or a course with similar content.
7. Credits by examination cannot be used to meet WAU residency requirements.
8. A test can be attempted only twice with a waiting period of six months between attempts.
9. Credit by examination earned through national tests such as CLEP, AP, etc. may be transferred if an official transcript from the testing body is received by WAU and it meets the credit by examination policies of WAU. Credit earned from institutional exams is not transferable except when granted by regionally accredited Seventh-day Adventist colleges and/or universities in the North American Division.
10. Graduating seniors must present scores from examinations at least one term prior to the term in which they plan to graduate.

Fees for Credit by Examination

Challenge and validation examination fee	$75
CLEP examination fee	$75
Recording fee (per credit hour gained by examination)	$50

College-Level Examination Program (CLEP)

College-Level Examination Program (CLEP) tests are administered by the Office of Academic Services and Testing. Arrangements for testing must be made through that office. There are two kinds of CLEP tests: general examinations and subject examinations. Credit for general examinations is accepted only for humanities (fine arts, 3 hours). To receive academic credit, an examination score of 50 or above is required. (A score at the 50th percentile or above is required for examination taken before July 1, 2001.)

A complete list of subjects accepted by WAU is listed below:

CLEP SUBJECT EXAM	CREDIT HOURS	COMPARABLE WAU COURSE	
Accounting, Introductory	6	ACCT 211, 212	Principles of Accounting I, II*
American Government	3	PLST 250	American Government
American History I	3	HIST 275	American Civilization I
American History II	3	HIST 276	American Civilization II
American Literature	6	LITR 225, 226	American Literature I, II
Biology, General	8	BIOL 161, 162	College Biology**
Business Law, Introductory	3	BUAD 275	Business Law*
Calculus With Elem. Functions	8	MATH 151, 252	Contemporary Calculus I, II
Chemistry, General	8	CHEM 151, 152	College Chemistry**
College Algebra	4	MATH elective	College Algebra
College Level I French	6	FREN 101, 102	Introductory French
College Level I French	6	FREN 101, 102	Introductory French
College Level II French	6	FREN 151, 152	Intermediate French
College Level I German	6	GRMN elective	Introductory German
College Level II German	6	GRMN elective	Intermediate German
College Level I Spanish	6	SPAN 101, 102	Introductory Spanish
College Level II Spanish	6	SPAN 151, 152	Intermediate Spanish
Educational Psychology	3	PSYC elective	Educational Psychology
Intro to English Literature	3	LITR 230	British Literature
Human Growth and Development	3	PSYC 210	Psychology of Dev. & Learning
Information Systems & Computer	3	CPTR 105	Introduction to Computers
Precalculus	4	MATH 126	Precalculus
Principles of Macro-Economics	3	ECON 265	Principles of Economics I*
Principles of Micro-Economics	3	ECON 266	Principles of Economics II*
Principles of Management	3	MGMT 201	Introduction to Management*
Principles of Marketing	3	MKTG 210	Principles of Marketing*
Psychology, General	3	PSYC 105	Introduction to Psychology
Sociology, Introductory	3	SOCI 105	General Sociology
Trigonometry	3	MATH elective	Trigonometry
Western Civilization I	3	HIST 125	History of World Civilization I
Western Civilization II	3	HIST 126	History of World Civilization II

** Not accepted for traditional Business majors* *** Not accepted for pre-professional studies*

DANTES Examinations

Credit for DANTES examinations will be awarded in accord with the "Transfer Policy and Non-classroom Learning Credits" approved by the Educational Policies Committee on March 9, 1993, and the ACE Guide to Credit by Examination.

Validation Examination

A validation examination may be required in order to validate credits from unaccredited programs or institutions or to update the contents of courses required by a department.

Waivers

Departments may waive requirements in their major, minor, or required cognate courses if the requirements of the course have been satisfied by means other than taking the required course. Such waivers must be submitted in writing to the Records Office using a Modification to Student's Program form which has been endorsed by the academic adviser. Waived courses receive no academic credit, nor do they reduce the hours needed for graduation. General education requirements may be waived only by the Academic Appeals Committee, usually in consultation with the department offering the course for which a waiver is being sought.

Credit for Experiential Learning

Students who have satisfactorily completed at least 12 semester hours at Washington Adventist University may apply for credit for experiential learning by submitting a portfolio, along with a non-refundable evaluation fee. Credit for experiential learning is considered only when a valid challenge examination is not available.

Students must prepare a portfolio in accordance with the criteria established in the Portfolio Instruction Manual. The portfolio must show evidence of college-level student learning gained through experience which extends over a reasonable period of time and is relevant to the student's academic goals.

Credits awarded for experiential learning are limited to a maximum of 24 semester hours for baccalaureate degrees and 12 hours for associate degrees. Credit granted based on a combination of portfolio and examinations may not exceed 30 hours. Experiential learning credits will be recorded as "Pass" credits.

Fees for Experiential Learning Credit

Evaluation fee ..... $100 per request
Recording fee..... $ 50 per credit hour awarded

Distance Learning

Upon approval of the Academic Appeals Committee, students may enroll in online courses or print-based distance learning courses provided by a college or university accredited by a regional or national agency approved by the United States Department of Education. Such approvals for enrolled students will be granted only when they are unable to take courses already offered by the university either on campus or through the WAU External Degree Program.

Only one distance learning course at a time will generally be approved, and if pursued while in residence, the course will be considered in determining the student's class load during the semesters in which the course is in progress.

Examinations and Academic Reports

Examinations

Credit is not granted in courses unless the required examinations and assignments as prescribed by the instructor are completed by the student. Adherence to the published examination schedule is expected.

Grade Reports

Progress of the student is monitored by the teacher, adviser, and the provost or the Academic Appeals Committee. Grade reports are available to the student through their myWau (my.wau.edu) account. Scholastic reports will not be made available to parents unless the student specifically requests in writing that this be done. A form for this request is available in the Records Office.

A grade may be changed by the teacher during the succeeding semester only to correct an error made in determining or recording the grade.

Foreign Study

Washington Adventist University students have excellent opportunities to study abroad. Adventist Colleges Abroad (ACA) is a consortium of Adventist colleges and universities in North America under the auspices of the Board of Higher Education, General Conference of Seventh-day Adventists. It provides opportunities to qualified students for study overseas while completing the requirements of their programs at their home colleges.

The following institutions are affiliates of ACA:

Argentina ..... *Universidad Adventista del Plata*, Entre Rios
Austria ..... *Seminar Schloss Bogenhofen*, Branau
Brazil ..... *Instituto Adventista de Ensino*, San Paulo
France ..... *Campus adventiste duSalève*
Greece ..... *Athens Study Center,* Athens
Germany ..... *Friedensau Adventist University*, Sachsen-Anhalt
Hong Kong ..... *Hong Kong Adventist College*
Italy ..... *Instituto Avventista Villa Aurora*, Florence
Mexico ..... *Universidad de Montemorelos*, Montemorelos
Spain ..... *Colegio Adventista de Sagunto*, Sagunto
Ukraine ..... *Ukranian College of Arts and Sciences*

OBJECTIVES: It is expected that students will immerse themselves in the culture and life of the host country, mature socially and intellectually, and become conversant in the language. It is also hoped that, through their experience abroad, students will gain inspiration to offer more effective service in a variety of cultures.

ELIGIBILITY AND APPLICATION: Prerequisites for admission to a year of study abroad through ACA are:

1. Admission as a regular student in the university for the year abroad.
2. Competence in the relevant language as determined by WAU and the institution abroad.
3. Sophomore standing at WAU. (Exceptions may be considered on an individual basis)
4. A GPA of 3.00 in the relevant language and 2.50 overall.
5. A good citizenship record.
6. Application to the WAU admissions office.
7. Fulfillment of the financial requirement.

A summer language study program is also available.

For further details, consult the ACA coordinator:

Susan Comilang, PhD | Chair
Department of English
Wilkinson Hall, Room 25
Washington Adventist University

301-891-4543 | scomilan@wau.edu

FYE: First-Year Experience | Freshman Orientation

All new students with less than 24 hours of college credit are expected to enroll in INTD 105 First-Year Experience (FYE).

The FYE program begins the weekend prior to the first day of fall semester classes (see Academic Calendar, Page 6), and continues through first semester. It includes activities that assist students in their adjustment to university life.

Opportunities are provided for students to become familiar with the WAU campus facilities and learning resources, meet the faculty and staff, and get to know the surrounding area. All first-year students are required to attend.

General Education Degree Program

The General Education program provides students the opportunity to develop and practice basic skills (writing, speaking, analytical thinking, and information literacy) in the context of a wide variety of disciplines. In these distribution courses students will:

- Explore fundamental concepts of the humanities, social sciences, and natural sciences for personal and professional fulfillment.
- Understand fundamental methods of scientific investigation and quantitative thinking.
- Acquire knowledge of belief systems, values, and ethics.
- Explore the diversity of human expression provided by literature, humanities, and the arts.
- Integrate the principles of physical, mental, social, and spiritual health into the activities of daily living.

Courses for Majors, Minors, and General Education

A course may simultaneously fulfill a major, a minor, and a General Education requirement. However, no course may fulfill two General Education requirements.

General Education | Associate Degrees

PLEASE NOTE: No course may be used to meet more than one requirement under the General Education program. Some majors may require additional or specified courses in order to meet professional and certification requirements.

CORE COMPETENCIES		**7 hours**
ENGL 101	Composition — *Minimum grade of "C" required*	3
ENGL 102	Research and Literature — *Minimum grade of "C" required*	3
INTD 105	First-Year Experience	1

PHYSICAL/NATURAL/MATHEMATICAL SCIENCES		**8 hours**
MATH	Mathematics Elective	4
Choose 4 hours from the following areas:		4
BIOL	Biology	
CHEM	Chemistry	
PHYS	Physics	

SOCIAL SCIENCES		**3 hours**
Choose one of the following courses		3
PSYC 105	Introduction to Psychology	
— *or* —		
SOCI 105	General Sociology	

RELIGIOUS STUDIES **6 hours**

Choose one of the following courses: 3

RELB	Religion Elective
RELP 220	Knowing and Sharing Christ
RELT 190	Ellen White and Adventist Theology
RELT 250	Principles of Christian Faith
RELT 270	Adventist Heritage and Mission

Select one additional course from:

RELB/RELT Religion Elective — *Beyond the required 3 hours above* 3

Religion requirements for transfer students from non-Seventh-day Adventist colleges: *Students transferring to WAU who have earned at least 24 semester hours of credit at a non-Seventh-day Adventist college or university are required to complete 3 hours of religion from the courses listed above.*

PHYSICAL EDUCATION **1 hour**

PEAC Physical Education Activity Elective 1

General Education | Baccalaureate Degrees

PLEASE NOTE: No course may be used to meet more than one requirement under the General Education program. Some majors may require additional or specified courses in order to meet professional and certification requirements.

COMPUTER LITERACY:

Computer literacy will be required of all WAU baccalaureate graduates, to be determined by one of these options:

1. Complete CPTR 105 or INSY 110. Transfer course equivalent taken more than three years before enrollment at WAU does not meet this requirement.
2. Pass a challenge or validation examination to be prepared and administered by the Computer Science Department.
3. Earn CLEP credit evidencing computer literacy.
4. Demonstrate computer literacy through experiential learning portfolio evaluation.

CORE COMPETENCIES **13 hours**

ENGL 101	Composition — *Minimum grade of "C" required* 3
ENGL 102	Research and Literature — *Minimum grade of "C" required* 3
COMM 105	Introduction to Human Communication 3
CPTR 105	Introduction to Computers 3
INTD 105	First-Year Experience 1

HUMANITIES **6 hours**

LITR Literature Elective 3
Humanities Elective 3
Choose from the following areas or classes:
ENGL 221, 222* American Literature I, II
ENGL 241, 242* English Literature I, II
ENGL 455* Charles Dickens and Mark Twain
HMNT* Humanities & Fine Arts Electives
MUHL 110, 120, 204*, 251, 252, 270, 325, 351, 352, 361, 362, 363, 455, 460, 464, 465 — See Page 387 for course descriptions
PHIL Philosophy
LITR Literature — *Beyond the required 3 hours listed above*

**Offered through External Degree only.*

PHYSICAL/NATURAL SCIENCES AND MATHEMATICS **8 hours**

MATH Mathematics Elective 4

All students must clear their MATH zero-level courses before achieving Junior status.

SCIENCE ELECTIVE **4 hours**

Choose 4 hours from the following areas: 4
BIOL Biology
CHEM Chemistry
PHYS Physics

SOCIAL SCIENCES **9 hours**

Choose ONE of these two courses 3
PSYC 105 Introduction to Psychology
— or —
SOCI 105 General Sociology

HIST History Elective 3
Social Science Elective 3
Choose 3 hours from the following areas:
AMST American Studies
ANTH Anthropology
ECON Economics
GEOG Geography
HIST History (*Beyond the required 3 hours listed above)*
PLST Political Studies
PSYC Psychology
SOCI Sociology

RELIGIOUS STUDIES **12 hours**

Choose two of the following courses: 6
RELB Religion Electives
RELP 220 Knowing and Sharing Christ
RELT 190 Ellen G. White and Adventist Theology
RELT 250 Principles of the Christian Faith
RELT 270 Adventist Heritage and Mission

Select two additional courses from:

RELB/RELT Religion Electives — *Beyond the required 6 hours listed above*.....6

Religion requirements for students seeking SDA denominational teaching certification:
See the Education curriculum.

Religion requirements for transfer students from non-Seventh-day Adventist colleges:
Students transferring to WAU from a non-Seventh-day Adventist college are required to complete religion as specified below:

Total credits earned at non-Seventh-day Adventist college	**Religion hours required**
Less than 24.0	12 hours (6 from specified courses listed above)
24.0 - 55.9	9 hours (6 from specified courses listed above)
56.0 and above	6 hours from specified courses listed above

Transferring students who need only 30 hours to complete the baccalaureate degree, and who will complete their degree within the first year of enrolling at WAU, may petition for a waiver of 3 additional hours of religion.

PHYSICAL EDUCATION AND HEALTH **3 hours**

PEAC Physical Education Activity Elective.....1
Health Elective.....2
Choose 2 hours from the following areas:
HLSC Health
NUTR Nutrition

Grades and Credits

Grades

Grade	Points	Grade	Points	Grade	Points
A	4.00	C+	2.33	D–	0.67
A–	3.67	C	2.00	F	0.00
B+	3.33	C–	1.67	XF*	0.00
B	3.00	D+	1.33	** Failure due to academic dishonesty*	
B–	2.67	D	1.00		

The following grade notations do not affect the computations of the GPA:

I	Incomplete	P	Pass
AU	Audit	DG	Deferred grade
W	Withdrawal	NC	Taken for no credit
WP	Withdrawal passing		
WF	Withdrawal failure		

A grade of "C–" will not meet prerequisite, cognate, or major requirements. An "F" in a remedial course will not affect the grade point average.

The university reserves the right to correct a grade which has been found to have been incorrectly entered into the student database. Any teacher-initiated grade changes must follow current grade-change policy.

Incompletes

An Incomplete (I) indicates that a student's work in the course is incomplete because of illness or unavoidable circumstances and not because of negligence or inferior performance. The student requests an "I" grade by completing the appropriate form from the Records Office prior to the final examination period. Signatures of the instructor and department chair are required. The instructor will designate on the form the time limit (not to exceed eight weeks of the next semester) as well as the grade that the student will receive if the deficiency is not removed within the time limit. Any request for an extension beyond the time period allowed must be approved by the instructor prior to the designated deadline.

Pass/Fail Courses

The course description of some courses calls for "P" (pass) or "F" (fail) grades. The grade of "P" must be at the "C" level (2.00) or above. A grade of "F" is considered as failure and will affect the student's grade point average.

Withdrawals

Courses dropped after the first week of classes but before one week after 60 percent of the semester is completed will be designated "W" (withdrew). Classes dropped more than one week after 60 percent of the semester is completed but before the Tuesday prior to final examination week will carry a designation indicating the student's performance; "WP" — withdrew second half of semester, passing; "WF" — withdrew second half of semester, failing. If a drop voucher is not completed by the deadline date and a student withdraws from a class, a grade of "F" will be recorded. Complete details and dates are available in the Records Office. Withdrawal deadlines for courses in the School of Graduate and Professional Studies vary by the length of the course. Refer to the school's *Student Handbook* for more information.

Course Repeat Policy

When a student repeats a course, both the original and repeat grades are entered on the student's permanent record; but only the repeat grade and credit are computed in the grade point average. When a course which includes a laboratory is repeated, the laboratory must also be repeated. Students are allowed to repeat a course only one time.

Transfer Credits

Up to 90 semester hours earned at a degree-granting accredited college or university with grades of "C" (2.00) or better may be accepted at Washington Adventist University. More hours may be transferred under unusual circumstances. A student may request to transfer courses with "C–" or "D" grades earned at another college or university. Such requests will be considered on the basis of the student's academic and professional goals.

The university reserves the right to reject credit earned at other institutions or require validation examinations, especially in professional programs, to meet current content requirements in specific courses.

Transfer course equivalents for CPTR 105 or INSY 110 (to fulfill computer literacy requirement for all WAU baccalaureate graduates) taken more than three years before enrollment at WAU does not meet this requirement.

A maximum of 70 semester hours from recognized junior colleges will be accepted. Upper division credit may be allowed for courses taken at a junior college or for courses numbered as lower division credit at another four-year college or university only if validated by the appropriate department.

Details of WAU's transfer policy are contained in the document "Transfer Policy and Non-classroom Learning Credits" approved by the Educational Policies Committee March 9, 1993.

National Honor Societies

Washington Adventist University has active chapters of the six national honor societies named below. These honor societies help promote and recognize excellence in scholastic achievement, leadership, and character development. New student members who meet the eligibility requirements specified by the society are formally inducted into the society during the school year. For more information concerning the honor societies, contact the provost.

Alpha Chi

Membership in this honor society is restricted to the top 10 percent of the members of the junior and senior classes in good academic and social standing. Other eligibility requirements must be met before membership can be approved by the various campus committees. Alpha Chi is committed to encouraging sound scholarship and devotion to truth among its members. A charter of the Maryland Delta Chapter at WAU was granted in 1984.

Lambda Beta

Lambda Beta is a respiratory care honor society formed nationally in 1984. The society strives to promote, recognize, and honor high scholarly standards and achievement in the respiratory care profession. A permanent "Roll of Excellence" is maintained for those who are accepted as members of this prestigious society.

Membership in Lambda Beta is open to students, alumni, and faculty of accredited respiratory therapy educational programs. The respiratory care program at Washington Adventist University is the first in the Washington metropolitan area to induct members into the Lambda Beta Honor Society. The WAU chapter was established in 1994.

Phi Alpha Theta The international honor society in history, Phi Alpha Theta is composed of chapters in accredited colleges and universities. The society's

purpose is to promote the study of history and to encourage historical scholarship. Students who demonstrate excellence in the discipline are eligible for membership. The WAU chapter was chartered in 1965.

Phi Eta Sigma

This society was founded in 1923 to encourage high scholastic attainment among the freshmen in institutions of higher learning. On campuses with an active chapter of Phi Eta Sigma, all freshmen who have a cumulative grade-point average of at least 3.5 on a 4.0 scale at the end of any full-time curricular period are automatically eligible for membership, provided they have carried a normal academic load acceptable toward a bachelor's degree and rank in the upper 20 percent of their class. The WAU chapter was chartered in 1985.

Psi Chi

This society was established to recognize outstanding academic excellence by students with majors or minors in psychology. To qualify for membership, a student must be a psychology major or minor at the sophomore level or higher, earned at least nine hours in psychology with a psychology GPA of at least 3.00 and a cumulative GPA of at least 3.4. Psi Chi promotes active participation in the Psychology Department while integrating knowledge with applied experience. The WAU chapter was chartered in 1989.

Sigma Tau Delta

To confer distinction for higher achievement in collegiate and professional studies in English language and literature is the purpose of Sigma Tau Delta. English majors and minors who have earned an overall grade point average of 3.25 or above, a B average in English, and have completed successfully at least two literature courses beyond the freshman requirements are eligible for membership. Approvals for membership must be granted by various committees on campus. WAU's chapter, designated as the Rho Sigma Chapter, was chartered in 1984.

Registration Policies

Registration Procedure

All students are expected to register during the periods specified in the school calendar. Complete registration procedures will be available at the time of registration. All returning students will register online through WebAdvisor. Prior to registering, returning students must meet with their adviser to discuss their academic progress and to prepare for registration. Registration is not official until courses are selected through WebAdvisor, a confirmation of registration is received, and financial clearance is completed. Students who fail to complete financial clearance by the identified deadline will be withdrawn from classes..

Late Registration

Late registration begins on the day after the listed registration day.

Initial registration or the addition of courses is allowed up to one week after the beginning date for classes. Late registrants will be charged the late registration fee, and tuition charges are retroactive to the beginning of the semester. Students registering late may be required to reduce their class load and are expected to make up course work already missed.

Changes in Registration

After the close of the registration period, registration changes can be made only by means of an add/drop form. Changes made during the first week of classes will not appear on the permanent record unless they constitute a complete withdrawal. After the first week of classes, a fee will be charged for each add/drop voucher.

Audit Registration

Audit indicates registration for attendance only. A notation of AU will appear on the grade report if the student meets the audit attendance requirements set forth by the instructor in the course syllabus; otherwise, a notation of W (withdrawal) will appear. Students may not change to or register for an audit after the last day to enter classes as stated in the academic calendar found in the Academic Bulletin. The instructor's permission is required to register for an audit. Physical activity, private music lessons, and independent study courses may not be audited. Regular tuition charges and fees apply to audited courses.

Scholastic Standing

Washington Adventist University expects all students to strive for excellence in learning and in living. WAU requires students to place a high priority on their scholastic program and consistently meet or exceed the minimum academic standards required for staying in college and for graduation.

Provisions for Individual Differences

The university realizes that individual differences exist among students in their educational background, academic potential, personal growth and development, motivation, learning styles, and study habits. In view of these individual differences, Washington Adventist University is committed to providing eligible students assistance in meeting the rigorous demands of obtaining a college education.

The overall progress of the students is carefully examined by the advisers, the Provost, and the Academic Appeals Committee. Appreciation and encouragement are directed toward those whose performance exhibits progress and excellence. For those who are not progressing satisfactorily, remedial measures are required. When these fail, the university advises students to terminate

their studies at WAU and to re-evaluate their goals and their resources. Opportunities for re-enrollment are extended only to those who show appropriate evidence that further studies can be handled satisfactorily.

Academic Honors

At the conclusion of the first and second semesters of the school year, students who have carried a minimum of 12 semester hours and have attained the following grade point averages will be included in the honors group indicated:

3.50 Dean's List
3.25 Honor Roll

These honors are based on the current semester's GPA only, NOT on the cumulative GPA. Students in the undergraduate programs in the School of Graduate and Professional Studies who have carried a minimum of nine semester hours per semester will be included in the respective honor groups listed above if they earn the specified grade point averages. They will be recorded at the conclusion of the first and second semesters of the school year. Honors are not recorded for summer terms.

Transcripts

Requests must be in writing and should give the student's name (current, and name when a student), current address, Social Security number, and year last attended. They must be signed by the student, and sent to the Records Office, Washington Adventist University, 7600 Flower Avenue, Takoma Park, MD 20912-7796. Fax requests will be honored if the student's signature is included in the fax.

The Family Educational Rights and Privacy Act (FERPA) allows the release of transcripts to other educational institutions via telephone and e-mail requests from students. WAU will release transcripts to other educational institutions ONLY, upon telephone or e-mail requests from students, provided no encumbrances exist. If the request is for a rush transcript, a valid credit card number (Visa or MasterCard) and date of expiration must be provided in order to charge the required rush fee of $10.

Transcript requests to ALL other entities require written and signed requests from the student, and payment in cash, by money order, or by credit card for any rush fees. Transcripts will not be released for students who are lacking any of the following:

1. An official final high school transcript or equivalent, or an official transcript showing previous graduation from an associate or baccalaureate degree program.
2. Official transcripts from ALL previous educational institutions.
3. Financial clearance from student accounts and financial aid offices.

If an outstanding account is paid by check, the Accounting Services office releases the transcript only after the check has cleared the bank (may take up to three weeks). To avoid delay, a money order is recommended. A rush fee of

$10 is charged for 24-hour processing. Regular transcripts require one to two weeks for processing and are free. Faxing of grade reports or verifications of enrollment is free.

Further details and a downloadable transcript request form are available online at www.wau.edu/records

Veterans' Certification Guidelines

Washington Adventist University cooperates with the Veterans Administration guidelines for the certification of veterans enrolled at the university. The major guidelines are outlined below for students eligible for veterans' benefits.

Applying for benefits: Veterans should call the VA Regional Office (888-442-4551) to verify their eligibility and monthly entitlement. After being accepted, students who will be using VA benefits must contact the VA certifying official on campus and complete the appropriate form.

Student responsibility: Since the VA pays benefits only for courses that apply toward the student's degree, it is his/her responsibility to make certain the courses he/she is taking apply toward the declared degree. Each time a student registers for, adds, or drops a course, it is his/her responsibility to contact the WAU certifying official in order to be reimbursed by the Department of Veterans' Affairs.

Concurrent registration: If a student registers at WAU and at another college or university simultaneously to take a course that will apply toward his/her degree, he/she must notify the WAU certifying official in order to get reimbursement for the class at the other school.

Notification of student class load to the VA: After the last day to register for classes each term, the certifying official will notify the VA of the class load for which each veteran is registered. A copy of the certification will be sent to the student.

Notification of change of student class load or major to the VA: The student is to notify the certifying official immediately of any change in major or class load so that the VA can be notified. Within a week after a veteran files an add/drop form with the records office to discontinue studies or to change class load, the certifying official informs the VA of the veteran's changed class load status.

Release of student records to VA Authorities: Guidelines given to the university by the U.S. government indicate that the university may release confidential information, including grades, to officials from the VA without prior authorization from the student.

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Inquiries about admission:

Office of Admissions
Washington Adventist University
7600 Flower Ave.
Takoma Park, MD 20912

301-891-4080

www.wau.edu

Admissions Information

Washington Adventist University welcomes applications from students who seek the challenge of a higher education experience that offers exceptional academic, social, and service opportunities near the nation's capital. Washington Adventist University does not consider race, gender, age, disability, color, or national and ethnic origin in determining qualifications for admission.

Admission is granted to applicants who meet the minimum standards outlined below and whose principles and interests are in harmony with the ideals and traditions of the university.

Although religious affiliation is not a requirement for admission, all students are expected to abide by the policies and standards of the university as a Seventh-day Adventist institution.

Application Deadlines

Washington Adventist University's application deadlines are as follows:

- Fall Semester: August 1
- Spring Semester: December 1

Note: The Office of Admissions will review applications after the application deadline on a case-by-case exception.

Admission of Freshman Students

For regular admission, prospective students with no prior college experience must submit a full application packet, as outlined on Page 48.

Subjects Required for Admission

Applicants to freshman standing (less than 24 credits) must have completed an adequate pattern of high school subjects:

- 4 units of English and literature
  OR 3 units of English and 1 unit of speech
- 2 units of mathematics
- 2 units of laboratory sciences
- 1 unit of American history
- 1 unit of world history
- 4 units of academic course electives from English, mathematics, science, history, religion, foreign languages, or computer science.

Regular Acceptance

Applicants for regular admission as freshmen must satisfy one of the following three conditions at the time of enrollment:

1. Graduate from an accredited secondary school, a Distance Education Training Council (DETC) approved program, or accredited distance

education high school program such as Griggs International Academy, with a grade point average (GPA) of at least 2.75 on a 4.0 scale and have an ACT verbal score of 17, or SAT verbal score of 470.

2. Pass the General Education Development (GED) with an average score of 50 and no standard score below 40.
3. Students who have not graduated from or completed an accredited home school program (as outlined in #1 above) must submit the following documents in addition to the complete application packet:
   a. A description of the program of study at home including a list of courses completed and/or official transcripts from an accredited high school correspondence program. High school correspondence courses must be accredited by the Distance Education and Training Council (DETC).
   b. GED test scores with an average score of 50 and no standard score below 40.
   c. Minimum ACT verbal score of 17 or SAT verbal score of 470.

Enrichment Program

The Enrichment Program grants admission for one semester to students who do not meet regular admission requirements. Students with cumulative high school GPAs between 2.00 and 2.49 and a minimum ACT verbal score of 14 or SAT verbal score of 400 will be considered for our Enrichment Program. The following stipulations apply:

- Limited to a maximum of 13 credits per semester.
- Required to register for INTD 126, College Study Skills.
- Two advisers: Enrichment Program adviser as assigned and adviser for major.
- Required to keep a portfolio as outlined by the Enrichment Program adviser.
- Any other stipulations determined to be beneficial to the student.

Important note regarding acceptance status: The admissions committee has the discretion to place a student in the Enrichment Program who meets the regular standards of the university if the committee feels the student would benefit from the program.

Admission of Transfer Students

All prospective transfer students must submit a complete application packet as outlined below that includes a transcript from an officially accredited college or university.

Regular Acceptance

Students with the equivalent of 24 semester hours or more and evidence of a cumulative GPA of 2.00 or above may be accepted with Regular Status with No

Restrictions. In addition, an interview may be required. Some professional programs may have higher standards, so it is recommended to check the specific academic discipline.

Students transferring with fewer than 24 credit hours will be considered on the basis of transfer credit combined with high school records. An interview may be required.

To ensure writing competency and enhance opportunities for successful completion of course work, WAU may require transfer students with fewer than 24 hours of acceptable college credit to complete the first-year English placement test, regardless of whether ENGL 101 credit has been previously earned. Depending on a student's written language proficiency in English, ENGL 101A may be required for as long as the Department of English and Modern Languages deems necessary.

Exceptions must be petitioned to and approved by both the director of first-year composition and the Academic Appeals Committee.

Probation Status

Probation status is admission for one semester given to students who do not meet regular admission requirements. Students on probation are monitored closely and have one or more of the following restrictions:

- Limited to a maximum of 13 credits.
- Required to register for INTD 126, College Study Skills.
- Two advisers: Director of Academic Support and/or designee and adviser for major.
- Any other stipulations determined to be beneficial to the student.

Transfer students falling short of meeting the requirements for regular status will be evaluated on an individual basis. Additional information such as work history, maturity, or other extenuating factors may be reviewed.

Once admission is granted, Academic Probation policies will apply. A student whose cumulative grade point average is below 2.00, or whose semester GPA has been below 2.00 for two or more semesters, may be placed on academic probation at the discretion of the Academic Appeals Committee.

Limitations on the class load (no more than 13 hours) and on participation in extracurricular activities will be enforced. The Academic Appeals Committee specifies a time period for the deficiencies to be corrected. If the problem is not corrected within that period, dismissal procedures will be implemented.

Students on academic probation may have excellent potential, but their performance level on tests and courses may be low due to inadequate preparation, lack of motivation, improper study preparation, or lack of discipline. The progress of such students will be carefully monitored by the Center for Learning Resources, the major department, academic counselor, and the Office of the Provost. The university has the right to ask these students to take remedial/developmental courses and to commit to a program of academic and personal counseling.

Admission of International Students

International students who are seeking an I-20 must fulfill the following criteria:

- Be academically accepted as a student at Washington Adventist University;
- Pay the International Student escrow deposit of $1,000;
- Provide a letter from your bank on the financial institution's letterhead that includes a declaration of finances to document available funding sufficient to pay first year's expenses at Washington Adventist University.

This information also applies to students transferring from SEVIS institutions as approved by the Department of Homeland Security. International students should call the Admissions Office for additional information and instructions.

As required by SEVIS, all international students coming from countries whose native language is not English must take the TOEFL exam in order to be considered for admission at WAU.

Admission of ESL Students | English as Second Language

Students whose native language is other than English and have not yet completed four years in an educational institution in which English is the language of instruction need to submit examination results for the TOEFL (PB for paper-based, or CB for computer-based), or the Michigan Test of English Language Proficiency, or the IELTS.

The following scores will be used to determine admission status:

	TOEFL PB	TOEFL CB	MICHIGAN	IELTS	IBET*
Non-Restricted Admission	>550	>213	>90	>5	>78
Restricted Admission A	500-549	190-212	80-89	5	
Restricted Admission B	450-499	150-189	65-79	4	
Further testing required	<450	<150	<65	<4	

** Internet-Based English Test*

RESTRICTED ADMISSION A: Enrollment in Advanced ESL Reading and Writing and Advanced ESL Grammar in addition to regular college classes.

RESTRICTED ADMISSION B: Enrollment in Intermediate ESL Reading and Writing and Intermediate ESL Grammar in addition to INTD 126 College Study Skills, and one other 100-level course.

OPTIONAL: Submit a short writing sample (approximately one-to-two pages) describing past education experiences, career goals, and any additional information that would be useful in considering the application. The information provided will be used in conjunction with GPA and test scores. This may be a requirement for some students.

Admission of Special Groups of Students

Early Enrollment: Part-time Students

A secondary school student who has completed the 11th grade with an overall 3.0 GPA (based on a 4.0 scale) may enroll for college courses for credit as a pre-freshman.

Early Enrollment: Full-time Students

A student presenting an official transcript indicating completion of 18 units of secondary school work with a minimum GPA of 3.50 and ACT/SAT scores above the 75th percentile may be admitted for full-time studies upon presentation of appropriate recommendations from the secondary school last attended.

Former Students

Former students need to complete an application for readmission (no fee) and submit transcripts from any schools attended since last enrolled at WAU. A cumulative grade point average of 2.00 and good citizenship standing are required for readmission with no restrictions.

Non-degree Seeking (Special) Students

Students wishing to pursue individual courses for personal growth, certification, or to supplement a program that they are taking elsewhere with transfer credit from WAU need not meet the admission requirements above but should request a special student application form from the Records Office. Special status is granted on a semester-by-semester basis; therefore, a new application must be filed each term. Courses taken while in special status will not necessarily be considered as qualifiers for admission.

Application Procedure for All Applicants

All applicants must submit a complete application packet as outlined below.

A complete application includes:

- Application fee (non-refundable).
- Completed application form.
- Official transcript* (one of the following):
    1. Final official high school transcript* (not necessary if student has earned more than 24 college credits). High school seniors with partial transcripts showing six or more semesters may be accepted subject to receiving their final transcript. Official final transcripts must be on file in the admissions office prior to registration
    2. Official transcripts* from all accredited colleges and universities attended.
- Test scores (ACT/SAT) are required for all first-year students applying to WAU, regardless of level.

- One written recommendation:

  One recommendation regarding academic ability from the principal, dean of students, teacher, or guidance counselor at the last school attended. Applicants out of school for more than four years and unable to locate former teachers or counselors may submit a recommendation from any other adult familiar with the applicant's ability or potential.

  One recommendation from an adult, preferably an employer or supervisor, capable of providing a character reference. Schoolmates or relatives do not qualify as references.

- Summary of educational background if educated outside of the United States.

Special Notes About Transcripts:

Final transcripts are official high school transcripts that include the graduation date, school seal, and signature of the registrar.

Official transcripts are defined as being produced and sealed in an envelope by the issuing school. If the seal of the envelope is broken before reaching the Admissions office, it is no longer considered to be official.

Partial transcripts or grade reports are sometimes accepted on a temporary basis when official transcripts are not readily available. A stop registration code is entered in the computer, which prevents registration until the official transcripts are received. To avoid delay at registration, all official and final transcripts should be submitted to the admissions office at least 30 days prior to registration.

The Higher Education Act of 1965, as amended December 19, 1990, requires institutions to document the student's ability to benefit from the programs that the university provides prior to admission. This documentation determines the student's eligibility to receive financial aid and the institution's eligibility to participate in most programs funded by the HEA. Documentation includes a high school diploma or recognized equivalent. If a student does not have a high school diploma, he or she must pass an independently administered test approved by the Secretary of Education. WAU prefers the high school diploma.

EXPRESS PROCESS: Submit all of the above items at the same time in one envelope. Request that the transcripts be mailed to you, but do not open the envelopes or they will not be accepted as official. To ensure the confidentiality of the recommendations, persons providing references should enclose them in sealed envelopes and sign their name across the sealed flap.

Mail completed application to:

Office of Admissions
Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

OWNERSHIP OF DOCUMENTS: The application form and any materials submitted with the application form for application to Washington Adventist University become property of the university.

ACCURACY OF INFORMATION: All information presented in application to the university must be accurate, complete, and honestly presented. Any information submitted on behalf of the applicant such as letters of recommendation and transcripts must be authentic. Providing inaccurate or misleading information, or omitting information on the application to the university may be cause for the rescission of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

ACCEPTANCE STATUS: The admissions committee has the discretion to place a student in the Enrichment Program who meets the regular standards of the university if the committee feels the student would benefit from the program.

DENIAL: Applicants may be denied admission when evidence displays that the applicant:

- is not qualified or is under-prepared to pursue a college degree.
- engages in behavior contrary to the codes of the university.
- has submitted fraudulent information or documents.
- displays unstable emotional health.

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Some of the information provided is introductory; please check the *Student Handbook* for details

www.wau.edu

Academic Life at WAU

Academic Advising

Each student is assigned an academic adviser who will assist in program planning and scheduling of courses from semester to semester.

Academic Support Program

Washington Adventist University provides services for those students who may need to improve verbal, quantitative, and reading skills. The goal is to enroll these students in appropriate developmental/remedial courses and to plan realistic schedules suited to their needs. Placement is made on the basis of ACT/SAT scores, secondary school performance, and placement tests given before registration.

Career Counseling

Career counseling is provided by individual faculty members and the Department of Cooperative Education and Career Services.

Computer Facilities

Computer facilities for word processing are located in the residence halls and in the computer labs. Access to the Internet is also available in the computer labs. As a convenience for students with their own personal computers, individual rooms in the residence halls are wired for direct access to the Internet.

FYE: First-Year Experience

All new students with less than 24 hours of college credit are expected to enroll in INTD 105 First-Year Experience (orientation).

The FYE program begins the weekend prior to the first day of fall semester classes (see Academic Calendar, Page 6) and continues through first semester. It includes activities that assist students in their adjustment to university life.

Opportunities are provided for students to become familiar with the WAU campus facilities and learning resources, meet the faculty and staff, and get to know the surrounding area. All first-year students are required to attend.

Professional School Recruitment

Appointments with graduate and professional school recruiters are made through the Center for Learning Resources.

Testing Services

Testing services are provided as follows:

Standardized testing, including ACT, CLEP, GRE, Nelson-Denny reading tests, and other national tests are administered by the Center for Student Success.

Placement testing is done by individual programs and departments.

External degree testing is done by the Center for Learning Resources.

Tutoring

Tutoring is arranged for by the individual programs and departments.

Weis Library

Washington Adventist University has a central library which provides academic resources for the university community. Weis Library's mission is to support the learning community of Washington Adventist University by providing the resources and services required to promote critical thinking, academic inquiry, and scholarship. To fulfill this mission, the library acquires, organizes, and maintains appropriate local resources; it establishes links to sources of virtual information; and it instructs the learning community how to access and use information.

Washington Adventist University is a member of the Maryland Interlibrary Consortium (MIC), together with the libraries of six other independent institutions: College of Notre Dame and Loyola University which share a library, Hood College, Mount St. Mary's University, Stevenson University, and Baltimore International College.

The consortium uses the ExLibris/Endeavor Voyager System to support a shared Web-based public catalog and other functions. MIC provides a courier service for pickup and delivery of materials requested by consortium borrowers. The consortium also makes on-site reciprocal borrowing privileges available to students and faculty of its member institutions.

In addition to the main circulating and reference collections, Weis Library has a Heritage Room collection of material written by, published by or about Seventh-day Adventists and a curriculum collection which supports the teacher education program. It maintains a website which provides information about the library and its resources. | www.wau.edu/library

The library contains more than 142,000 volumes and approximately 7,500 non-print materials; has over 200 print periodical subscriptions, and provides electronic access to full-text journals plus abstracts of articles. Through OCLC (Online Computer Library Center, Inc.), Weis Library has access to more than 183 million item records from 72,000 libraries in 171 countries and territories.

The library also provides access to dozens of electronic databases through the Adventist Libraries Information Cooperative (ALICE), OCLC, the Maryland Digital Library (MDL), MIC, and direct subscription or purchase. Authorized users have remote access to the library's licensed databases. The library is open 69 hours a week during regular sessions and operates on a reduced schedule during holidays, semester breaks, and summer sessions. Library hours are posted on the website and at the library entrance.

Daily Life at WAU

Dining

To promote and support student health and wellness, WAU operates a complete vegetarian cafeteria service during the school year, located on the second floor of Wilkinson Hall. The Dining Hall is a center of social life and community at the university, and service by the cafeteria staff is available for the many student and faculty social functions. Meeting facilities are available for various student or faculty organizations. A shortened schedule is maintained during most breaks. Hours will be posted at the dining facility.

Health Services

The university is concerned for the health and well-being of each student. A registered nurse is on campus to treat minor illnesses or injuries, perform blood pressure checks, and make certain equipment loans for no charge. Visits for immunizations and other treatments will involve a fee. A physician and nurse practitioner are available nearby for consultation by appointment. Fees for their services may be placed on the student's account. The emergency facilities of Washington Adventist Hospital, adjacent to the campus, are available to students.

To ensure that each student has adequate health care access in the event of an emergency or serious illness, WAU's Health Services also manages the health insurance application process. For students who do not have other coverage, application forms are available at Health Services to be completed by the student during registration. If the student has coverage, a waiver form must be filled out and turned in so that the insurance charge is not applied to their account.

Mailroom

The mailroom is located just behind the University Bookstore. Students may send and receive USPS, UPS and FedEx mail and packages from the mailroom.

Married Student Housing

The university has available for rent a limited number of housing units for married students. Contact Dacia Barnwell at dbarnwel@wau.edu or phone 301-891-4551 for details.

Recreation Facilities

WAU's facilities include a gym, recreational room, racquetball courts, tennis courts, weight room, and outdoor athletic fields. All are free to students with a current WAU ID card.

Residence Halls

Morrison Hall (for men) and Halcyon Hall (for women) house students who live on campus. WAU requires those single students not living with their parents to reside in one of the residence halls, if they are enrolled for six or more hours and are under 22 years of age.

Safety and Security

The safety and security of our students, faculty, and staff is of utmost importance to WAU. The Safety and Security department is manned 24 hours a day, 365 days a year to safeguard campus residents, property, and facilities. It offers an array of services including information on campus security and safety, security escort assistance, and engraving of personal valuables as protection against theft. Details are outlined in the *Student Handbook*.

University Bookstore

The University Bookstore is located in the main lobby of Wilkinson Hall. The Bookstore sells textbooks, WAU clothing, gifts and souvenirs, snacks and beverages, stamps, over-the-counter medication, and office and school supplies.

The Bookstore offers photocopying and faxing services as well.

Religious Life at WAU

Campus Ministries

Campus Ministries is a vital component of religious life on the WAU campus, serving as an umbrella organization for a number of prayer, study, and service ministry opportunities, some of which include praise services, preaching opportunities, discussion groups, talks by special guests, student-led worship experiences, health and music ministries, prayer breakfasts, traveling drama ministries, and student mission trips.

Chaplain's Office

A campus chaplain coordinates religious activities and spiritual support. Counseling is available to traditional students at no cost. Students may see the Center for Student Success (CSS) counselor for therapy or a referral for a variety of issues. Counseling and spiritual support are also available through the Chaplain's office. Please refer to the *Student Handbook* for details.

Religious Services

Religious activities and services are an important part of the life of the university. The university church, Sligo Seventh-day Adventist Church, is located on campus, and students have access to many other churches within the metropolitan area. Worship services for resident students and weekly Convocation for the entire student body serve educational and religious purposes. They also provide an element of unity for the university family. A week of spiritual emphasis is conducted during the fall and spring semesters. Students are required to attend these special occasions that are designed to enrich and broaden the students' understanding of the world and its challenges and opportunities. Convocation and resident hall worship attendance policies are detailed in the *Student Handbook*.

Social Life at WAU

Area Attractions and Entertainment

The Washington, D.C. area provides unparalleled opportunities for students to visit historical sites, monuments, and museums as well as to experience world-class musical, theatrical, and sporting events, and enjoy outdoor recreation and national parks. Campus-sponsored field trips and excursions are offered throughout the year. Access to Maryland, Washington, D.C., and northern Virginia from the WAU campus is easily attained via public transportation.

Social Activities and Organizations

WAU offers many clubs, organizations, and honor societies to its student body, all with faculty/staff sponsors. Students may organize and join associations to promote their common interests, goals, and missions as long as they are compatible with the mission of WAU. Membership in campus clubs and organizations is open to all WAU students. Campus organizations include the ACM (Computer Club), Black Student Union, Caribbean Student Union, Filipino Student Union, International Student Association, Latino Student Union, Nursing Student Association, Pre-Law Club, SIFE (Students in Free Enterprise), Southern Asia Student Association, and men's and women's clubs, as well as associations and clubs for pre-medical/ pre-professional, music, religion, and education students. Nationally recognized academic and honor societies have active chapters on the WAU campus. *Detailed information on how to join these organizations is outlined in the* Student Handbook.

Student Association

Student Association (SA) is a student government that organizes social and religious activities and represents students' concerns to the university administration. Every WAU student taking six hours or more per semester is automatically a member of the SA. Information on leadership opportunities within SA will be provided throughout the school year.

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Staff

Fitzroy Thomas
Associate Dean — CSS Director
301-891-4115 | fthomas@wau.edu

Beulah Manuel
CSS Associate Director
301-891-4146 | bmanuel@wau.edu

Lauri Preston
CSS Assistant Director; Counselor; Disability Services Coordinator
301-891-4089 | laurip@wau.edu

Sophia Ward
Student Success and Engagement Specialist
301-891-4108 | sward@wau.edu

For More Information:

Center for Student Success
Wilkinson Hall, Room 133
Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

Phone | 301-891-4106
Fax | 301-891-4548

www.wau.edu

Mission Statement

The mission of the Center is to provide academic, career, and mental health resources and services to support a culture of excellence and student success.

The Center for Student Success (CSS)

Through the Center for Student Success, Washington Adventist University provides a variety of support and academic enrichment programs to assist students in adjusting to college and in achieving personal and professional goals.

The CSS is the home for the following programs and services:

- Academic advising
- Academic support and testing
- The Bridge Program
- Career services
- Cooperative Education
- Counseling services
- Disabilities services
- First Year Experience
- General Studies Major Advising
- Honors Program
- The Mentoring Program
- Testing services
- Tutoring services
- Writing assistance

The CSS is also the home of Alpha Chi and Phi Eta Sigma national honor societies, and coordinates and hosts the annual spring career fair.

Academic Advising

Each student is assigned an academic adviser who is to assist in program planning and scheduling of courses from semester to semester. Students who have not declared a major are advised in the CSS.

Academic Support

The CSS provides services for those students who may need to improve verbal, written and reading skills. Students are enrolled in the appropriate developmental courses and assisted in planning realistic schedules suited to their needs.

Placement in these courses is determined on the basis of ACT/SAT scores, secondary school performance, and English and math placement tests given before registration. In addition, advising, tutoring, and counseling are provided to all students as needed.

Bridge Program

The Bridge Program is a year-long academic program of student engagement designed for students who need to enhance their academic skills and improve their chances for success at Washington Adventist University. It allows students to focus on academics, while building confidence in their ability to succeed. The Bridge Program commences in the summer prior to the fall of the student's freshman year with a six-week skills-building program that focuses on math, English, and study skills. The program also includes mentoring and advising throughout the freshman academic year.

For information, contact Sophia Ward at 301-891-4108.

Career Services

Career advising is provided by staff in the CSS, as well as by individual faculty members.

Cooperative Education

Fitzroy Thomas | **Director**

Introduction

Cooperative Education combines resources from employers and WAU to enhance the educational plan for students. Cooperative Education is a nationally recognized standard for registering relevant work-experience. Professions have many facets that cannot be learned in traditional academic settings.

Direct on-the-job experience in supervised and evaluated work placement improves the quality of education while, in many cases, producing income for the student. Such experience provides a ìliberalî education in the traditional sense of increasing student options for appropriate employment during their academic experience, and after graduation.

Co-op Faculty Advisers:

Accounting..... Denver O. Swaby
Biochemistry..... Melvin Roberts
Business Administration..... Patrick Willliams
Finance ..... Denver O. Swaby
Management..... Denver O. Swaby
Marketing ..... Jude Edwards
Pre-Law..... Joan Francis
Communication & Journalism ..... Desrene Vernon
Computer Science..... Issa Kagabo
Mathematics..... Issa Kagabo
Physical Education ..... Francis Bolden

Requirements

Baccalaureate degrees may require a minimum of one full block of work experience or a maximum of two blocks of work experience as determined by participating departments.

Work experience is to be completed on a part-time basis (COOP 351) or full-time basis (COOP 360) for a minimum of 12 weeks per semester. Students who have 55.6 accepted semester credits or more when they first attend WAU may be eligible for reduced requirements at the recommendation of the advising department. Students participating in a Student Missionary assignment may also be eligible.

Work experience courses are graded as pass/fail. Students enrolled in a major that requires Co-op for graduation must pass each work experience course. A failed course must be repeated prior to graduation.

All students may participate in the Cooperative Education Program. However, students majoring in the following programs are required to complete Cooperative Education to graduate:

Accounting
Biochemistry
Business
Chemistry
Communication
Computer Science
Information Systems
Journalism
Mathematics
Physical Education

Career Opportunities

Career opportunities can expand dramatically when a student participates in Co-op. In addition, Co-op students accrue many other potential benefits such as:

- Career clarification
- Confidence in career choice
- Tendency toward better academic performance
- Increased employment opportunities
- Enhanced interpersonal skills
- Greater independence and self-reliance
- Increased competence in job performance

It should also be noted that many graduate schools view work experience in a student's academic profile to be highly desirable.

Student Eligibility for Co-op

All students may participate in the Cooperative Education Program. For those students wishing to participate voluntarily and for those whose majors require it (see list above), the prerequisites are the same. Students must have:

1. Completed 30 credit hours with a minimum GPA of 2.0.
2. Completed 8 credit hours in their major field with a grade of "C" or better.
3. Good academic standing and the recommendation of their major adviser.
4. Completed COOP 210, Introduction to Career Planning (1) with a grade of "C" or above.

Once registered for a cooperative work experience course, a student must maintain continuing eligibility by showing satisfactory progress toward a degree.

Satisfactory progress is defined as completing at least 32 semester credits within the previous two-year period. Credits earned elsewhere may be counted toward eligibility provided they are ruled transferable to WAU by the registrar. Work experience is to be completed on a part-time basis (COOP 351) or a full-time basis (COOP 360) for a minimum of 12 weeks per semester.

Application Procedures

Students interested in Cooperative Education should apply in person at the CSS office. Because a successful work experience requires proper planning, students are advised to take COOP 210 during their sophomore year.

Counseling

Counseling services are available to traditional and SGPS students at no cost.

Students may see the counselor for therapy or to obtain a referral for a variety of issues including anxiety, grief, depression, premarital counseling, relationship difficulties, stress and time management, substance abuse, and trauma. (Spiritual counseling and premarital counseling are also available through the Chaplain's office).

For information, contact Lauri Preston at 301-891-4108 .

Disability Services

It is our purpose at Washington Adventist University to provide an equitable and exemplary education for all of our students. To that end, we strive to provide reasonable accommodations to students with disabilities to ensure their academic success. It is the student's responsibility to disclose any disabilities he/she wishes to have accommodated.

Disability documentation must be within seven years of the student's application for assistance (unless in some instances where the evaluation was completed after the student was 18 years of age and the evaluation utilized appropriate adult standardized tests and is considered to adequately represent an individual's current functioning).

Documentation must be comprehensive, including history, diagnostic interview, test results (including standardized test scores when available), differential diagnosis, details regarding the student's functional limitations, and recommendations, which are appropriate in college.

All disability-related information is treated with the highest confidentiality and will only be provided to faculty, staff or other individuals with a student's permission, per a signed Release of Information form.

Reasonable accommodations provided to our students are:

- Readers
- Special registration services
- Note-takers
- Testing accommodation
- Physical modification of class set-up
- Assistive technology

For information, contact Lauri Preston at 301-891-4108 .

Enrichment Program

The Enrichment Program is designed for incoming freshmen with GPAs between 2.00 and 2.49 and a minimum ACT verbal score of 14 or SAT verbal score of 400.

The following stipulations apply:

- Limited to a maximum of 13 credits per semester.
- Required to register for INTD 126, College Study Skills.
- Two advisers: Enrichment Program adviser as assigned and adviser for major.
- Required to keep a portfolio as outlined by the Enrichment Program adviser
- Any other stipulations determined to be beneficial to the student.

The admissions committee has the discretion to place a student in the Enrichment Program who meets the regular admission standards of the university if the committee feels the student would benefit from the program.

For information, contact Beulah Manuel at 301-891-4184.

First-Year Experience | FYE

All new students with less than 24 hours of college credit are required to enroll in INTD 105 First-Year Experience (FYE). The FYE program begins the week prior to the first day of fall semester classes and continues through the entire freshman year. See Academic Calendar on Page 6. It includes activities and a curriculum that assist students in their adjustment to university life.

Opportunities are provided for students to become familiar with WAU campus facilities and learning resources, meet the faculty and staff, and get to know the surrounding area. All first-year students are required to attend.

For additional information about the program:

Sophia Ward, FYE Director
Center for Student Success

301-891-4106 | 301-891-4108
fye@wau.edu | sward@wau.edu

General Studies

The WAU General Studies degree program is an interdisciplinary curriculum coordinated by Fitzroy Thomas, director of the Center for Student Success.

For full details of this academic program, please see Page 102.

Honors Program

Operating under the auspices of the Center for Student Success, the WAU Honors Program is an interdisciplinary General Education curriculum designed to offer gifted and talented students enhanced learning and community experiences.

For full details of this academic program, please see Page 102.

Placement Testing

Placement testing is administered by individual programs and departments. Math and English Placement tests for incoming freshmen are facilitated by the CSS.

Call 301-891-4106 for additional information.

Professional School Recruitment

Appointments with professional school recruiters are made through the CSS. *Call 301-891-4106 for additional information.*

Testing Services

Testing services are provided by the CSS as follows:

- Standardized testing: ACT, CLEP, GRE, Nelson-Denny reading tests, LSAT, Praxis, and other national tests
- External degree testing

For information, contact Beulah Manuel at 301-891-4184.

Tutoring

Tutoring is arranged by the individual programs and departments as well as by the CSS. Students needing assistance should contact their instructors or their adviser. The CSS supplements the tutoring services that academic departments provide.

For additional information, contact Beulah Manuel at 301-891-4184.

Writing Center

The English department runs the Writing Center which is housed in the CSS. Trained tutors are available to help students: ease writing anxieties, clarify assignments, brainstorm ideas and topics, plan and organize term papers, determine revision strategies, and provide guidelines for avoiding recurring grammatical problems.

For information, contact Debbie Brown at 301-891-4236.

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Student Accounts Office | Student Financial Services
Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796
301-891-4488 | 301-891-4005

www.wau.edu

Introduction

Washington Adventist University maintains a strong commitment to giving every student the opportunity to obtain a Christian education. The Student Financial Services office will assist students and families in making a high quality private education affordable.

At the undergraduate level, the Washington Adventist University sponsors an excellent program of institutionally funded academic scholarships, need-based grants, music scholarships and athletic scholarships, in addition to our participation in the major federal and state student aid programs. Parents and students may also consider additional financing options through the Federal Parent Loan Program (PLUS) and the SallieMae Tuition Payment Plan.

At the graduate level, students are considered for federal and private loans. Students may also consider borrowing funds through the new GradPLUS programs.

Parents and students are encouraged to stay ahead of the game financially by being aware of all the costs associated with obtaining a degree at Washington Adventist University. We have compiled all the information you will need to know about fees and expenses. However, if there is something missing and you cannot find what you are looking for, please contact us. Our goal is to make planning for an educational career as easy as possible for students and their families.

The Student Financial Services office, located in Wilkinson Hall, Room 351, will assist students in their financial planning, financial aid, and financial clearance processes. The office hours are Monday through Thursday 9 a.m. to 5 p.m. and Friday 9 a.m. to noon.

All statements are sent through the office of Accounting Services located in Wilkinson Hall, Room 104. Accounting services will assist students with questions regarding fees charged, credits, discounts, refunds and collections. Office hours are Monday through Thursday 9 a.m. to 5 p.m. and Friday 9 a.m. to noon.

Tuition and Fee Information

Information on student costs is given below to assist the student in financial planning. Tuition, fees, and room and board charges are billed in full at the beginning of each semester. All other charges are billed monthly and are due the last day of the month.

Note: Tuition payment plans are due on the first of the month to SallieMae.

Semester Tuition Charges

0.5-11.5 semester hours	$760 per hour
12-16 semester hours package	$9,450 per semester
17 or more semester hours	$9,450 plus $760 per hour above 16

Estimated Student Budget

	Residence Hall		Non-Residence Hall	
	Semester	*Year*	*Semester*	*Year*
Tuition (12-16 hours)	$9,450	$18,900	$9,450	$18,900
General fee (6+ hours)*	325	650	325	650
Technology fee	315	630	315	630
Health insurance**	237.50	475	237.50	475
Books/supplies (estimate)	600	1,200	600	1,200
Double room and board	3,800	7,600		
Single room and board	4,965	9,950		
Total estimated costs	**$14,715**	**$29,430**	**$10,915**	**$21,830**

** NOTE: Less than six hours, $162.50 per semester general fee.*

*** Health Insurance charge will be removed if student provides proof of own policy. Insurance is billed in full in the fall semester for the full academic year— students who leave at the end of first semester will not receive a refund. Students who begin in the Spring semester will be charged the $237.50 rate. Rates are subject to change without prior notice. Nursing majors are factored at $700 per semester for books and $1,400 per year.*

Special Fees and Charges

Application fee (*must pay cash*) $25
Applied music fee 160
Music majors and minors are charged applied music fees for only the first MUPI (private instruction course) each semester
Athletic fee (*all athletes per year*) 500
Challenge and validation exam fee (*must pay cash*) 75
CLEP exam fee (*must pay cash*) 75
Cooperative Education fee 50
Credit by examination recording fee per hour (*must pay cash*) 50
Experiential learning evaluation fee 100
Graduation fee 85
Health insurance
Student (*cost subject to change*) per year 475
Optional health insurance available for spouse and child
Spouse ..... ($1,385)
Child ..... ($595)
Insufficient funds check fee and penalty 35
Late financial clearance fee 100
Late registration/financial clearance fee 250
Parking fee 35
Portfolio fee 50
Private music instruction, non-tuition (1/2 hr. lesson) 350
Residence hall room reservation (*must pay cash deposit*) 150
Senior Class dues ..... *Determined by the Senior Class*
Student ID card replacement (*must pay cash*) 25
Transcript fee (*non-rush*) 5
Transcript fee (*rush only; must pay cash*) 10
Withdrawal fee 100

Laboratory fees are assessed for courses that require clinical supervision, special equipment, or laboratory supplies. Materials fees are assessed for courses requiring special materials. Nursing students may be assessed extra fees by the department such as malpractice insurance.

Adventist Colleges Abroad

Through Adventist Colleges Abroad (ACA), qualifying students may elect to take a year out of their curriculum to become immersed in a foreign culture and learn a foreign language.

Please see Academic Information – Foreign Study *on Page 31 for participating institutions, eligibility, and application procedures*.

The student's current WAU account must be paid in full before the student will be allowed to attend. In order to participate in the summer program, students must be accepted, admitted, and planning to attend WAU for the fall session.

Students who are enrolled in the Adventist Colleges Abroad Program through WAU may apply for federal and state student financial aid. Financial Aid will only be processed for those students who have attended WAU for one academic year. WAU institutional scholarships cannot be used for ACA. The balance remaining after financial aid is applied must be paid in full before the student will be allowed to attend. The total cost varies by ACA institution.

For complete information contact:

Susan Comilang, PhD | Chair
Department of English
Wilkinson Hall, Room 25
Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796
301-891-4543 | scomilan@wau.edu

Bookstore

Books required for classes may be purchased at the university store. All currently registered students with valid identification codes may charge books and school supplies to their student accounts after they have received financial clearance. If a student reaches the maximum amount available, he/she will not be allowed to make the purchase until the Accounting Services Office has given approval. Cash, checks, Visa, American Express, and MasterCard are accepted.

Cash Discount

A 5 percent discount may be received by paying an entire semester's expenses at the time the student financially clears. The total expense on which to base the discount is calculated after known scholarships and federal subsidized and unsubsidized direct loans are deducted. Please contact Accounting Services or speak to your student financial services adviser for exact amounts.

Collection Policy

Students completing or terminating their studies with the university are requested to make arrangements for paying any unpaid accounts. If satisfactory arrangements are not made within 30 days after leaving the university, the student's account will be placed with a collection agency or attorney.

Prompt payment of their accounts will assist a student in establishing and maintaining a good credit rating, as the payment status of both current and delinquent accounts are reported to credit bureaus. If the university is required to employ a collection agency or an attorney to collect defaulted accounts, all charges for collection services, including court costs, will be added to the student's account.

By their enrollment and continued attendance at the university, the student agrees to pay all actual collection costs and attorney's fees incurred by the university in the course of collecting the student's account, and acknowledges that those fees typically will not be less than an amount which is 35 percent of the outstanding account balance.

Family Discount

When two students from the same immediate family are both enrolled as full-time traditional students (taking 12 hours or more) at Washington Adventist University and each have the same financial sponsor, a tuition discount of 5 percent will be applied to each statement. A 10 percent discount will be applied when three or more students have the same financial sponsor and are enrolled as full-time traditional students.

This discount will not be given to students who receive financial aid amounting to 100 percent or more of the cost of tuition or to students admitted into the School of Graduate and Professional Studies (SGPS). The Student Accounts office must receive written notice from the financial sponsor in order to receive this discount.

Finance Charge

A finance charge computed at a periodic rate of 1 percent per month (12 percent per annum) is assessed against the previous session's unpaid balance less any current month's credits and payments. A late payment fee of $50 per month will be charged on all unpaid accounts where the established minimum monthly payment has not been made by the 25th day of the month.

Financial Clearance Agreement

Financial clearance must be obtained each semester in order to finalize the registration process. Registration is not final until payment arrangements have been made and a signed Financial Clearance Agreement and Promissory Note has been turned in to Student Financial Services. Students will not be able to move into the dorm until they are entirely financially cleared.

Students who do not complete the financial clearance process five days prior to the beginning of classes for fall semester and five days prior to the beginning of classes for spring semester will have their registrations canceled and will have to re-register selecting from classes that are currently available.

Failure to obtain financial clearance for any semester will result in full dismissal from classes.

General Fee

The general fee applies to all students. If the student is taking six or more hours per semester, the fee is $325. If the student is taking less than six hours per semester, the fee is $162.50. This fee is charged at registration and is non-refundable except for complete withdrawals. The fee is then refundable on a prorated basis in accordance with the refund policy. This fee makes contributions to accident insurance, health services, library resources, intramural sports programs, and the newspaper readership program. The general fee does not cover transcript or rush transcript request fees.

Graduation

In addition to academic requirements, graduating students must meet the following financial requirements before they will be permitted to participate in graduation (march, have name in program, receive diploma or transcripts, etc.).

1. Account balance and estimated charges must be paid by April 1 for spring graduation, July 1 for summer graduation.
2. Debts owed to the collections department due to a bad debt account must be paid in full.
3. Rent account expenses due to living arrangements in school housing must be paid in full.
4. Financial aid exit interviews must be completed.

Please contact the Student Financial Services Office for this information.

Housing & Meal Plan

Students who reside in the residence halls are required to be on the meal plan. The cost for the meal plan for one semester is $1,850. This entitles students to eat all they wish when the dining room is open. Community students may pay a flat rate in cash for each meal.

RESIDENCE HALL COSTS — Single students under 22 years of age not living with family are required to reside in the university residence hall. These accommodations are charged by the semester at the rate of $1,950 (double occupancy) or $3,125 (single occupancy). No refund is made because of absence from the residence hall for regular vacation or for other reasons as long as the student's personal effects remain in the room.

Before you can check into the residence hall at the beginning of a semester, you must be financially cleared. Likewise, students that are already domiciled in the dorm will need to be financially cleared to remain in the dorm at the beginning of each semester. Financial clearance may be done through Student Financial Services in Room 351 in Wilkinson Hall.

The $150 advance reservation deposit will be refunded only after the student has properly checked out with the residence hall dean. A charge will be made for any loss or damage to the room or its furnishings. The deposit will be applied to the student's account.

International Students

In addition to the academic requirements, international students must:

- Deposit $1,000 (Students from Canada, Bermuda, and the Bahamas are exempt from the escrow deposit) before an I-20 (student visa) is granted. This deposit will be held in escrow until the student's academic program has been completed.
- Provide proof of ability to pay their educational expenses for each academic year (financial documentation such as bank statements, tax records, letter of employment stating salary, etc.) and complete an Affidavit of Support (Form I-134).

International students may be eligible to participate in the tuition payment plan. *Please check with Student Financial Services, Room 351 Wilkinson Hall, for more information.*

Payment Plan

To those students who are not able to make payment in full for each semester's expenses, Washington Adventist University offers an interest-free payment plan through SallieMae TuitionPay. The plan is a 10-month plan beginning on July 1 and ending on April 1. Participation in this plan is a privilege, so failure to make payments in a timely manner (as determined by the plan) may result in the immediate dismissal of the student. Students will not be allowed to register for any subsequent semesters until all outstanding balances are paid in full. Students will be assessed a $100 fee to participate in this plan.

For those students electing to participate in the payment plan, the balance due (after financial aid, scholarships, subsidies) will be divided into ten monthly payments for the full academic year (students who begin in the spring semester will have a five month plan beginning in December). Students who wait until registration day to sign up for the plan will be required to make the previous months' payments at the time financial clearance is completed.

Personal Property Loss

The university cannot accept responsibility for any loss or damage to personal property of any student. It is highly recommended that students obtain insurance on their personal goods while enrolled at the university.

Refunds

Credit Refund Policy

Credit balances are refundable, upon written request. If the student has received financial aid during the current semester, any credit balance will be credited to the repayment of financial aid funds, in accordance with the Financial Aid Refund Policy. See Financial Aid, Page 75. Credit refunds are issued in the Accounting Services office.

Schedule Changes Only

Students changing their schedules need to go to the Records Office and complete an add/drop form.

When a student withdraws from one or several classes (whether voluntarily or by recommendation of the university), refunds of tuition and related fees will be given for a class or classes officially dropped, according to the following schedule:

Week	Refund
Within one week from the first day of class	100 percent
By the fourth Tuesday after the first day of class	75 percent
By the eighth Tuesday after the first day of class	50 percent

These deadlines will vary during the shorter summer terms. Refunds will appear on the next regular monthly statement. Students may exchange classes by dropping and adding equal credit hours at no additional tuition charge. Students may also drop or add within the block of hours (12 to 16) with no additional tuition charge or refund.

Release of Transcript or Diploma

By action of the Board of Trustees of the university, a diploma or transcript (official or unofficial) may not be released until the following criteria are met:

- The student's account is paid in full.
- The student's federal Perkins and/or federal Nursing loans are current.
- In case of diploma, exit interviews must be completed if student received Federal Perkins, Federal Nursing, and/or Federal GSL/Direct loans.

To expedite the release of transcripts, diplomas, and other legal documents, a money order should be sent to cover the balance of the student's account. Requests for transcripts must be in writing and signed by the student. If paid by personal check, there will be a three-week delay in processing.

For further details see Academic Information – Transcripts, Page 41.

By enrollment and continued attendance at Washington Adventist University, the student expressly grants to the university a security interest in all diplomas, transcripts, records, and all information or documentation of any kind related to student arising from the education provided by the university to the student which is in the possession, custody, or control of the university.

The security interest shall secure the payment and performance of the university's financial policies, and performance of all other liabilities and obligations of the student to the university of every kind and description, due or to become due, and now existing or hereafter arising.

Statements

Itemized statements will be issued each month giving an account for the previous month. Tuition, required fees, residence hall room charges, and meal plans will appear on the first month's statement. Other charges will appear as they are incurred. Pending financial aid will be subtracted from the amount owed with the remaining balance the responsibility of the student. Statements will be mailed to the financial address provided to Washington Adventist University by the student.

It is expected that statements will be paid by the 25th of each month. The university operates on a cash basis and is dependent upon prompt payment of accounts.

Checks or money orders should be made payable to Washington Adventist University and sent to:

Washington Adventist University
Student Accounts Office
7600 Flower Avenue
Takoma Park, MD 20912-7796

Please include student identification number on check or money order. Payments can also be made by Visa, American Express, and MasterCard by calling the Accounting Office at 301-891-4488 or going online to the student's my.Wau.edu account and filling out the screen.

Student Employment

Washington Adventist University is committed to assisting students with job placement. Students need to determine their class schedule so that they will know what time of the day is available for work. Opportunities for part-time work on and off campus exist. The Human Resources Office will assist students in finding jobs. The student must have a Social Security number and be registered for six or more credit hours.

Students who are employed on campus must have a minimum of 60 percent of all net earnings credited directly to their student account each pay period until the account is paid in full. Only when students have a credit balance may they withdraw money from their account. After the account is paid in full, a contract may be negotiated in the Accounting Services Office.

Students who wish to have tithe deducted from their earnings may exercise this option by indicating so on their rate voucher in the Human Resources office.

Student Missionary Program

Before leaving on a student missionary or task force assignment, the student's account must be paid in full.

Technology Fee

The technology fee applies to all students. The fee is $315 per semester. The fee is charged at registration and is non-refundable except for complete withdrawals. This fee will be used for computer labs that are used by all students, for classroom technology, for instructional technology, for telecommunications, and other technology on campus.

Withdrawal From All Classes

A student who withdraws from all classes will receive a refund of tuition, fees, and room charges. If the student has not attended any classes, 100 percent refund will be given; however, a $100 withdrawal fee will be charged

If the student has attended one class for one day of the week, the following is applied:

No refund will be given after the 6th week of classes.

Financial aid received by students who completely withdraw from classes during a semester will be refunded to the appropriate federal aid program based on the student's withdrawal date and the applicable refund policy.

Week	Refund	Week	Refund
1	100 percent	4	70 percent
2	90 percent	5	60 percent
3	80 percent	6	50 percent

See financial aid refund policy, Page 87.

Residence hall students withdrawing from all classes must contact the residence hall dean and complete a checkout within 24 hours. Refunds on residence hall room charges will be prorated to the exact day of moving.

Students who work for the university may pick up their portion of the earnings checks at the Accounting Services Office every other Thursday after 1 p.m. The office hours are 9 a.m. to noon Monday through Friday and 1 p.m. to 5 p.m. Monday through Thursday.

Financial Aid
Student Financial Services

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Information on financial aid or other financing options:

Student Financial Services
Wilkinson Hall, Room 351
Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

800-835-4212 | 301-891-4005

finaid@wau.edu

Fax 301-891-4167

www.wau.edu

Financing Your Education

The Student Financial Services Office at Washington Adventist University exists to serve you in helping to finance your college education. Our financial advisers are professionals who understand your needs and are committed to making the process as simple and painless as possible– both through quality service and through helping you access a wide assortment of resources that can address your needs.

Financial aid on our campus works as part of the larger Enrollment Services team, who are all working to make it possible for you to enjoy the benefits of a small, private university with a Christian atmosphere. We believe that in providing these services we are adding value to the process, ultimately making the WAU experience both affordable and attractive..

Receiving Financial Aid

Washington Adventist University is willing to assist students and their families with the financial responsibilities of attending college, but we expect the primary or maximum effort to pay for college to come from the students and their families. The system used to determine the family's ability to pay is based on the following assumptions:

- To the extent they are able, parents have the primary responsibility to pay for their children's education.
- Students, as well as their parents, have a responsibility to help pay for their education.
- The family will be considered in its present financial condition.
- Families will be evaluated in a consistent and equitable manner recognizing, however, that special circumstances can and do alter a family's ability to contribute to their children's education.

To be considered for federal and institutional need and merit based aid, all students must complete the Free Application for Federal Student Aid (FAFSA). This application can be found online: www.fafsa.ed.gov. Students who choose not to complete the FAFSA will only receive their awarded academic scholarships.

To receive the best financial aid package and have aid available for registration, students must submit their FAFSA online or by paper to the Department of Education by March 1 of the calendar year in which they wish to begin attending or to return to WAU.

Pell grant and Direct loan funds are available upon application throughout the year until March 1 of the following year. Deadline for Maryland state grants is March 1.

After all financial aid information is complete and accurate, and other required documentation has been received, the Student Financial Services Office will process it and send the student an award letter listing the combination of grants, loans, and institutional scholarships for which he/she is eligible.

Possible items on the award letter:

- A **grant** is money that does not need to be repaid.
- A **scholarship** or **award** is money that has certain qualifying restrictions such as grade point average (GPA) or test scores; it does not have to be repaid.
- A **student loan** is money that must be repaid after the student leaves college or drops below half-time status while still attending college.
- **Campus jobs** are available through the Human Resources Department.

Satisfactory Academic Progress for state/federal aid

Student Financial Services (SFS) is required to evaluate your progress by the length of time it takes to complete your program of study, the rate of completion, and your cumulative grade point average (GPA).

Length of time

- To measure the length of time it takes to complete your program requirements, all periods of enrollment and all credits attempted are included in the evaluation
- You cannot exceed 150 percent of the published length of your program of study
- Credits attempted include College level courses, Remedial, Repeated classes, Transfer credits, and credits earned toward a prior degree. (See the 'Additional Information' section for exceptions to the number of credits attempted for Remedial credits)
- Audited classes and Challenge and CLEP exams are not included in attempted or completed credits

Example: AAS in Computer Science is a 64-credit program.
You cannot attempt more than 96 credits (64 credits X 150% = 96 credits)

Rate of Completion

- To measure the rate of completion, the total number of credits attempted is compared to the total number of credits completed
- You must successfully complete at least two-thirds (67 percent) of the total number of credits attempted
- Successfully completed grades are A, B, C, and D

Example: The total number of credits attempted is 48 credits. You must successfully complete at least 32 credits (48 credits X 67% = 32 credits)

Cumulative grade point average

You are expected to maintain the following minimum cumulative grade point average (GPA):

Earned Credits	Minimum GPA
1 to 21	1.50
21.5 to 47	1.75
47.5 or more	2.00

Hours Completed Requirements

Program	Degree	Maximum Time to Receive Financial Aid
Traditional	Baccalaureate	192 attempted hours
	Associate	96 attempted hours
Respiratory	Associate	118.5 attempted hours
PSP	Baccalaureate	192 attempted hours
BSRN	Baccalaureate	180 attempted hours

- All courses attempted with earned grades of **A, B, C, D, F**, are included in the GPA calculation
- Remedial, and the last grade earned in a repeated course are factored into the GPA calculation for Satisfactory Academic Progress

Please note that the treatment of grades and courses attempted for Satisfactory Academic Progress is different than the university policy on academic standing and graduation requirements.

Evaluation Process

Satisfactory Academic Progress (SAP) is evaluated at the end of each semester

- If you don't meet the minimum requirements for the rate of completion or cumulative GPA, you will be sent a Warning Notice
- At the end of the next period of enrollment you **must** successfully complete **all** courses attempted for the term with a minimum term **GPA** of a **2.00**
- You will remain in a Warning status if your cumulative GPA remains below the minimum requirements but you continue to meet the term requirements
- The Warning status will be removed once you meet the minimum cumulative requirements
- Your status becomes Unsatisfactory if you fail to meet these standards
- You will be notified once you exceed 130 percent of your program length and will be required to submit a Plan of Study
- If you exceed the 130 percent and don't meet the minimum GPA or rate of completion, your status is Unsatisfactory

You will be notified if your SAP status is Unsatisfactory. If you are currently receiving financial aid, your aid will be cancelled immediately. If your application is currently being reviewed, your application will become inactive. If you have a tuition bill for the following semester you **must** make your own payment arrangements.

If you are **suspended** from the university, you are automatically ineligible for financial aid.

Regaining Eligibility

If your Satisfactory Academic Progress status is Unsatisfactory and you have **extenuating circumstances** that affected your grades, you may file an Appeal with Student Financial Services.

Explain in detail the reason(s) you were unable to complete the semester successfully. Examples of extenuating circumstances include medical, personal, or family problems, change of major, or military service. Please **attach** appropriate **documentation** of support.

If your appeal is approved for the next semester you must **successfully** complete all classes attempted and maintain a minimum term GPA of 2.0. You will be placed on 'Probation Status' for the next semester. The Student Financial Services Committee has the right to limit your enrollment; failure to follow our restrictions may result in cancellation of your aid.

If you successfully complete **all** courses enrolled during the next period of enrollment and your cumulative GPA meets the minimum requirements, the Probation status will be removed. If you successfully complete **all** courses attempted with a minimum term GPA of a 2.0 but your cumulative GPA remains below the guidelines, you will remain in a "probation status" until you meet the minimum cumulative requirements.

If you do not file an appeal or if your appeal was denied, you **may** be able to regain eligibility by attempting at least 6 credits at your own expense. If you successfully pass **all** attempted courses with a term GPA of 2.0 or better, we will review your status at the end of the enrollment period for the following term.

If you attempted too many credits, you **must** submit a Plan of Study (POS) with your appeal. You will be notified when you reach **130 percent** of your maximum program length. Remember, we are evaluating all of the courses attempted, not just the courses required for your current program. Please have your faculty adviser complete the POS with the courses required to graduate in your current program and indicate your expected date of graduation. The POS **must** be signed and dated by both you and your faculty adviser.

If your appeal was approved based on a POS, you must follow the POS in order to continue to receive financial aid. Financial aid will not cover the cost of courses not required for graduation in your current program. Financial aid eligibility ends at your expected date of graduation.

You will be notified once your appeal is reviewed. Turn around time is approximately two weeks; however, due to the limited time between the fall and

spring semesters (and between spring and summer) you may not receive notification prior to the start of the following semester. You **must** make your own financial arrangements to pay your bill.

Failure to meet these minimum requirements will result in a loss of financial aid eligibility. If Student Financial Services determines that it is no longer possible for you to meet the minimum standards by graduation, you become ineligible for financial aid.

Additional Information

ACADEMIC STANDING: If you are academically suspended from the university you are not eligible to receive financial aid. Academic Standing is administered through the Center for Student Success.

CHANGE OF MAJORS: If you transfer into a new program or graduate from WAU and return in a new program, credits attempted toward your previous program are counted when calculating the length of time it takes to complete your new program requirements. As a result, you may not be able to complete your new program within the 150 percent limit. You will be required to submit a Plan of Study once you reach 130 percent.

If you graduated from WAU and are enrolling in a new program, you must submit a POS. If you do not have the entrance requirements for a new program and must enroll in General Studies to complete prerequisites, you may not be eligible for financial aid. Please notify Student Financial Services once you are accepted into your program of choice. You cannot graduate from WAU and return in the same program.

Example: You graduated from WAU with a degree in Communication/Public Relations and are now applying for the Nursing program. You are not accepted into Nursing because you need certain prerequisites and are instead, accepted into General Studies. You are not eligible for financial aid.

INCOMPLETES: If your SAP status was unsatisfactory in part due to an Incomplete Grade, please contact the FAO immediately upon receiving your grade change. We will recalculate your SAP based on the grade change.

REMEDIAL COURSEWORK: You may receive aid for remedial coursework up to a maximum of 30 remedial credits in addition to the 150 percent maximum program length. All remedial courses are included in the GPA and rate of completion. Remedial credits in excess of 30 credits are included in the total number of attempted credits.

Example: AAS in Computer Science is a 64-credit program. You can attempt up to 126 credits; 96 credits of college level courses plus 30 credits of remedial coursework.

You are not eligible to receive financial aid for remedial coursework above the 30-credit limit. If you attempted 30 remedial credits, and need to enroll for additional remedial coursework, it will be at your own expense.

REPEATED COURSES: The SAP policy will follow the university policy on repeated courses. Students may repeat a course once to be counted toward fed-

eral aid but only the last grade will be used to calculate the GPA. All repeated courses are included in attempted courses.

TRANSFER CREDITS: Transfer credits are included in number of credits attempted and are calculated in the GPA and counted toward rate of completion.

State Aid Eligibility

Most state aid requires students to fill out the Free Application for Federal Student Aid (FAFSA). Students and parents must live in the state granting the aid and provide proof of that (driver's license, voter registration, state income tax returns, etc.) upon request.

State aid may be available from Connecticut, Delaware, District of Columbia, Maryland, Massachusetts, Maine, Rhode Island, and Vermont. Students should check with their home state office or high school guidance counselor for further information.

Please note that most states require you to be enrolled for 12 credit hours each semester in order to receive a state grant or scholarship. Audit hours do not count toward the 12 hour requirement.

Students seeking a degree through the External Degree Program are not eligible for state financial aid. Students in the ACA program are eligible for State financial aid through WAU if they have spent an academic year at WAU.

State Scholarships

[Howard P. Rawlings] Educational Assistance Grant: This grant is available to full-time students with proven financial need who are Maryland residents attending Maryland institutions or certain approved out-of-state institutions. Students may receive up to $3,000 per year depending on the student's need and the cost of education. These awards are funded by the state legislature and are administered by the State Scholarship Administration. FAFSA application deadline is March 1 for the following school year. *For further information, call 800-974-1024.*

Maryland Guaranteed Access Grant: This grant is available to full-time students attending a Maryland college who are currently in their senior year in high school and have a cumulative GPA of 2.50 or above and a family income that qualifies them for a free lunch in the federal free lunch program. It is renewable if student maintains at least a 2.00 GPA and continues to meet the income requirements. FAFSA application deadline is March 1 for the following school year. The amount of the grant is tuition, fees, and room and board, less the Federal Pell grant up to the amount charged at the University of Maryland, College Park. *For more information, call 800-974-1024.*

Maryland Distinguished Scholar Program: Scholars are designated by the Maryland State Scholarship Administration. Awards are based on PSAT/SAT or ACT scores and high school GPA and an artistic merit. *For more information, call 800-974-1024.*

Maryland Delegate Scholarship: This state-funded scholarship is available to full- and part-time students who are Maryland residents attending Maryland degree-granting institutions, out-of-state institutions with unique majors, certain private career schools, or nursing diploma schools. This four-year renewable scholarship is a variable amount depending on a student's proven financial need. To apply for the Delegate Scholarship Program, students must contact the three State Delegates from their legislative district beginning in February of each calendar year. Delegate awards are made on an annual basis and are not automatically renewed for the next academic year. *For more information, call 800-974-1024.*

Maryland Senatorial Scholarship: This state-funded scholarship is available to full- and part-time students who are Maryland residents attending Maryland institutions. This four-year renewable scholarship is from $400 to $2000 per year depending on a student's proven financial need. The application deadline is March 1 for the following school year.

Not all Senatorial Scholarships are automatically renewed. Some awards are for one year only and are not automatically renewed. Students are required to reapply to receive additional funds if they received a one time only award. For consideration, students should contact their Senator beginning in February of each calendar year. *For more information, call 800-974-1024.*

Veterans of the Afghanistan and Iraq Conflicts Scholarship

The Veterans of the Afghanistan and Iraq Conflicts Scholarship Program is designed to provide financial assistance to United States armed forces personnel who served in the Afghanistan or Iraq Conflicts, and their sons, daughters, or spouses attending a Maryland postsecondary institution.

An individual must be a member, or spouse or child of a member, of the uniform services of the United States who served in Afghanistan, or contiguous air space as defined in federal regulations, on or after October 24, 2001, and before a terminal date to be prescribed by the United States Secretary of Defense; or in Iraq, or contiguous waters or air space as defined in federal regulations, on or after March 19, 2003, and before a terminal date to be prescribed by the United States Secretary of Defense.

Individuals must be a resident of Maryland; enrolled as either a full-time (12+ credits per semester) or part-time (6-11 credits per semester) undergraduate. *For more information, call 800-974-1024.*

Workforce Shortage Student Assistance Grant Program

The purpose of the Workforce Shortage Student Assistance Grant Program is to assist in meeting the State's need for well trained and highly skilled workers in shortage areas. Students who perform well academically and agree to use their training in eligible programs as members of Maryland's workforce may qualify for scholarship assistance.

Both merit and need-based criteria will be used when making awards. The award is $4,000 per year if attending a Maryland 4-year institution full-time (12+ credits per semester for undergraduate; 9+ credits per semester for graduate) or $2,000 per year if part-time (6-11 credits per semester for undergraduate; 6-8 credits per semester for graduate). *For more information, call 800-974-1024.*

Scholarships From Other States

Most states have state scholarship programs, but not every state allows awards to be transferred for use in other states. *Students should contact their state grant program officials for further information.*

Federal Aid Eligibility

To get federal financial aid at WAU, a student must:

- Be a citizen or a permanent resident of the United States.
- Complete a Free Application for Federal Student Aid (FAFSA).
- Be registered with Selective Service (if required).
- Be working toward a degree or certificate.
- Be making satisfactory academic progress.
- Not owe a refund on a federal grant or be in default on a federal loan.

Students must register for and maintain a minimum of 12 credit hours at WAU each semester to be eligible for most federal financial aid. Remedial courses may count toward the 12-hour requirement.

Some federal financial aid is available to part-time students, please contact the Student Financial Services Office.

Students seeking a degree through the External Degree/Griggs University program are not eligible for federal aid. Students in the ACA program are eligible for federal financial aid through WAU if they have spent an academic year at WAU. Most financial aid, but not all, is dependent upon financial need.

The federal government has a formula which analyzes students' and their parents' income and resources and provides colleges with what is called an EFC or "expected family contribution." The Student Financial Services Office will use this and other factors to determine the financial aid package for each student.

Eligibility for Cooperative Education Students

Cooperative Education students who are eligible for federal and institutional financial aid must meet the following requirements in order to receive their financial aid:

1. The Co-op work experience must be required for graduation.
2. The student must register for the Co-op work experience within one month of the registration period.
3. The student must actually be working at the Co-op experience for the semester that financial aid is to be received.

4. The student can only receive financial aid while working toward the number of hours required by the Co-op Department.
5. The student must be registered for at least 6 traditional hours at WAU.
6. The student must petition the Scholarship/Student Finance Committee to request an exception to receive financial aid as a Co-op student. A petition form may be obtained in the Student Financial Services Office.

Federal and institutional financial aid for Cooperative Education students who meet the above requirements will be re-evaluated. Due to reduced educational costs, the financial aid that the student has been awarded may be adjusted.

Federal Grants

Federal Pell Grant Program: Full- and part-time students with proven financial need may receive $555 to $5,550 during the 2011-2012 school year depending on federally determined eligibility, cost of education, and number of credits per year. Applications are available online at www.fafsa.ed.gov or from any Student Financial Services Office or high school counselor beginning in January for the following academic year.

Federal Supplemental Educational Opportunity Grant Program (FSEOG): This grant is awarded from a federally sponsored program available to full-time students who are eligible for the Pell Grant and have exceptional need. Up to $1,000 per school year may be awarded depending on eligibility, financial need, and availability of funds.

Federal Loans

Federal Perkins Loan Program: A Federal Perkins Loan is a low-interest (5 percent) loan for both undergraduates and graduate students with exceptional financial need. Your school is your lender. The loan is made with government funds with a share contributed by the school. You must repay this loan to your school. Full-time students with exceptional financial need with the lowest Expected Family Contributions (EFCs) who are Federal Pell Grant recipients may be eligible for a Federal Perkins Loan.

The federal government pays the interest while the student is enrolled for at least six semester hours. Repayment begins nine months after withdrawal, graduation, or dropping below half-time status, whichever comes first. There is a maximum 10-year repayment period. The minimum monthly payment is $40.

Subsidized Direct Federal Loan Program: These loans are available to students enrolled at least half time with demonstrated financial need. They are long-term, need-based loans that are borrowed through an authorized lending agency designated by the Department of Education.. The federal government pays the interest while the student is enrolled for at least six semester hours.

Monthly repayment begins six months after student terminates college studies or drops below six credit hours per semester. Federal Subsidized Loans are limited to either one loan per year or per grade level.

Semester hours for progression are as follows:

Less than 24 hours	Freshman	$3,500
24 - 55.5 hours	Sophomore	$4,500
56 - 89.5 hours	Junior	$5,500
89.6 or more hours	Senior	$5,500

Maximum amount to be borrowed for undergraduate studies is $23,000.

Unsubsidized Direct Student Program: These loans are available to independent borrowers, dependent borrowers who are not eligible for the subsidized loan program, and dependent borrowers whose parents are not able to get pre- approved/approved for a parent plus loan. Students must apply for the subsidized loan first. These loans are borrowed through an authorized lending agency designated by the Department of Education. The loan accrues interest while the student is in school; the interest can be paid monthly or deferred until studies are terminated.

Direct Federal Parent PLUS Loans: These loans are available to parents (with satisfactory credit history) of dependent students who are enrolled at least half time. PLUS loans can be used instead of, or in addition to, the student's federal Direct loan. They are non-need-based, variable interest rate loans. The loan disbursement (one-half each semester) is co-payable to the parent and WAU, and interest accrues while the student is in school. Monthly principal and interest payments begin 60 days after the loan is fully disbursed.

Federal Consolidation Loan Program: These loans are available to students who have federal loans from various lenders, including the Perkins loan, and would like to obtain one loan with one interest rate and repayment schedule. A borrower must be in the grace period or in repayment status on all loans being consolidated. They are also available to married students with individual loans if they agree to be held jointly (and separately) liable for repayment of the consolidated loan regardless of the amount of their individual debts and in spite of future changes in their marital status. Repayment schedule varies from 12 to 30 years depending on amount of consolidated loans. Interest rate capped at 8.25 percent.

If a student receives a loan from the Federal Direct Loan Program, he/she will be required to complete a Master Promissory Note (MPN). Loans will be transferred electronically through Electronic Fund Transfers (EFT). An entrance interview is required for first-time WAU applicants prior to receiving loan funds. An exit interview is required when a student graduates or terminates his/her studies at WAU. A student's diploma cannot be released until the exit interview process is completed online at the student loan counseling link or by coming to the Student Financial Services Office.

Federal Work-Study Program: Full-time students with demonstrated financial need who have on- and certain off-campus job(s) may receive $500 to $2,000 per year to pay for hours worked.

Students are required to sign a Federal Work-Study Program contract.

Institutional Aid Eligibility

The following requirements, rules, and conditions apply to institutional financial aid:

1. Students must register for and maintain a minimum of 12 traditional credit hours at Washington Adventist University each semester to be eligible for most institutional financial aid. Remedial courses may count toward the 12-hour requirement; audit courses may not.
2. Washington Adventist University requires all WAU Scholarship recipients to have a minimum cumulative grade point average of 2.0.
3. Students seeking a degree through the External Degree/Griggs University program are not eligible for institutional financial aid.
4. Students' cumulative GPAs are reviewed at the end of the first semester of the prior academic year for those scholarships which require a certain cumulative GPA for the following academic year's eligibility.
5. Students who are enrolled in the Dual Degree Program or who are graduating seniors needing less than 12 traditional credit hours may receive pro-rated scholarships if they are enrolled for at least 6 traditional credit hours.
6. Traditional students may use a three hour external degree class to make up the 12 required hours per semester. Students would need to take 9 traditional credit hours and 3 external degree hours.
7. Employees of WAU who receive employee benefits are not eligible for any institutional scholarships.
8. Children of WAU employees who receive 100 percent employee benefits are not eligible for institutional scholarships.
9. The sum of federal, state, and institutional scholarships may not exceed total tuition. Some academic scholarships may be exempt, please contact the Student Financial Services Office for additional information.
10. The following scholarships may be awarded in addition to the 100 percent tuition cap: Three-Way Scholarship, Literature Evangelist Scholarship, Youth Camp/Summer Ministries Scholarship, Student Missionary/Taskforce Scholarship, and Canadian Rebate.
11. Scholarships which are based on a percentage of tuition will be based on the block rate of tuition.
12. Washington Adventist University institutional scholarships apply to fall and spring semesters only and are not available for summer session. This also applies to National Merit Scholarships and other full-tuition scholarships.

WAU Academic Scholarships and Awards

All first-year students who have applied and been accepted to Washington Adventist University for the academic year are automatically considered for the following guaranteed minimum academic scholarships and awards based on official high school transcripts and test scores.

In addition to these scholarships, other institutional aid may be awarded based on financial need for students who submit a FAFSA.

Presidential Scholarship.....$8,000 per year*
Trustee Scholarship .....$6,000 per year
Gateway Award .....$4,000 per year

**$10,000 for students who attended a Seventh-day Adventist academy in the Columbia Union.*

To be eligible, students must have graduated from high school, completed less than 12 college credits and attend Washington Adventist University full-time (12 or more credit hours).

Other Institutional Grants

Transfer and returning students are eligible for a range of awards based on merit and need. *Please contact the Student Financial Services Office for an assessment of your eligibility for institutional grants.*

Financial Aid Refund Policy

When students reduce their class load below 12 hours (full time) or withdraw from all classes, any awarded institutional and federal financial aid may be affected.

Federal Aid Refund

PARTIAL WITHDRAWAL: Students who drop below 12 hours (full time) may have their federal aid reduced depending on the aid received.

A student must enroll for at least six hours per semester to receive a student loan through the Federal Direct Loan Program (subsidized Direct loan, unsubsidized Direct loan, and PLUS loan).

Students who drop below six hours may be required to begin paying back their student loans.

WITHDRAWAL FROM ALL CLASSES: Students who withdraw from all classes before the aid is posted to their account may lose all eligibility for federal aid.

Washington Adventist University is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60 percent of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60 percent of a payment period or term, the Student Financial Services office recalculates eligibility for Title IV funds.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term.

(Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100 percent of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Direct Loans (other than PLUS loans)
- Subsidized Direct Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of funds is required Federal Supplemental Opportunity Grants for which a return of funds is required
- Other assistance under this Title for which a return of funds is required (e.g., LEAP) Students wanting to withdraw from Washington Adventist University need to complete a Withdrawal Form and submit it to the Records Office for processing. The form will then be forwarded to the Student Financial Services Office for Title IV Refund calculations.

Institutional Aid Refund

PARTIAL WITHDRAWAL: Students who drop below 12 hours (full time) may lose their institutional aid for that semester even if the aid is already posted to their account. Contact the Student Financial Services Office for more information.

WITHDRAWAL FROM ALL CLASSES: Students who withdraw from all classes will have their scholarships/grants reduced according to the tuition refund policy.

Financing the Rest of Your Bill

If your financial aid package does not completely cover your expenses for this academic year, the university offers you and your family an affordable tuition payment plan through Sallie Mae TuitionPay Plan. The plan offers a 10-month payment plan beginning July 1.

Please contact the Student Financial Services Office for more information or visit www.salliemae.com/TuitionPay

In addition, your parents may also apply for a Parent Plus Loan (PLUS). Please contact your financial adviser for assistance regarding these programs.

Students with a previous balance must pay the existing balance by June 30.

Payment plans for 2011-12 begin July 1.

Payment plan for students who enroll for the spring semester begins December 1.

Students who sign up for the payment plan after the July 1 or December 1 start date will be responsible for previous payments due.

Graduation Requirements

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Introduction

The requirements for graduation are outlined briefly in this section.

Please check the appropriate section of the *Academic Bulletin* for specific requirements relating to various academic areas.

Total credits required for graduation are composed of the following units:

- General education program
- A major
- A minor (for all BA degrees and some BS degrees)
- General electives.

www.wau.edu

Selection of *Academic Bulletin* for Graduation

Students are normally expected to meet the requirements as published in the *Academic Bulletin* for the school year in which they originally entered Washington Adventist University. However, a subsequent *Bulletin* may be chosen during the student's enrollment at WAU if the new requirements benefit the student's overall academic program. Students are expected to follow the requirements of a single *Bulletin* in its entirety to qualify for graduation. Students may be required to follow a current or newer *Bulletin* under the following circumstances:

1. If students have broken residence by not attending WAU for three consecutive semesters (including the summer semester), they will be expected to follow the *Bulletin* in effect upon re-registration at WAU. Students planning to serve as student missionaries are required to consult their department chair before they leave the campus.
2. Students who change their major field of study will be expected to follow the requirements of the *Bulletin* in effect when they make the change.
3. If a department revises the curriculum in order to meet new accreditation agency guidelines, a continuing student may be required to follow the new requirements. In such cases the university will make every effort to help the student complete the graduation requirements within the shortest time period.
4. If the student's academic progress is not satisfactory over a four-year period, the Academic Appeals committee or the student's major department may require the student to follow the newer *Bulletin*.

Student Responsibility

The responsibility for meeting graduation requirements rests primarily upon the student. Therefore, students should become acquainted with the requirements as set forth in their *Bulletin* and consult carefully with their adviser to plan a sequence of courses each semester that fulfills these requirements. To assist students in meeting the requirements, graduation checklists are available on myWAU (my.wau.edu) at anytime.

Upper Division Eligibility and Requirements

Courses numbered 300 and above are upper division courses designed for the junior and senior years. A student who has satisfactorily completed ENGL101, ENGL102, and COMM105 with a minimum grade of "C" or better will be allowed to take upper division courses upon completion of 40 hours with a cumulative grade point average of 2.00 or 24 hours with a cumulative grade point average of 2.75.

A minimum of 36 upper division hours is required for graduation. Unless otherwise specified, approximately one-half of the hours are required for the major should be upper division courses. From three to six hours of upper division are required for the minor.

If credit is earned in courses that are considered advanced or intermediate, the elementary course in the sequence may not be taken subsequently for credit.

Credit and Grade Point Average Requirements

The grade point averages required for graduation are computed by dividing the total number of points earned by the hours attempted. Total credits and grade point average (GPA) requirements are summarized below. A grade of "C" (2.00) or above is required on all courses in the major field, in the field of specialty, and on all cognate courses required for the major.

	Cumulative		Earned at WAU	
Four-Year Degree	*Hours*	*GPA*	*Hours*	*GPA*
Cumulative*	128	2.00	30	2.00
Upper division	36	—	15	—
Major	**	2.50	9	2.50
Major Upper division	**	—	9	—
Minor (18 or more)	**	2.00	3	2.00
Minor Upper division	**	—	3	2.00
Minor for secondary education certification				
(No grade below C)	**	2.50	3	2.50
Two-Year Degree	*Hours*	*GPA*	*Hours*	*GPA*
Cumulative	64	2.00	15	2.00
Major	**	2.50	9	2.50

** Some non-traditional majors may require a minimum of 120 hours. Professional majors may require more than 128 hours.*

*** Semester hours as specified under the major or minor.*

Residence Requirement

Transfer credit is accepted when earned from approved institutions. However, a state-mandated minimum of courses must be taken in residence at the institution which awards the degree. These minimums are:

For a baccalaureate degree.....30 semester hours (15 upper division)
For an associate degree.....15 semester hours

Credit earned by examination (CLEP, AP, challenge tests, experiential learning, etc.) can not be used to meet residency requirements.

It is further expected that the last 30 hours (15 for associate degrees) will be taken in residence. Exceptions may be made upon appeal to the Academic Appeals Committee.

The minimum residence requirement for a second degree is also 30 semester hours. If the second degree is an AA degree, the minimum residence requirement is 15 semester hours. This requirement may be waived if the student completes the second degree within a year of completing the first degree.

Simultaneous registration at WAU and at another college or university is not permitted except as approved by the Petitions Committee. If a course is scheduled to be offered at Washington Adventist University, permission will not be

granted to take that course at another college or university or by correspondence. Credits earned without permission at another college or university while simultaneously enrolled at WAU may not be recorded or applied toward graduation requirements.

To earn a baccalaureate degree, a student entering with transfer credit must take at WAU at least 9 hours of upper division work in the major and at least 3 hours of upper division work in the minor.

An associate degree requires a concentration of at least 24 semester hours of which at least 6 hours must be taken in residence at Washington Adventist University. The concentration requires at least a 2.5 GPA with no grade below a "C."

A student who re-enrolls after an absence of 12 months must meet the requirements of the current *Bulletin*. Exceptions may be made for a year of study abroad when arrangements are made in advance, for student missionary work, and for absence necessitated by service in the armed forces.

Students who do not re-enroll at WAU within seven academic years since their last enrollment will be required to complete at least 30 semester hours in residence, without breaking residence, prior to graduation and also may be required by the department to repeat or validate by examination some courses to update the knowledge or skills in the areas specified by the department.

Credits earned by examination and audited courses may not be used to meet residence requirements.

Graduation with Honors

To qualify for honors, the GPAs designated must be earned in the following two areas by the beginning of the final term in which the degree is expected:

On all credits attempted at all colleges or universities whether or not the course(s) are accepted at WAU, and on all credits attempted at WAU.

Honor	Minimum GPA
cum laude	3.50
magna cum laude	3.75
summa cum laude	3.90

Students who graduate with *cum laude, magna cum laude* or *summa cum laude* will have that status indicated on their transcripts and diplomas and noted in the graduation program.

Departmental Distinction

Students not eligible to graduate *cum laude, magna cum laude* or *summa cum laude* may be eligible to graduate with Departmental Distinction. To qualify for Departmental Distinction, in addition to meeting all other requirements for graduation, students must have attained a grade point average of 3.90 in all courses used to meet the requirements of the major(s).

Students who graduate with Departmental Distinction will have that status indicated on their transcripts and diplomas and noted in the graduation program.

Graduation Ceremony

Formal application for graduation must be submitted by the deadline printed in the Calendar of Events for the semester the degree is expected. All eligible candidates are members of the senior class and are required to pay class dues levied by the class.

Commencement exercises are held at the end of the second semester and at the end of the summer term. However, diplomas are issued at the end of any term during which degree requirements are completed. Degree candidates must participate in the commencement exercises unless granted permission to graduate in absentia.

All GPA requirements must be met at least one semester prior to the expected date of graduation. Prospective graduates who are seeking experiential learning credit must submit their portfolios for evaluation at least eight weeks prior to the expected date of graduation. Final official transcripts of all correspondence work, transfer credits, examination scores, and final grades for courses in progress from previous semesters must be filed in the records office by November 15 for December graduates, April 11 for May graduates, and July 11 for July graduates.

In addition to successful completion of all academic requirements, graduating students must fulfill certain financial obligations.

See Page 70 in Financial Policies.

The student's account must be paid in full before he or she will be permitted to graduate (march, have name in program, receive diploma). Students must pay balance plus estimated charges for the remainder of the term two weeks before graduation. *Please contact the Student Accounts Office for this information*.

Operational Guidelines

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www.wau.edu

Non-discrimination Policy

Washington Adventist University admits students of any race, gender, age, disability, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, gender, age, disability, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Washington Adventist University welcomes applications from all students whose principles and interests are in harmony with the policies and principles expressed in this *Academic Bulletin*.

The university administration, working in conjunction with faculty, students, and staff, assumes responsibility for interpreting these policies and principles in the light of the Seventh-day Adventist Church's religious and moral heritage.

In compliance with Title IX regulations, the university has developed local enforcement procedures for the prompt and equitable resolution of both student and employee complaints.

Students with Disabilities

Washington Adventist University is committed to providing access to learning opportunities for students with disabilities who meet the standard criteria for admission.

It is the responsibility of the student to provide current documentation (no more than three years old) from a licensed professional. The documentation must include the nature of the disability, the need for services, and clearly describe the kinds of accommodations recommended by the licensed professional.

The student must complete and submit the Request for Disability Accommodation Form four weeks prior to the start of the semester. *Please contact The Center for Student Success for additional information or to request the form.*

College Standards and Student Conduct

As set forth in the university's Statement of Mission, Washington Adventist University aims to develop the talent of its students, and to instill in them the value of Christian service and excellence and to become "moral leaders in communities throughout the world."

An environment hospitable to these goals requires students at the university to embrace certain moral standards and abide by certain rules of conduct. The WAU *Student Handbook* describes student life and services in detail, and sets forth the policies and standards of conduct students are expected to honor. All students are asked to become familiar with the contents of the handbook before enrolling.

Since admission to WAU is a privilege, not a right, students must choose before enrolling whether they wish to accept the principles and standards of the university. By enrolling at WAU, students indicate their commitment to honor and abide by the university policies and regulations as long as they are students of the university.

After enrollment, students who are out of harmony with the mission, governance, and standards of the university and who are not willing to comply voluntarily with these standards can expect dismissal from the university.

Freedom from Harassment

Sexual harassment at WAU will not be tolerated. WAU adheres to the Guidelines for Title VII of the Civil Rights Act (1964) administered by the U.S. Equal Employment Opportunity Commission (EEOC) regarding sexual harassment. Definition of the guidelines, as well as the specific policy and procedures for reporting implicit or explicit sexual harassment, are outlined in detail in the *Student Handbook*.

Privacy of Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that the university will maintain the confidentiality of student records. WAU accords the rights under the law to students who are declared independent.

Directory information may be given to a third party without the written consent of the student. The university considers the following to be directory information:

- Student name
- Address
- Telephone number
- E-mail address
- Marital status
- Fields of study
- Month and day of birth
- Dates of attendance
- Degrees and awards received
- Previous educational institution attended
- Participation in officially recognized activities and sports.

Personally identifiable information, including grade reports, will not be released to parents/guardians of dependent students unless a student specifically requests in writing that this be done. Forms are available in the Records Office. Federal guidelines do allow the university to share academic information with university personnel and other institutions that may have legitimate educational interest in this information.

Students have the right to inspect and review their records kept by any office of the university. Students wishing to review their records must make written requests to the administrator responsible for the record.

Students may obtain from the Records Office more detailed information about the privacy act and university policies concerning it.

Rights of Petition

Students who believe they have valid reasons for requesting an exemption from, or an exception to, an academic, social, financial, or housing policy may submit a written petition to the appropriate committee.

This petition must clearly state the request and must give supporting reasons. A petition must have the signature of the student's respective department chair or sponsor indicating that the student has counseled with him/her concerning the matter and has that person's endorsement or recommendations.

The chair of the committee will notify the student of the committee's decision. *Committees do not approve student requests retroactively.*

Information concerning petitions may be obtained as follows:

Subject	Committee	Office
Academic integrity	Academic Integrity Council	Academic Administration
Academic matters	Academic Appeals	Academic Administration
Disciplinary matters	Conduct and Guidance	Student Life and Retention
Financial matters	Student Finance	Financial Administration
Housing matters	Deans' Council	Student Life and Retention
Social/extracurricular	Campus Life	Student Life and Retention

Interdisciplinary Academic Programs

- General Studies | 102
- Honors Program | 102
- Liberal Studies | 106
- Pre-Professional Programs | 109

For more information

General Studies

Fitzroy Thomas | **Coordinator**
301-891-4115
fthomas@wau.edu

Honors Program

Bradford Haas | **Director**
301-891-4106
honors@wau.edu

Liberal Studies

Joan Francis | **Chair**
301-576-0110
jfrancis@wau.edu

Pre-Professional Programs

Program coordinators
listed on Pages 109-113

www.wau.edu

General Studies

Degrees Offered

Associate of Arts | General Studies

Associate of Science | General Studies

Bachelor of Arts | General Studies

Bachelor of Science | General Studies

Description of the Program

The General Studies programs allow students creative options for individualized academic programming. The numerous resources available to WAU students may be utilized to suit individual goals in one or more of the following forms:

1. Interdisciplinary studies with adequate concentrations in two or more academic fields.
2. Student-designed majors as approved by appropriate committees.

In order carefully to examine and meet the student's career and educational goals, the General Studies program must be planned only upon consultation with the General Studies coordinator.

A bachelor's degree requires two concentrations that must equal at least 48 hours, with not less than 21 hours in one concentration. At least 9 upper division hours are required between the two concentrations in residence; at least a 2.5 GPA in the two concentrations; no grade less than a "C" in any course counting toward the concentrations.

An associate degree requires a concentration of at least 24 semester hours of which at least six hours must be taken in residence at Washington Adventist University. The concentration requires at least a 2.5 GPA with no grade below a "C." *Please* contact the program coodinator *for more information.*

Honors Program

Introduction

The Honors Program at Washington Adventist University strives to provide academically talented students the opportunity to engage and explore subject material in greater depth and breadth, inspiring them to excel as independent learners and investigators within a collaborative learning community.

This does not necessarily mean more work for Honors students than for others, but rather a different kind of work with more individual attention from professors than in typical classes. The Honors courses are also different in design as they often explore topics from interdisciplinary perspectives through the integration of more than one area of study into a single course.

Being an Honors Student Means:

- Attending honors designated interdisciplinary courses that fulfill your General Education requirements, and are designed to be provocative, interesting and stimulating
- Access and exposure to many of WAU's finest professors
- Participating in smaller classes — honors courses will normally consist of 15 or fewer people, allowing the opportunity for more in-depth discussions and to make social connections with fellow honors students
- Learning through activities such as study tours, concerts, plays, and exhibits while fulfilling General Education requirements
- Conducting research and attending presentations at national institutions within the Washington, D.C., area
- Engaging in a learning environment comprised of motivated and thoughtful students
- Developing an Honors project or thesis, thus enhancing professional opportunities or admission to graduate or professional schools
- Challenging yourself to grow as a person through leadership and service

Information about the Honors Program

Bradford Haas, Director
Honors Program
Washington Adventist University
7600 Flower Ave.
Takoma Park, MD 20912

301-891-4106 | honors@wau.edu

Application Procedures

Students who meet the eligibility criteria and have been accepted for regular admission to Washington Adventist University are encouraged to submit an application to enter into the Honors Program.

An application will only be processed once a completed application packet, including the letters of recommendation, is received by the Honors director.

The Honors director in consultation with the Honors Council will then determine if membership is granted. Early application is highly recommended since membership in the Honors Program is limited.

Application packets are available from Enrollment Services.

For an application or for more information regarding the program, please call 301-891-4482, or email honors@wau.edu.

Selection Criteria

Admission to the Honors Program is competitive and based on a limited number of openings each year. The criteria for eligibility is established and reviewed by the Honors Council.

Following are the current criteria:

FIRST YEAR STUDENTS – Most successful applicants will have:

- A minimum composite ACT score of 24 or SAT composite score of 1150 (Math + Verbal only)
- 3.5 or higher cumulative high school GPA
- Superior writing skills as demonstrated in the letter of intent portion of the application process
- Students who do not meet the minimum selection criteria may still be considered on an individual basis
- An academic writing sample, as requested on an individual basis

TRANSFER AND CONTINUING STUDENTS – Most successful applicants will have:

- 3.4 or higher college cumulative GPA
- Superior writing skills as demonstrated on the letter of intent portion of the application process
- One letter of recommendation from a college or university faculty member
- An academic writing sample, as requested on an individual basis

Curriculum

Students entering the program will normally complete six interdisciplinary Honors courses by the end of their senior year (not including the zero credit Honors Seminar or Leadership and Service courses). Four of these classes will be chosen from offerings in the following General Education areas and ideally should be completed by the end of the junior year:

- Religion
- Social Sciences
- Humanities
- Physical/Natural Sciences

The fifth and sixth courses are ENGL 101-H Honors Rhetoric (a combined Composition/Communications course that meets ENGL 101 and COMM 105 General Education requirements), and the Honors Project. Honors students must also register for six semesters of Honors Seminar, and complete the 200 and 400 level Leadership and Service courses in order to complete the Honors curriculum.

ENGL 101-H Honors Rhetoric
This course examines the processes of writing and oral communication. Honors freshmen are expected to register for this class first semester. (This course is not required for students entering the Honors Program after the freshman year).

HNRS 499 Honors Project
This is an opportunity for students to complete an individualized research project or creative accomplishment, produce a documentary, organize a community project or complete a thesis. Students must submit a proposal for the Honors Project during their junior year. After submitting the project proposal to the Honors director, the student will then proceed to complete the project during his or her senior year. A student will normally sign up for the three credit Honors Project course in his or her final semester.

HNRS 115 Honors Seminar
Honors Seminar is an ongoing course designed to address issues pertinent to the agenda of the Honors Program, namely the development of academic excellence and opportunities for leadership and service. Topics will vary. The course will meet twice per month. Honors Program members are required to take six semesters of Honors Seminar.

HNRS 200 Leadership and Service
This zero (0) credit course is required for members of the Honors Program at the end of their sophomore year. Students produce a portfolio detailing their required leadership and service activities for the first half of their university careers. The course will be graded on a pass/fail basis.

HNRS 400 Leadership and Service
This zero (0) credit course is required for members of the Honors Program at the end of their final degree year. Students produce a portfolio detailing their required leadership and service activities for the second half of their university careers. The course will be graded on a pass/fail basis.

Leadership and Service

This component provides the framework for students to discover more about themselves while contributing to the community in which they reside.

Each student will choose to participate in activities both on and off campus that will help define his or her goals while contributing to the betterment of the community.

For example, a student may choose to perform volunteer work, attend a lecture, serve on a committee, attend a professional conference, or be an officer in order to fulfill this component. Leadership and service activities will be documented in portfolios created in HNRS 200 and HNRS 400. *See details above.*

Graduation Recognition

Students fulfilling all of the Honors Program requirements will:

- Wear a medallion
- Be awarded an Honors diploma
- Be given other recognition during the graduation ceremonies
- Have Honors Program completion on transcript

Liberal Studies | Bachelor of Arts

Introduction

The Bachelor of Arts in Liberal Studies seeks the intellectual development of students through an interdisciplinary study of issues and values in three areas:

- **Cultural studies:** Courses in communication, ethics, literature, music, and philosophy seek to address questions such as our response as caring Christians to the skills and arts of civilization.
- **Scientific studies:** Courses assist the student in forming a critical awareness of the complexity of issues in science, mathematics, astronomy, biology, and chemistry.
- **Societal studies:** Courses in anthropology, economics, geography, history, political science, psychology, religion, and sociology examine historical and current issues in society.

Career Opportunities

The liberal studies major serves as a sound undergraduate education and as preparation for entry into professional schools in fields such as law and health sciences.

The major also serves as the interdisciplinary content emphasis approved by the State of Maryland for those desiring early childhood, elementary, and secondary teaching credentials.

For detailed information about pursuing a liberal studies major leading to specific career options, students should consult the appropriate area adviser for approved program guidelines.

Admission

Those applying for admission must have completed ENGL 102 with a grade of "C" or above, or the equivalent, and submit an adviser-approved program to the Liberal Studies Council no later than five semesters prior to graduation.

Liberal Studies Council

The Liberal Studies Council consists of:

- Liberal Studies Department Chair
- Member from Applied Science
  Physical Education, Nursing, Respiratory Care
- Member from Humanities | *English, Music*
- Member from Math/Science
  Biology/Chemistry, Computer Science/Physics/Math
- Member from Practical and Applied Arts | *Business, Communication*
- Member from Social Science/Religion | *History, Psychology, Religion*

- Member from Education Department

Degree Requirements

A major in Liberal Studies consists of a minimum of 40 hours composed of two components. *Note—some courses may simultaneously satisfy both components.*

1. A minimum of 26 hours chosen from the three theme areas: cultural studies (9 hours), scientific studies (8 hours), and societal studies (9 hours)
2. A unified theme consisting of a minimum of 20 hours (12 upper division). For elementary education majors the Professional Studies satisfies this requirement.
3. A minor or second major is required for this degree. Elementary education majors are not required to have a minor or second major.
4. For the Liberal Studies for Elementary Education degree requirements, see the Department of Education, Page 137.

Bachelor of Arts in Liberal Studies

1. A liberal studies program is designed by the student in consultation with an adviser and is subject to approval by the Liberal Studies Council. The student must apply for program admission no later than the end of the first semester after attaining junior status.
2. A minimum of 9 hours in cultural studies, 8 hours in scientific studies, and 9 hours in societal studies (excluding courses used to satisfy the General Education requirements) is required.
   - **Cultural studies:** Intercultural communication (media literacy), ethics, linguistics, literature, music, religion and theology, philosophy, and humanities. Also see Department of Education, Page 137.
   - **Scientific studies:** Biology, chemistry, computer science, mathematics, and physics.
   - **Societal studies:** Anthropology, economics, geography, history, political science, psychology, religion and theology, and sociology. An approved list of courses within each area may be obtained from the chair of the liberal studies program.
3. The unified theme is an emphasis in a field of knowledge consisting of a minimum of 20 hours (12 upper division) chosen from the theme studies areas listed above. The selection of these unified themes is made in consultation with an area adviser and approved by the Liberal Studies Council. The unified theme must either:
   - Relate to one area;
   - Cross areas, demonstrating a unified theme; or
   - Meet the liberal studies component of a professional track such as education, pre-medicine, or pre-law.

   Education majors' professional education will satisfy this requirement.. See Department of Education, Page 137.

4. A senior seminar (2 hours) in liberal studies is required of all senior liberal studies majors. The purpose of the seminar is to synthesize courses the student has taken into a final reflection on the chosen unified theme. For education majors, the Senior Student Teaching Seminar and portfolio presentation will satisfy this requirement.

Liberal Studies Major **40 hours**

Courses used to satisfy the General Education requirement are excluded from meeting the requirements for the Cultural, Scientific and Societal studies.

Cultural Studies – *See above for areas*		9
Scientific Studies – *See above for areas*		8
Societal Studies – *See above for areas*		9
Unified Theme (20 hours, 12 in the upper division, See No. 3 above)		12
INTD 499	Senior Seminar	2

General Education Requirements **48 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
PSYC 105	Introduction to Psychology	3
PEAC	Physical Education Activity Elective	1
HIST	History Elective	3
LITR	Literature Elective	3
MATH	Mathematics Elective	4
RELB/RELT	Religion Electives	12
	Health Elective	2
	Humanities Elective	3
	Science Elective	4
	Social Science Elective	3

A foreign language is recommended.

Electives **40 hours**

Upper division courses must total at least 36 hours.
A minor or second major is required.

TOTAL **128 hours**

Pre-Professional Programs

Introduction

Washington Adventist University has arranged its course offerings so that students planning to enter certain professional careers may meet specific entrance requirements of graduate and professional schools.

Students should choose their majors based on their principal abilities and interests, because most professional schools accept individuals on the basis of merit rather than on their choice of major. Those who plan to enter professional schools should consult with their academic adviser in addition to the appropriate pre-professional program coordinator, listed below.

An overall GPA of at least 3.0 is required for admission to most professional programs, although some require a GPA significantly above 3.0.

Students should work closely with their pre-professional coordinator to ensure that they are meeting all of the requirements and recommendations within their chosen field. It is the responsibility of the student to communicate with the professional schools they wish to attend and consult their bulletins for information concerning specific courses and tests required for admission. Credit earned by Advanced Placement or CLEP may not be accepted.

Listed below are program coordinators for pre-professional programs most frequently chosen by students at WAU.

School of Arts and Social Sciences

Pre-Law Curriculum

Program Coordinators

Joan Francis, PhD..... jfrancis@wau.edu
Deborah Brown, MA..... dbrown@wau.edu
Zdravko Plantak, PhD..... zplantak@wau.edu

The Pre-Law program is open to students in all majors.
Courses for the Pre-Law emphasis are:

COMM 320	Persuasion and Propaganda	3
ENWR 230*	Expository Writing	3
ENWR 330*	Advanced Expository Writing/Pre-Law	3
PHIL 150	Introduction to Philosophy	3
PHIL 250	Introduction to Logic	3
PLST 250	American Government	3

Choose one the following courses: 3

BUAD 375	Business Law I (3)
BUAD 376	Business Law II (3)
COMM 325	Communication Law (3)
PLST 275	American Judicial System (3)
PSYC 320	Forensic Psychology (3)
RELB 385	Christian Ethics in Modern Society (3)

**ENWR 230 & ENWR 330 are taught on an alternating basis.*

School of Health Professions, Science, and Wellness

Pre-Chiropractic Curriculum

Program Coordinator Melinda Ekkens-Villanueva, PhD ..... mvillanu@wau.edu

All sciences must be completed with a grade of "C" or better.

BIOL 161; 162	College Biology (4; 4)	8
CHEM 151; 152	College Chemistry (4; 4)	8
CHEM 221; 222	Organic Chemistry (4; 4)	8
PHYS 271; 272	College Physics (4; 4)	8
PSYC 105	Introduction to Psychology	3
ENGL 101; 102	Freshman Composition/Research & Literature (3, 3)	6
	HMNT/Social Science Electives	15

Pre-Dental Hygiene Curriculum

Program Coordinator Glen Bennett, PhD ..... gbennett@wau.edu

The following math and science courses are normally required for admission to dental school and require a grade of "C" or better in all sciences.

CHEM 105	Introduction to Chemistry	4
CHEM 110	Principles of Organic and Biochemistry	4
BIOL 111; 112	Human Anatomy and Physiology (4; 4)	8
BIOL 150	Microbiology	4
MATH	College-level math	4

There are additional non-science requirements. It is recommended that students seek further information from the school they plan to attend regarding specific requirements. Students are also encouraged to consult with their WAU pre-dental hygiene adviser on a regular basis.

Pre-Dentistry Curriculum

Program Coordinators Glen Bennett, PhD ..... gbennett@wau.edu
Melinda Ekkens-Villanueva, PhD ..... mvillanu@wau.edu

The following courses are normally required for admission to dental school. Students should maintain an "A" or "B" grade point average in science, as well as overall.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
BIOL 161; 162	College Biology (4; 4)	8
CHEM 151; 152	College Chemistry (4; 4)	8
CHEM 221; 222	Organic Chemistry (4; 4)	8
CHEM 461; 463	Biochemistry & Lab (3; 1)	4
PHYS 271; 272	College Physics (4; 4)	
– or –		
PHYS 281; 282	Physics for Scientists and Engineers (4; 4)	8

Strongly recommended:

ACCT 211	Principles of Accounting	3
MGMT 201	Introduction to Management	3
NUTR 260	Nutrition	3
PSYC 105	Introduction to Psychology	3

Pre-Medicine and Pre-Osteopathy Curriculum

Program Coordinators Glen Bennett, PhD ..... gbennett@wau.edu
Melinda Ekkens-Villanueva, PhD ..... mvillanu@wau.edu
Anton Dormer, MD ..... adormer@wau.edu

It is recommended that students obtain information from the medical school they plan to attend for information regarding specific requirements for admission. Further resources regarding entrance requirements are available at the websites of the Association of American Medical Colleges | www.aamc.org and the American Association of Colleges of Osteopathic Medicine | www.aacom.org.

In addition, pre-medical students are encouraged to consult on a regular basis with WAU's pre-medicine program coordinators. Students should maintain an "A" or "B" grade point average in science, as well as overall. The minimum courses normally required for admission to medical school include the following:

ENGL 101	English Composition	3
ENGL 102	Research and Literature	3
BIOL 161; 162	College Biology (4; 4)	8
CHEM 151; 152	College Chemistry (4; 4)	8
CHEM 221; 222	Organic Chemistry (4; 4)	8
PHYS 271; 272	College Physics (4; 4)	
– or –		
PHYS 281; 282	Physics for Scientists & Engineers (4; 4)	8

Students who are planning to attend medical or osteopathy school, regardless of their major, should plan to take all of the courses listed below.

BIOL 305	Genetics	4
BIOL 315	Histology	4
BIOL 330	Animal Physiology	4
CHEM 461; 462	Biochemistry (3, 3)	6

Some medical schools strongly recommend that their applicants complete MATH 151 (Contemporary Calculus I) in addition to these courses. It is likely that omission of any of these courses will potentially place the student at a serious disadvantage in both successfully competing for the highest score on the MCAT, and facilitating the best possible performance in medical school.

Students are very strongly encouraged to observe or shadow working professionals, or otherwise obtain experience in a medical-related area, in order to strengthen their applications.

Pre-Physician Assistant Curriculum

Program Coordinator Melvin Roberts, PhD ..... mroberts@wau.edu

It is recommended that students obtain information from the professional program they plan to attend for information regarding specific requirements for admission. In addition, pre-physician assistant students are encouraged to consult on a regular basis with WAU's pre-physician assistant coordinator.

The following courses are required for admission to the physician assistant program at Kettering College of Medical Arts, and require a grade of "A" or "B" in all sciences:

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Human Communication	3
COOP 3XX	Practicum	3
COOP 360	Practicum	2
GSCI 410	History/Philosophy of Science (Online)	3
HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
HMNT	Humanities Elective	6
PEAC 160	Physical Fitness for Life	1
PEAC	Physical Education Elective	1
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
RELT 280	Moral Issues in World Religions	3
RELB/RELT	Religion Elective	9
SOCI 105	General Sociology	3
BIOL 111; 112	Anatomy and Physiology	8
BIOL 150	Microbiology (with lab)	4
BIOL 161; 162	College Biology	8
BIOL 305	Genetics	4
CHEM 151; 152	College Chemistry (4; 4)	8
CHEM 221; 222	Organic Chemistry (with lab) (4; 4)	8
CHEM 461/463	Biochemistry (with lab)	4
HLSC 101	Introduction to Health Care	2
MATH 110	Probability and Statistics	4
MATH 120	College Algebra and Trigonometry	4
NUTR 260	Nutrition	3

Pre-Physical Therapy Curriculum

Program Coordinator Melvin Roberts, PhD ..... mroberts@wau.edu

It is recommended that students obtain information from the professional program they plan to attend for information regarding specific requirements for admission. In addition, pre-physical therapy students are encouraged to consult on a regular basis with WAU's pre-physical therapy coordinator.

The following courses are normally required for admission to physical therapy school and require a grade of "C" or better.

BIOL 111; 112	Anatomy and Physiology (4; 4)	8
MATH 110	Probability and Statistics	4
PHYS 271; 272	College Physics (4; 4)	8
CHEM 151; 152	College Chemistry (4; 4)	8

Other Pre-Professional Programs and Coordinators

- **Pre-Occupational Therapy** Melvin Roberts, PhD ..... mroberts@wau.edu
- **Pre-Optometry** Melvin Roberts, PhD ..... mroberts@wau.edu
- **Pre-Pharmacy** Melvin Roberts, PhD ..... mroberts@wau.edu
- **Pre-Public Health** Glen Bennett, PhD ..... gbennett@wau.edu
- **Pre-Veterinary Medicine** Glen Bennett, PhD ..... gbennett@wau.edu

SASS **School of Arts & Social Sciences**

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Gaspar Colón, PhD, MPH | Dean
301-891-4139 | gcolon@wau.edu

www.wau.edu

School of Arts & Social Sciences

Department of Business

PROGRAMS OFFERED

- **Bachelor of Science** | Business Administration
  Emphases:
  Finance
  Management
  Marketing
- **Bachelor of Science** | Accounting
- **Associate of Applied Science** | Accounting

Minors

- Accounting
- Entrepreneurship
- Management
- Marketing

Graduate program

See School of Graduate and Professional Studies – Page 259

- **Master of Business Administration**

Information about the programs

Patrick A. Williams, PhD | **Chair**
Department of Business
Morrison Hall
Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

Phone: 301-891-4070 | Fax: 301-891-4067

Department of Business online

Faculty

Patrick A. Williams, MBA, PhD
Kimberly S. Pichot, MBA
Denver O. Swaby, MBA

Mission Statement

The mission of the Department of Business is to provide quality business educational programs that foster the development of students to become technically competent in the fields of business while nurturing spiritual, ethical and moral values within the framework of our faith.

Introduction

The Department of Business stands for quality, leadership, service and a commitment to excellence in education. The department's goal is to graduate students who combine a high degree of technical competence and preparedness to assume positions of interest and responsibility with a well rounded and ethical approach to people, work, and life.

Programs for Adult Students

The Department of Business offers special programs in business administration (both a bachelor of science and a minor) for working adult students through the School of Graduate and Professional Studies. The programs are available on campus and via distance learning (External Degree Program). *Please refer to the* School of Graduate and Professional Studies, Page 259*, for requirements.*

Objectives/Core Competencies

Across the curriculum the Department of Business seeks to instill fundamental knowledge, skills, and abilities known as core competencies. These core competencies will allow graduates of the program to perform in a variety of business and personal settings at a level befitting a leader.

Technical/Analytical Skills

- General knowledge in all areas of business
- Thorough knowledge of emphasis area in business
- Decision-making ability
- Ability to analyze a data set
- Information search skills

Communication Skills

- Reading
- Writing
- Speaking
- Ability to listen
- Interpreting body language
- Negotiation
- Presentation
- Interviewing

Technological Skills

- Use of standard analytical and presentation software
- Use of internet
- Use of emphasis specific software

Personal/Self Skills

- Initiative
- Independence
- Self-confidence
- Ethical behavior

Interpersonal Skills

- Leadership
- Supervision
- Empathy
- Teamwork

Admission Requirements

First Year and Transfer Admission

First-year and transfer (either from another school or from another major at WAU) Accounting and Business majors are admitted to WAU according to general university policy and are admitted into the Accounting/Business program after successful completion of the requirements listed below under "Admission to the Accounting/Business Program."

Declared Accounting/Business majors who have not yet been admitted to the Accounting/Business program will be advised by the Department of Business, or by the Center for Learning Resources if their academic qualifications so warrant.

Admission to the Accounting/Business Program

Admission to the Accounting/Business program requires:

- An Accounting/Business Program application submitted to the department chair by March 15 each year. Those who apply after March 15, and are eligible, will be accepted if space is available.
- Recommendation by an Accounting/Business Department faculty member following interview of the candidate.
- A cumulative college GPA of 2.75 or above on all courses attempted as well as a composite GPA of 2.75 or above on all prerequisites (see below). Preference will be given to those with GPAs above 2.75 and to those who have completed course work at WAU.
- Minimum test score requirements:

SAT	Verbal ..... 510 –	*Equivalent to 50 percentile*
	Math..... 520 –	*Equivalent to 50 percentile*
ACT	English..... 25 –	*Equivalent to mid-range scores 16-32*
	Reading..... 25	
	Math..... 25	

If these minimum English and reading scores are not achieved, the applicant may demonstrate English and reading ability by taking the Nelson-Denny Reading Test and achieving vocabulary and comprehension scores at or above the 13th grade equivalency level. This test can be repeated only once, after six months.

If these minimum math scores are not achieved, the applicant can demonstrate math ability by taking the WAU Math Department placement exam, and placing in at least MATH 110. This test can be repeated only once.

- Successful completion of the following prerequisite courses with a grade of "C" or higher.

  Only two of these courses may be repeated once and no one course can be repeated more than once to be eligible for admission.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
MATH 110	Probability and Statistics	4
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
ECON 265	Principles of Economics I – Macro	3
ECON 266	Principles of Economics II – Micro	3

Special Departmental Requirements

Statement of Student Policies

All Accounting/Business students, and all students taking Accounting/Business classes are required to show awareness of and respect for the policies and procedures as set forth in all Department of Business syllabi and the current Department of Business Student Handbook.

Eligibility to Remain in the Program

The Department of Business reserves the right to administratively withdraw a student if, for any reason, the student's scholastic achievement, mental health, physical health, ability to work with people, or academic integrity proves unsatisfactory.

Progression Requirements

- All Accounting/Business Program students are required to maintain a cumulative college GPA of 2.50 or higher at all times.
- Accounting/Business Program students may not remain in the Accounting/Business Program when a final Accounting/Business major GPA of 2.50 is mathematically unattainable.
- All Accounting/Business Program students must achieve a "C" or above in all Accounting, Business and cognate courses.
- A student cannot repeat an Accounting/Business course more than once and may not repeat more than one Accounting/Business course in the Accounting/Business Program.

Immediate dismissal will result if a student receives:

- A grade of "D" in any Accounting/Business Program course or cognate course that is repeated.
- A grade of "D" in any two Accounting/Business Program courses (cumulative throughout the program).
- A grade of "F" in any repeated course in the Accounting/Business Program or cognate area.

CLEP Credit

No College Level Examination Program (CLEP) credits will be accepted by the Department of Business for any course with a business prefix.

Cooperative Education Requirement

All students majoring in Accounting/Business are required to complete two full semesters or the equivalent of relevant work experience (800 hours for students who have fewer than 60 semester hour credits when they first attend WAU, 400 hours for student who have 60 or more semester hour credits when they first attend WAU) under the direction of the Cooperative Education Program and the Department of Business.

Some emphasis areas have unique Cooperative Education requirements. Check each emphasis area section for any such requirements.

Community Service Requirement

All programs offered in the Department of Business require the students to serve, under supervision, a total of 100 clock hours in community-oriented service programs. This requirement will be prorated for transfer students and associate degree students at the rate of 25 clock hours per academic year in residence at WAU. Supervision for this program is provided jointly by the department chair and the chaplain's office.

External Degree

Business students wishing to take an External Degree business course must obtain the permission of both their adviser and the business faculty member who teaches the business course that the External Degree course would replace, prior to petitioning the Academic Appeals Committee. Permission to take an External Degree course is solely at the discretion of the business faculty.

Graduation Requirements

Receipt of a bachelor of science degree in Accounting/Business requires the student to:

- Meet all graduation requirements as stated in the *Academic Bulletin*.
- Achieve an Accounting or Business major GPA at or above 2.50.
- Achieve a passing score on the Educational Testing Service (ETS) exam of business knowledge. Note that some emphasis areas, within the Business Administration degree, may require passage of emphasis area specific knowledge tests.

Repetition of Business Courses

Business majors may repeat a business course once to obtain a higher or passing grade. If a student wishes to repeat a course more than once, he/she must petition the business faculty. Permission to repeat a business course more than once is solely at the discretion of the business faculty.

Bachelor of Science in Business Administration

This four-year program is designed for students who plan to run their own businesses or work in public or private business settings. It also prepares students to pursue Master of Business Administration (MBA) degrees.

The student must choose one of the following three emphases to fulfill graduation requirements:

- Finance
- Marketing
- Management

Required Core Courses **42 hours**

ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
BUAD 315	Quantitative Methods	3
BUAD 360	Ethics and Professionalism in Business	3
BUAD 375	Business Law I	3
BUAD 415	International Business Environment	3
ECON 265	Principles of Economics I - Macro	3
ECON 266	Principles of Economics II - Micro	3
COMM 315	Small Group Communication	3
FNCE 290	Business Finance	3
MGMT 201	Principles of Management I	3
MGMT 202	Principles of Management II	3
MGMT 485	Business Strategy and Policy	3
MKTG 210	Principles of Marketing	3

Required Cognates **16 hours**

MATH 110	Probability and Statistics	4
MATH 120	College Algebra and Trigonometry	4
	MATH 126 Pre-calculus or MATH 151 Contemporary Calculus I may substitute for MATH 120.	
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
— and / or —		
COOP 360	Alternating Work Experience (0)	0
	Please consult the Cooperative Education Program, Page 59*, and the Department of Business* Student Handbook *for more details.*	
CSYS 215	Spreadsheets and Presentations	2
CSYS 220	Database and Word Processing	2
ENWR 235	Technical Writing	3
INTD 100	Community Service	0

Recommended Cognates

CPTR 105	Introduction to Computers	3
MATH 151	Contemporary Calculus	4

General Education Courses		41 hours
See details of General Education Program, Page 33.		
INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
PSYC 105	Introduction to Psychology	
– or –		
SOCI 105	General Sociology	3
RELB/RELT	Religion Electives	12
HIST	History Elective	3
	Science Elective	4
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2

Business Administration Emphasis	21-23 hours
Choose one of the three emphases described below: Finance, Marketing or Management	

Electives	3-6 hours
NOTE: Pre-law emphasis requires 12 hours of upper division electives.	

TOTAL	128 HOURS

Finance Emphasis

The finance emphasis is intended for students interested in commercial and investment banking, brokerage and investment counseling, corporate financial analysis and consulting, and for students interested in owning or managing their own or someone else's business.

Finance Emphasis		21 hours
ACCT 322	Income Tax II	3
ECON 305	Money and Banking	3
FNCE 340	Investments	3
FNCE 430	Insurance and Risk Management	3
FNCE 455	International Finance	3
FNCE 474	Financial Statement Analysis	3
FNCE 475	Advanced Corporate Finance	3

Marketing Emphasis

The marketing emphasis is intended for students interested in careers as market managers, marketing researchers, advertising specialists, or direct-mailing and telemarketing specialists.

Marketing Emphasis		21 hours
MKTG 400	Marketing Research Methods	3
COMM 370	Advertising	3
MKTG 320	Consumer Behavior	3

MKTG 480	Marketing Strategy	3
PREL 210	Essentials of Public Relations	3
MKTG 340	Entrepreneurial Marketing	3
MKTG 455	Retailing Management	3

Management Emphasis

Management Emphasis		**21 hours**
ACCT 309	Managerial Accounting	3
MGMT 355	Negotiation Strategies for Business	3
BUAD 376	Business Law II	3
BUAD 460	Logistics & Operations Management	3
MGMT 465	Small Business Management	3
MGMT 450	Advanced Management	3
MKTG 480	Marketing Strategy	3

Bachelor of Science in Accounting

The accounting major is designed to meet the needs of students preparing for accounting careers in business, government, not-for-profit organizations, or public accounting. Included are students who desire to obtain, through state certification, the status of Certified Public Accountant (CPA), or Certified Management Accountant (CMA).

Business Core Courses		**45 hours**

Additional Required Accounting Courses		**27 hours**
ACCT 301	Intermediate Accounting I	3
ACCT 302	Intermediate Accounting II	3
ACCT 309	Managerial Accounting	3
ACCT 321	Income Tax I	3
ACCT 322	Income Tax II	3
ACCT 325	Accounting Information Systems	3
ACCT 327	Government and Fund Accounting	3
ACCT 405	Auditing	3
ACCT 421	Advanced Accounting	3

Required Cognates		**13 hours**
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
— and / or —		
COOP 360	Alternating Work Experience (0)	0
See details of Cooperative Education Program, Page 59.		
INTD 100	Community Service	0
CSYS 215	Spreadsheets and Presentations	2
CSYS 220	Database and Word Processing	2
MATH 110	Probability and Statistics	4
MATH 120	College Algebra and Trigonometry	4

Recommended Cognates

CPTR 105	Introduction to Computers	3
MATH 151	Contemporary Calculus I	4

General Education Courses **41 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
RELB/RELT	Religion Electives	12
HIST	History Elective	3
	Science Elective	4
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2

Electives **2 hours**

TOTAL **128 HOURS**

CPA Exam Requirement

For accounting majors who wish to sit for the Certified Public Accountant (CPA) examination in Maryland or any other state that requires 150 semester hours to sit for the examination, the following courses are recommended in addition to the 128 hours for the Bachelor of Science in Accounting degree. (Choose 22 hours that are not included in the 128 hours above):

Additional Business Courses for CPA Exam **30 hours**

ACCT 308	Cost Accounting	3
ACCT 410	Auditing Problems and Case Studies	3
ACCT 449	CPA Problems I	3
ACCT 450	CPA Problems II	3
BUAD 376	Business Law II	3
ECON 494	Selected Topics in Economics	3
FNCE 185	Personal Finance	3
FNCE 474	Financial Statement Analysis	3
FNCE 475	Advanced Corporate Finance	3
MGMT 482	Small Business Development	3

Associate of Applied Science in Accounting

The AAS degree in accounting is a two-year program designed for students who desire a career in accounting but are unable to complete a four-year program. Students completing this program can change to the four-year program with no loss of credit.

Accounting		**39 hours**
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
ACCT 301	Intermediate Accounting I	3
ACCT 302	Intermediate Accounting II	3
ACCT 321	Income Tax I	3
ACCT 325	Accounting Information Systems	3
ACCT 405	Auditing	3
BUAD 375	Business Law I	3
ECON 265	Principles of Economics I – Macro	3
ACCT	Upper division elective approved by adviser	3
ACCT/BUAD	Electives approved by adviser	9
INTD 100	Community Service	0

General Education		**25 hours**
See details of	General Education Program, Page 33.	
INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
MATH	Mathematics	4
RELB/RELT	Religion Electives	6
	Science Elective	4
PEAC	Physical Education Activity Elective	1

TOTAL	**64 HOURS**

Accounting Minor

The minor in accounting enables the student to develop considerable expertise in accounting without all of the requirements of a major. This minor is open to students majoring in business administration with the addition of 6 hours beyond the total required for the minor.

Accounting Minor		**18 hours**
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3

NOTE: If an accounting minor is taken in conjunction with a business administration degree, 6 additional hours of accounting electives approved by the adviser must be chosen in place of ACCT 211; 212.

ACCT 301	Intermediate Accounting I	3
ACCT 302	Intermediate Accounting II	3
ACCT 321	Income Tax I	3
ACCT	Upper division accounting electives approved by adviser	3

Entrepreneurship Minor

This minor is designed for students who hope to start their own business, probably in their major field. This minor will provide the student with the basics they need to start a business. However, their chances of succeeding as a business owner will be greatly increased by adopting a second major in Business with an Entrepreneurship emphasis.

ENTREPRENEURSHIP MINOR		18 HOURS
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
ECON 265	Principles of Economics I - Macro	3
FNCE 290	Business Finance	3
MGMT 482	Small Business Development	3
MKTG 210	Principles of Marketing	3

Management Minor

This minor is designed for students who think they are likely to practice or use their major in a business setting as a manager, but not an owner. This minor will provide them with the basic skills they will need as a manager. However, if a student feels that they are headed for a career in management, then they should consider a second major in business.

MANAGEMENT MINOR		18 HOURS
ACCT 211	Principles of Accounting I	3
BUAD 415	International Business Environment	3
BUAD 375	Business Law I	3
ECON 265	Principles of Economics I	3
MGMT 355	Negotiation Strategies	3
MKTG 210	Principles of Marketing	3

Marketing Minor

The minor in marketing is intended for students who wish a solid background in marketing in combination with either their business or non-business major fields of study. The marketing minor is not open to business administration majors emphasizing in marketing.

MARKETING MINOR **18 HOURS**

MKTG 400	Marketing Research Methods	3
COMM 370	Advertising	3
MGMT 355	Negotiation Strategies for Business	3
MKTG 210	Principles of Marketing	3

NOTE: If a marketing minor is taken in conjunction with a business administration degree, a second marketing elective approved by the adviser must be chosen in place of MKTG 210.

MKTG 320	Consumer Behavior	3
MKTG	Elective approved by adviser	3

NOTE: Elective possibilities include retailing, international marketing, public relations, layout and design, or other coursework in a particular area of marketing in which the student would like to specialize.

Additional Courses

The following courses are offered primarily for pre- or non-business majors:

BUAD 101 and 102 Introduction to Business I and II is designed for pre-business majors who have not placed in the full complement of prerequisite courses for admission to the Accounting/Business program. These courses give students contemplating a business major a broad overview of the discipline.

BUAD 305 Business for Non-Business Majors also provides a broad overview of the discipline. It is an intensive course designed to prepare juniors and seniors in non-business disciplines with the basic skills necessary to use their chosen major in a business setting.

BUAD 101	Introduction to Business I	2
BUAD 102	Introduction to Business II	2
BUAD 305	Business for Non-Business Majors	3

School of Arts & Social Sciences

Department of Communication & Journalism

PROGRAMS OFFERED

- **Bachelor of Arts** | Public Communication

  Concentrations:
  Intercultural Communication
  Public Relations

- **Bachelor of Arts** | Journalism

  Concentrations:
  Broadcast Journalism
  Print Journalism

Minors

- Broadcast Journalism
- Intercultural Communication
- Print Journalism

Information about the programs

Vacancy | **Chair**
Department of Communication and Journalism
Wilkinson Hall, Room 11

Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

301-891-4589

Faculty

Elizabeth Anderson, MA

Mission Statement

The Department of Communication and Journalism believes in and seeks to develop communicators that are ethical in their practices, demonstrate competency within their professions, and understand the value the role of their professions play within the diverse communities they serve.

Introduction

With the rationale that the ability to communicate adequately and effectively is of prime importance to each individual's personal development, social growth, Christian witness, and professional success, the programs are designed for students who:

1. Plan to pursue careers in one or more of the fields of communication: broadcast media, intercultural communication, journalism, and public relations;
2. Have career plans and other majors that may be aided by study in areas of communication;
3. Plan to do graduate work.

Practical experience may be obtained in the following ways:

1. The department provides experience in broadcast operation and production through the use of a television studio, an audio production suite, and two nonlinear Avid editing suites for post-production work.
2. Students may intern and work at network affiliates, post-production houses, and local, national and international media organizations to complete their professional development. WGTS-FM, located on the campus of Washington Adventist University, also provides a professional on-air experience, broadcasting over the Washington metropolitan area.
3. Students gain experience in writing, editing, graphic design, and Internet research in the department's journalism lab. Additional experience can be obtained through campus publications and internships with business, government, and denominational institutions, along with television and radio stations, newspapers and public relations agencies.
4. A darkroom gives students experience in developing their own photographs and digital workstations introduce them to techniques of photography.
5. Through the department, students have access to professionals and experts in all fields of communications. Guest lecturers, adjunct teachers, and speakers at departmental functions provide a rare opportunity for insight into the media and invaluable contacts for internships and jobs.
6. Students are required to complete internships to develop a portfolio as evidence of their professional growth. The department is committed to education that moves easily between the classroom and the workplace. As some have put it, "Experiential education seeks to make 'knowledge' into 'know-how.' " [1]

[1] Catula, Richard A. and Threnhauser, E., (1999) *Experiential education in the undergraduate curriculum, Communication Education*, 48, 239-255.

Career Opportunities

Today's society consists of a vast network of interrelated mass communication services and industries that offers numerous career opportunities. In the print media, there are positions in the newspaper, magazine, and book publishing fields for reporters, editors, and copy editors as well as in sales and media management.

In the broadcasting industry, there are positions in radio, television, and telecommunications. Job opportunities include television and radio producer/ director, videotape editor, and broadcast journalist. For businesses, institutions, and industries there are positions in public relations, advertising, and sales as well as numerous other communication services.

Globally, there are intercultural challenges faced by employees of governmental and nongovernmental organizations, the military, diplomats and people in multi-national businesses, international students, international research teams, Peace Corps volunteers, immigrants, and missionaries.

Domestically, there are opportunities in managing diversity in the workplace, interethnic and interracial relations, community organizing, political campaigns, and the management, production, and research of media.

Bachelor of Arts in Public Communication

The concentration in intercultural communication and the concentration in public relations requires the applicable core curriculum, required cognates, the General Education block, and the concentration requirements. A minor, second major, or double concentration is required.

Intercultural Communication Concentration

Public Communication Core		**13 hours**
COMM 150	Survey of Mass Media	3
COMM 220	Introduction to Intercultural Communication	3
COMM 270	Communication Theory and Research	3
COMM 405	Media Ethics	3
COMM 465	Perspectives in Communication	1

Intercultural Communication Concentration		**30 hours**
COMM 204	Interpersonal Communication	3
COMM 235	Understanding the Intercultural Assignment	1
COMM 315	Small Group Communication	3
COMM 320	Persuasion and Propaganda	3
COMM 330	Effective Presentations	2
COMM 395	The Intercultural Communication Experience	3
COMM 397	Cultural Conceptions of Gender, Race, and Class	3
COMM 460	Problems and Issues of Intercultural Communication	3

JOUR 260	News Writing (3)	
– or –		
PREL 355	Public Relations Writing (3)	3
Choose two of the following courses:		6
COMM 325	Communication Law (3)	
COMM 494	Topics in Communication (3)	
PLST 260	International Relations (3)	
PLST 335	International Human Rights (3)	

Required Cognates **7 hours**

ANTH 275	Cultural Anthropology	3
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– or –		
COOP 360	Alternating Work Experience (0)	0
	See details of Cooperative Education Program, Page 59.	
RELT 280	Moral Issues in World Religions	3

General Education Courses **48 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 10	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	9
	Science Elective	4
MATH	Math Elective	4
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2
	Intermediate Foreign Language	6
	If elementary proficiency is not met, add 6 more hours.	

Electives **30 hours**

Upper division courses must total at least 36 hours.
NOTE: A minor or a second major is required.

TOTAL **128 HOURS**

Public Relations Concentration

Public Communication Core — **13 hours**

COMM 150	Survey of Mass Media	3
COMM 220	Introduction to Intercultural Communication	3
COMM 270	Communication Theory and Research	3
COMM 405	Media Ethics	3
COMM 465	Perspectives in Communication	1

Public Relations Concentration — **26 hours**

COMM 315	Small Group Communication	3
COMM 320	Persuasion and Propaganda	3
COMM 330	Effective Presentations	2
COMM 370	Advertising	3
JOUR 125	Media Writing	3
PREL 210	Essentials of Public Relations	3
PREL 355	Public Relations Writing	3
PREL 400	Public Relations Management	3
PREL 420	Public Relations Campaigns	3

Required Cognates — **13 hours**

COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0
	See details of Cooperative Education Program, Page 59.	
GART 120	Introduction to Digital Photography	2
GART 220	Designing for the Media	3
GART 330	Multimedia Web Production	3
MATH 110	Probability and Statistics	4

General Education Courses — **50 hours**

See details of General Education Program, Page 33. *Computer proficiency required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
RELB/RELT	Religion Electives	12
HIST	History Elective	3
	Science Elective	4
	Social Science Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2
	Intermediate Foreign Language	6
	If elementary proficiency is not met, add 6 more hours.	

Electives	26 hours

Upper division courses must total at least 36 hours.
NOTE: A minor or a second major or a double concentration is required.

TOTAL	128 HOURS

Bachelor of Arts in Journalism

A concentration in broadcast journalism or print journalism requires the applicable core curriculum, required cognates, the General Education block, and the concentration requirements. A minor, second major, or double concentration is required. Students may not take a double concentration in broadcast journalism and print journalism.

Broadcast Journalism Concentration | Bachelor of Arts

Journalism Core	12 hours

COMM 150	Survey of Mass Media	3
COMM 325	Communication Law	3
COMM 405	Media Ethics	3
JOUR 260	News Writing	3

Broadcast Journalism Concentration	27 hours

Broadcast students will be required to complete BRMD 101 Audio and Video Basics (4) by the start of their sophomore year as a prerequisite to JOUR 280 Broadcast Journalism. Students with specific experience as evidenced by a resume and portfolio may seek the instructor's approval to waive the course.

BRMD 345	Multi-camera Production and Direction	3
BRMD 455	Documentary Heritage	3
COMM 365	Media Management	3
JOUR 125	Media Writing	3
JOUR 280	Broadcast Journalism	3
JOUR 300	Electronic News Gathering	3
JOUR 330	Computer Assisted Reporting & Research	3
JOUR 470	News Media History	3

Choose one of the following courses: 3

BRMD 265 Nonlinear Editing (3)
BRMD 456 Documentary Production (3)
COMM 305 Film Criticism (3)
COMM 350 International Electronic Media (3)
JOUR 270 Feature Writing (3)
JOUR 460 The Literature of Journalism (3)

Print Journalism Concentration | Bachelor of Arts

Journalism Core		12 hours
COMM 150	Survey of Mass Media	3
COMM 325	Communication Law	3
COMM 405	Media Ethics	3
JOUR 260	News Writing	3

Print Journalism Concentration		24 hours
COMM365	Media Management	3
JOUR 125	Media Writing	3
JOUR 270	Feature Writing	3
JOUR 330	Computer Assisted Reporting	3
JOUR 365	Editorial Techniques	3
JOUR 450	Photojournalism	3
JOUR 460	Literary Journalism	3
JOUR 470	News Media History	3

Required Cognates		19 hours
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0
	See details of Cooperative Education Program, Page 59.	
GART 120	Introduction to Digital Photography	2
GART 220	Designing for the Media	3
HIST	Upper Division Elective	3
MATH 110	Probability and Statistics	4
PLST/HIST	Political or History Elective	3
PLST 250	American Government	3

General Education Courses		44 hours
See details of General Education Program, Page 33. *Computer proficiency is required.*		
INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
RELB/RELT	Religion Electives	12
	Science Elective	4
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2
	Intermediate Foreign Language	6
	If elementary proficiency is not met, add 6 more hours.	

Electives	**29 hours**
Upper division courses must total at least 36 hours. *A minor or a second major or a double concentration is required.*	

TOTAL	**128 HOURS**

Communication and Journalism Minors

The communication minors require 18-21 hours with five possible areas, or an individually designed eclectic minor with departmental approval. (Designated as a Communication Minor.)

BROADCAST JOURNALISM MINOR		**21 hours**
BRMD 345	Multi-camera Production & Direction	3
COMM 405	Media Ethics	3
JOUR 260	News Writing	3
JOUR 280	Broadcast Journalism	3
JOUR 460	The Literature of Journalism	
– or –		
JOUR 470	News Media History	3
Choose 6 hours from the following courses:		6
BRMD 265	Nonlinear Editing (3)	
BRMD 360	Broadcast Program Criticism (3)	
BRMD 455	Documentary Heritage (3)	
BRMD 456	Documentary Production (3)	
COMM 150	Survey of Mass Media (3)	
COMM 305	Film Criticism (3)	
COMM 494	Topics in Communication (1-3)	
JOUR 300	Electronic News Gathering (3)	

PRINT JOURNALISM MINOR		**21 hours**
COMM 325	Communication Law	3
JOUR 125	Media Writing	3
JOUR 260	News Writing	3
JOUR 270	Feature Writing	3
JOUR 330	Computer Assisted Reporting	3
JOUR 365	Editorial Techniques	3
JOUR 470	News Media History	3

INTERCULTURAL COMMUNICATION MINOR **21 hours**

COMM 204 Interpersonal Communication (3)
– or –
COMM 315 Small Group Communication (3) 3
COMM 220 Introduction to Intercultural Communication 3
COMM 397 Cultural Conceptions of Gender, Race and Class 3
COMM 405 Media Ethics 3
COMM 460 Problems & Issues in Intercultural Communication 3

Choose six hours from the following courses: 6
ANTH 275 Cultural Anthropology (3)
COMM 235 Understanding the Intercultural Assignment (1)
COMM 255 Media Literacy and Criticism (3)
COMM 320 Persuasion and Propaganda (3)
COMM 395 The Intercultural Communication Experience (3)
COMM 494 Topics in Communication (1-3)

PUBLIC RELATIONS MINOR **21 hours**

COMM 270 Communication Theory and Research 3
COMM 315 Small Group Communication 3
COMM 405 Media Ethics 3
PREL 210 Essentials of Public Relations 3
PREL 355 Public Relations Writing 3

Choose two of the following courses: 6
COMM 320 Persuasion and Propaganda (3)
COMM 370 Advertising (3)
PREL 400 Public Relations Management (3)

Department of Education

PROGRAMS OFFERED

Certification

- **Bachelor of Arts** | Liberal Studies: Early Childhood Education Pre-K-3 / Early Childhood Special Education Birth-Grade 3
- **Bachelor of Arts** | Liberal Studies: Elementary Education 1-6 / Special Education 1-8
- **Bachelor of Arts** | English Education 7-12 (See Page 152)
- **Bachelor of Music** | Music Education PreK-12 (See Page 169)
- **Bachelor of Science** | Physical Education PreK-12 (See Page 228)

Non-Certification

Early Childhood Education Birth-Age 8

Minor

- Secondary Education

Except where designated, all programs lead to teacher certification approved by the Maryland State Department of Education and the Office of Education, North American Division of Seventh-day Adventists.

Information about the programs

Davenia Lea, PhD | **Chair**
Department of Education
Wilkinson Hall, Room 424

Washington Adventist University
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Faculty

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Mission Statement

The Department of Education seeks to prepare caring educators who are committed to Christian service through the art of reflective teaching.

Introduction

The professional education sequence is planned to provide experiences that prepare educators for elementary and secondary schools. The program provides a broad-based liberal arts foundation and practical applications that foster the holistic development of students who are liberally educated and professionally prepared.

Goals

The goals and objectives include Maryland State Department of Education and North American Division of Seventh-day Adventist standards. Four primary goals reflect the mission and provide a conceptual framework for preparing educators who:

- Demonstrate that they have acquired foundation knowledge that provides an adequate background for an awareness and appreciation for various areas of knowledge important to content, technology and skills for effective teaching
- Demonstrate pedagogical skills that enhance learning opportunities in meeting the diverse needs of students
- Demonstrate interpersonal skills that support the socially interactive processes of teaching and learning in classrooms, collaboration with colleagues and reflect a caring attitude and commitment to professional service based on Christian values.
- Demonstrate reflective thinking as they engage in active evaluation of their educational goals, classroom environment, and professional abilities.

Objectives

The objectives explicate the goals as follows:

Foundation Knowledge

- Demonstrate mastery of appropriate academic disciplines and a repertoire of teaching techniques
- Demonstrate an understanding that knowledge of the learner's physical, cognitive, emotional, social and cultural development is the basis of effective teaching
- Demonstrate an understanding that a balance in spiritual, mental, physical, social, and professional development is basic to effective service as a professional educator (WAU 1)

Pedagogy Skills

- Incorporate a multicultural perspective which integrates culturally diverse resources, including those from the learner's family and community
- Demonstrate knowledge of strategies for integrating students with special needs into the regular classroom

- Use valid assessment approaches, both formal and informal, which are age-appropriate and address a variety of developmental needs, conceptual abilities, curriculum outcomes and school goals
- Organize and manage a classroom using approaches supported by student learning needs, research, best practice, and expert opinion
- Use computer and computer related technology to meet student and professional needs
- Interpersonal skills
- Demonstrate an understanding that classrooms and schools are sites of ethical, social and civic activity
- Collaborate with the broad educational community, including parents businesses and social service agencies
- Demonstrate a caring attitude toward others (WAU 2)
- Demonstrate a commitment to professional service that reflects Christian values (WAU 3)
- Reflective thinking ability
- Engage in careful analysis, problem-solving and reflection in all aspects of teaching
- Develop a personal philosophy of teaching

Accreditation of Programs

Program approval for teacher certification by the Maryland State Department of Education and the North American Division of Seventh-day Adventists include Liberal studies majors in Early Childhood and Elementary/ Special Education as well as English, Music and Physical Education.

All baccalaureate programs leading toward careers in education are approved by the North American Division Office of Education of Seventh-day Adventists, as well as by the Maryland State Department of Education.

Teacher Education program completers in all programs take Praxis tests published by the Educational Testing Service (ETS). The aggregate and summary institution level pass rate data published by ETS is at the end of the Education section in this *Academic Bulletin*.

Washington Adventist University's Teacher Education program has a pass rate of 100 percent. However, the institutional pass rate is shown in the published report only for those years in which there are 10 or more graduates.

Career Opportunities

Programs in education are designed to prepare students for teaching careers in early childhood, elementary and secondary education, as well as for educational work in trades and industries. With appropriate training and/or licensing, students may also prepare to enter teaching careers at the collegiate level or find positions in curriculum development, pupil personnel (such as residence hall deans), evaluation and research, and educational administration.

Some openings also exist for education graduates to serve as church educators directing religious education programs and Bible instruction at local church settings.

In addition to the teacher certification programs, Washington Adventist University also offers a liberal studies degree which has an emphasis on early childhood care and education. This program leads to a bachelors degree without teacher certification and is designed for persons who have an interest in working with children and/or youth in childcare settings, preschools, before and after care programs, or youth centers.

The programs offered are as follows: Liberal Studies: Early Childhood Care and Education and Liberal Studies: Secondary Education. *For further information, see* Page 274.

Admission to the Professional Education Program

Prior to taking upper division courses the student must be admitted to the professional education program. Admission to the professional education programs requires:

1. An application submitted to the department chair at the end of the sophomore year for review and approval by the Teacher Education Committee (by December 1 for Spring admission, and by April 1 for Fall admission).
2. A cumulative college GPA of 2.70 or above.
3. A Praxis I composite score of 527, or an SAT score of 1000 before 1995 or 1100 after 1995, or an ACT score of 24 for all teacher certification programs.
4. Evidence of fingerprint/background check required of all school personnel in the State of Maryland.
5. Proof of a recent (within two years) tuberculosis test.
6. An interview with the department faculty.
7. Two letters of recommendation (one from a faculty member and one from an employer or residence dean). Obtain department recommendation forms from the Education office.
8. Completion of at least 56 semester hours of college credit that include the following courses:

CHEM/BIOL/PHYS	Science Elective	4
EDUC 120	Educational Philosophy and Trends	3
*EDUC 130	Professional Skills Development	1
EDUC 242	Human Learning	3
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
MATH 110	Probability and Statistics	4
MATH 115	Fundamentals of Mathematics I	4
PSYC 210	Developmental Psychology	3
RELT 250	Principles of Christian Faith	3

Choose one the following courses:		3
HIST 125	World Civilization I (3)	
HIST 126	World Civilization II (3)	
HIST 275	United States History I (3)	
HIST 276	United States History II (3)	

**Waived if meeting Praxis I, ACT or SAT passing requirement*

Admission to Teaching Internship

1. Meeting all requirements for admission to the professional teacher education program.
2. An application submitted to the Director of Teaching Internships. for review. Applications are due on or before February 1st during the junior year. The application must be approved by the Teacher Education Committee.
3. A cumulative GPA of 2.70 or above
4. Evidence of fingerprint/background check required of all school personnel in the State of Maryland.
5. Proof of a recent (within two years) tuberculosis test.
6. Two letters of recommendation one from a faculty member in the department of education and one from your major area adviser.
7. Eighty hours of team teaching in a classroom setting just prior to the semester of teaching internship as well as a multi-grade teaching experience.
8. At least 80 semester hours of college credit that includes professional education methods courses.

Transfer students who wish to complete a student teaching internship must meet requirements for admission to the student teaching internship that include completion of at least 80 semester hours. At least 12 of these hours must be completed at Washington Adventist University in upper division professional education courses.

Service Requirements for Professional Education Program (PEP) Students

Students admitted to the Professional Education Program will be required to complete 10 hours of instructional service to students who are in a nearby school, for each year they are in the Professional Education Program. The minimum number of hours required will be 20 hours, which may be completed in one year, or over a two-year period. However, students may complete as many hours as desired.

Guest Students Seeking Certification

Guest students seeking certification must meet citizenship and scholarship standards of the department and the university, including prerequisite requirements for all classes. Those who need certain courses to qualify for certification may do so without completing a specific degree program.

Post-Baccalaureate Courses for Professional Development

The Department of Education offers post-baccalaureate courses for those who wish to complete teacher certification requirements as well as meet the standards for highly qualified teacher provisions of the federal No Child Left Behind requirements.

Enrollment in the post-baccalaureate/certification courses is an option for those who have a: (1) Bachelors degree from an accredited college/university with a subject specialization in a course of study such as liberal studies or one or more specialized school subjects (i.e., English, mathematics, physical education, social studies, music), or (2) contract for employment or at least one year of teaching experience in a K-12 school system. Courses, identified with the CT designation, may be available in the evening and summer formats.

In addition to teacher certification, post-baccalaureate courses are available for those who have bachelors degrees from an accredited institution of higher education seeking professional development for educational leadership responsibilities in education institutions and church service positions.

Bachelor of Arts in Liberal Studies

Early Childhood Education and Early Childhood Special Education

with Teacher Certification in Early Childhood Education (Pre-K-3rd grade) and Early Childhood Special Education (Birth – Age Eight)

See Liberal Studies, Page 106*, for details of degree requirements*

I. UNIFIED THEME – PROFESSIONAL EDUCATION		55 HOURS
EDEC 206	Foundations of Early Childhood Education	3
EDEC 320	Positive Behavior Support Strategies in Early Childhood	2
EDEC 424	Observation & Assessment in Early Childhood Education	3
EDEC 315	Inclusive Practices in Early Childhood Education	3
EDEC 317	Integrated Arts in Early Childhood Education	3
EDEC 308	Social Studies Methods	2
EDEC 309	Material and Methods for Teaching Math/Science	3
EDEC 352	Methods of Instruction in Reading	3
EDEC 353	Material for Teaching Reading	3
EDEC 354	Methods for Assessment of Reading	3
EDEC 390	Working with Young Children, Families and Community	3
EDUC 311	Religion Methods	1

*EDUC 130	Professional Skills Development	1
EDUC 309	Integrated Instruction	1
EDUC 321	Techniques for Integrating Educ. Technology in Classroom	3
EDUC 341	Processes and Acquisition of Reading	3
EDUC 449	Multigrade Teaching Experiences	2
EDEC 450E	Teaching Internship	6
EDSP 450E	Teaching Internship	6
INTD 499	Senior Seminar	2

**Waived if meeting Praxis I, ACT or SAT passing requirement*

NOTE: Courses may overlap between Unified Theme and Cultural, Scientific and Societal studies. Courses between General Education requirements and the major requirements may not overlap.

II. LIBERAL STUDIES THEMES — 39 HOURS

Cultural Studies — 9 hours

EDUC 120	Educational Philosophy Trends	3
EDUC 301	Issues in Multicultural Education	3
EDUC 418	Education of Exceptional Children & Youth	3

Scientific Studies — 12 hours

MATH 120	College Algebra & Trigonometry	4
MATH 115	Survey of Mathematics	4
BIOL 140	Human Body in Health & Disease	4

Societal Studies — 9 hours

PSYC 210	Developmental Psychology	3
HIST 125/126	World History	3
EDUC 242	Human Learning	3

Required Cognates — 9 hours

HIST 275/276	United States History I or II	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3

III. GENERAL EDUCATION COURSES — 38 HOURS

NOT to be repeated in major. See details of General Education Program, Page 33.

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	6
CHEM/PHYS	Science Elective	4
CPTR 105	Introduction to Computers	3
LITR235/236	World Literature and Fine Arts	3
PSYC 105	Introduction to Psychology	3
GEOG 270	World Geography	3

PEAC	Physical Education Activity Elective	1
HLSC/NUTR	Health Elective	2
	Humanities Elective	3

Upper division courses must total at least 36 hours.

TOTAL **132 HOURS**

Bachelor of Arts in Liberal Studies

Elementary Education/Special Education

See Liberal Studies, Page 106, for details of degree requirements

I. UNIFIED THEME – PROFESSIONAL EDUCATION — 50 HOURS

EDSP 425	Applied Measurement and Assessment for Exceptional Students	2
EDSP 440	Instructional Methods for Students with Disabilities	3
EDSP 450	Teaching Internship – Special Education	6
EDUC 311	Religion Methods	1
EDUC 130	Professional Skills Development	1
EDUC 305	Health/Science Methods	3
EDUC 308	Social Studies Methods	2
EDUC 319	Mathematics Methods	3
EDUC 320	Classroom Management	2
EDUC 321	Techniques for Integrating Educational Technology in the Classroom	3
EDUC 341	Processes and Acquisition of Reading	3
EDUC 352	Methods of Instruction in Reading	3
EDUC 353	Material for Teaching Reading	3
EDUC 354	Methods for Assessment of Reading	3
EDUC 309	Integrating Instructional Techniques	1
EDUC 424	Educational Assessment	3
EDUC 450	Teaching Internship	6
INTD 499	Senior Seminar	2

NOTE: Courses may overlap between Unified Theme and Cultural, Scientific and Societal studies. Courses between General Education requirements and the major requirements may not overlap.

II. LIBERAL STUDIES THEMES — 39 HOURS

Cultural Studies — **9 hours**

EDUC 120	Educational Philosophy and Trends	3
EDUC 301	Issues in Multicultural Education	3
EDUC 418	Education of Exceptional Children & Youth	3

Scientific Studies — **12 hours**

BIOL 140	Human Body in Health & Disease	4
MATH 110	Probability and Statistics	4
MATH 115	Survey of Mathematics	4

Societal Studies **9 hours**

PSYC 210	Developmental Psychology	3
HIST 125/126	History of Word Civilizations I or II	3
EDUC 242	Human Learning	3

Required Cognates **9 hours**

HIST 275/276	United States History I or II	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3

III. GENERAL EDUCATION COURSES **42 HOURS**

NOT to be repeated in major. See details of General Education Program, Page 33.

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	6
CHEM/BIOL/PHYS	Science Elective	4
MATH 120	College Algebra and Trigonometry	4
CPTR 105	Introduction to Computers	3
LITR 235/236	World Literature and Fine Arts	3
PSYC 105	Introduction to Psychology	3
GEOG 270	World Geography	3
PEAC	Physical Education Activity Elective	1
HLSC/NUTR	Health Elective	2
	Humanities Elective	3

Upper division courses must total at least 36 hours.

TOTAL **131 HOURS**

Bachelor of Arts in Liberal Studies

Early Childhood Care and Education | Birth-Age 8 | Non-Certification

See Liberal Studies, Page 106*, for details of degree requirements.*

I. UNIFIED THEME — PROFESSIONAL EDUCATION **51 HOURS**

EDEC 206	Foundations of Early Childhood Education	3
EDEC 220	Collaboration and Communication in Early Childhood	2
EDEC 245	Early Childhood Health, Nutrition and Safety	3
EDEC 302	Administration of Early Childhood Programs	2
EDEC 305	Promoting Literacy and Language in Young Children	2

EDEC 309	Material and Methods for Teaching Math/Science	3
EDEC 310	Teaching Experiences	6
EDEC 311	Programming and Planning for Primary Aged Children	3
EDEC 312	Programming and Planning for Preschoolers	3
EDEC 313	Programming and Planning for Infants and Toddlers	3
EDEC 315	Inclusive Practices in Early Childhood Education	3
EDEC 317	Integrated Arts in Early Childhood Education	3
EDEC 320	Positive Behavior Support Strategies in Early Childhood	2
EDEC 390	Working with Young Children, Families and Community	3
EDEC 424	Observation / Assessment in Early Childhood Education	3
EDUC 130	Professional Skills Development	1
EDUC 311	Religion Methods	1
EDUC 321	Techniques for Integrating Educational Technology in the Elementary & Secondary Classroom	3
INTD 499	Senior Seminar	2

NOTE: Courses may overlap between Unified Theme and Cultural, Scientific and Societal studies. Courses between General Education requirements and the major requirements may not overlap..

II. LIBERAL STUDIES THEMES — 39 HOURS

Cultural Studies — 9 hours

EDUC 120	Educational Philosophy Trends	3
EDUC 301	Issues in Multicultural Education	3
EDUC 418	Education of Exceptional Children & Youth	3

Scientific Studies — 12 hours

MATH 120	College Algebra & Trigonometry	4
MATH 115	Survey of Mathematics	4
BIOL 140	Human Body in Health & Disease	4

Societal Studies — 9 hours

PSYC 210	Developmental Psychology	3
HIST 125/126	World History	3
EDUC 242	Human Learning	3

Required Cognates — 9 hours

HIST 275/276	United States History I or II	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3

III GENERAL EDUCATION COURSES — 38 HOURS

NOT to be repeated in major. See details of General Education Program, Page 33.

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3

RELB/RELT	Religion Electives	6
CHEM/PHYS	Science Elective	4
CPTR 105	Introduction to Computers	3
LITR235/236	World Literature and Fine Arts	3
PSYC 105	Introduction to Psychology	3
GEOG 270	World Geography	3
PEAC	Physical Education Activity Elective	1
HLSC/NUTR	Health Elective	2
	Humanities Elective	3

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

Secondary Education Minor

Professional Education **35 hours**

PSYC 210	Developmental Psychology	3
EDUC 120	Educational Philosophy and Trends	3
*EDUC 130	Professional Skills Development	1
EDUC 242	Human Learning	3
EDUC 345	Secondary School Methods (in specialization area)	3
EDUC 365	Methods of Teaching Reading in the Secondary Content Area I	3
EDUC 366	Methods of Teaching Reading in the Secondary Content Area II	3
EDUC 418	Introduction to Special Education	3
EDUC 424	Educational Assessment	3
EDUC 450S	Teaching Internship	9
EDUC 491S	Internship Seminar	1

**Waived if meeting Praxis I, ACT or SAT passing requirement*

See Health, Wellness & Physical Education program, Page 227, *for specialized course substitution for these courses*

General Education **16 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

BIOL 140	Human Body in Health and Disease	4
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELB/RELT	Religion Electives	6

School of Arts & Social Sciences

Department of English & Modern Languages

PROGRAMS OFFERED

- **Bachelor of Arts** | English
- **Bachelor of Arts** | English Education

Minors

- English
- Writing
- French
- German
- Spanish

Information about the programs

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Faculty

Susan Comilang, PhD | **Chair**
Deborah Brown, MA
Richard Grant, MA
Bradford Haas, MA

Mission Statement

Through the study of literature and theory, students will become lifelong learners who are skilled in critical thinking and writing.

They will be able to apply these skills in a number of settings, whether personal or professional.

English

Objectives

The objectives of the Department of English are:

1. To produce students who can critically read texts in any genre and from a variety of historical/cultural contexts;
2. To promote a multi-dimensional approach to writing with an articulation of ideas in clear, effective prose;
3. To enable students to apply academic skills in the negotiation and understanding of social, cultural, business, and personal events;
4. To produce students who can solve problems through effective and evaluative research;
5. To have students gain a basic knowledge of genres and periods in British and American literature, along with an understanding of the limits periodization creates;
6. To promote an ability to critique and analyze texts from various theoretical perspectives;
7. To engender an understanding and experience of the power of language, with students increasing their curiosity and enthusiasm about ideas, writing, and reading;
8. To enable students to understand the power of language to change systems and to use this power in a practical way in their personal and/or professional lives.

Career Opportunities

In addition to teaching, graduates with English majors are successfully entering such diverse fields as law, advertising, public relations, library science, medicine, media, social services, and ministry.

Because the English major requires only 35 hours, it is a popular second major for many students who have chosen careers in business, communications, history, science, religion, psychology, and other areas. Focusing on analysis, critical thinking, and communication skills, English courses provide excellent preparation for success in graduate education and professional pursuits.

Students interested in teaching English on the secondary level may major in English and minor in secondary education. Each English major who fulfills the secondary education minor requirements and receives a passing score on the Praxis I and II examinations receives Maryland secondary teacher certification, as well as Seventh-day Adventist certification, which qualifies students to teach English in private or public schools in either middle or high schools.

Honor Society and Memberships

Washington Adventist University has an active chapter of Sigma Tau Delta, the National English Honor Society. The purpose of the honor society is to recog-

nize undergraduates, graduates, and scholars who have realized accomplishments in either linguistics or the literature of the English language. The society is open to all English majors and minors who have earned an overall grade point average of 3.25 or above and have completed successfully two literature courses with an English grade point average of 3.00 or above. The motto of the organization, "Sincerity, Truth, Design," evidences the society's commitment to excellence, a commitment consistent with the goals of the Department of English and the university. The department is also home to the university-wide Pre-Law Club which is open to all students on campus.

The Department of English, which functions as one of the advisory departments for pre-law students, is a member of the Northeast Association of Pre-Law Advisors, Inc.

Student Placement for Writing Instruction

First-year students with scores above the 50th percentile for the verbal section of the SAT or ACT exam will be placed in First Year Composition (ENGL 101). All other students, including transfer students with 24 or fewer credits who do not have recent SAT or ACT scores, are required to take the English Placement Test. Based on their test results, students may be placed in English as a Second Language; Basic English (ENGL 050); or First Year Composition (ENGL 101). Depending on a student's written language proficiency in English, ENGL 101A may be required for as long as the Department of English and Modern Languages deems necessary. Exceptions must be petitioned to and approved by both the director of first-year composition and the Academic Appeals Committee.

Students whose level of English proficiency does not qualify them for ENGL 050, ENGL 101A, or ENGL 101 will need to receive further instruction in English elsewhere until they are capable of satisfying the requirements for any of these three classes.

English as a Second Language

Students whose native language is other than English, including any students who have not completed four years in an educational institution in which English is the language of instruction, may be placed in recommended ESL courses elsewhere according to examination results of the English Placement Test in conjunction with the TOEFL or the Michigan Test of English Language Proficiency or IELTS. *See* Admission of ESL Students, Page 47, *for placement requirements.*

External Degree

English majors and minors wishing to take an External Degree ENGL or LITR course must obtain the permission of both their adviser and the Department of English faculty member who teaches the ENGL or LITR course the External Degree course would replace. Completion of courses by English majors and minors through the External Degree program is discouraged, and permission is granted solely at the discretion of the Department of English faculty.

Bachelor of Arts in English

English Major Core		34 hours
ENGL 245	Critical Approaches to Literature	3
ENGL 314	Linguistic Study & Development of English Language	3
ENGL 491	Seminar in Literary Theory	3
ENGL 499	Thesis Research	1
LITR 231	Anglo-Saxon to Renaissance Literature	3
LITR 232	The 17th Century to the Romantics	3
LITR 233	From the Victorians to the Digital Age	3
LITR	Upper division literature elective	3
Choose one of these British literature courses:		3
LITR 340	Medieval and Renaissance Literature (3)	
LITR 370	17th and 18th Century Literature (3)	
Choose one of these British and American literature courses:		3
LITR 450	19th Century British and American Literature (3)	
LITR 460	20th Century British and American Literature (3)	
Choose one of these world literature courses:		3
LITR 235	World Literature and Fine Arts I (3)	
LITR 236	World Literature and Fine Arts II (3)	
LITR 335	Great Books (3)	
Choose one of these writing courses:		3
ENWR 230	Expository Writing (3)	
ENWR 240	Introduction to Creative Writing (3)	

Required Cognates		3 hours
PHIL 150	Introduction to Philosophy	3

General Education Courses		48 hours

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	12
	Science Elective	4
MATH	Math Elective	4
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2
	Intermediate Foreign Language	6 6
	If elementary proficiency is not met, add 6 more hours.	

Electives **43 hours**

Upper division courses must total at least 36 hours.
Note: A minor or a second major is required; the second major is strongly recommended.

TOTAL **128 HOURS**

Bachelor of Arts in English Education

English education majors are strongly advised to complete at least 24 hours in a second teaching field.

English Major Core **34 hours**

English Education Major | Professional Requirements **37 hours**

Please see Department of Education, Page 141*, or information about admission to student teaching. Students must be approved by the Teacher Education Admissions Committee before enrolling in EDUC 345 or EDUC 450.*

EDUC 120	Philosophy and Trends in Education	2
EDUC 130	Professional Skills Development	1
EDUC 242	Human Learning	3
EDUC 345C	Secondary School Methods – English	3
EDUC 365	Methods of Teaching Reading in Second. Content Area I	3
EDUC 366	Methods of Teaching Reading in Second. Content Area II	3
EDUC 418	Introduction to Special Education	3
EDUC 424	Educational Measurement	3
EDUC 450	Student Teaching	12
EDUC 491	Internship Seminar	1
PSYC 210	Developmental Psychology	3

Recommended Cognates **[9 hours]**

ENGL 327	Young Adult Literature for Educators	3
HIST 126	History of World Civilization	3
HIST 275	United States History I (3)	
– or –		
HIST 276	United States History II (3)	33

General Education & Certification Requirements **45 hours**

See details of General Education Program, Page 33*. Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	6
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage	3
	Science Elective	4

MATH	Mathematics Elective	4
	Science Elective	4
HIST	History Elective	3
	Social Science Elective	3
	Humanities Elective	3
PSYC 105	Introduction to Psychology	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2
	Intermediate Foreign Language	6
	If elementary proficiency is not met, add 6 more hours.	

Electives **12 hours**

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

English Minor

A minor in English requires a total of 18 hours beyond ENGL 101, 102.

ENGLISH MINOR **18 hours**

ENGL 245	Critical Approaches to Literature	3
ENGL 314	Linguistic Study & Development of English Language (3)	
– or –		
ENGL 310	Language Study & Grammar (3)	3
ENWR	Writing Elective	3
LITR	Upper-Division Literature Elective	3
LITR	Other Literature Electives	6

Writing Minor

WRITING MINOR **21 hours**

ENWR 230	Expository Writing	3
ENWR 235	Technical Writing	3
ENWR 240	Introduction to Creative Writing	3
ENGL 310	Language Study/Grammar	3
JOUR 260	News Writing	3
JOUR 270	Feature Writing	3
Choose one of these writing electives:		3
ENWR 330	Advanced Expository Writing (3)	
JOUR 460	Literary Journalism (3)	

Modern Languages

Minors

- French
- German
- Spanish

Information About the Program

Susan Comilang, PhD | **Coordinator**
Foreign Languages/Adventist Colleges Abroad
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Introduction

Washington Adventist University offers minors in French, German and Spanish that give the capable, committed student the assurance of fluency in these languages as well as understanding of the cultures they represent.

These minors require residency at overseas campuses (Argentina, France, Austria or Spain) and are made available to interested students through the Adventist Colleges Abroad program. To students not interested in obtaining a minor in French or Spanish, the university offers introductory and intermediate language courses on its campus that fulfill the foreign language requirement of certain of the university's bachelor of arts programs.

Adventist Colleges Abroad

In cooperation with Adventist Colleges Abroad (ACA), a consortium of Seventh-day Adventist colleges and universities in North America, the department offers to both the students minoring in language and the general university student the privilege of study overseas without losing credits or lengthening the course of study.

Students who carefully plan their program with the department may earn full university credit for study at any of the overseas schools listed in the ACA catalog. Students enter this program for two or three quarters (six or nine months) beginning in September. A summer program is also available. To be eligible, the student must be admitted to WAU and have endorsement of the department.

Although enrolled overseas, students are registered at WAU are considered in residence at this university; and are eligible for scholarships, loans, and grants offered by WAU. Credit earned overseas is recorded each semester in WAU's Records office.

French Minor

The minor in French is designed to provide interested students with advanced ability in listening, speaking, and writing French. It requires a total of 18 hours beyond French 102, nine of which must be chosen from upper division level courses.

At least 12 of the required 18 hours must be taken through ACA at the Campus Adventiste duSalève, France.

Within these parameters, students minoring in French are allowed the flexibility of choosing their program of study from the various courses listed in the *ACA Bulletin*. Please see the program director in the Department of English & Modern Languages for a copy of the *ACA Bulletin*.

FRENCH MINOR **18 HOURS**

Nine hours must be upper division. Twelve hours must be taken through ACA.

NOTE: Students wishing to obtain a French minor during a year abroad are strongly advised to complete FREN 151 &152 at WAU before going to France. Upon arrival at the overseas campus, students will take a placement test. Students receiving low placement test scores may be required to take beginning and/or intermediate level courses other than FREN 151 and FREN 152. Thus the total number of hours taken at the overseas campus may be larger than indicated above.

German Minor

The German minor is designed to provide interested students with advanced ability in listening, speaking, and writing German. It requires a minimum of 18 hours beyond the Elementary German level.

At least 9 hours must be at the upper division level. These courses for the minor in German must be taken through ACA at Friedensau Adventist University, Sachsen-Anhalt, Germany or Seminar Schloss, Bogenhofen, Austria.

Within these parameters, students minoring in German are allowed the flexibility of choosing their program of study from the various courses listed in the *ACA Bulletin*. Please see the program director in the Department of English & Modern Languages for a copy of the *ACA Bulletin*.

GERMAN MINOR **18 HOURS**

At least 9 hours must be upper division. All hours must be taken through ACA.

NOTE: Upon arrival at the overseas campus, students will take a placement test. Students receiving low placement test scores may be required to take beginning courses below the GRMN 201 level. These would not count toward the minor.

Spanish Minor

The Spanish minor is designed to provide interested students with advanced ability in listening, speaking, and writing Spanish. It requires a total of 18 hours beyond SPAN 102, nine of which must be chosen from upper division level courses.

At least 12 of the required 18 hours for the minor in Spanish must be taken through ACA at Colegio Adventista de Sagunto, Sagunto, Spain or Universidad Adventista del Plata, Entre Rios Argentina.

Within these parameters, students minoring in Spanish are allowed the flexibility of choosing their program of study from the various courses listed in the *ACA Bulletin*. Please see the program director in the Department of English & Modern Languages for a copy of the *ACA Bulletin.*

SPANISH MINOR **18 HOURS**

Nine hours must be upper division. Twelve hours must be taken through ACA.

NOTE: Students wishing to obtain a Spanish minor during a year abroad are strongly advised to complete SPAN 151 & 152 at WAU before going to Spain or Argentina. Upon arrival at the overseas campus, students will take a placement test. Students receiving low placement test scores may be required to take beginning and/or intermediate level courses other than SPAN 151 and SPAN 152. Thus the total number of hours taken at the overseas campus may be larger than indicated above.

School of Arts & Social Sciences

Department of History & Political Studies

PROGRAMS OFFERED

- **Bachelor of Arts** | History
- **Bachelor of Arts** | History
  Pre-Law Emphasis
- **History Education Track**
- **Bachelor of Arts** | Political Studies
- **Bachelor of Arts** | Political Studies
  Pre-Law Emphasis

Minors

- American Religious History
- American Studies
- History
- International Studies
- Political Studies

Pre-Law Emphasis

CENTER FOR LAW AND PUBLIC POLICY

Information about the program

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Faculty

Joan A. Francis, DA | **Chair**
William Ellis, PhD
Douglas Morgan, PhD

Adjunct Faculty

Gladstone P. Gurubatham, PhD
Fitzroy Thomas

Introduction

Washington Adventist University provides excellent opportunities for students interested in history, law, government, and politics. The nation's capital is home to unparalleled resources, including: the Library of Congress, the National Archives, the Smithsonian Institution, the Holocaust Memorial Museum, Capitol Hill, advocacy organizations, think tanks, the General Conference Archives, and the Ellen G. White Estate.

The University's affiliation with the Center for Law and Public Policy, in particular, enhances access to the resources of Washington, D.C., through internships, conferences, legislative advocacy, and intercollegiate moot court competition. Demonstration of scholarly excellence in the study of history may bring membership in WAU's chapter of the honor society, Phi Alpha Theta. The Washington Adventist University Chapter is Kappa Epsilon.

Mission

In keeping with the mission of Washington Adventist University, the Department of History and Political Studies plays a two-fold role in producing "graduates who bring competence and moral leadership to their communities."

First, the department seeks to foster excellent educational experiences in support of the university's General Education goals, particularly to "explore fundamental concepts of the humanities and social sciences," "enhance the academic processes of listening, reading, speaking, writing, and studying," and "acquiring knowledge of belief systems, values, and ethics."

Second, through disciplined, energetic pursuit of historical understanding, the department seeks to nurture majors who are dedicated to excellence, who "embrace the adventure of truth," who find "pleasure and joy" in learning, and who link with their scholarship involvement for the common good.

For history majors, political studies majors and general students, the department seizes "the challenge and opportunity of the nation's capital" by placing particular emphasis on utilizing the unique resources in Washington, D.C., for the study of history, government, law and politicss.

Goals

The goals of the Department of History and Political Studies are to equip students to:

1. See themselves and their society from the vantage point of different times and places, displaying a sense of informed perspective and a mature view of human nature.
2. Read and think critically, write and speak clearly and persuasively, and conduct research effectively.
3. Exhibit sensitivities to human values in their own and other cultural traditions and, in turn establish values of their own.

4. Participate in the affairs of the world around them on the basis of personal faith and values informed by historical perspective.
5. Excel in careers and activities after graduation which contribute to social justice, peace, and human rights.

Objectives

Students completing the history or political studies major will:

1. Compare favorably in historical and political understanding with students completing a similar program nationally.
2. Demonstrate competence in analyzing evidence: be able to gather evidence systematically from secondary and primary sources and interpret the evidence — in a coherent, creative, responsible manner in writing or speaking.
3. Demonstrate competence in the skills of a historian or political analyst by producing a research paper of at least 3000 words, based on primary sources, that is clearly written, demonstrates individual thought, and advances understanding of the topic.
4. Gain admission to high caliber graduate and professional schools, and/or find employment in which they can apply the skills and competencies developed in college.

Career Opportunities

A major in history or political studies equips the graduate with skills in how to think critically, communicate effectively, and participate knowledgeably in society. These transferable skills constitute a strong foundation for success in a vast variety of careers in a rapidly changing employment market. Graduates are thus positioned to enter many different professions, including, law, teaching, politics, archival and museum work, government service, international service, business, medicine, and ministry.

Honors Society

A major in history or political studies equips the graduate with skills in how to think critically, communicate effectively, and participate knowledgeably in society. These transferable skills constitute a strong foundation for success in a vast variety of careers in a rapidly changing employment market. Graduates are thus positioned to enter many different professions, including, law, teaching, politics, archival and museum work, government service, international service, business, medicine, and ministry.

Bachelor of Arts in History

Students planning graduate work in history are advised that a reading knowledge of a modern language is required for advanced degrees.

History Major Core		36 hours
HIST 115	History Colloquium (1 credit x 3)	3
	Course must be repeated for a total of 3 credits	
HIST 125	History of World Civilizations I	3
HIST 126	History of World Civilizations II	3
HIST 275	U.S. History I: Founding to Reconstruction	3
HIST 276	U.S. History II: Gilded Age to Globalization	3
HIST 291	History: Method & Theory	3
HIST 491	Research Seminar	3
HIST	History Electives	15
	At least 9 hours must be upper division	

General Education		48 hours
	See details of General Education Program, Page 33. *Computer proficiency is required.*	
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
MATH	Mathematics Elective	4
	Science Elective	4
RELB/RELT	Religion Electives	12
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
LITR	Literature Elective	3
	Humanities Electives	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2
	Foreign Language (Intermediate Level)	6
	If elementary language proficiency is not met, add 6 more hours.	

Electives		44 hours
	Upper division courses must total at least 36 hours.	
	NOTE: A minor or a second major is required.	

TOTAL	128 HOURS

History Education Track

Students wishing to enter a teaching career in history at the secondary school level and receive North American Division certification should complete a major in history and a minor in secondary education. Also, earning qualification in a second teaching field is strongly advised.

Please refer to and consult with the Department of Education for information about admission to Student Teaching. Students must pass Praxis1 (PPST) before being accepted into the teacher education program. Students must be approved by the Teacher Education Admissions Committee before enrolling in EDUC 345 and EDUC 450.

History Major Core **36 hours**

History Education Requirements **29 hours**

EDUC 120	Philosophy & Trends in Education	2
EDUC 242	Human Learning	3
EDUC 340	Materials & Methods of Sec. Teaching	3
EDUC 345	Secondary School Methods in History	2
EDUC 418	Introduction to Special Education	3
EDUC 424	Educational Assessment	3
EDUC 450	Student Training	10
PSYC 210	Developmental Psychology	3

General Education **48 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
MATH	Mathematics Elective	4
	Science Elective	4
RELB/RELT	Religion Electives	12
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2
	Foreign Language (Intermediate Level)	6

If elementary language proficiency is not met, add 6 more hours.

Electives **14 hours**

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

History Minor

HISTORY MINOR		18 HOURS
HIST 125	History of World Civilizations I (3)	
– or –		
HIST 126	History of World Civilizations II (3)	3
HIST 291	History: Method and Theory	3
HIST	Electives – *At least 6 hours upper division*	12

American Religious History Minor

AMERICAN RELIGIOUS HISTORY MINOR		18 HOURS
HIST 275	U.S. History I: Founding to Reconstruction	3
HIST 276	U.S. History II: Gilded Age to Globalization	3
HIST 291	History: Theory and Method	3
HIST 320	Religion and American Culture	3
Choose two of the following courses:		6
RELT 270	Adventist Heritage and Mission (3)	
RELT 280	Moral Issues in World Religions (3)	
HIST 360	American Social Movements (3)	
HIST 375	Road to American Freedom, 1607-1791 (3)	

Bachelor of Arts in Political Studies

Political Studies Core		24 hours
PLST 115	Political Studies Colloquium (1 credit x 3)	3
	Course must be repeated for a total of 3 credits.	
PLST 291	Political Studies: Methods and Theory	3
PLST 150	Introduction to Political Studies	3
PLST 250	American Government	3
PLST 260	International Relations	3
PLST 350	Social and Political Philosophy	3
PLST 395	Washington Experience Internship	3
PLST 491	Political Studies Seminar	3

Electives **9 hours**

At least 6 hours must be PLST courses; up to six may be drawn from COMM 325, ECON 265, ECON 305, PHIL 250, and RELT 385

General Education **51 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3

INTD 105	First-Year Experience	1
MATH	Mathematics Elective	4
	Science Elective	4
RELB/RELT	Religion Electives	12
HIST	History Elective	3
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
LITR	Literature Electives	3
	Humanities Electives (PHIL 150 suggested)	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2
	Foreign Language (Intermediate Level)	6
	If elementary language proficiency is not met, add 6 more hours.	

Electives **44 hours**

Upper division electives must total at least 36 hours.
A minor or a second major is required.

TOTAL **128 HOURS**

American Studies Minor

The American studies minor offers students an opportunity to study American culture from a variety of academic perspectives. It enables students interested in the study of American society to utilize the unique resources of the center of American political culture: Washington, D.C.

AMERICAN STUDIES MINOR **21 HOURS**

HIST 275	U.S. History I (3)	
– or –		
HIST 276	U.S. History II (3)	3
LITR 225	American Literature I (3)	
– or –		
LITR 226	American Literature II (3)	3
PLST 395	Washington Experience Internship	3
Choose four of the following courses:		12
COMM 150	Survey of Mass Media (3)	
COMM 305	Film Criticism (3)	
HIST 257	African-American History (3)	
HIST 320	Religion & American Culture (3)	
HIST 387	The Urban American Experience (3)	
HIST 360	American Social Movements (3)	
HIST 375	Road to American Freedom: Jamestown to the Constitutional Convention (3)	
HIST 380	Civil War, Reconstruction, and American Culture (3)	

HIST 383	The U.S. as a World Power, 1898 to present (3)
HIST 385	Recent American History (3)
HMNT 270	Music in Twentieth Century America (3)
LITR 227	African-American Literature (3)
LITR 228	Literature in Washington, D.C. (3)
PLST 240	Contemporary American Politics (3)
PLST 250	American Government (3)
RELT 385	Christian Ethics and Modern Society (3)

International Studies Minor

The International Studies minor focuses on development of global understanding through the perspectives of diverse academic disciplines, combined with practical experience gained from an internship in the world's most important center of international relations: Washington, D.C.

INTERNATIONAL STUDIES MINOR		21 HOURS
GEOG 270	World Geography	3
HIST 126	History of World Civilizations II	3
HIST 355	Latin America and the Caribbean	3
PLST 260	International Relations	3
PLST 335	International Human Rights	3
PLST 350	Social and Political Philosophy (3)	
– or –		
RPLST 330	Philosophy of War and Peace (3)	3
PLST 395	Washington Experience Internship	3

Students wishing to meet the core curriculum requirements outlined in the United States Department of State Foreign Affairs Fellowship Program should also take:

	One course in American History	3
PLST 250	American Government	3
ECON 265	Principles of Economics I – Macro	3

Political Studies Minor

POLITICAL STUDIES MINOR		18 HOURS
PLST 150	Introduction to Political Studies	3
PLST 250	American Government	3
PLST 350	Social and Political Philosophy	3
PLST 395	Washington Experience Internship	3
PLST	Political Studies Electives	6

Pre-Law Emphasis

The pre-law emphasis focuses on the development of skill in analytical thinking and persuasive discourse, along with introductory study of the American legal system and government. Details on Page 109 under Pre-Professional Programs.

Students may combine their major with pre-Law emphasis in the following manner:

BACHELOR OF ARTS IN HISTORY WITH PRE-LAW EMPHASIS

The pre-law emphasis focuses on the development of skill in analytical thinking an persuasive discourse along with introductory study of the American Legal system and government.

History Major Core	36 hours
Pre-Law Emphasis	21 hours
General Education	51 hours
Electives	21 hours

TOTAL **128 HOURS**

BACHELOR OF ARTS IN POLITICAL STUDIES WITH PRE-LAW EMPHASIS

The pre-law emphasis focuses on the development of skill in analytical thinking an persuasive discourse along with introductory study of the American Legal system and government.

Political Studies Core	33 hours
Pre-Law Emphasis	21 hours
General Education	51 hours
Electives	23 hours

TOTAL **128 HOURS**

Center for Law and Public Policy

The Center for Law and Public Policy provides students interested in law and politics access to the resources of the nation's capital through internships, mentoring, and conferences. With offices on the WAU campus, the purposes of the Center are to:

- Train young Adventists — aspiring lawyers, policy-makers, and church leaders — in the theory and methods of public policy education and advocacy.
- Educate American decision-makers about religious perspectives on health-related social issues, particularly as they bear on the highly vulnerable.
- Inform the wider Adventist community as to why Adventists should be involved and influence public affairs.

Information:

Joan A. Francis, DA | **Director**
Center for Law and Public Policy
Richards Hall, Room 204/5

301-891-4572 | prelaw@wau.edu

School of Arts & Social Sciences

Department of Music

PROGRAMS OFFERED

- **Bachelor of Arts** | Music
- **Bachelor of Music** | Music Performance
- **Bachelor of Music** | Music Education

Minor

- Music

Information about the programs

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Faculty

James Bingham, PhD | **Chair**
Mark DiPinto, DMA
Preston Hawes, MM
Daniel Lau, DMA
Ronald Warren, DMA
Bruce Wilson, MM

Adjunct Faculty

Brandon Almagro. MM
Alison Bazala, DMA
Janusz Bilinski MM
Mark Carson, MM
Aaron Cockson MM
William Feasley MM
Susan Vought Findley, BM
David Jones BM
Steve Jones BA
Vanita Jones BM
Pricilla Ko DMA
Aaron Lovely MM
John McGinness MM
Geri Mueller MA
Jozef Surowiec, MM
Deborah Thurlow, MM
Keri Vandeman Tomenko, MM
Mark Willey MM
Victor Yuzefovich, PhD

Mission Statement

It is the purpose of the Department of Music to provide professional training, reinforced by a sound general education, in an environment where music is presented as a medium for spiritual, intellectual, emotional and cultural development.

Introduction

It is the purpose of the Department of Music to provide professional musical training reinforced by a sound general education viewed from a Seventh-day Adventist Christian perspective. Its programs are designed to provide students with a superior musical experience preparing them to be successful communicators, performers and educators.

It is the desire of the faculty to present the art of music as a discipline that can ennoble the spiritual, intellectual and emotional lives of students and, by so doing, music becomes a vehicle for service and outreach to the greater community.

Goals

All graduates of the music program will have developed practical skills enabling the pursuit of a career in performance, private studio teaching, music education, or related fields of endeavor. They will have sufficiently mastered theoretical and historical information to enable the pursuit of further study and the communication of such information through performance and analysis. Further, graduates will compare favorably in their musical abilities and knowledge with those students completing a similar program nationally and will be qualified to advance and enrich the musical culture of their church and community.

Objectives

Bachelor of Arts in Music

Program Objectives

Students completing the Bachelor of Arts in Music will be able to:

- Demonstrate the ability to express concepts and ideas in written and oral form
- Demonstrate musicianship and understanding in solo and ensemble performances
- Perform a variety of repertoire
- Perform in a variety of venues
- Demonstrate knowledge of music theory and analysis, music history and world music
- Demonstrate an understanding of the basic spirituality which is central to the university's mission by performing sacred music and appropriate abstract music in various worship and public settings
- Demonstrate a recognition of the value of the fine and performing arts through attendance at a variety of public musical performances and associated events.

Bachelor of Music in Music Performance

Program Objectives

Students completing the Bachelor of Music in Music Performance will be able to:

- Demonstrate musicianship and understanding in solo and ensemble performances
- Perform a variety of repertoire
- Perform in a variety of venues
- Demonstrate a knowledge of music theory and analysis, music history, world music and music technology
- Demonstrate an understanding of the basic spirituality which is central to the university's mission by performing sacred music and appropriate abstract music in various worship and public settings
- Demonstrate the ability to express concepts and ideas in written and oral form
- Demonstrate a recognition of the value of the fine and performing arts through attendance at a variety of public musical performances and associated events

Bachelor of Music in Music Education

Program Objectives

Students completing the Bachelor of Music in Music Education will be able to:

- Demonstrate musicianship and understanding in solo and ensemble performances
- Perform a variety of repertoire
- Perform in a variety of venues
- Demonstrate knowledge in music theory and analysis, music history and world music
- Demonstrate an ability to write lesson plans and implement them in the classroom setting
- Demonstrate a variety of pedagogical techniques for musical instruction at the elementary and secondary level
- Demonstrate the ability to lead a class and conduct an ensemble
- Demonstrate the ability to express concepts and ideas in written and oral form
- Demonstrate an understanding of the basic spirituality which is central to the university's mission by performing sacred music and appropriate abstract music in various worship and public settings
- Demonstrate a recognition of the value of the fine and performing arts through attendance at a variety of public musical performances and associated events

Career Opportunities

The bachelor degrees in music are for students seeking professional careers in music industry, in performance, in music education, or in church music. Careers in music industry are numerous, and study in combined fields as presented in the bachelor of arts in music will provide students with enough flexibility to pursue employment in several areas.

Admission Requirements to the Program

ENTRANCE REQUIREMENTS: Acceptance into one of the degree programs in this department is contingent upon a successful audition. This audition must demonstrate aptitude and skill, in a chosen field of performance, sufficient to successfully pursue the curriculum. Students interested in auditioning should contact the Department of Music to request an audition date. Please email: Music@wau.edu. Special arrangements can be made for international students and those who may not be able to appear for an audition in person.

ADVANCED STANDING: Students who are able to pass examinations in music subjects showing they have completed work beyond that of the entrance requirements may receive advanced standing in the subject or subjects in which they pass examinations, provided such study is confirmed by advanced study in residence in the same field.

Students may be admitted to advanced standing in an applied music area only after they have successfully passed a qualifying examination given by the music faculty.

Graduation Requirements

Music majors are required to study their applied music area each year of residence. Students enrolled in a performance or music education degree will be required to perform a junior and senior recital, part or all of which must be memorized, as part of the graduation requirements. They must pass an examination demonstrating that they have achieved a functional knowledge of piano and sight singing enabling them to read musical scores and to play hymns and simple accompaniment.

Participation in the musical organization of a student's performance concentration is required during each semester in residence, with the exception that the Bachelor of Music in Music Education requires two years in a choral organization.

Majors must register for the organization of their choice for either credit or pass/fail non-credit. Organization credit is limited to MUPF 120Band (Washington Concert Winds); MUPF 227 Orchestra (New England Youth Ensemble); MUPF 235 Columbia Collegiate Chorale; and MUPF 250 Pro Musica.

Departmental Requirements

All music majors are expected to attend all departmental meetings as scheduled, and to actively participate in the music performance activities sponsored by the department.

Statement of Student Policies

All music students are required to show awareness of and respect for the policies and procedures set for by the Department of Music in the *Music Major Handbook*, as well as those found in the WAU *Academic Bulletin* and the WAU *Student Handbook*.

Eligibility to Remain in the Program

The Department of Music reserves the right to administratively withdraw a student if, for any reason, the student's scholastic achievement, musical performance, academic integrity, and/or ability to work with people proves unsatisfactory.

Progression Requirements

A. All music majors must maintain a minimum cumulative college GPA of 2.50 at all times.

B. All music majors must achieve at least a "C" grade in all music courses.

C. Recipients of departmental performance scholarships, whether music major or non-music major, must maintain "B" level work or higher in their major applied music and ensemble courses if the scholarship is to be retained.

D. A music major may not repeat a music course more than once, nor may they repeat more than two courses in the program. In the event of dismissal from the program, a person may reapply to WAU as a music major only after receiving written permission from the Department of Music.

Bachelor of Arts in Music

This program is designed to develop individual musicianship and proficiency on a professional level of artistic accomplishment. Students are given instruction in practical as well as analytical theory, history, and literature of music. They must also enroll in a second major or minor.

Suggested combination of majors might include: music/management, music/accounting, music/broadcast media, music/journalism, and music/computer science, etc. Detailed schedules and information about such programs are available.

This program is also designed for those wishing to make music an avocation, who are entering pre-professional programs such as pre-medicine, pre-dental, pre-law, etc, but desire a major in music. It is important to note that the B.A. music major is primarily an academic degree, not a performance degree.

Students wishing to pursue a degree emphasizing musical performance should seek the Bachelor of Music in Music Performance degree.

Music Major **43 hours**

MUHL 171; 172	Musicianship I, II (1; 1)	2
MUHL 271; 272	Musicianship III, IV (1; 1)	2
MUHL 251	Theory I	3
MUHL 252	Theory II	3
MUHL 351	Theory III	3
MUHL 352	Theory IV	3
MUHL 361	Music History I	2
MUHL 362	Music History II	3
MUHL 363	Music History III	2
MUHL 464	Music History Topics	2
MUPF 105	Concert Attendance – *Must register each semester*	0
MUPF 359	Conducting I	2
Choose one of the following courses:		2
MUHL 325	Orchestration (2)	
MUHL 455	Counterpoint (2)	
MUHL 460	Composition (2)	

Applied Music: private instruction/organizations

MUPI 144	Applied Music	2
MUPI 274	Applied Music	2
MUPI 344	Applied Music	2
MUPI 474	Applied Music	2
MUPF	Music Organization	2
	Participate in a musical organization each semester of residence	

Other Departmental Requirements

- Participate in musical organization each semester for credit or non-credit
- Pass Junior Recital requirement
- Pass Senior Project requirement
- Pass piano proficiency requirement
- Register for MUPF 105 Concert Attendance each semester

Recommended Cognates

COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0
	See details of Cooperative Education Program, Page 59.	

Senior Project **4 hours**

NOTE: Students may elect to fulfill the senior project through presentation of a recital, thesis, or substantial creative work. The student will use these hours toward the successful completion of this project.

Recital: Student must take 4 additional credit hours in the applied area.

Thesis: Student must enroll in the following courses:

MUHL 491	Research Methods in Music	2
MUHL 499	Senior Thesis	2

Creative Project: Student may elect other appropriate courses totaling 4 hours upon the recommendation of adviser and permission of the music faulty.

Composition: Student must take 4 additional credit hours in MUHL 481; 482 Advanced Composition I and II, culminating in a performance of a major length work. The necessary prerequisite hours to reach advanced level must be taken from general elective credit.

General Education Courses		**45 hours**

See details of General Education Program, Page 33. *Computer proficiency is required*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
MATH	Mathematics Elective	4
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
RELB/RELT	Religion Electives	12
HIST	History Elective	3
	Social Science Elective	3
	Science Elective	4
LITR	Literature Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2

Electives	**40 hours**

Upper division courses must total at least 36 hours.
NOTE: A minor or a second major is required.

TOTAL	**128 HOURS**

Bachelor of Music in Music Performance

The Bachelor of Music in Music Performance degree is for individuals planning a career in music. Such students must have well-developed performance skills before entering college and have career goals for private studio teaching, teaching at the university level, or entering the performance field.

Music Performance Major		**83 hours**
MUHL 171; 172	Musicianship I, II (1; 1)	2
MUHL 271; 272	Musicianship III, IV (1; 1)	2
MUHL 251	Theory I	3
MUHL 252	Theory II	3
MUHL 325	Orchestration	2
MUHL 351	Theory III	3
MUHL 352	Theory IV	3

MUHL 361	Music History I	2
MUHL 362	Music History II	3
MUHL 363	Music History III	2
MUHL 380	Music Literature	4
MUHL 455	Counterpoint	2
MUHL 460	Composition	2
MUHL 464	Music History Topics	2
MUHL 465	Form and Analysis	2
MUHL 470; 471	Pedagogy/Practicum	1; 1
MUPF 105	Concert Attendance – *Must register each semester*	0
MUPF 359	Conducting I	2
MUPF 360	Conducting II	2

Four hours from the following courses, to be determined according to major performance area 4

MUHL 430	Singers' English and Italian Diction (2)
MUHL 431	Singers' German and French Diction (2)
MUPF 228	Ensemble (1,1 or 1, 1, 1, 1)
MUPF 327	Accompaniment (1, 1)

Four hours from the following courses, to be determined according to major performance area 4

MUHL 340	Introduction to Music Technology (3)
MUPF 427	Orchestral Excerpts (1)
MUPF 475	Performance Techniques for Singers (1)
	Music Elective (1)

Applied Music: private instruction/organizations

MUPI 144	Applied Music	6
MUPI 274	Applied Music	6
MUPI 344	Applied Music	6
MUPI 474	Applied Music	6
MUPF	Music Organization	8

Other Departmental Requirements

- Participate in musical organization each semester for credit or non-credit
- Pass Junior Recital requirement
- Pass Senior Recital requirement
- Pass piano proficiency requirement
- Register for MUPF 105 Concert Attendance each semester

General Education Courses **45 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
MATH	Mathematics Elective	4

PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
RELB/RELT	Religion Electives	9
MUHL 385	Sacred Music through the Eyes of Faith	3
– or –		
RELP 260	Christian Worship and Church Music	3
HIST	History Elective	3
	Social Science Elective	3
	Science Elective	4
LITR	Literature Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	22

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

Bachelor of Music in Music Education

The WAU Department of Music's approach to training music educators is predicated on the conviction that in order to teach music well one must be an excellent musician. To make effective use of a student's musicianship, the teacher must understand children and how they learn.

To serve these objectives best, the program in music education provides through observation, experimentation, investigation, and supervised teaching, insights into the following areas:

- Criteria and new directions in music education
- Child behavior and learning
- The biological, psychological, and social determinants of educability
- General practices in American education

This program is available in the general music/choral track or instrumental/choral music education K-12. Graduates will have teacher certification through the Maryland State Department of Education and through the North American Division of Seventh-day Adventists.

Of the 16 hours required in MUPI applied music courses, students in the vocal concentration may take four hours in a second area of specialization, while those with an instrumental concentration are required to take four hours of voice. Participation in a choral organization is required of all music education majors for at least four semesters.

The senior recital requirement may not be met during the semester in which the student is engaged in student teaching. The student wishing to enroll in EDUC 450, Student Teaching, must have prior approval from the Department of Education.

Music Education Core **51 hours**

MUHL 171; 172	Musicianship I, II (1; 1)	2
MUHL 271; 272	Musicianship III, IV (1; 1)	2
MUHL 251	Theory I	3
MUHL 252	Theory II	3
MUHL 325	Orchestration	2
MUHL 351	Theory III	3
MUHL 352	Theory IV	3
MUHL 361	Music History I	2
MUHL 362	Music History II	3
MUHL 363	Music History III	2
MUHL 464	Music History Topics	2
MUPF 105	Concert Attendance – *Must register each semester*	0
MUPF 359	Conducting I	2
MUPF 360	Conducting II	2
One of the following courses		2
MUHL 455	Counterpoint (2)	
MUHL 460	Composition (2)	

Applied Music: private instruction

MUPI 144	Applied Music area of specialization	4
MUPI 274	Applied Music area of specialization	4
MUPI 344	Applied Music area of specialization	4
MUPI 474	Applied Music area of specialization	4
MUPF	Music Organization	6
Three hours from the following courses		3
MUPI 134R	Guitar (1-3)	
MUPI 134X	Recorder (1-3))	

Other Departmental Requirements

- Participate in musical organization each semester for credit or non-credit
- Pass Junior Recital requirement
- Pass Senior Recital requirement
- Pass piano proficiency requirement
- Register for MUPF 105 Concert Attendance each semester

Music Education Professional Requirements **38 hours**

MUED 333	Music for the Elementary School Specialist	3
MUED 355	Music in the Secondary School	3
EDUC 120	Philosophy and Trends in Education	2
EDUC 242	Human Learning	3
EDUC 365	Methods of Teaching Reading in the Secondary Content Area I	3
EDUC 366	Methods of Teaching Reading in the Secondary Content Area II	3
EDUC 418	Introduction to Special Education	3
EDUC 424	Educational Assessment	3
EDUC 450	Student Teaching*	8
EDUC 491S	Secondary Internship Seminar	1

INTD 499	Elementary Internship Seminar	1
EDUC 345	Secondary School Methods	5
345A	Secondary School Brass Methods (1)	
345K	Secondary School String Methods (1)	
345M	Secondary School Vocal and Choral Methods (1)	
345N	Secondary School Woodwind Methods (1)	
345P	Secondary School Percussion Methods (1)	

**Please refer to the* Department of Education, Page 141*, for information about admission to student teaching. Students must be approved by the Department of Education before enrolling in EDUC 450.*

General Education / Certification Requirements **42 hours**

At least a "C" grade is required in these courses. Computer proficiency is required.

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
MATH	Mathematics Elective	4
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
RELB/RELT	Religion Electives (*Suggested courses below*)	6
MUHL 385	Sacred Music through the Eyes of Faith (3)	
– or –		
RELP 260	Christian Worship and Church Music (3)	
RELT 250	Principles of the Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
HIST	History Elective	3
	Science Elective	4
LITR	Literature Elective	3
PEAC	Physical Education Activity Elective	1
HLSC 110	Healthier Living	22
	Upper division courses must total at least 36 hours.	

TOTAL **138 HOURS**

Music Minor

Acceptance into the Music Minor Program is contingent upon a successful audition in the applied area of concentration.

MUSIC MINOR **18 HOURS**

MUHL251	Theory I	3
MUHL252	Theory II	3
MUHL270	Music in Twentieth Century America (3)	
– or –		
MUHL362	Music History II (3)	3
MUPI 144	Applied Music	3
MUPI 274	Applied Music	3
MUHL/MUPF	Upper Division Electives	3

School of Arts & Social Sciences

Department of Psychology

PROGRAMS OFFERED

- **Bachelor of Arts** | Psychology
- **Bachelor of Science** | Counseling Psychology

Minors

- Behavioral Science
- Forensic Psychology
- Psychology

Graduate programs

See School of Graduate and Professional Studies – Page 259

- **Master of Arts** | Counseling Psychology
- **Master of Arts** | Professional Counseling Psychology

Information about the programs

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Nancy Kluge, PhD
Denise Parsons, PhD
LaJoy Preston, MA
Lauri Preston, MSW, LCSW-C
Ed Rudow, PhD
Philip Singh, MA
Phillip Thompson, PhD
Judith Upshaw, MA

Mission Statement

The department's mission is to assist the student in mental, emotional, and spiritual development through the application of Christian principles of psychology.

Introduction

The Department of Psychology offers two Master of Arts degree programs. One M.A. degree in Professional Counseling Psychology and the other M.A. degree is offered in Counseling Psychology. Both degree programs are offered through the School of Graduate and Professional Studies at WAU.

The department also offers two four-year curricula leading to the bachelor of arts degree in General Psychology and the bachelor of science degree in Counseling Psychology.

Each course is built on the basic philosophy that the "true principles of psychology are found in the Holy Scriptures (1MCP 10.1)."

Goals

The department's goals are to assist the student in mental and spiritual development through the application of these principles and to enable the student to evaluate emotional and spiritual phenomena through an understanding of Christian principles of mental health.

The Department of Psychology serves four separate but related purposes:

1. For the liberal arts major it provides an opportunity for increased self-understanding and insight into the behavior of others and an adequate foundation for a large number of occupations requiring a baccalaureate degree.
2. For students preparing for other fields dealing with individuals – such as medicine, nursing, religion, law, education, business, social work and personnel work – it provides important basic knowledge designed to increase competence in these fields.
3. For those planning on graduate study in psychology it provides an opportunity for a sound foundation for advanced training in industrial, clinical, experimental, educational or social psychology, or research and teaching.
4. For those desiring to teach psychology on the secondary level it provides an opportunity to earn a major in psychology and a minor in secondary education.

Objectives

A graduating senior with a major in psychology will be able to demonstrate mastery of the following objectives:

1. Develop a conceptual framework that embraces the relevant facts and concepts of human behavior as well as understanding of the history of the discipline.
2. Explain major psychological theories, principles, and constructs, including interpreting data and psychological phenomena.
3. Understand the process of planning and conducting a scientific investigation of a psychological problem in accordance with ethical principles of psychology.

4. Critically analyze, evaluate, and summarize arguments presented in research articles.
5. Develop and present a data based written argument in a clear manner using appropriate grammar and spelling to produce a journal style report that conforms to APA style.
6. Make an effective oral presentation on some aspect of psychology.
7. Use computer technology skills to summarize, analyze, and graphically present data.
8. Demonstrate an active involvement in the field of psychology through an application of psychological knowledge with relevant experiences in the discipline by participating in the following: practicum, group activity, and research.
9. Utilize library and information research skills and various on-line services to locate and access relevant psychological information.

Career Opportunities

The bachelor's degree in psychology provides adequate preparation for graduate school. For professional practice in the field, additional psychology courses in graduate school may be required. Recent developments indicate that an undergraduate degree in psychology also makes a sound basis for paraprofessional, community, and public affairs programs. The psychology student is advised to become a student member of American Psychological Association and to study *The Psychology Major and Career Opportunities for Psychologists* published by that organization.

Bachelor of Arts in Psychology

Psychology Major		**34 hours**
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
PSYC 260	Systems and History of Psychology	3
PSYC 305	Social Psychology	4
PSYC 315	Organization and Work	3
PSYC 355	Learning and Motivation	3
PSYC 360	Abnormal Psychology	3
PSYC 435	Dynamics in Individual Counseling (3)	
– or –		
PSYC 440	Dynamics in Group Counseling (3)	3
PSYC 465	Theories of Personality	3
PSYC 471	Experimental Psychology	4
PSYC 491	Seminar in Psychology	2
Required Cognates		**7 hours**
MATH 110	Probability and Statistics	4
CPTR 105	Introduction to Computers	3

General Education		44 hours

See details of General Education Program, Page 33.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion electives	12
HIST	History elective	3
	Science Elective	4
LITR	Literature elective	3
	Humanities elective	3
PEAC	Physical Education Activity Elective	1
	Health elective	2
	Computer or Foreign Language	6

Electives	45 hours

Upper division courses must total at least 36 hours.
NOTE: A minor is required or a second major is recommended.

TOTAL	128 HOURS

Bachelor of Science in Counseling Psychology

The bachelor of science degree in counseling psychology provides the kind of preparation needed by deans, guidance counselors, and high school psychology teachers when combined with appropriate education courses. A practicum is required. At least one semester prior to taking the practicum the student is required to contact the program coordinator to arrange for the practicum. A minor or second major is strongly recommended.

Counseling Psychology Major		37 hours
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
PSYC 285	Adolescent Psychology	3
PSYC 355	Learning and Motivation	3
PSYC 360	Abnormal Psychology	3
PSYC 385	Psychological Testing	3
PSYC 435	Dynamics of Individual Counseling	3
PSYC 440	Dynamics of Group Counseling	3
PSYC 465	Theories of Personality	3
PSYC 491	Seminar in Psychology	2
PSYC 496	Practicum in Psychology	3
PSYC	Psychology electives	5

Required Cognates		7 hours
CPTR 105	Introduction to Computers	3
MATH 110	Probability and Statistics	4

General Education		38 hours

See details of General Education Program, Page 33.

ENGL 101	Composition	3
ENGL 102	Research and Composition	3
COMM 105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion electives	12
HIST	History elective	3
	Science Elective	4
LITR	Literature elective	3
	Humanities elective	3
PEAC	Physical Education Activity Elective	1
	Health elective	2

Electives	46 hours

Upper division courses must total at least 36 hours.
NOTE: A minor or a second major in an area not listed in the Psychology Department is strongly recommended.

TOTAL	128 HOURS

Behavioral Science Minor

Behavioral Science Minor		22 hours
ANTH 275	Cultural Anthropology	3
SOCI 105	General Sociology	3
SOCI 180	Introduction to Marriage and Family Life	3
SOCI 425	Sociological Theory	3
SOCI 230	Urban Social Problems	3
PSYC 305	Social Psychology	4
PSYC	Upper division psychology elective	3

Required Cognates		4 hours
MATH 110	Probability and Statistics	4

TOTAL	26 HOURS

Forensic Psychology Minor

Forensic psychology is the study of how psychological principles are applied to the law. The forensic psychology minor would help to prepare students for graduate study into forensic science, criminology, law, and social work. PSYC 105, Introduction to Psychology is a prerequisite to the forensic psychology minor.

Forensic Psychology Minor		**25 hours**
SOCI 230	Urban Social Problems	3
PSYC 305	Social Psychology	4
PSYC 320	Forensic Psychology	3
PSYC 360	Abnormal Psychology	3
PSYC 330	Psychology and the Law	3
PSYC 380	Correctional Psychology	3
PSYC 450	Forensic Anthropology	3
PSYC 425	Psychology of Criminal Behavior	3
TOTAL		**25 HOURS**

Psychology Minor

Psychology Minor		**25 hours**
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
PSYC 465	Theories of Personality	3
PSYC	Upper division psychology elective	3
PSYC	Other psychology electives	6
MATH 110	Probability and Statistics	4
SOCI 230	Urban Social Problems	3
TOTAL		**25 HOURS**

School of Arts & Social Sciences

Department of Religion

PROGRAMS OFFERED

- **Bachelor of Arts** | Theology
  Concentrations:
  Pastoral Ministry
  Metropolitan Ministry
- **Bachelor of Arts** | Religion
  Concentration:
  Metropolitan Ministry
- **Bachelor of Arts** | Philosophy & Religion

Minors

- Religion
- Metropolitan Ministry
- Philosophy

Pre-Law Emphasis

Graduate program

See School of Graduate and Professional Studies – Page 259

- **Master of Arts in Religion**

Information about the program

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David Kim
Jerry Lutz
Anthony Medley
Douglas Morgan
David Newman
Nikolaus Satelmajer
Charles Tapp
Henry Wright
James Zackrison

Mission Statement

Through example and through rigorous preparation that is biblically based, theologically informed, historically and culturally mindful, morally astute and practically adept, we seek to form women and men who know and supremely delight in God and competently declare God's glory in Seventh-day Adventist congregations and the world.

Vision Statement

Based on our heritage and convictions, the Department of Religion at Washington Adventist University exists in order to:

- Acquaint students with the beliefs of the Seventh-day Adventist Church;
- Assist students in their faith development;
- Challenge students to develop a commitment to the Gospel of Christ that is expressed in action and service;
- Train pastors and Bible teachers for ministry in the Seventh-day Adventist Church.

Introduction

The Department of Religion at Washington Adventist University continues the rich heritage of this institution by training its students for Christian mission and ministry.

As the Seventh-day Adventist Church considers the opportunities and challenges of the 21st Century, our department provides an Adventist community of learning and preparation where people discover and embrace anew the biblical witness of both the Old and New Testaments. Scripture is central as students follow Israel's hope and fulfillment in the redeeming and reconciling life, death and resurrection of Jesus Christ.

In response to Christ's call for the unity of the church and the commission to share the Gospel with the world, our department welcomes men and women from all cultures, nations, and races. We celebrate our differences and use our diversity to promote better learning and understanding as we attempt to reach the world with the Gospel message. In the tradition of the earliest Seventh-day Adventists, we integrate faith and learning with ministry and mission in our local neighborhoods, throughout the eastern seaboard, and the world.

The Department of Religion has an enduring commitment to foster the knowledge and love of God through thoughtful engagement with the best of Christian scholarship in the context of the contemporary needs of the world. Our department provides resources and training for churches that encourages continued reflection on ministry and mission given the changing social and cultural realities of the world in which we live and serve.

For these reasons, our department enthusiastically embraces WAU's identity as the "Gateway to Service."

In gratitude for the possibilities of ministry and mission in our strategic location within the Washington Metropolitan area, our department provides an unparalleled program for students training for ministry in suburban and metropolitan settings. Our curriculum offers degrees in Religion, Theology, and Philosophy with various concentrations (pastoral ministry, metro ministry, and lay ministry) which seek to train students as pastors, teachers, and/or lay leaders in their local worshiping communities.

We believe that all students at WAU should have the opportunity to reflect on ways their career training and faith are integrated both now and for the rest of their lives. In addition to providing training for majors and minors, the Department of Religion works with the General Education curriculum of our university to provide interesting and challenging courses that integrate faith and learning. Every student is required to complete 12 hours of religion courses. *See the* General Education Program, Page 33*, for details.*

Full-time and adjunct faculty in our department bring their expertise and proven leadership in denominational work to the classrooms. Even more importantly, they bring a dedication to Jesus Christ. They believe that WAU is located in a critical place and time for the Christian Gospel and the Seventh-day Adventist hope.

The Department of Religion unashamedly affirms the sovereignty of the triune God over all creation. We believe in the gospel of Jesus Christ as God's saving Word for all nations, in the renewing power of the word and Spirit in life and in the unity of Christ's servant church as a redeemed community throughout the world.

Goals and Objectives

The following goals and objectives are based on our department's history and mission. Each General Education student will be expected to exhibit:

- The ability to reflect on issues of faith in the context of a Seventh-day Adventist Christian community and the world.
- The ability to competently articulate (in both oral and written form) faith and convictions.
- The ability to competently interpret sections of Scripture (both Old and New Testaments).
- Knowledge of the principles of the Christian faith.
- Knowledge of the key doctrines of the Seventh-day Adventist Church.
- The proper use of research methods.
- Respect toward diversity.

In addition, each Theology/Religion major and minor will be expected to exhibit:

- The ability to use the principles of biblical interpretation necessary for ministry and/or seminary training.
- The leadership skills necessary for serving Seventh-day Adventist churches and related institutions.
- The spiritual formation essential for following God's call to ministry in our world.
- A commitment to nurturing community life through regular worship and participation in a local church congregation.

Departmental Requirements

All students majoring in theology and religion are expected to attend the Student Ministerial Association and departmental meetings as scheduled and to participate actively in the Ministerial Field Training program sponsored by the department.

Statement of Student Policies

All theology and religion students are required to show awareness of and respect for the policies and procedures set forth by the Department of Religion in the Religion Department Handbook, as well as those found in the WAU *Academic Bulletin* and WAU *Student Handbook*. Each student will receive a copy of matriculation as a theology or religion student.

Eligibility to Remain in the Program

The Department of Religion reserves the right to administratively withdraw a student if, for any reason, the student's scholastic achievement, mental health, integrity, and/or ability to work with people proves unsatisfactory.

PROGRESSION REQUIREMENTS

a. All theology and religion students must maintain a minimum cumulative college GPA of 2.50 at all times.

b. All theology and religion students must achieve at least a "C" grade in all religion and cognate courses.

c. A theology or religion student cannot repeat a religion course more than once, nor repeat more than two courses in the program.

d. All sophomore theology majors must receive "advancement to candidacy" in order to receive placement in a local church, and the opportunity to interview with conference presidents during the junior and senior years of the program.

In the event of dismissal from the program, a person may apply to WAU as a theology or religion student only after receiving written permission from the Department of Religion.

Pre-Law Emphasis

The Pre-Law Emphasis combines philosophical, ethical and theological analysis with other areas of study appropriate for the pre-law student.

Bachelor of Arts in Theology

The bachelor of arts degree in theology requires the theology core curriculum, required cognates, the General Education block, and the student's choice of concentration. A minor or the pre-law emphasis is highly recommended.

Theology Core Curriculum		**49 hours**
RELB 160	Jesus and the Gospels	3
RELB 307	Introduction to the Old Testament	3
RELB 310	Hebrew Prophets	3
RELB 335	Paul and His Letters	3
RELB 345	Introduction to the New Testament	3
RELB 420	Daniel	3
RELB 425	Revelation	3
RELB 492	Biblical Exegesis	3
RELP 105	Introduction to Ministry	1
RELT 190	Ellen G. White & The Gift of Prophecy	3
RELT 299	Research Methods in Theological & Religious Studies	3
RELT 270	Adventist Heritage and Mission	3
RELT 350	Faith Seeking Understanding: Christian Doctrines I	3
RELT 351	Faith Seeking Understanding: Christian Doctrines II	3
RELT 375	Philosophy of Religion	3
RELT 385	Christian Ethics and Modern Society	3
RELT 491	Seminar in Contemporary Theology	3

Pastoral Ministry Concentration | BA Theology

Concentration Requirements		**23 hours**
RELP 220	Knowing and Sharing Christ	3
RELP 226	Spiritual Formation for Ministry	3
RELP 260	Christian Worship & Church Music	3
RELP 360	Pastoral Leadership & Externship	3
RELP 460	Cross-Cultural Ministry	3
RELP 493	Biblical Preaching & Practicum	3
RELP 494	Art of Preaching	2
Choose one of the following courses:		3
RELP 305	Ministry in the City (3)	
RELP 461	Metro Ministry Practicum (3)	

Required Cognates		**24 hours**
RELL 201	Elementary Greek I	3
RELL 202	Elementary Greek II	3
RELL 211	Elementary Biblical Hebrew I	3
RELL 212	Elementary Biblical Hebrew II	3
RELL 251	Intermediate Greek I	3
RELL 252	Intermediate Greek II	3
Choose two of the following courses:		6
HIST 325	History of Christianity I (3)	
HIST 326	History of Christianity II (3)	
RELT 320	Religion & American Culture (3)	

General Education Courses **30 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
	Mathematics Elective	4
	Science Elective	4
PSYC 105	Introduction to Psychology	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2

Electives **2 hours**

Upper division courses must total at least 36 hours.
NOTE: A minor is recommended.

TOTAL **128 HOURS**

Metropolitan Ministry Concentration | BA Theology

Concentration Requirements **25 hours**

RELP 220	Knowing and Sharing Christ (3)	
– or –		
RELP 226	Spiritual Formation for Ministry (3)	3
RELP 260	Christian Worship & Church Music	3
RELP 305	Ministry in the City	3
RELP 493	Biblical Preaching and Practicum	3
RELP 360	Pastoral Leadership and Externship	3
RELP 391	Theory & Practice of Urban Ministry	3
RELP 461	Metro Ministry Practicum	2
RELP 493	Biblical Preaching and Practicum	3
RELP 494	Art of Preaching	2

Required Cognates **24 hours**

RELL 201	Elementary Greek I	3
RELL 202	Elementary Greek II	3
RELL 211	Elementary Biblical Hebrew I	3
RELL 212	Elementary Biblical Hebrew II	3
RELL 251	Intermediate Greek I	3
RELL 252	Intermediate Greek II	3
Choose two of the following courses:		6
HIST 325	History of Christianity I (3)	
HIST 326	History of Christianity II (3)	
RELT 320	Religion & American Culture (3)	

General Education Courses **30 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
MATH	Mathematics Elective	4
	Science Elective	4
PSYC	105 Introduction to Psychology	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2

NOTE: A minor is recommended.

TOTAL **128 HOURS**

Bachelor of Arts in Religion

The bachelor of arts degree in religion requires the religion core curriculum, required cognates, the General Education block, and an optional student's choice of concentration. A second major, a minor or the pre-law emphasis is required. See concentrations for details.

Religion Core Curriculum **40 hours**

RELB 160	Jesus and the Gospels	3
RELB 307	Introduction to the Old Testament (3)	
– or –		
RELB 310	Hebrew Prophets (3)	3
RELB 420	Daniel (3)	
– or –		
RELB 425	Revelation (3)	3
RELB 492	Biblical Exegesis	3
RELP 105	Introduction to Ministry	1
RELT 190	Ellen G. White & The Gift of Prophecy	3
RELT 299	Research Methods in Theological & Religious Studies	3
RELT 270	Adventist Heritage and Mission	3
RELT 280	Moral Issues in World Religion	3
RELT 320	Religion and American Culture	3
RELT 375	Philosophy of Religion	3
RELT 350	Faith Seeking Understanding: Christian Doctrines I	3
RELT 385	Christian Ethics and Modern Society	3

Choose one of the following courses: 3

RELT 335	Paul and His Letters (3)
RELT 351	Faith Seeking Understanding: Christian Doctrines II (3)
RELT 491	Seminar in Contemporary Theology (3)

Metropolitan Ministry Concentration | BA Religion

Concentration Requirements **24 hours**

RELP 226	Christian Spiritual Formation for Ministry	3
RELP 305	Ministry in the City	3
RELP 360	Pastoral Leadership and Externship	3
RELP 391	Theory & Practice of Urban Ministry	3
RELP 461	Metro Ministry Practicum	3
RELP 462	Metro Ministry Field School	3
RELP 450	Christian Mission	3
HIST 387	The Urban American Experience	3

Required Cognates **6 hours**

HIST 325	History of Christianity I	3
HIST 326	History of Christianity II	3

General Education Courses **36 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
MATH	Mathematics Elective	4
	Science Elective	4
PSYC 105	Introduction to Psychology	3
LITR	Literature Elective	3
	Humanities Elective	3
	Intermediate Language (Greek or Modern Language)	6
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2

Electives **22 hours**

Upper division courses must total at least 36 hours.
NOTE: Second major, pre-law emphasis or a minor required.

TOTAL **128 HOURS**

Bachelor of Arts in Philosophy and Religion

The bachelor of arts degree in Philosophy and Religion requires the Philosophy and Religion core curriculum, required cognates, and the General Education block. A second major or the pre-law emphasis is required.

Philosophy Core Curriculum		**31 hours**
PHIL 150	Introduction to Philosophy	3
PHIL 250	Introduction to Logic	3
PHIL 350	Social and Political Philosophy	3
PHIL 294/494	Topics in Philosophy	3
PHIL 450	History of Philosophy	3
PHIL 455	Law and Human Nature	3
RELT 225	Christian Spiritual Formation	3
RELT 375	Philosophy of Religion	3
RELT 385	Christian Ethics and Modern Society	3
RELT 498	Thesis in Philosophy of Religion	4

Religion Core Curriculum		**21 hours**
RELB 160	Jesus and the Gospels	3
RELB 307	Exile & Return: Introduction to the Old Testament (3)	
– or ––		
RELB 310	Hebrew Prophets (3)	3
RELB 420	Daniel (3)	
– or ––		
RELB 425	Revelation (3)	3
RELB 345	Introduction to the New Testament (3)	
– or ––		
RELB 335	Paul and His Letters (3)	3
RELT 190	Ellen G. White & the Gift of Prophecy (3)	
– or –		
RELT 270	Adventist Heritage and Mission (3)	3
RELT 350	Faith Seeking Understanding: Christian Doctrine I	3
Choose one of the following courses:		3
RELT 280	Moral Issues in World Religions (3)	
RELT 351	Faith Seeking Understanding: Christian Doctrines II (3)	
RELT 491	Seminar in Contemporary Theology (3)	

Required Cognates		**18 hours**
HIST 320	Religion and American Culture	3
HIST 360	American Social Movements	3
JOUR 350	The Critic and the Arts	3
LITR 235	World Literature and Fine Arts	3
LITR 335	Great Books	3
PLST 365	Politics in 20th-Century America	3

General Education Courses		30 hours

See details of General Education Program, Page 33. *Computer proficiency is required.*

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
MATH	Mathematics Elective	4
	Science Elective	4
PSYC 105	Introduction to Psychology	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2
	Intermediate Language	6

Electives	28 hours

Upper division courses must total at least 36 hours.
NOTE: Second major or the pre-law emphasis is required.

TOTAL	128 HOURS

Religion Minor

RELIGION MINOR		21 HOURS
RELB 160	Jesus and the Gospels	3
RELB 420	Daniel	3
RELB 425	Revelation	3
RELT 250	Principles of Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELB/RELT	Upper division Elective	6

Metropolitan Ministry Minor

METROPOLITAN MINISTRY MINOR		19 hours
RELP 305	Ministry in the City	3
RELP 391	Theory and Practice of Urban Ministry	4
RELP 450	Christian Mission	3
HIST 387	The Urban American Experience	3
RELP 461	Metro Ministry Practicum	3
	Elective*	3

** For non-theology majors RELP 460 Cross-Cultural Ministry is recommended. For theology majors a social science course is recommended.*

Philosophy Minor

Philosophy teaches us to thoroughly examine all our beliefs, to see how they are grounded and fit together. By studying and discussing how others have applied themselves to the great questions of life — from science to ethics, from politics to religion — we can reevaluate our own beliefs and rethink our priorities.

Since philosophy uses the tools of "critical thinking" — analysis and synthesis, pulling apart and putting together — philosophy minor is particularly recommended for pre-law students. And since philosophy examines the basis of faith and delves deeply into the methods used by great thinkers of the past, it is also highly recommended for students majoring in history, religion and the humanities.

PHILOSOPHY MINOR		18 HOURS
PHIL 150	Introduction to Philosophy	3
PHIL 250	Introduction to Logic	3
RELT 375	Philosophy of Religion	3
RELT 385	Christian Ethics and Modern Society	3
PHIL	Philosophy Electives	6

External Degree and Graduate Programs

For more information, see School of Professional & Graduate Studies, Page 269 and Page 298.

Bachelor of Arts | Religion
Bachelor of Arts | Theology

Master of Arts in Religion | Graduate Studies Program

Zdravko Plantak, PhD | **Program Coordinator**
301-891-4036 | zplantak@wau.edu

School of Arts & Social Sciences

Department of Social Work

PROGRAMS OFFERED

- **Bachelor of Social Work**
  Andrews University Off-Campus Program
  at Washington Adventist University
- **Associate of Arts in General Studies**
  Emphasis in Social Science

Information about the program

John Gavin | **Associate Director**
Andrews University Off-Campus Program | Social Work

Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912

Phone: 301-891-4153 | Fax: 301-270-1618
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Faculty

Curtis J. VanderWaal, PhD | **Chair**
John Gavin, MSW | **Associate Director, Andrews University Off-Campus Program**
Marie Mathieu, MSW
Shelly J. Perry, MSW
Jan F. Wrenn, MSW
David Sedlacek, PhD
Laura Racovita-Szlagyi, MSW

Mission Statement

The mission of the social work program is to prepare individuals for excellence during a lifetime of professional service and Christian compassion in action.

Introduction

The Bachelor of Social Work (BSW) is a professional degree which allows the graduate to enter the field of social work at the first level of practice or to have the opportunity to be admitted to a Master of Social Work (MSW) program with advanced standing. The Andrews University BSW program is accredited by the Council on Social Work Education, Division of Standards and Education, 1725 Duke Street, Suite 500, Alexandria, VA 22314-2457, 703-519-2044.

The foundation curriculum consists of 10 core competencies that are required in every BSW program:

1. Values and Ethics
2. Professionalism
3. Diversity and Differences
4. Human Rights and Social Economic Justice
5. Human Behavior and the Social Environment
6. Social Welfare Policy and Services
7. Social Work Practice
8. Research
9. Critical Thinking
10. Contextualization

Throughout the curriculum the program integrates concepts of professional ethics and values, critical thinking, and sensitivity to diversity, oppression, social and economic justice, and populations at risk. Filed education is an integral component of the program.

Although students may declare themselves as social work majors in their freshman or sophomore year, they must apply for acceptance into the social work program. Application is made at the end of the sophomore year for formal acceptance into the program in the fall of the junior year. Applications are available from the undergraduate program directors of both the on-campus and off-campus sites.

Career Opportunities

A Bachelor of Social Work degree prepares graduates for a career in helping individuals, families, groups and communities to enhance their individual and collective well-being.

Social workers are increasingly in demand in a variety of settings: family service agencies, child welfare agencies, mental health organizations, schools industry, and private practice. The services performed are as diverse as the areas in which they are performed.

Inasmuch as many of these careers require further study at the graduate level, the social work program takes a generalist approach, providing a broad foundation and the necessary background for students that choose to enter graduate school.

Admission Requirements

FRESHMAN ADMISSION – Students qualify for entry into the Bachelor of Social Work program when they:

- Earn a minimum GPA of 2.00.
- Receive grades of "C" or better in all required program prerequisite and cognate courses.
- Complete SWRK 100, 230; SOWK 315; PSYC 105, 210; SOCI 105; and a human biology course. Maintain a GPA of at least 2.50 in these courses.
- Complete and submit BSW Program Application Packet.
- Receive a positive recommendation from the Student Services committee in the department.

Continued Enrollment and Professional Expectations

Continued enrollment is conditional upon the following:

- Acceptable academic performance.
- Ethical conduct in compliance with the National Association of Social Worker's (NASW) Code of Ethics.
- Adequate knowledge and practice performance in the practicum setting.
- Appropriate demonstration of Professional Expectations.

Students in the Social Work program are expected to read, know, and integrate the eight professional expectations listed in the Andrews University *Department of Social Work Handbook.* Consequences for violations of these expectations could include verbal or written warnings, denial of admission, suspension, dismissal, or expulsion from a course or the program.

Students may obtain copies of the handbook in the Department of Social Work office or on the departmental website at www.andrews.edu/SOWK.

Field Practicum

Students are required to complete a 400-hour field placement in a local human service agency. The practicum is normally completed during the student's senior year. Students are expected to provide their own transportation to and from the agencies used for field practicum.

Prerequisites include the following courses (which must be completed with a grade of "C" or above): SOWK 331, 332, 350, 401, and 402 and a human biology course.

Bachelor of Science in Social Work

Off-Campus Program of Andrews University

BACHELOR OF SCIENCE IN SOCIAL WORK Core Curriculum **39 hours**

SWRK 100	Introduction to Social Work	3
SWRK 101	Orientation to Human Services	2
SWRK 220	Critical Thinking	2
SOWK 315	Values, Ethics & Diversity	2
SOWK 320	Introduction to Counseling Skills	3
SOWK 325	Social Welfare Institutions & Services	3
SOWK 331	Human Behavior in the Social Environment I	2
SOWK 332	Human Behavior in the Social Environment II	2
SOWK 350	Social Welfare Policy	2
SOWK 401	Foundations of Practice I	4
SOWK 402	Foundations of Practice II	4
SOWK 420	Social Work Methods Seminar (0.5 x 2)	1
	This course is repeated	
SOWK 435	Field Instruction	4
SOWK 461	Social Work Research I	2
SOWK 462	Social Work Research II	2
SOWK 489	BSW Professional Seminar (0.5 x 2)	1
	This course is repeated	

Required Cognates **32 hours**

PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
PSYC 440	Dynamics of Group Counseling	3
SOCI 105	General Sociology	3
BIOL 140	Human Body in Health and Disease	4
PLST 250	American Government	3
ECON 265	Principles of Economics I – Macro	3
SPAN 101	Introductory Spanish	3
MATH 110	Probability and Statistics	4

Choose one of the following courses: 3

SOCI 180 Introduction to Marriage and Family Life (3)
SOSC 420 Multicultural Dimensions (3)
SOCI 230 Urban Social Problems (3)

NOTE: Students are also required to choose 4 credits of upper division social work electives, in consultation with the student's adviser.

General Education **41 hours**

See details of General Education Program, Page 33.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3

COMM105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion Electives	12
HIST 125	History of World Civilization I	3
HIST 126	History of World Civilization II	3
LITR 235	World Literature & Fine Arts	3
CPTR 105	Introduction to Computers	3
	Science General	4
HSLC 110	Healthier Living	2
PEAC	Physical Education Activity Elective	1

Electives **16 hours**

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

Associate of Arts in General Studies

Social Science Emphasis **25 hours**

ECON 265	Principles of Economics I-Macro	3
PLST 250	American Government	3
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
SOCI 105	General Sociology	3
SWRK 100	Introduction to Social Work	3
SWRK 255	Introduction to Community Services	2
SOWK 315	Christian Perspectives on Ethics & Diversity	2
SOWK 325	Social Welfare Institutions	3

General Education **22 hours**

See details of General Education Program, Page 33.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
BIOL 140	Human Body in Health and Disease	4
INTD 105	First-Year Experience	1
RELB/RELT	Religion*	6
PEAC	Physical Education Activity Elective	1
MATH 120	College Algebra & Trigonometry	4

Electives – *See recommended electives list on next page.* **17 hours**

TOTAL **64 HOURS**

The remaining electives should be chosen from this list of recommended electives.

All courses from the "Recommended Elective List" are required for completion of the four-year Bachelor of Social Work degree granted by Andrews University.

RECOMMENDED ELECTIVE LIST

SPAN 101	Introductory Spanish	3
COMM 105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	6
HIST 125	History of World Civilization I	3
HIST 126	History of World Civilization II	3
LITR 235	World Literature & Fine Arts	3
LITR	Literature Elective (3)	
– or –		
PHIL	Philosophy Elective (3)	
– or –		
MUHL 204	Music Appreciation (3)	3
CPTR 105	Introduction to Computers	3
CHEM	Chemistry Elective (4)	
– or –		
PHYS	Physics Elective (4)	4
HLSC 110	Healthier Living	2

SHPSW **School of Health Professions, Science & Wellness**

- Department of Biology | 202
- Department of Chemistry | 209
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- Department of Health, Wellness & Physical Education | 227
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- Medical Laboratory Science Program | 238
- Department of Nursing | 243
- Department of Respiratory Care | 251

Gina Spivey-Brown, PhD | Dean
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www.wau.edu

School of Health Professions, Science & Wellness

Department of Biology

PROGRAMS OFFERED

- **Bachelor of Arts** | Biology
- **Bachelor of Science** | Biology

Minor

- **Biology**
- **Applied Bioinformatics**

Teacher Certification

Information About the Program

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Room 102A, Science Building

Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

Phone: 301-891-4462 | Fax: 301-270-1618
mvillanu@wau.edu

Faculty

Melinda Ekkens-Villanueva, PhD | **Chair** | Department of Biology and Chemistry
Glen H. Bennett, PhD
Anton Dormer, MD

Adjunct Faculty

Anthony G. Futcher, PhD

Mission Statement

The Department of Biology supports the mission of the university by seeking to create an environment where students can learn:

a. the concepts of biology within a world-view that is biblical.

b. to think critically about sources of knowledge and knowledge claims, as well as to constantly try to integrate their knowledge, both within biology as well as with other disciplines of study.

c. to encourage and support a sense of curiosity and a realization of the excitement and reward that goes with discovery of the beauty and complexity of the living world, and to inspire in students a realization of the importance and benefits of life-long learning.

d. to see the importance of using their knowledge and talents in service to others, and to encourage them to contribute in significant ways to society and the church as professionals and as citizens.

Introduction

Biology, the study of life, constitutes one of the most relevant fields of study in an individual's total education. The study of biology enables students to understand the workings of their bodies in health and disease, makes them aware of their place in a world of living organisms, and awakens in them an appreciation of the beauty and complexity in the design of life.

The aim of the Biology Department is to provide a broad background in the biological sciences sufficient to meet the needs of students who intend to enter graduate or professional schools, to teach biology, and to pursue various biology-oriented careers.

Objectives

The Biology Department aims to achieve the following objectives:

1. To assist students in acquiring a broad knowledge of the basic facts and theories of the discipline of biology, and to accomplish this objective through outstanding teaching.
2. To promote understanding of the scientific process, including its strengths and limitations.
3. To give students opportunities to learn to communicate their ideas effectively.

Career Opportunities

A biology major provides excellent preparation for students who wish to enter professional programs in medicine, dentistry, veterinary science, or certain paramedical programs. Employment opportunities for biology graduates are available at federal, state, and local agencies as biologists, ecologists, naturalists, wildlife managers, and, with some additional training, as laboratory technicians or researchers. The Seventh-day Adventist denomination and the public school system provide opportunities for science teachers at the secondary level. Many of these career opportunities as well as admission into other educational programs require a minimum GPA of 3.0.

Admission Information

Students entering the Biology Department are expected to have a strong background in science and mathematics. Secondary school courses in biology I and II, algebra I and II, geometry, chemistry, physics, and trigonometry are strongly recommended.

Departmental Requirements

Eligibility to Remain in the Program

The Department of Biology reserves the right to administratively withdraw a student from the major if, for any reason, the student's scholastic achievement, mental health, integrity, and/or ability to work with people proves unsatisfactory.

Progression Requirements

a. All biology students must have a cumulative GPA of 2.50 or higher upon attaining junior class standing.

b. All biology students must achieve at least a "C" grade in all required biology and cognate courses. However, the minimum allowable GPA for graduation is 2.50 in the major.

c. Biology students must repeat any required biology or cognate course in which a "WF," "WP," or grade lower than "C" is received. A student may not repeat any required biology or cognate course more than once, nor may he or she repeat more than two required courses within the biology and cognate areas of study.

Bachelor of Arts in Biology

The bachelor of arts program in biology is available for those students seeking a general background suited for teaching biology in secondary schools or preparation for pursuit of the Master of Arts in Teaching degree.

With appropriate selection of cognate courses, the bachelor of arts program will meet entrance requirements for professional or graduate school while providing a broad range of elective credits. Senior students are required to take the Major Field Achievement Test (MFAT) examination in biology.

Biology Major		**32 hours**
BIOL 161	College Biology	4
BIOL 162	College Biology	4
BIOL 265	Animal Diversity	4
BIOL 266	Plant Diversity	4
BIOL 305	Genetics	4
BIOL 425	Life Origins and Speciation	2
BIOL	Upper division biology electives	6
One of the following courses:		4
BIOL 315	Histology (4)	
BIOL 330	Animal Physiology (4)	
BIOL 405	Cell and Molecular Biology (4)	
BIOL 410	Developmental Biology (4)	
BIOL 415	Immunology (3) and BIOL 416 Immunology lab (1)	
CHEM 461	Biochemistry (3) and CHEM 463 Biochemistry Lab (1))	

Required Cognates **20-28 hours**

CHEM 151	College Chemistry	4
CHEM 152	College Chemistry	4
CHEM 110	Principles of Organic & Physiological Chemistry	
– or –		
CHEM 221; 222	Organic Chemistry (recommended)	4, 4
MATH 110	Probability and Statistics	4
PHYS 160	Survey of Physics	
– or –		
PHYS 271; 272	College Physics (recommended)	4, 4
– or –		
PHYS 281; 282	Physics for Scientists and Engineers	4, 4

Recommended Cognates

CPTR 150	Computer Science I	4
ENWR235	Technical Writing	3
MATH 126	Pre-calculus	4
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0

General Education **49 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
CPTR 105	Introduction to Computers	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion Electives	12
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2
FLNG	Foreign Language or Computer Language	6

Electives **19-27 hours**

Upper division courses must total at least 36 hours.
A minor or a second major in an area not listed under the Biology Department is required.

TOTAL **128 HOURS**

Bachelor of Science in Biology

The bachelor of science program in biology is designed for students seeking further education in the biological sciences either in graduate school or in professional school.

Senior students are required to take the Major Field Achievement Test (MFAT) examination in biology.

Biology Major		**42 hours**
BIOL 161	College Biology	4
BIOL 162	College Biology	4
BIOL 265	Animal Diversity	4
BIOL 266	Plant Diversity	4
BIOL 305	Genetics	4
BIOL 405	Cell and Molecular Biology	4
BIOL 425	Life Origins and Speciation	2
BIOL 491	Senior Seminar	1
BIOL 492	Senior Seminar	1
BIOL	Biology Electives	10
	At least 8 hours must be upper division.	
	Biochemistry recommended.	
One of the following courses		4
BIOL 315	Histology (4)	
BIOL 330	Animal Physiology (4)	
BIOL 410	Developmental Biology (4)	
BIOL 415	Immunology (3) and BIOL 416 Immunology lab (1)	
CHEM 461	Biochemistry (3) and CHEM 463 Biochemistry Lab (1)	

Required Cognates		**32 hours**
CHEM 151	College Chemistry	4
CHEM 152	College Chemistry	4
CHEM 221	Organic Chemistry	4
CHEM 222	Organic Chemistry	4
MATH 110	Probability and Statistics	4
MATH 126	Pre-calculus	4
PHYS 271	College Physics (4)	
– or –		
PHYS 281	Physics for Scientists and Engineers (4)	4
PHYS 272	College Physics (4)	
– or –		
PHYS 282	Physics for Scientists and Engineers (4)	4

Recommended Cognates		
CHEM 331	Quantitative Analysis	4
CHEM 332	Quantitative Analysis	4

CPTR 150	Computer Science I	4
CPTR 230	Computer Languages	2
ENWR 235	Technical Writing	3
MATH 151	Contemporary Calculus I	4
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0
FREN/SPAN/	A Modern Language	3
FLNG	Foreign Language – *For students planning to attend graduate school*	

General Education **43 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
CPTR 105	Introduction to Computers	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion Electives	12
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2

Electives **11 hours**

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

Biology Minor

BIOLOGY MINOR **18 HOURS**

BIOL 161	College Biology	4
BIOL 162	College Biology	4
BIOL 305	Genetics	4
BIOL 425	Life Origins and Speciation	2
BIOL	Electives	4
	BIOL 265 Animal Diversity or BIOL 266 Plant Diversity required for prospective teachers	

Applied Bioinformatics Minor

The minor in applied bioinformatics is designed for students seeking to add value to their four-year biology, biochemistry, and chemistry degrees.

A slightly modified version of the minor is offered for computer science and information systems majors. *Please see* Page 226 *for a description of that program.*

APPLIED BIOINFORMATICS MINOR 18 HOURS

FOR BIOLOGY, BIOCHEMISTRY, AND CHEMISTRY MAJORS		
CPTR 150	Computer Science I	4
CPTR 230M	Computer Language M Java	2
BINF 205	Introduction to Bioinformatics	4
BINF 420	Advanced Bioinformatics	4
BINF 495a	Independent Study in Bioinformatics Part 1	2
BINF 495b	Independent Study in Bioinformatics Part 2	2
TOTAL		**18 HOURS**

Rosario Beach Marine Biological Field Station

The Rosario Beach Marine Station is a teaching and research facility operated by Walla Walla University. Located seven miles south of Anacortes, Wash., the station occupies 40 acres of beach and timberland on Puget Sound.

A number of field biology courses are taught each summer at the marine station. *See course descriptions beginning on* Page 312 *for specific courses taught.*

Upper division students attending the summer session at the station must enroll for a minimum of two upper division courses, one of which must be a marine-oriented course.

All WAU students attending these summer courses register and receive credit from WAU. For additional information concerning the field station program, please contact the WAU Affiliation Director, Dr. Glen Bennett.

Teacher Certification

Students interested in obtaining Maryland State or Seventh-day Adventist denominational teacher certification to teach biology in secondary school should major in biology and complete a minor in secondary education.

See Department of Education, beginning on Page 137*, for certification requirements and procedures.*

Department of Chemistry

PROGRAMS OFFERED

- **Bachelor of Science** | Biochemistry
- **Bachelor of Arts |** Chemistry
- **Bachelor of Science** | Chemistry

Minor

- **Chemistry**
- **Applied Bioinformatics**

Teacher Certification

Information about the programs

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Department of Chemistry
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mroberts@wau.edu

Faculty

Melinda Ekkens-Villanueva, PhD | **Chair** | Department of Biology and Chemistry
Melvin Roberts, PhD | **Program Director**
Dean S. Aalaee, PhD

Mission Statement

Our mission is to provide an atmosphere of mentorship for the purpose of educating and producing well-rounded individuals who are socially, spiritually, and academically mature.

Introduction

Chemistry is one of the fundamental sciences for many areas of study. It provides exciting opportunities to investigate the interface between the real, observable world around us and the abstract realm of ideas. Combining experimental observations with theoretical deductions challenges the chemist to find a new understanding of our universe with a well-defined, ever-growing system of concepts. The order, symmetry and unity of the universe become clearer through the study of chemistry, which correlates scientific discovery with knowledge.

Objectives

1. To provide excellent teachers that will assist students in learning the basic concepts and theories associated with the disciplines of chemistry.
2. To assist students' development of critical thinking skills including an understanding of the strengths and weaknesses of the scientific process.
3. To show students observations in the natural world that would lead them to the conclusion of a universal Creator.
4. To have students who are able to integrate and apply their chemical understanding to the world around them.
5. To improve students' abilities to effectively communicate their ideas in both written and verbal formats.
6. To help students see the importance of using their knowledge and talents in service to others and encouraging them to contribute in significant ways to society and the church, as professionals and as citizens.
7. To mentor and advise students in their collegiate experience.
8. To give students the opportunity to gain experience through employment.
9. To continually evaluate and improve the Chemistry program.

Career Opportunities

A chemistry major provides excellent preparation for students who wish to prepare for careers as biochemists, chemical engineers, chemists, dentists, medical technologists, pharmacists, physicians, and science teachers. Inasmuch as many of these careers require further study at the graduate or professional school level, the chemistry programs are designed to provide a broad and strong background in chemistry.

Admission Information

Students entering the chemistry department are expected to have a strong background in science and mathematics. Secondary school courses in algebra I and II, trigonometry, chemistry, biology, and physics are strongly recommended. At the beginning of each fall semester the results of the math placement test along with SAT/ACT scores in mathematics and natural sciences are used for placement in college-level chemistry courses. *See course descriptions, beginning* Page 318*, for prerequisites for various courses.*

Departmental Requirements

Eligibility to Remain in the Program

The Department of Chemistry reserves the right to administratively withdraw a student if, for any reason, the student's scholastic achievement, mental health, integrity, and/or ability to work with people proves unsatisfactory.

Progression Requirements

a. All chemistry and biochemistry students must have a cumulative GPA of 2.50 or higher upon attaining junior class standing.

b. All chemistry and biochemistry students must achieve at least a "C" grade in all required chemistry and cognate courses.

c. Chemistry and biochemistry students must repeat any required chemistry or cognate course in which a "WF," "WP," or grade lower than "C" is received. A student may not repeat any required chemistry or cognate course more than once, nor may he or she repeat more than two courses within the chemistry and cognate areas of study.

Bachelor of Science in Biochemistry

Biochemists apply principles of chemistry, biology, and physics to develop an understanding of complex molecular mechanisms in living systems. The program in biochemistry is designed to prepare students for:

1. Graduate studies in biochemistry
2. A research or teaching career
3. Employment in the biotechnology industry
4. Work in the environmental sciences, or
5. Entrance into medical school.

Biochemistry Major		**41 hours**
CHEM 151	College Chemistry	4
CHEM 152	College Chemistry	4
CHEM 221	Organic Chemistry	4
CHEM 222	Organic Chemistry	4
CHEM 331	Quantitative Analysis	4
CHEM 332	Quantitative Analysis	4
CHEM 421	Physical Chemistry	4
CHEM 422	Physical Chemistry	4
CHEM 461	Biochemistry	3
CHEM 462	Biochemistry	3
CHEM 463	Biochemistry Lab	1
CHEM 464	Biochemistry Lab	1
CHEM 491	Senior Seminar	1

Required Cognates **29 hours**

BIOL 161	College Biology	4
BIOL 162	College Biology	4
MATH 126	Pre-calculus (or equivalent)	4
MATH 151	Contemporary Calculus I	4
MATH 252	Contemporary Calculus II	4
PHYS 281; 282	Physics for Scientists & Engineers (4; 4)	
– or –		
PHYS 271; 272	College Physics (4; 4)	8
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0

See details of Cooperative Education Program, Page 59.

Recommended Cognates

BIOL 330	Animal Physiology	4
MATH 110	Probability and Statistics	4

General Education **43 hours**

See details of General Education Program, Page 33.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
CPTR 105	Introduction to Computers	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion Electives	12
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2

Electives **15 hours**

Upper division electives must total at least 36 hours.

TOTAL **128 HOURS**

Bachelor of Arts in Chemistry

The bachelor of arts program in chemistry allows the student an opportunity to engage in a broad course of studies in the liberal arts. A minor or second major is required.

Chemistry Major **35 hours**

CHEM 151	College Chemistry	4
CHEM 152	College Chemistry	4
CHEM 221	Organic Chemistry	4
CHEM 222	Organic Chemistry	4
CHEM 331	Quantitative Analysis	4
CHEM 332	Quantitative Analysis	4
CHEM 421	Physical Chemistry	4
CHEM 422	Physical Chemistry	4
CHEM	Upper division chemistry elective	3

Required Cognates **20 hours**

MATH 126	Pre-calculus (or equivalent)	4
MATH 151	Contemporary Calculus I	4
MATH 252	Contemporary Calculus II	4
PHYS 281; 282	Physics for Scientists & Engineers (4; 4)	
– or –		
PHYS 271; 272	College Physics (4; 4)	8

Recommended Cognates

CPTR 150	Computer Science I	4
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0

See details of Cooperative Education Program, Page 59.

General Education **46 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion Electives	12
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3
LITR	Literature Elective	3

	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2
	Modern Language (intermediate level)	6
	NOTE: If elementary proficiency is not met, add 6 more hours.	

Electives **27 hours**

Upper division courses must total at least 36 hours.
A minor or second major is required.

TOTAL **128 HOURS**

Bachelor of Science in Chemistry

The bachelor of science program provides more extensive training in chemistry than does the bachelor of arts program. Because of its importance in the sciences, computer languages are an integral part of the BS in chemistry. The bachelor of science program provides more thorough training for students pursuing graduate study or employment in the field of chemistry.

Chemistry Major **40 hours**

CHEM 151	College Chemistry	4
CHEM 152	College Chemistry	4
CHEM 221	Organic Chemistry	4
CHEM 222	Organic Chemistry	4
CHEM 331	Quantitative Analysis	4
CHEM 332	Quantitative Analysis	4
CHEM 340	Inorganic Chemistry	3
CHEM 421	Physical Chemistry	4
CHEM 422	Physical Chemistry	4
CHEM 491	Senior Seminar	1
CHEM	Upper division electives	4

Required Cognates **31 hours**

MATH 126	Pre-calculus (or equivalent)	4
MATH 151	Contemporary Calculus I	4
MATH 252	Contemporary Calculus II	4
PHYS 281; 282	Physics for Scientists & Engineers (4; 4)	
– or –		
PHYS 271; 272	College Physics (4; 4)	8
COOP 210	Introduction to Career Planning	1
COOP 350	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0
	See details of Cooperative Education Program, Page 59.	
CPTR 115	Introduction to Computer Science	3
CPTR 150	Computer Science I	4
	Upper division Math or Computer Science elective	3

Recommended Cognates

MATH 319	Differential Equations	3
PHYS 320	Elementary Modern Physics	3

General Education **40 hours**

See details of General Education Program, Page 33.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion Electives	12
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
	Health Elective	2

Electives **17 hours**

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

Chemistry Minor

CHEMISTRY MINOR **18 HOURS**

CHEM 151	College Chemistry	4
CHEM 152	College Chemistry	4
CHEM	Upper division chemistry electives	6
CHEM	Other chemistry electives	4

CHEM 221 *Organic Chemistry required for prospective teachers.*

Applied Bioinformatics Minor

The minor in applied bioinformatics is designed for students seeking to add value to their four-year biology, biochemistry, and chemistry degrees. *Please see* Page 208 *for a detailed description of the program.*

Teacher Certification

Students wishing to enter the science teaching program at the secondary level should complete a major in chemistry or biochemistry and a minor in secondary education. It is recommended that students consult the adviser concerning special course requirements for chemistry education.

School of Health Professions, Science & Wellness

Department of Computer Science

PROGRAMS OFFERED

- **Associate of Applied Science** | Computer Science
- **Associate of Applied Science** | Information Systems
- **Bachelor of Science** | Computer Science
- **Bachelor of Science** | Information Systems

Minors

- **Computer Science**
- **Information Systems**
- **Applied Bioinformatics**
- **Web Design and Development**

Information about the programs

Computer Science: Michael Lee, PhD
Information Systems: Joseph Tobing, MS
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Department of Computer Science, Math & Physics

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Faculty

Issa Kagabo, PhD | **Chair** | Department of Computer Science, Math & Physics

Michael Lee, PhD
Joseph Tobing, MS

Mission Statement

To provide excellent programs that prepare technically skilled critical thinkers who create effective technological solutions with integrity and professionalism as they pursue advanced studies and serve in industry.

Computer Science is no more about computers than astronomy is about telescopes
– Edsger W. Dijkstra

Technical skill is mastery of complexity, while creativity is mastery of simplicity.
– Erik Christopher Zeeman

Introduction

The courses of study provided by the Computer Science and Information Systems programs offer students a selection that prepares them for success in system administration, scientific research, data processing management, and systems analysis.

The programs provide students with the essential theoretical foundation and practical implementation of the science of computing. This foundation includes algorithms and data structures, architecture, artificial intelligence, information retrieval, human-computer interaction, numerical and symbolic computation, operating systems, programming languages, and software engineering.

Our students enjoy several important advantages: a direct, personal connection to qualified, experienced faculty who are eager to help them master the subject matter, ready access to technological resources from both on and off campus, and excellent job opportunities in the immediate vicinity that apply classroom learning.

Students have access to Sun workstations, Pentiums, and PowerMacs where they can work on projects at their own rate in and outside of class. Many students have computer-related jobs with local employers that allow them to earn money and learn about computing at the same time. Upon acquiring sufficient background knowledge, every WAU student has the opportunity to work the equivalent of two full-time semesters at a challenging computer-related job through WAU's Cooperative Education Program.

Efforts are made to accommodate students' diverse learning styles. Women, people from underrepresented groups, and non-traditional students are especially urged to enroll in the computing programs.

Career Opportunities

Graduates of WAU who have completed a major or minor in Computer Science or Information Systems have been in great demand by employers and by graduate programs in computer-related fields. Many are working in the Washington, D.C., area at government installations and business institutions, pursuing careers in programming, systems analysis, systems design, information systems, image processing, software development, and artificial intelligence.

Recent employment studies have shown that students in the field of computer science are among the most employable upon graduation. Since many of these careers require further study, the programs offered by the department provide a broad and strong background for advanced study.

Objectives/Core Competencies

Across the curriculum and in extracurricular activities, the Department of Computer Science seeks to instill fundamental knowledge, skills, and abilities known as core competencies. Mastery of these core competencies will allow graduates of the program to perform their duties in an outstanding manner in a variety of professional settings.

TECHNICAL:

- General knowledge of fundamental concepts and skills in computing
- Thorough knowledge of major area in computing
- Full understanding of computer programming and its applications in various areas
- Practice in the use of a wide variety of technologies
- Strong mathematical calculation and analysis skills
- Broad background in at least one other discipline

ANALYTICAL:

- Creative problem solving skills
- Understanding of theoretical foundations of computing and mathematics
- Ability to make informed decisions using data at hand

COMMUNICATION:

- Presentation of facts and ideas in written, oral and multimedia form
- Effective collection of information through reading, active listening and nonverbal cues

PERSONAL:

- Initiative and independence
- Self-confidence based on knowledge, skills and abilities
- Ethical, professional behavior

INTERPERSONAL:

- Ability to participate and lead in teams
- Empathy and respect for diversity
- Adaptability to new situations and people

Admission Requirements

First-year and transfer (either from another school or another major at WAU) Computer Science and Information Systems majors are admitted to WAU according to general university policy and are admitted into the Computer Science/ Information Systems program after successful completion of the requirements listed below. Declared Computer Science/Information Systems majors, who have not yet been admitted to the Computer Science/Information Systems program will be advised by the Department of Computer Science or by The Center for Learning Resources if their academic qualifications so warrant.

Admission to the Computer Science or Information System Program requires:

1. A Computer Science/Information Systems Program application submitted to the department chair by March 15 each year. Those who apply after March 15, and are eligible, will be accepted if space is available.
2. Recommendation by a Computer Science/Information Systems Department faculty member.
3. A cumulative college GPA of 2.25 or above on all courses attempted as well as a composite GPA of 2.5 or above on all prerequisites (see requirement 5, below). Preference will be given to those with GPAs above 2.5 and to those who have completed course work at WAU.
4. Completion of the Computer Literacy requirement.
5. Successful completion of the following courses with a grade of "C" or higher. Only two of these courses may be repeated once and no one course can be repeated more than once to be eligible for admission:

		Credit hours
ENGL 101	Composition	3
MATH 120*	College Algebra and Trigonometry	4
MATH 126	Pre-calculus	4
COMM 105	Introduction to Oral Communication	3
CPTR 115*	Introduction to Computer Science	3
CPTR 150	Computer Science I	44

** Can be waived if math placement into Math 126*

Graduation Requirements

Bachelor of science majors should have equivalent of two full-time semesters of working experience in an area related to Computer Science or Information Systems to be eligible for graduation. This experience is obtained through participation in the university's Cooperative Education Program (COOP 351 and/or COOP 360). *Please consult the* Cooperative Education Program, Page 59, *for more details.*

Students are strongly encouraged to fulfill the first half of the working experience requirement before the beginning of their senior year.

During the semester prior to graduation, Computer Science and Information Systems students must submit a graduation contract before the deadline published in the university calendar. These forms are available from the Records Office and must be signed by the adviser.

Students must maintain a grade point average (GPA) of at least 2.50 in all major courses with no grade below a "C," a grade of "C" or above in all required cognates, and fulfill the requirements for the appropriate degree as outlined below.

Associate of Applied Science in Computer Science

This program is designed for students seeking basic professional skills in computer programming. It may be used either as a terminal degree or as a degree complementing a four-year degree such as business or a natural science. Students are allowed some latitude within the major.

Required Core Courses		**25 hours**
CPTR 150	Computer Science I	4
CPTR 200	Computer Science II	4
CPTR 230	Computer Languages	2
CPTR 325	Computer Organization	3
CPTR 350	Data Structures and Algorithms	3
CPTR	Computer Science Elective	3
CPTR	Upper Division Computer Science Electives	6

Required Cognates		**14 hours**
ENWR 235	Technical Writing	3
MATH 151	Contemporary Calculus I	4
MATH 252	Contemporary Calculus II	4
MATH 280	Discrete Structures	3

General Education Courses		**21 hours**

See details of General Education Program, Page 33.

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
RELB/RELT	Religion Electives	6
	Science Elective	4
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
PEAC	Physical Education Activity Elective	1

Electives	**4 hours**

TOTAL	**64 HOURS**

Associate of Applied Science in Information Systems

This program is designed for students seeking basic professional skills in Information Systems. It may be used either as a terminal degree or as a degree complementing a four-year degree such as business or a natural science. Students are allowed some latitude within the major, but those oriented toward business programming are advised to take a minor in Business Administration.

Required Core Courses		**23 hours**
CPTR 150	Computer Science I	4
CPTR 200	Computer Science II	4
CPTR 250	Database Design	3
CSYS 210	Fundamentals of Information Systems	3
CSYS 310	Information Systems Theory and Practice	3
CSYS 330	Analysis and Logical Design	3
CPTR/CSYS	Upper Division Elective	3

Required Cognates		**13-14 hours**
BUAD 315	Quantitative Methods	3
ENWR 235	Technical Writing	3
MATH 151	Contemporary Calculus I	4
MATH 110	Probability and Statistics (4)	
- or –		
MATH 370	Mathematical Statistics (3)	3 - 4

General Education Courses		**21 hours**
See details of General Education Program, Page 33.		
INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
RELB/RELT	Religion Electives	6
	Science Elective	4
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
PEAC	Physical Education Activity Elective	1

Electives	**6-7 hours**

TOTAL	**64 HOURS**

Bachelor of Science in Computer Science

Required Core Courses **42 hours**

CPTR 150	Computer Science I	4
CPTR 200	Computer Science II	4
CPTR 230	Computer Languages	4
CPTR 250	Database Design	3
CPTR 325	Computer Organization	3
CPTR 350	Data Structures and Algorithms	3
CPTR 380	Principles of Networking	3
CPTR 410	Software Engineering	3
CPTR	Computer Science Elective	3
CPTR	Upper Division Computer Science Electives	12

Required Courses **9 hours**

Choose one course from three of the following areas: 9

Gaming and Simulation:

CPTR 440	Artificial Intelligence (3)
CPTR 450	Computer Graphics (3)
CPTR 4XX	Senior-Level Elective (3)

Graphics and Modeling:

CPTR 450	Computer Graphics (3)
CPTR 490	Advanced Computer Projects (3)
CPTR 4XX	Senior-Level Elective (3)

Robotics and Computer Learning:

CPTR 420	Programming Languages (3)
CPTR 440	Artificial Intelligence (3)
CPTR 490	Advanced Computer Projects (3)

Systems Software:

CPTR 470	Operating Systems (3)
CPTR 480	Compiler Writing (3)
CPTR 4XX	Senior-Level Elective (3)

Web Development:

CPTR 415	Web Programming (3)
CPTR 450	Computer Graphics (3)
CPTR 490	Advanced Computer Projects (3)

Required Cognates **22 hours**

COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0

See details of Cooperative Education Program, Page 59.

ENWR235	Technical Writing	3
MATH 151	Contemporary Calculus I	4
MATH 252	Contemporary Calculus II	4
MATH 280	Discrete Structures	3
MATH 288	Elementary Linear Algebra	4
MATH 370	Mathematical Statistics	3

Breadth **10-18 hours**

In order to broaden their understanding of scientific and technical issues, Computer Science majors must complete **one of the following:**

- A second major
- A minor in Biology, Chemistry, Bioinformatics, or Web Design and Development
- MATH 260 Multivariable Calculus, MATH 311 Axiomatics: Logic, and two additional upper-division math courses

General Education Courses **44 hours**

See details of General Education Program, Page 33.

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	12
	Science Elective	4
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2

Electives **2-10 hours**

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

Bachelor of Science in Information Systems

Required Core Courses **43 hours**

CPTR 150	Computer Science I	4
CPTR 200	Computer Science II	4
CPTR 230	Computer Languages	2

CPTR 250	Database Design	3
CPTR 325	Computer Organization	3
CPTR 350	Data Structures and Algorithms	3
CSYS 210	Fundamentals of Information Systems	3
CSYS 310	Information Systems Theory and Practice	3
CSYS 330	Analysis and Logical Design	3
CSYS 425	Physical Design and Implementation	3
CSYS 430	Project Management and Practice	3
CPTR/CSYS	Upper Division Computer Science or Information Systems Electives	9

Required Cognates **17-18 hours**

BUAD 315	Quantitative Methods	3
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0
	See details of Cooperative Education Program, Page 59.	
ENWR235	Technical Writing	3
MATH 151	Contemporary Calculus I	4
MATH 280	Discrete Structures	3
MATH 110	Probability and Statistics (4)	
– or –		
MATH 370	Mathematical Statistics (3)	3-4

Breadth **18+ hours**

In order to broaden their understanding of the issues in a specific application domain, Information Systems majors must complete **one of the following:**

- A second major
- A minor in Business or Communication/Journalism
- A list of at least 18 credits of courses as approved by the Computer Science faculty

General Education Courses **44 hours**

See details of General Education Program, Page 33.

INTD 105	First-Year Experience	1
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
RELB/RELT	Religion Electives	12
	Science Elective	4
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Social Science Elective	3

LITR	Literature Elective	3
	Humanities Elective	3
PEAC	Physical Education Activity Elective	1
HLSC	Health Elective	2

Electives **5-6 hours**

Upper division courses must total at least 36 hours.

TOTAL **128 HOURS**

Computer Science Minor

The Computer Science minor is designed to provide students with a foundation in the programming and design of computers that can be used to support an academic major in another subject. Students are allowed significant flexibility in choosing courses within the minor but are urged to supplement these requirements with courses in their areas of interest.

Computer Science Minor **20 hours**

CPTR 150	Computer Science I	4
CPTR 200	Computer Science II	4
CPTR 325	Computer Organization	3
CPTR 350	Data Structures and Algorithms	3
CPTR	Computer Science Elective	3
CPTR	Upper Division Computer Science Elective	3

Required Cognates **6 hours**

ENWR 235	Technical Writing	3
MATH 280	Discrete Structures	3

TOTAL **26 HOURS**

Information Systems Minor

The Information Systems minor is designed to provide students with a foundation in information systems that can be used to support an academic major in another subject. Students are urged to supplement these requirements with courses in their areas of interest.

Information Systems Minor

CPTR 150	Computer Science I	4
CPTR 200	Computer Science II	4
CPTR 250	Database Design	3
CSYS 210	Fundamentals of Information Systems	3
CSYS 310	Information Systems Theory and Practice	3
CSYS 330	Analysis and Logical Design	3

TOTAL **20 HOURS**

Applied Bioinformatics Minor

This modified version of the applied bioinformatics minor is designed specifically for Computer Science and Information Systems majors seeking to add value to their four-year degrees.

A slightly modified version of the minor is offered for biology, biochemistry and chemistry majors. *Please see* Page 208 *for a description of that program.*

APPLIED BIOINFORMATICS MINOR		20 HOURS
FOR COMPUTER SCIENCE AND INFORMATION SYSTEMS MAJORS		
BIOL 161	College Biology	4
BIOL 162	College Biology	4
BINF 205	Introduction to Bioinformatics	4
BINF 420	Advanced Bioinformatics	4
BINF 495a	Independent Study in Bioinformatics – Part 1	2
BINF 495b	Independent Study in Bioinformatics – Part 2	2
TOTAL		**20 HOURS**

Web Design and Development Minor

The Web Design and Development minor, in conjunction with the Department of Communication and Journalism, is designed to provide students with a foundation in web design and development that can be used to add important web skills to a Computer Science or Information Systems major, or to support an academic major in another area.

WEB DESIGN AND DEVELOPMENT MINOR		21 HOURS
CPTR 150	Computer Science I	4
CPTR 250	Database Design	3
CPTR 415	Web Programming	3
BRMD 265	Non-linear Editing	3
	Pre-requisite BRMD 101 Audio and Video Basics (3) or resumé and portfolio evidence approved by instructor.	
GART 220	Designing for Media	3
GART 330	Multimedia Web Production	3
Choose one of the following courses		**2**
GART 120	Introduction to Digital Photography (2)	
CPTR 230	Computer Languages (2)	
TOTAL		**21 HOURS**

Department of Health, Wellness & Physical Education

PROGRAMS OFFERED

- **Bachelor of Science** | Health/Fitness Management
- **Bachelor of Science** | Physical Education
- **Bachelor of Science** | Physical Education Teacher Certification

Minors

- **Physical Education**
- **Sports Administration / Coaching**

Information about the programs

Francis Bolden, MS | **Chair**
Health Science Building, Room 14

Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

301-891-4006

Faculty

Francis Bolden, MS
Alvin Fuentes, MS, MS

Adjunct Faculty

Bruce Peifer, MS
Daniel Roman, BS
Terry Leitma, MS
Benjamin Johnson, BA

Mission Statement

Physical education is a part of the total educational process that has as its goal the development of physically, mentally, psychosocially and spiritually balanced individuals through the medium of physical activities and wellness promotion.

Introduction

The Department of Health, Wellness and Physical Education (HWPE), emphasizes the body of knowledge accumulated concerning a fundamental human activity, human movement, a phenomenon considered essential and an integral part of human existence. The specific movement forms that the department studies, explains, and understands typically involve a variety of physical activities including exercise, sport, fundamental motor skills, fine motor tasks, and motor tasks of everyday living. These are applied to all persons across the life span..

The Health/Fitness Management major introduces the student to the fields of health education and fitness management. In addition, basic sciences and computer usage receive strong emphasis. The major is designed as professional preparation leading toward the roles of directors, managers and leaders in the field of health and wellness..

The Physical Education major with teacher certification, prepares students to teach in church-affiliated or public schools and qualify them with the Maryland teaching credentials and passing the Praxis I exam.. For those students who intend to pursue careers other than teaching in Physical Education (non-certification), the curriculum requires successful completion of the physical education core courses as well as a minor.

The department offers class work and a practicum in sports administration and coaching for students who are interested in sports administration and coaching individual or team sports.

Career Opportunities

A physical education major provides excellent preparation for students who wish to enter a number of sport related careers including teaching physical education, coaching, sport facility management, health and wellness fields, and several sport communication fields. The physical education major also provides the necessary background for students who wish to enter graduate school.

The Health/Fitness Management degree will prepare students for entry-level positions in fitness, wellness and health promotion programs in corporate, business, church, and community settings.

Goals

The Department of Health, Wellness, and Physical Education at Washington Adventist University seeks to promote healthful living, physical fitness as well as knowledge and skill development. Physical Education at WAU should teach young people fitness, cooperation, teamwork, and perseverance to sportsmanship within the theology of play. Physical Education does not just include the ins and outs of physical exercise, but is multi-faceted and inclusive of all dimensions of health including the physical, mental, psychosocial and spiritual. It encompasses the principles of health, as we know it, and the pedagogical aspects of the physical body as it relates to human movement and sport.

The goals of the major programs include imparting the body of knowledge in physical education to undergraduate students; preparing those interested in pedagogy for the teaching profession; and providing opportunities for students not interested in teaching to pursue alternate career tracks.

Objectives

The programs in Health, Wellness and Physical Education embrace the following objectives, and students in the program should be able to:

1. Understand the many lifestyle factors affecting health, with an emphasis on physical fitness.
2. Understand the physiological principles underlying human movement and current health/wellness issues.
3. Understand the mechanical and anatomical factors that explain human performance and fitness management.
4. Understand basic principles of physical fitness in relationship to personal wellness.
5. Apply knowledge of physical capabilities, learning theory and movement principles in program development, and lesson planning, and design.
6. Adopt and maintain a prescribed exercise and fitness program.
7. Assess and write prescriptions for health-related components of fitness.
8. Perform nutritional analyses and write sound diet/weight control programs.
9. Determine cardiovascular and cancer risks and implement risk-reduction programs.
10. Determine stress levels and implement stress management programs.
11. Promote health and wellness within the framework of the whole person within a Christocentric philosophical paradigm.
12. Contribute to the development of the profession through graduate work and scholarly activities.

Bachelor of Science in Health/Fitness Management

This degree is designed as a professional preparation leading toward the roles of directors and leaders in the field of health fitness. Students will be able to:

- Institute and develop fitness/health assessment and maintenance programs
- Perform and interpret physical fitness/health assessment data
- Design and prescribe appropriate activities for individual and group exercise programs
- Intervene and bring about attitude change in individuals who have harmful health practices
- Obtain and apply practical work experiences through internships in various settings.

Completion of the program allows the graduate to sit for the Health Fitness Specialist examinations, which are administered through the American College of Sports Medicine (ACSM).

In addition, students will be directed into other nationally recognized certifications according to their personal interests. These certifications may be in personal training, nutrition counseling and health coaching from organizations such as the American Council on Exercise and the National Strength and Conditioning Association.

CAREER OPPORTUNITIES

Located in a corporate, community, hospital, commercial or educational setting, this career demands expertise in both facilitating behavior change, promoting healthy lifestyles and managing a wellness facility..

The Health/Fitness Management degree will prepare students for entry-level positions in fitness, wellness and health promotion programs in corporate, business, church, and community settings. The opportunities includes a wide spectrum in the various settings to include:

- Facilitating participants' lifestyle choices
- Promoting and marketing health programs
- Implementing programs in fitness, nutrition, health education, stress management, smoking cessation
- Managing fitness and wellness facilities that provide community activities for participants

Health/Fitness Management Core Curriculum		**58 hours**
HLSC 120	Foundations of Wellness Promotion	3
HLSC 130	Non-Drug Therapeutics	3
HLSC 220	Prevention of Chronic Disease through Health Promotion	3
HLSC 260	Consumer Health & the Fitness Industry	3
HLSC 270	Christ-Centered Wellness	3
HLSC 280	Health Evangelism	3
HLSC 340	Health Program Planning, Design & Management	3
HLSC 425	Principles of Fitness Assessment & Exercise Prescription	3
HLSC 490	Internship in Health/Fitness/Wellness Program Operation	9
HLSC 491	ACSM Health Fitness Instructor Certification	2
NUTR 260	Nutrition (Emphasis on Prevention & Health)	3
PETH 250	Fitness and Wellness	2
PETH 290	Care and Prevention of Athletic Injuries (First Aid/CPR/Safety/Injury Prevention)	3
PETH 325	Kinesiology	3
PETH 330	Physiology of Exercise	3
PETH 340	Psycho-Social Aspects of Sports (Sports Psychology)	3
PETH 345	Motor Learning	3
PSYC 240	Stress Management	3

Required Cognates		**19 hours**
BIOL 111	Human Anatomy and Physiology	4
BIOL 112	Human Anatomy and Physiology	4
CHEM 105	Survey of Chemistry	4
CPTR 105	Introduction to Computers	3
MATH 110	Probability and Statistics	4

General Education		**35 hours**
See details of General Education Program, Page 33.		
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First Year Experience	1
PSYC 105	Introduction to Psychology (3)	
–or –		
SOCI 105	General Sociology (3)	3
RELT 250	Principles of the Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
RELB	Religion Electives	6
HIST	History Elective	3
LITR	Literature Elective	3
	Humanities Elective	3
PEAC 155	Weight Training and Conditioning	1
Electives		**16 hours**
	Upper division courses must total at least 36 hours.	

TOTAL	**128 HOURS**

Bachelor of Science in Physical Education

Non-teaching track

The major in physical education provides a foundation for the application of knowledge to disciplines other than teaching or coaching. The department recognizes the developments that have taken place in the subject matter of human movement and sport, and is aware of its increasing strength as a body of knowledge in its own right.

When combined with subject matter in related disciplines through completion of a minor, those students interested in sport and exercise may prepare themselves for alternate careers such as with health clubs or local, county and state Parks & Recreation Services.

In addition to the Physical Education curricula described previously, courses in coaching and a practicum are available to students interested in coaching individual or team sports. This program provides specialized preparation for physical education majors and non-majors in proper coaching techniques.

In addition to scholastic sports, the courses are designed to prepare students interested in other levels of coaching, including those who wish to become involved in youth sports, club level coaching, or in community recreation programs.

Physical Education Core Requirement **47 hours**

Physical Education Theory **35 hours**

PETH 250	Fitness and Wellness	2
PETH 275	Introduction to Physical Education	2
PETH 284	Officiating I (Flag Football, Soccer, Volleyball)	2
PETH 285	Officiating II (Basketball, Track & Field, Softball)	2
PETH 290	Care and Prevention of Athletic Injuries	3
PETH 315	Sports Ethics	2
PETH 325	Kinesiology	3
PETH 330	Physiology of Exercise	3
PETH 340	Psycho-Social Aspects of Sports	3
PETH 345	Motor Learning	3
PETH 355	Measurement in Physical Education	3
PETH 410	Adapted Physical Education	3
PETH 425	Administration in Physical Education	3
PETH 499	Senior Seminar	1

Physical Education Activity **12 hours**

PEAC 251	Professional Activities Analysis I	3
PEAC 252	Professional Activities Analysis II	3
PEAC 253	Professional Activities Analysis III	3
PEAC 254	Professional Activities Analysis IV	3

Required Cognates **13 hours**

BIOL 111	Anatomy and Physiology	4
BIOL 112	Anatomy and Physiology	4
MATH 110	Probability and Statistics	4
COOP 210	Introduction to Career Planning	1
COOP 351	Parallel Work Experience (0)	
– and / or –		
COOP 360	Alternating Work Experience (0)	0

See details of Cooperative Education Program, Page 59.

General Education **37 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
LITR	Literature Elective	3

HIST	History Elective	3
	Humanities Elective	3
	Social Science Elective	3
PSYC 105	Introduction to Psychology	3
RELB/RELT	Religion Electives	12

Electives **31 hours**

Upper division courses must total at least 36 hours.
NOTE: A minor is recommended.

TOTAL **128 HOURS**

Bachelor of Science
Physical Education Teacher Certification

The bachelor of science program in physical education teacher certification is available for those students seeking a general background suited for teaching physical education at the primary or secondary level.

Please refer to the Department of Education, Page 141*, for information about admission to student teaching.*

Students must be approved by the Teacher Education Admissions Committee- before enrolling in EDUC 355, EDUC 345F, or EDUC 450.

Physical Education Core **48 hours**

Physical Education Theory **36 hours**

PETH 250	Fitness and Wellness	2
PETH 275	Introduction to Physical Education	2
PETH 284	Officiating I (Flag Football, Soccer, Volleyball)	2
PETH 285	Officiating II (Basketball, Track & Field, Softball)	2
PETH 290	Care and Prevention of Athletic Injuries	3
PETH 315	Sports Ethics	2
PETH 325	Kinesiology	3
PETH 330	Physiology of Exercise	3
PETH 340	Psycho-Social Aspects of Sports	3
PETH 345	Motor Learning	3
PETH 355	Measurement in Physical Education	3
PETH 360	Theory of Coaching	2
PETH 410	Adapted Physical Education	3
PETH 425	Administration in Physical Education	3

Physical Education Activity **12 hours**

PEAC 251	Professional Activities I Analysis	3
PEAC 252	Professional Activities II Analysis	3
PEAC 253	Professional Activities III Analysis	3
PEAC 254	Professional Activities IV Analysis	3

Teacher Certification Requirements **28 hours**

NOTE: Students must be approved by the Teacher Education Admissions Committee before enrolling in EDUC 355, EDUC 345F, or EDUC 450.

EDUC 120	Philosophy and Trends in Education	2
EDUC 130	Professional Skills Development	1
EDUC 242	Human Learning	3
EDUC 345F	Physical Education Methods (K-12)	3
EDUC 365	Methods of Teaching Reading in the Secondary Content Area I	3
EDUC 366	Methods of Teaching Reading in the Secondary Content Area II	3
EDUC 450	Student Teaching	11
EDUC 491	Internship Seminar	2

Required Cognates **18 hours**

PSYC 210	Developmental Psychology	3
BIOL 111	Anatomy and Physiology	4
BIOL 112	Anatomy and Physiology	4
MATH 110	Probability and Statistics	4
CPTR 105	Introduction to Computers	3

General Education **34 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
LITR	Literature Elective	3
HIST	History Elective	3
	Humanities Elective	3
PSYC 105	Introduction to Psychology	3
RELT 250	Principles of the Christian Faith	3
RELT 270	Adventist Heritage and Mission	3
	RELT 250 and 270 are required for Seventh-day Adventist Teacher Certification	
RELB/RELT	Religion Electives	6

TOTAL **128 HOURS**

Physical Education Minor

Physical Education Theory		12 hours
PETH 275	Introduction to Physical Education	2
PETH 284	Officiating I (Flag Football, Soccer, Volleyball) (2)	
– or –		
PETH 285	Officiating II (Basketball, Track & Field, Softball) (2)	2
PETH 290	Care and Prevention of Athletic Injuries	3
PETH 330	Physiology of Exercise	3
PETH 425	Administration in Physical Education	3

Physical Education Activity		6 hours
Select two of the following courses:		6
PEAC 251	Professional Activity Analysis I (3)	
PEAC 252	Professional Activity Analysis II (3)	
PEAC 253	Professional Activity Analysis III (3)	
PEAC 254	Professional Activity Analysis IV (3)	

TOTAL	18 HOURS

Sports Administration/Coaching Minor

SPORTS ADMINISTRATION/COACHING THEORY		18 HOURS
PETH 290	Care and Prevention of Athletic Injuries	3
PETH 315	Sports Ethics	2
PETH 330	Physiology of Exercise	3
PETH 360	Theory of Coaching Athletics	2
PETH 370	Theory of Coaching a Specific Sport	2
PETH 496	Practicum in Coaching	3
PETH 497	Practicum in Sports Administration	3

School of Health Professions, Science & Wellness

Department of Math & Physics

PROGRAM OFFERED

Minor

- **Mathematics**

Information about the program

Issa Kagabo, PhD | **Chair**
Department of Computer Science, Math & Physics
Science Building, Room 315

Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912-7796

Phone: 301-891-4171 | Fax: 301-891-4067

ephysics@wau.edu | ikagabo@wau.edu

Faculty

Issa Kagabo, PhD | **Chair**

Overview

The department is committed to helping students develop the ability to reason logically and to apply principles to solve problems in the fields of mathematics and physics, as well as their applications as they relate to other fields. Through the application of mathematical and physics skills, students will be able to absorb and synthesize information and solve problems through interpretation and analysis.

The department offers math and physics courses to support science majors and to fulfill the General Education requirement for math. In addition, a math minor is offered. Because of its versatility, the minor provides an excellent supplemental area.

Mathematics Minor

Goals

- To aid all students to develop the power to reason logically, to solve problems, and to communicate about and through mathematics and physics.
- To help students see the connection between ideas and applications and be able to apply their knowledge of mathematics and physics to solve problems related to other fields.
- To prepare students for work in a world where applications of mathematics and physics is becoming more crucial in many fields.

Objectives

- Students will have the power to explore, conjecture, and reason logically.
- Students will see the connection between the various mathematics and physics courses that they take and will see how they are related to other intellectual activities.

MATHEMATICS MINOR		**21 HOURS**
MATH 151	Contemporary Calculus I	4
One of the following courses:		4
MATH 129	Elementary Number Theory (4)	
MATH 288	Elementary Linear Algebra (4)	
MATH	Math electives numbered 129 or higher	13

School of Health Professions, Science & Wellness

Medical Laboratory Science Program

PROGRAM OFFERED

- **Bachelor of Science** | Medical Laboratory Science

Information about the program

Melinda Ekkens-Villanueva | **Education Coordinator**, Washington Adventist University Medical Laboratory Science Program

Washington Adventist University
7600 Flower Avenue
Takoma Park, MD 20912

Phone: 301-891-4462 | Fax: 301-270-1618

Faculty

Washington Adventist University
Melinda Ekkens-Villanueva | **Education Coordinator**
Glen Bennett
Melvin Roberts

Andrews University
Marcia Kilsby | **Program Director**
Nadya Lewis | **Admissions Coordinator**
Donald Barton
Karen Reiner
Richard Show

Mission Statement

The mission of the medical laboratory science program is to provide a foundation for training moral and ethical individuals who are committed to life-long learning and personal excellence.

Introduction

The four-year program in medical laboratory science is designed to prepare medical laboratory scientists for responsible positions in management and specialty areas with an in-depth understanding of diseases and their identification in the medical laboratory. This program also provides a clinically oriented baccalaureate degree program for students desiring to meet pre-medicine, pre-dental, and graduate school requirements.

The medical laboratory science program consists of three years of study at Washington Adventist University, followed by a 12- or 13-month senior year in a hospital-based medical laboratory science program.

The hospital program affiliated with Washington Adventist University is Andrews University, which is accredited by the National Accrediting Agency for Clinical Laboratory Sciences.

The Washington Adventist University degree is awarded after satisfactory completion of all Washington Adventist University prerequisites, and the clinical year under the auspices of Andrews University, subject to receipt of an official transcript from Andrews University and the transfer of the courses to Washington Adventist University.

Upon completion of the program, the student is eligible to sit for the appropriate national certifying examination. Completion of the senior year in another hospital-based accredited program requires prior university approval.

Career Opportunities

Medical laboratory scientists/medical technologists may find employment in hospital laboratories, doctor's offices, or commercial laboratories. Additional opportunities exist in research and industrial laboratories, sales, and teaching.

Because of the increased importance of laboratory tests in medical diagnosis and the initiation of new government health care programs, an increased need exists for medical laboratory scientists/medical technologists.

The medical laboratory scientist program is also designed to meet pre-professional program requirements for medicine, dentistry, and graduate school.

Admission Information

Freshmen Admission

Freshmen are admitted according to the general university policy as outlined in the Academic Bulletin section entitled Admissions on Page 44.

Secondary school subjects in biology, chemistry, physics, and mathematics are advisable in order to perform satisfactorily in mathematics and science courses needed at the collegiate level. Placement examinations in mathematics and English are given in order to advise the student.

Admission to the Clinical Laboratory Science Program at Andrews University

Admission to the senior year clinical courses requires:

a. Successful completion of all prerequisite course work, including general education and cognate science; successful completion of summer pre-clinical courses at Andrews University.

b. An overall college GPA of 2.50 or above.

c. A GPA of 2.50 or above in all cognate science and medical laboratory science content courses.

d. Submission of a Clinical Year Application directly to the Department of Clinical and Laboratory Sciences at Andrews University. The application, which is available from the Andrews University CLS department, includes two references, and may include a personal interview. Students should submit the application by January 31 prior to their anticipated clinical-study year.

Departmental Requirements

Washington Adventist University Progression Requirements:

The medical laboratory science program reserves the right to ask a student to withdraw from the program if at any time the student's scholastic achievement, ability to work with others, emotional stability, or patient contact proves unsatisfactory. Scholastic achievement will be considered unsatisfactory any time the student's cumulative grade point average falls below 2.50 for any two consecutive semesters

Immediate dismissal will result if a student receives:

1. A grade of "D" in any major or cognate course that is being repeated.
2. A grade of "D" in any two major or cognate courses (cumulative throughout the program).
3. A grade of "F" in any one course in the major or cognate area.

Andrews University Requirements:

Information about the Andrews University Progression Requirements can be obtained from the Andrews University bulletin and the medical laboratory science adviser.

Bachelor of Science in Medical Laboratory Science

The Bachelor of Science program in MLS is designed for students seeking employment in medical laboratories. The Washington Adventist University degree is awarded after satisfactory completion of all Washington Adventist University prerequisites and the clinical year under the auspices of Andrews University, subject to receipt of an official transcript from Andrews University and the transfer of the courses to Washington Adventist University. Upon completion of the program, the student is eligible to sit for the appropriate national certifying examination.

Required Cognates **40 hours**

BIOL 161	College Biology	4
BIOL162	College Biology	4
BIOL 330	Animal Physiology	4
BIOL 415	Immunology	3
BIOL 416	Immunology Lab	1
CHEM 151	College Chemistry	4
CHEM 152	College Chemistry	4
CHEM 221	Organic Chemistry	4
CHEM 222	Organic Chemistry	4
HLSC 101	Introduction to Health Care	2
HLSC 175	Medical Terminology	2
MATH 126	Pre-calculus	4

Recommended Cognates

CPTR 105	Introduction to Computers	4
MATH 110	Probability and Statistics	4
PHYS 271	College Physics	4
PHYS 272	College Physics	4

General Education **40 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
INTD 105	First Year Experience	1
RELB/RELT	Religion electives	6
*RELB/RELT	Religion electives (upper division)	6
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
*HIST	History elective (upper division)	3
	Social Science elective	3
LITR	Literature elective	3
	Humanities elective	3
PEAC	Physical Education Activity Elective	1
	Health elective	2

Clinical Year (Andrews University) **56 hours**

MLSC 210	Fundamentals of Hematology & Hemostasis	2
MLSC 230	Fundamentals of Clinical Microbiology	3
MLSC 240	Fundamentals of Immunohematology	1
MLSC 350	Fundamentals of Clinical Chemistry	3
MLSC 400	Specimen Procurement and Processing	1
MLSC 401	Clinical Year Seminar I	0
MLSC 402	Clinical Year Seminar II	0
MLSC 411	Hematology	3
MLSC 412	Hemostasis	1

MLSC 413	Clinical Hematology and Hemostasis Practicum	4
MLSC 421	Clinical Immunology & Molecular Diagnosis	2
MLSC 423	Clinical Immunology Practicum	1
MLSC 431	Clinical Bacteriology & Virology	4
MLSC 432	Clinical Mycology & Parasitology	2
MLSC 433	Clinical Microbiology Practicum	5
MLSC 441	Immunohematology	3
MLSC 442	Transfusion Medicine	1
MLSC 443	Clinical Immunohematology Practicum	4
MLSC 451	Clinical Chemistry I	4
MLSC 452	Clinical Chemistry II	2
MLSC 453	Clinical Chemistry Practicum	4
MLSC 461	Body Fluids	1
MLSC 463	Body Fluids Practicum	1
MLSC 470	Laboratory Information Systems	1
MLSC 475	Medical Laboratory Management Concepts	2
MLSC 493	Practicum Project	1

TOTAL **136 HOURS**

NOTE: Upper division courses must total at least 36 hours.

The Edyth T. James Department of Nursing

PROGRAM OFFERED

- **Bachelor of Science** | Nursing

Provision is made for matriculation of students just beginning their education in nursing and for RNs who are seeking a baccalaureate degree.

Information about the program

D. Renee Winkfield, PhD | **Chair**
Edyth T. James Department of Nursing
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Faculty

D. Renee Winkfield, PhD, RN | **Chair**
MaryChristine Ramos, MSN, RN | **Director of EXCELL**
Daniel Ampomah, PhD, RN
Lena Choudhary, JD, MSN, RN
Maureen Fama, MSN, RN
Tijuana Griffin, MSN, RN
Jasline Moreno, MSN, RN
Valerie Swan, MSN, RN
Qiong (Joan) Wang, MSN, RN

Mission Statement

The primary mission of the Department of Nursing is the immersion of students into a Christocentric nursing environment that fosters the development of individuals as professionals in accordance with Seventh-day Adventist beliefs.

Introduction

The Edyth T. James Department of Nursing is committed to providing quality baccalaureate Christian nursing education. The nursing program is approved by the Maryland Board of Nursing and accredited by the National League for Nursing Accrediting Commissions (NLNAC).

Students may contact NLNAC as a resource of information regarding tuition, fees, and length of program: 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, 404-975-5000.

Multiple agencies are utilized for clinical experience including:

- Washington Adventist Hospital
- Shady Grove Adventist Hospital
- Holy Cross Hospital
- National Naval Medical Center
- Children's National Medical Center
- The Washington Hospital Center
- County Departments of Health
- Adventist Home Health, School Health and Parish Nursing agencies
- Various skilled nursing facilities

Goals

The goals of the Nursing Department are:

1. To provide learning opportunities within a Christian environment while instilling the essence of Christian caring in the nursing role.
2. To focus on service through practice.
3. To consistently implement strategies necessary to maintain an undergraduate nursing program that is accredited by the National League for Nursing Accrediting Commission (NLNAC) and the Maryland Board of Nursing.
4. To prepare and encourage nursing undergraduates to pursue graduate study.

Objectives

The baccalaureate nursing curriculum has been designed to develop professional competence in the scholarly practice of nursing. The program of study offers interrelated theoretical and clinical learning experiences which allow the students to meet the following objectives:

1. Integrate theoretical knowledge acquired through the study of nursing, humanities, social and natural sciences to provide health care to clients in a multicultural society.
2. Use the nursing process within a human needs theoretical framework to assess, plan, implement and evaluate the health care of clients in a variety of settings within a multicultural/multi-faith society.

3. Integrate the leadership process in the practice of professional nursing within the health care system in a multicultural society.
4. Create a responsible practice of nursing within the health care system that is accountable to clients as consumers of health care in a multicultural society.
5. Verify nursing knowledge in the practice setting through the critique and application of selected nursing research.
6. Exhibit a commitment to caring for one's self and the members of a multicultural society.
7. Exhibit responsibility for life-long personal and professional growth.
8. Use a Christ-centered spiritual process within a multicultural, multifaith environment to help self, clients and coworkers identify and meet spiritual needs.

Career Opportunities

The bachelor of science degree in nursing expands the nurse's view of society's health needs. Employment opportunities extend beyond hospitals and nursing homes to community health agencies, health maintenance organizations, private industry, educational institutions, mission and foreign services.

The program's broad integrated perspective develops interpersonal theoretical and clinical competence and prepares the student for graduate study in nursing. Nurses with graduate degrees in nursing find increased employment opportunities in research, practice, and education.

Admission Requirements

Pre-nursing program: Freshman pre-nursing majors are admitted according to general university policy and may apply for admission into the Nursing Program the second semester of the sophomore year. Freshmen, sophomore, and junior pre-nursing students are advised by any of the Nursing Department faculty.

Admission to the Baccalaureate Program: Admission to the nursing program in the junior year requires:

1. A cumulative college GPA of 3.00 (2.00 for RNs) or above on all courses attempted as well as composite 2.75 on prerequisites. Preference will be given to those with GPAs above 3.00, those who have completed course work at WAU, and those who do not have any "D's" or "F's" in pre-requisite courses.
2. A Nelson-Denny Reading Test score in vocabulary and comprehension at or above the 13th grade equivalency level. This test can be repeated only once.
3. Current CPR certification for health care providers.
4. Recommendation by departmental admission committee representative following interview of candidate.

5. **Pre-nursing program:** Successful completion of the following pre-requisite courses with a grade of "C" or higher. Only two of these courses may be repeated once and no one course can be repeated more than once to be eligible for admission.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
BIOL 111	Human Anatomy and Physiology	4
BIOL 112	Human Anatomy and Physiology	4
BIOL 150	Microbiology	4
CHEM 105	Survey of Chemistry	4
CHEM 110	Principles of Organic and Physiological Chemistry	4
COMM105	Introduction to Human Communication	3
NUTR 260	Nutrition	3
PSYC 105	Introduction to Psychology	3
PSYC 210	Psychology of Development and Learning	3
MATH 110	Probability and Statistics	4
SOCI 105	General Sociology	3
CPTR 105	Introduction to Computers	3

Note for transfer students: The department will review ALL prerequisite courses taken at other institutions prior to considering a student for admission to the WAU Nursing Program. The student's eligibility for admission will be based on all credits attempted, regardless of transfer status of the course(s).

6. Admission can be denied if the student receives:
   - A grade of "D" in any two (2) prerequisite courses listed above
   - A grade of "F" in any one (1) prerequisite course listed above

7. The Department of Nursing requires all NURS courses to be completed at WAU as listed for graduation. NURS or related nursing courses from other schools may be accepted as general elective credits at the discretion of the Registrar but will not be accepted as equivalents or replacements for WAU core nursing courses.

Admission of the Registered Nurse: Washington Adventist University has an accelerated, non-traditional RN-BS completion program (EXCELL) for diploma or associate degree nursing graduates. *Admission information for the EXCELL program may be found in the School of Graduate and Professional Studies section on* Page 285.

Special Departmental Requirements

Statement of Student Policies: All nursing students are required to show awareness of and respect for the policies and procedures set forth by the Department of Nursing. Each student will receive a copy of the Nursing Department policies in NURS 220 and NURS 304.

Eligibility to remain in the program: The Department of Nursing reserves the right to administratively withdraw a student if, for any reason, the student's scholastic achievement, mental health, physical health, ability to work with people, and/or clinical competence proves unsatisfactory for safe nursing practice.

Progression requirements

1. All nursing students are required to maintain a cumulative university GPA of 2.75 or above at all times.
2. Nursing students may not remain in the nursing program when a final nursing major GPA of 2.50 is mathematically unattainable.
3. All Nursing students must achieve a "C" or above in all nursing and cognate courses to progress to subsequent nursing courses.
4. All Nursing students must achieve a minimum composite test score of "C" (minimum of 74%) in any nursing course to pass the course.
5. A student cannot repeat a nursing course more than once and may not repeat more than one nursing course in the nursing program.
6. Students who are identified as having a grade of "C" in more than one nursing course may be placed on departmental probation for one semester at the discretion of the department.

   Immediate dismissal will result if a student receives:

   a. A grade of "D" in any major or cognate course that is repeated.

   b. A grade of "D" in any two major courses (cumulative throughout the program)

   c. A grade of "F" in any one course in the major or cognate area.

Readmission Requirements: Students who have been dismissed from the nursing program may be eligible to reapply to the program after one academic year. Students will have to meet all current admission requirements and will be required to successfully complete a remediation course designed by the faculty. Following readmission immediate dismissal from the program will result if a student receives a "D" or lower grade in any one nursing course. After the second dismissal, readmission to the program will not be considered.

Summer Internship Hours: A minimum of 120 and up to 500 summer hours in an acute medical facility is required for a student to progress into the senior year. This requirement can be met either through a medical facility's externship program or through employment as certified nursing assistant. The externship/ facility must be approved by the department chair or designee prior to student starting.

CPR certification: CPR certification for the health care provider must be current for enrollment in all nursing courses.

Job Responsibilities: Students are not excused from class or clinical experiences for orientation or other work appointments. It is recommended that students evaluate course requirements before planning work commitments.

Graduation Requirements: Receipt of a bachelor of science degree in nursing requires the student to:

1. Meet all university graduation requirements as stated in the *Academic Bulletin*.
2. Achieve a nursing major GPA as well as a cumulative GPA at or above 2.50.
3. Take and pass NURS 466 which includes a comprehensive NCLEX review course.

In addition, to be recommended to the Board of Nursing as ready to sit for the NCLEX, students must successfully complete the following:

1. A test-taking skills workshop.
2. A pre-NCLEX examination with a score at or above 75th percentile.
3. A comprehensive NCLEX review course as designated by the department.

Uniforms: A WAU student uniform, white shoes, white hose and lab coat are required of all traditional students. All students are required to wear the WAU identification badge in the clinical setting. Navy blue dress pants or skirts worn with a white blouse or shirt are required in the Community Health (NURS 460) course during the senior year. The uniforms must be ordered and paid for by the students during the first semester of Nursing courses. Estimated cost is $150.

Malpractice Insurance: All nursing majors are required to have malpractice insurance when enrolled in nursing courses. This coverage is purchased through the university and will appear on the student's financial statement.

Clinical Clearance Requirements:

- Health history
- Physical examination
- Background check
- CPR for Healthcare Providers

All nursing majors must complete a health history and physical examination as required by the university. Copies of health history, physical exam, immunizations, background checks, CPR and other test must be submitted via the Student Immunization Tracker before clinical courses can be taken. There is a fee of $120 for this service.

Transportation: Students are expected to provide their own transportation to and from the agencies used for nursing clinical experiences. Each student must have access to a car during the community health clinical experience (NURS 460) in the senior year.

Bachelor of Science in Nursing

The baccalaureate curriculum has been designed to develop professional competence in the scholarly practice of nursing by combining nursing courses with a broad base in the humanities, social sciences, and natural sciences. The program of study in nursing offers interrelated theoretical and clinical learning experiences.

The program of study for the bachelor of science degree includes General Education courses, cognate courses, nursing courses, and electives that are necessary to meet the graduation requirement of 128 credit hours. The 53 hours of nursing courses required for the traditional program are offered within four semesters (or 21 months). The program of study may be lengthened over 33 months if desired.

For licensed RNs seeking to complete a baccalaureate degree in Nursing, please see the description for the EXCELL program in the School of Graduate and Professional Studies on Page 285..

Nursing Major		**54 hours**
NURS 201	Nurses as Writers	1
NURS 220	Fundamental Concepts of Professional Nursing	4
NURS 330	Concepts of Maximum Health	6
NURS 331	Health and Physical Assessment	3
NURS 332	Pharmacology	3
NURS 335	Human Need Alterations: Pathophysiology	3
NURS 350	Concepts of Impaired Health I	8
NURS 370	Concepts of Nursing Research & Computers	2
NURS 440	Concepts of Impaired Health II	3
NURS 455	Concepts of Complex Health	9
NURS 460	Concepts of Community Health Nursing	6
NURS 465	Nursing Management within the Healthcare System	3
NURS 466	Nursing Capstone Practicum	1
NURS 480	Concepts of Collaboration and Preceptorship	2

Required Cognates		**42 hours**
BIOL 111*	Human Anatomy and Physiology	4
BIOL 112*	Human Anatomy and Physiology	4
BIOL 150*	Microbiology	4
CHEM 105*	Survey of Chemistry	4
CHEM 110*	Principles of Organic & Physiological Chemistry	4
CPTR 105*	Introduction to Computers	3
NUTR 260*	Nutrition	3
MATH 110*	Probability and Statistics	4
PSYC 105*	Introduction to Psychology	3
PSYC 210*	Developmental Psychology	3
SOCI 105*	General Sociology	3
RELT 320	Religion and American Culture (3)	
– or –		
RELT 280	Moral Issues in World Religions (3)	3

** Prerequisites to be completed before traditional students are admitted to NURS 330.*

General Education **29 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101*	Composition	3
ENGL 102*	Research and Literature	3
COMM 105*	Introduction to Human Communication	3
INTD 105	First-Year Experience	1
RELB/RELT	Religion Electives (RNs take 6 total hours)	9
	NOTE: Electives must be taken from the required list.	
HIST	History Elective	3
LITR	Literature Elective	3
HMNT	Humanities Elective	3
PEAC	Physical Education Activity Elective (RNs are exempt)	11

** Prerequisites to be completed before traditional students are admitted to NURS 330.*

Electives **3 hours**

TOTAL **128 HOURS**

NOTES:
Contact hours are required by many states for re-licensure and by some professional organizations for specialty recertification. Fees vary according to course and number of contact hours.
Contact hours are earned as follows:
1 contact hour = 60 minutes of approved, organized learning experience.

Department of Respiratory Care

PROGRAM OFFERED

- **Associate of Applied Science** | Respiratory Care

Information about the program

Vicki Rosette | **Chair and Program Director**
Department of Respiratory Care
Health Science Building, Room 106

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Faculty

Vicki Rosette, RRT, RPFT | **Chair and Program Director**
Alvin Tucker, RRT, CPFT | **Director of Clinical Education**

Medical Directors

Norton Elson, MD | **Co-Medical Director**
Alfred Munzer, MD | **Co-Medical Director**

Clinical Instructors

Lula Berhane, RRT
Keith Boore, RRT
Georgia Fyffe-Brown, RRT
Dwight Byass, RRT
Simone Harris, RRT
Antoine Jose, RRT
Eric Kriner, RRT
Maria Madden, RRT
Emmanuel Milord, RRT
Kathy Regan, RRT
Dalonne Small, RRT
Aaron Smith, RRT
Rienzi Suero, RRT
Annice Walker, RRT-NPS
Leona Woodrupp, RRT-NPS

Introduction

Washington Adventist University's "AAS in 5" is a five-semester curriculum in Respiratory Care, designed to be completed in two academic years. It prepares the student to function as an advanced Respiratory Care Practitioner, a life support specialist in the treatment, diagnostic evaluation, and care of patients with deficiencies and abnormalities of the cardiopulmonary system.

Mission Statement

Committed to excellence — Washington Adventist University's Respiratory Care Program shall provide an academic teaching environment that creates a supportive learning experience for the student. As defined by our Program Goal, we are dedicated to transform students into competent professionals who are moral leaders in the Respiratory Care profession, as well as in their communities.

Accreditation

The Washington Adventist University Respiratory Care Program in Takoma Park Maryland is accredited by the Commission on Accreditation for Respiratory Care (CoARC) | www.coarc.com

Commission on Accreditation for Respiratory Care
1248 Harwood Road, Bedford, TX 76021-4244 | (817) 283-2835

Graduates of the program are eligible for the examinations that earn the following six credentials offered through the National Board for Respiratory Care (NBRC) | www.nbrc.org

- **CRT:** Certified Respiratory Therapist — The entry level credential in Respiratory Care is the minimum competency required in most states to obtain a license to practice. This credential is typically required for admission to the other credentialing exams
- **RRT:** Registered Respiratory Therapist — The advanced practitioner credential in Respiratory Care which is the program goal and required by most employers for hiring
- **NPS:** Neonatal Pediatric Specialist — credential that documents competence in providing Respiratory Care to infants, toddlers, and children
- **CPFT:** Certified Pulmonary Function Technologist — the entry-level credential in Pulmonary Functions
- **RPFT:** Registered Pulmonary Function Technologist — the advanced practitioner credential in Pulmonary Functions
- **SDS:** Sleep Disorders Specialist — The credential that documents competence in performing sleep disorders testing and therapeutic intervention
- *Coming soon: The NBRC is developing an adult critical care specialty examination and when that becomes available, graduates will be eligible to earn that credential.*

Graduates of the program are also eligible for the examination that earns the following credential offered through the National Asthma Educator Certification Board (NAECB) | www.naecb.org

- **AE-C:** Certified Asthma Educator — the credential that documents competence in providing therapeutic care and education to patients with asthma and their families.

Program Goal

To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of Respiratory Care practice as performed by Registered Respiratory Therapists (RRTs).

Clinical Affiliates

Hospital affiliates provide the student with clinical experience in the administration of respiratory care therapeutics. The Respiratory Care Program has contracted with the following leading hospitals in the metropolitan area:

- Children's Hospital, Children's National Medical Center, Washington, D.C. www.childrensnational.org
- The Hospital for Sick Children Pediatric Center, Washington, D.C. www.hscpediatriccenter.org
- Shady Grove Adventist Hospital, Rockville, Md. www.shadygroveadventisthospital.com
- University of Maryland Medical System, Baltimore, Md.| www.umm.edu
- Washington Adventist Hospital, Takoma Park, Md. www.washingtonadventisthospital.com
- Washington Hospital Center, Washington, D.C. | www.whcenter.org

Career Opportunities

Graduate therapists have a choice of clinical specialties and clinical settings in which to work as well as a competitive salary. The field of respiratory care includes such areas as these: | www.aarc.org/sections

Critical care — In this specialty area the therapists treat patients whose disease process requires intensive care either because of recent major surgery, severe trauma, acute illness, or an acute worsening of a chronic condition. Such care often includes the management of mechanical ventilators, the life support equipment that supports or replaces the patient's breathing.

ECMO (Extra-Corporeal Membrane Oxygenation) and Hemodynamics — As critical care itself becomes more specialized, advanced cardiovascular monitoring and treatment techniques are vital to the management of the critically ill.

Neonatal and Pediatrics —Therapists who specialize in the care of babies and children have the best job availability, pay and security in the profession.

Sleep Disorders — Therapists who specialize in the assessment of sleep disorders and therapeutic intervention now have formal recognition of their knowledge and skill level.

Pulmonary Rehabilitation — Expanding technology and medical knowledge have made formerly untreatable disease processes reversible. The respiratory therapist is intimately involved in the rehabilitation process for patients with crippling pulmonary disease. The goal – and the success rate is high – is to en-

able the patient with chronic bronchitis, emphysema, asthma, cystic fibrosis or other severe pulmonary disease to return to society as a useful and productive person. The AARC now offers a course for Respiratory Care Practitioners to become "COPD Educators." | www.aarc.org/education/copd_course

Diagnostics and Pulmonary Functions — Utilization of complex equipment used in the detection and quantification of pulmonary disease is the responsibility of the respiratory therapist.

Management — Managerial positions in hospital respiratory care departments require adequate knowledge of accounting, budget preparation, supervision, and education processes as well as the prerequisite technical background in respiratory care. Graduates of WAU's Respiratory Care Program may continue on with WAU's School of Graduate and Professional Studies (SGPS) to complete a Bachelor of Science degree and Master of Arts degree in Health Care Administration. The SGPS also offers a Master of Business Administration (MBA) degree.

Transport — Many hospitals specialize in specific procedures or types of treatment. This requires the patient to be transported by land or air to a specific hospital. Respiratory therapists may specialize in flight therapy to attend and support critically ill patients in flight.

Education — As more respiratory care programs open all over the world, the need for qualified instructors increases steadily. The combination of didactic and clinical instruction presents the well-trained therapist with a challenge that can be very rewarding.

Home Care — With the cost of hospital care increasing, more and more health care is provided in the home. In this growing specialization, respiratory care practitioners provide care from oxygen therapy to mechanical ventilation in patients' homes.

Case management — As insurance companies continue to search for means to decrease the cost of health care, respiratory therapists are using their specialized knowledge and skills to manage the care of patients with chronic respiratory diseases.

Physician Assistants — As class B physician assistants, respiratory therapists are increasingly contributing their support to diagnostics and therapeutics in the office of the pulmonologist and in respiratory clinics.

For more information on the profession of Respiratory Care please see:

American Association for Respiratory Care (AARC) ..... www.aarc.org
National Board for Respiratory Care (NBRC) ..... www.nbrc.org
Committee on Accreditation for Respiratory Care (CoARC) ... www.coarc. com
Maryland Board of Physician Quality Assurance (BPOA)
..... www.mbp.state.md.us/pages/res_care.html
State licensure information for 49 states, Washington, D.C., and Puerto Rico
..... www.aarc.org/advocacy/state/licensure_matrix.html

Bureau of Labor Statistics, U.S. Department of Labor
Occupational Outlook Handbook..... www.bls.gov/oco/ocos321.htm

Admissions Requirements

To ensure student success in the Respiratory Care Program (RCP) and to meet the accreditation requirements of the CoARC, the program has embraced objective, success-related admissions standards and effective methods of assessing basic academic skills for all prospective students.

1. **Interview:** Prospective students shall contact the RC Program Director for an interview appointment to consider the potential for "fit" between the prospective student and the RC profession.
2. **Application and Essay:** Prospective students shall apply:
   a. **First to** Washington Adventist University (WAU) www.wau.edu >First Steps
   b. **After acceptance to WAU**, the prospective student completes the RCP application, which, includes a monitored writing sample (essay), and submits it directly to the RC program director by deadline

   Students requesting transfer from another CoARC-accredited RCP must:

   a. Provide documentation of good standing with their previous program
   b. Meet all current WAU RCP admission and/or progression requirements
3. **Placement Testing and GPAs of 2.75** or above:
   a. **English 101** –
      i. Must have earned a grade of "C" or higher in ENGL 101 – or –
      ii. Must have placed into, and be registered for, ENGL 101
   b. **MATH 1##** —
      i. Must have earned a grade of "C" or higher in a college level MATH course – or –
      ii. Must have placed into college level math.
   c. **GPA of 2.75**
      i. Freshman (<24 hours of college credit) – 2.75 GPA from high school/academy and all college courses
      ii. WAU and Transfer students with ≥ 24 hours
         (1) 2.75 Cumulative undergraduate GPA
         (2) 2.75 EMS GPA from all English, math and science (biology, chemistry and physics)
4. **CPR card:** Applicants must have a current CPR card from the American Heart Association course "Basic Life Support for Health Care Providers." The course renewal date should be after the anticipated graduation date.
5. **Shadow Observation:** Prospective students shall document eight to 12 hours of direct observation of an RRT on the job.

6. **Recommendation:** the prospective student must be recommended by a member of the RCP admissions committee following review of items 1-5 above and the following documentation:
    a. **Background check —** The candidate will obtain the background check designated by the program and release the results to WAU and to the RCP clinical affiliates. The background check will include at least criminal, Office of Inspector General (OIG) (Healthcare fraud), and sex offender
    b. **Drug testing —** Urine sample for 10-panel drug test (LabCorp)
    c. **Medical history, physical exam, and immunizations** (required and recommended)
    d. **RC state licensure application** review and signature
        - Maryland requirements can be reviewed at: www.mbp.state.md.us/pages/res_care.html.
        - Other states requirements can be found at: www.aarc.org/advocacy/state/licensure_matrix.html

NOTES: Students applying for the RCP must understand the rigors, commitment and the time requirements of this program. The RCP strongly recommends that students do NOT work while in the clinical component of the program. If students choose to work, they should carefully consider course and other program requirements, transportation, childcare, personal wellness, etc. before planning work commitments and should keep the work hours to a minimum. Students are not excused from class, lab, or clinical experience for work hours, work orientation, or other work appointments. Students must be able to provide their own transportation to clinical affiliates; public transportation is not practical in most cases. Tuesdays and Thursdays during the last four semesters are completely reserved for clinicals.

Progression Requirements

Each semester all students must meet all of the following progression requirements to be eligible to progress through the program:

1. **Professionalism:** Students must consistently present themselves as developing professionals. Students must demonstrate acceptable mental/emotional health, physical health, patient contact, and ability to communicate and work with people as part of the health care team.

   Students must show awareness of, respect for, and compliance with policies and procedures of the university, the RC program, the RC profession, and all clinical facilities.

- The standards for this conduct are stated in documents such as the *WAU Academic Bulletin, WAU Student Handbook, Respiratory Care Program Handbook, AARC Code of Ethics* and *Role Model Statement*, policy and procedure manuals in the clinical facilities, JCAHO/OSHA/HIPAA, and state licensure documents/ requirements.
- Demonstration of a commitment to professionalism is also seen in the maintenance of the following: CPR, AARC membership, compliance

with clinical affiliate requirements, attendance at NBRC reviews (by program faculty and annual review by Kettering National Seminars), etc.

2. **Grades and GPA minimums:**
   a. All cognate and major courses must attain a grade of "C" or above ("C–" is not passing)
   b. Student's cumulative GPA must be 2.0 or above
   c. Student's major GPA must be 2.5 or above
3. The practical, math, and written final exams in RESP 105, each clinical practicum course (RESP 290, 291, 296, 395), and RC Seminar RESP 491 are both (a) pass/fail for the course and (b) program cumulative, meaning that they must meet or exceed the minimum passing threshold to pass the course and continue in the program and that they include all content covered to date in the program (including both major and cognate courses).

Students not meeting the above requirements may be withdrawn from the Respiratory Care program.

ALSO:

- Students may not repeat an unsuccessful major or cognate course more than once and may not repeat more than one unsuccessful major course during the RC program
- A student who is not enrolled in RC courses for two semesters for any reason may be required to repeat the last successfully completed clinical course prior to continuing in the curriculum..
- Students may not remain in the RC program if a major or cognate course that is being repeated receives a grade less than "C."
- Students may not remain in the RC program if a second major course, cumulative throughout the program, receives a grade less than a "C."
- Students may not remain in the RC program when a final RC major GPA of 2.5 or cumulative GPA of 2.0 is mathematically unattainable.
- Students may not remain in the program when it becomes impossible to graduate with their AAS in RC within four years from their initial enrollment in a major course.

Any student wishing to progress in the RC program but not meeting all of the above requirements shall consult with the program director.

At the discretion of the program director a student may be permitted to continue on probation for one semester if the program director considers it possible that all requirements will be satisfied at the conclusion of the semester.

Special Requirements for Program Completion and Graduation

Students meeting all the above requirements to progress into the final semester of the program will need to successfully complete the additional program completion / graduation requirements listed below:

1. Final "summative" evaluation in the clinical practicum (RESP 395)
2. Program selected self-evaluation exams (SAE's) for the NBRC entry-level exam (CRT), written registry exam (wRRT), and clinical simulation exam (CSE) in the RESP 491 course
3. Major GPA of 2.50 and cumulative GPA of 2.0
4. Accreditation selected, secure, comprehensive advanced practitioner exam (CoARC exam)

Associate of Applied Science in Respiratory Care

Respiratory Care Major		**39 hours**
RESP 105	Respiratory Care Foundations and Patient Assessment	5
RESP 165	Respiratory Care Pharmacology	2
RESP 200	Perinatal and Pediatric RC	2
RESP 215	Mechanical Ventilation	4
RESP 240	Cardiopulmonary Anatomy, Physiology, and Diagnostics	4
RESP 260	Pulmonary Rehabilitation and Case Management in Non-Acute Settings	3
RESP 290	CLINICAL: Therapeutic Modalities and Basic RC Practicum	4
RESP 291	CLINICAL: Intermediate RC Practicum	3
RESP 296	CLINICAL: Emergency and Critical Care Practicum	3
RESP 301	Cardiopulmonary Pathophysiology I	2
RESP 302	Cardiopulmonary Pathophysiology II	2
RESP 395	CLINICAL: Advanced RC Practicum	3
RESP 491	Seminar in Respiratory Care	2

Required Cognates		**14 hours**
BIOL 110	Vital Basics of Anatomy and Physiology of Life	4
CHEM 101	Science for Health Professionals in the New Millennium	4
HLSC 175	Medical Terminology	2
MATH 110	Probability and Stataistics (4)	
– or –		
MATH 120	College Algebra and Trigonometry (4)	4

General Education Courses		**17 hours**
See details of General Education Program, .		
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
INTD 105	First-Year Experience	1
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
RELB/RELT	Religion Electives	*6
PEAC	Physical Education Activity Elective	1

** Only 3 hours Religion elective required if transferring 24 or more hours from a non-SDA Institution*

TOTAL	**70 HOURS**

SGPS **School of Graduate & Professional Studies**

- Certificate Program | 262
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Jude Edwards, MBA, DBA | Dean

Program Support Staff

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301-891-4092 | sgps@wau.edu

Viola Battle | **Business Manager**

Devie Phipps | **Student Support Services Manager**

www.wau.edu

School of Graduate & Professional Studies

BUSINESS

EXTERNAL UNDERGRADUATE DEGREE PROGRAM

- **Bachelor of Science** | Business Administration
- **Minor** in Business Administration

PROFESSIONAL STUDIES PROGRAM (Undergraduate)

- **Bachelor of Science** | Business Administration
- **Minor** in Business Administration

GRADUATE STUDIES PROGRAM

- **Master of Business Administration**
- **Master of Arts** | Public Administration

Contact: Charlotte Fulton | 301-891-4092 | cfulton@wau.edu
Program Chair: Patrick Williams | 301-891-4070 | pawillia@wau.edu

EDUCATION/ LIBERAL STUDIES

PROFESSIONAL STUDIES PROGRAM

- **Bachelor of Arts** | Early Childhood Education
- **Bachelor of Arts** | Elementary Education / Special Education
- **Bachelor of Arts** | Early Childhood Care and Education

Contact: Rahneeka Hazelton | 301-891-4062 | rhazelto@wau.edu
Program Chair: Davenia Lea | 301-891-4464 | dlea@wau.edu

GENERAL STUDIES

EXTERNAL UNDERGRADUATE DEGREE PROGRAM

- **Associate of Arts** | General Studies
- **Associate of Science** | General Studies
- **Bachelor of Arts** | General Studies
- **Bachelor of Science** | General Studies

PROFESSIONAL STUDIES PROGRAM (Undergraduate)

- **Associate of Science** | General Studies

Contact: Charlotte Fulton | 301-891-4092 | cfulton@wau.edu

HEALTH CARE

CERTIFICATE PROGRAM

- **Alcohol and Drug Abuse Counseling**

PROFESSIONAL STUDIES PROGRAM (Undergraduate)

- **Bachelor of Science** | Health Care Administration
- **Minor** in Health Care Administration
- **Bachelor of Science** | Nursing (EXCELL program for RNs)

GRADUATE STUDIES PROGRAM
- **Master of Arts** | Health Care Administration
- **Master of Science** | Nursing and Business Leadership
- **Master of Science** | Nursing Education

Contact: Rahneeka Hazelton | 301-891-4062 | rhazelto@wau.edu
Program Chair: Gina Brown | 301-891-4030 | gbrown@wau.edu

INFORMATION SYSTEMS

PROFESSIONAL STUDIES PROGRAM (Undergraduate)
- **Bachelor of Science** | Information Systems
- **Minor** in Information Systems

Contact: Charlotte Fulton | 301-891-4092 | cfulton@wau.edu
Program Chair: Mike Lee | 301-891-4136 | mlee@wau.edu

PSYCHOLOGY

EXTERNAL UNDERGRADUATE DEGREE PROGRAM
- **Bachelor of Arts** | Psychology
- **Minor** in Psychology

PROFESSIONAL STUDIES PROGRAM (Undergraduate)
- **Bachelor of Science** | Counseling Psychology
- **Minor** in Counseling Psychology
- **Bachelor of Science** | Organizational Management
- **Minor** in Organizational Management

GRADUATE STUDIES PROGRAM
- **Master of Arts** | Counseling Psychology
- **Master of Arts** | Professional Counseling Psychology

Contact: Janet Brode | 301-891-4138 | jbrode@wau.edu
Program Chair: Grant Leitma | 301-891-4140 | gleitma@wau.edu

RELIGION

EXTERNAL UNDERGRADUATE DEGREE PROGRAM
- **Bachelor of Arts** | Religion
- **Bachelor of Arts** | Theology

GRADUATE STUDIES PROGRAM
- **Master of Arts** | Religion

Contact: Janet Brode | 301-891-4138 | jbrode@wau.edu
Program Chair: Zdrakvo Plantak | 301-891-4036 | zplantak@wau.edu

Certificate Program

Introduction

Increases in drug testing and awareness within business, medical and social welfare sectors have led to the growth of programs which provide counseling services to those have an alcohol or drug addiction. These counseling services must be provided by trained individuals who have a certificate and pass an examination administered by the International Certification and Reciprocity Consortium/ Alcohol and Other Drug Use (IRC/AODA). This certificate program is designed to assist students in meeting the course requirements for certification by the Maryland Board of Professional Counselors and Therapists (commonly known as the CPC Board) as a Certified Associate Counselor or Certified Supervised Counselor – Alcohol and Drug as per COMAR 10.58.07. Guidance will be provided in securing supervised clinical experience and for taking the required examination developed by the International Certification and Reciprocity Consortium/Alcohol and Other Drug Use (IRC/AODA).

Admission Requirements

Admission to the program requires:

1. An application to the School of Graduate and Professional Studies
2. A bachelor's degree from an accredited education institution approved by the Maryland Board of Professional Counselors and Therapists or equivalent in another state or
3. An associated degree in Health or Human Services counseling field that includes, but is not limited to social work, psychology, nursing, or clinical lab science.

Certificate in Drug and Alcohol Abuse Counseling

Certified Associate Counselor or Certified Supervised Counselor

Certificate in Drug & Alcohol Abuse Counseling Curriculum*		16-24 hours
PSYC 210	Developmental Psychology	3
PSYC 360	Abnormal Psychology	3
PSYC 435	Dynamics of Individual Counseling	3
PSYC 440	Dynamics of Group Counseling	3
SWRK 385	Issues in Alcohol and Drug Dependency	3
SWRK 387	Ethical Practice in Alcohol and Drug Counseling	1
SWRK 483	Pharmacology of Psychoactive Drugs	1
SWRK 485	Treatment of Substance Abuse	4
SWRK 487	Family Counseling	3

** For the Certified Associate Counselor certificate, all the above courses are required. A minimum of 11 credit hours must be completed in residence for this certificate.*

For the Certified Supervised Counselor Certificate, the ethics course, the Treatment of Substance Abuse course, and a minimum of 12 credits from the remaining courses are required. A minimum of 8 credit hours must be completed in residence for this certificate.

Please call the SGPS office to speak with an Enrollment Counselor.

External Undergraduate Degree Program

Introduction

The External Degree Program is designed to meet the needs of students who find it difficult to finish a university degree during traditional weekday hours or within fixed class schedules because of professional obligations, family necessities, or physical limitations. It is not intended to be an alternative to students' taking advantage of an on-campus experience.

Students are able to pursue their degrees without being confined exclusively to class schedules or to a campus. They can live anywhere, move any time without interfering with their course work, start any time during the year, study on their own time, and set their own pace. The program includes opportunities to earn college credit through credit by examination and professional portfolio assessment.

Admission Requirements

Requirements for admission are detailed in the *External Degree Catalog*.

Applications for admission are available from the SGPS office.

Financial Information

A non-refundable application fee of $50 covers the cost of processing and admission. Additional information concerning finances and fees is available from the program coordinator**.**

General Requirements

Transfer credit from approved institutions is accepted toward the degree. The last 30 hours must be Washington Adventist University courses. A cumulative GPA of 2.00 or better is required, but in the major a grade of "C" or better in each course and a cumulative GPA of at least 2.50 are required. The university provides opportunities to earn a limited number of hours through credit by examination and professional portfolio assessment.

Details of transfer policies, credit by examination and experiential learning may be found in the Academic Information section, beginning on Page 17.

Additional information about the program:

School of Graduate and Professional Studies Enrollment Counselor
301-891-4092 | sgps@wau.edu

Linda Lundberg | College Adviser, WAU External Degree Program
Griggs University • PO Box 4437 • Silver Spring, MD 20914-4437
301-689-6590 | llundberg@griggs.edu

BUSINESS | External Undergraduate Degree Program

Bachelor of Science in Business Administration

External Undergraduate Degree

The business administration external undergraduate degree program requires a minimum of 120 semester hours including a minimum of 36 hours from 300 and 400 level courses.

Business Administration Major		**36 hours**
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
BUAD 246	Business Research and Communication	3
BUAD 315	Quantitative Methods	3
BUAD 375	Business Law I	3
ECON 265	Principles of Economics I – Macro	3
ECON 266	Principles of Economics II – Micro	3
FNCE 290	Business Finance	3
MGMT 330	Principles of Management	3
MGMT 333	Personnel Management	3
MGMT 485	Business Strategy and Policy	3
MKTG 210	Principles of Marketing	3
Required Cognates		**8 hours**
MATH 110	Probability and Statistics	4
MATH 120	Intermediate Algebra and Trigonometry	4
General Education Requirements		**39 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
PSYC 105	Introduction of Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
RELB/RELT	Religion Elective	12
	Science Elective	4
	Literature Elective	3
	Humanities Elective	3
HLSC 110	Healthier Living	2
Electives		**37 hours**

Upper division courses must total at least 36 hours.

TOTAL **120 HOURS**

Business Administration Minor

External Undergraduate Degree

Business Administration Minor		18 hours
ACCT 211	Principles of Accounting I	3
ACCT 212	Principles of Accounting II	3
ECON 266	Principles of Economics II – Micro	3
FNCE 290	Business Finance	3
MGMT 330	Principles of Management	3
MKTG 210	Principles of Marketing	3
TOTAL		**18 HOURS**

GENERAL STUDIES | External Undergraduate Degree Program

WAU's External Degree Program offers four General Studies degrees.

The associate of arts degree and the associate of science degree both require a total of 60 hours. Students with transfer credits are required to take Washington Adventist University courses for the last 15 hours prior to graduation.

The bachelor of arts degree and the bachelor of science degree offered in General Studies both require a total of 120 hours, including a minimum of 36 hours from 300 and 400 level courses.

Associate of Arts in General Studies

External Undergraduate Degree

Core Competencies		9 hours
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
Physical/Natural Sciences and Mathematics		**8 hours**
MATH	Mathematics Elective	4
BIOL/CHEM/PHYS	Science Elective	4
Religion		**6 hours**
RELB/RELT	Religion Electives	6
Social Science		**9 HOURS**
PSYC 105 – or – SOCI 105	Introduction to Psychology (3) General Sociology (3)	3
HIST	History Elective	3
	Electives – *Choose from psychology, sociology, political science, geography, economics, or anthropology*	3
Electives		**28 hours**
Electives should be chosen to provide concentrations as approved be the department.		
TOTAL		**60 HOURS**

Associate of Science in General Studies

External Undergraduate Degree

Core Competencies		**6 hours**
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
Physical/Natural Sciences and Mathematics		**8 hours**
MATH	Mathematics Elective	4
BIOL/CHEM/PHYS	Science Elective	4
RELB/RELT	Religion Electives	6
Social Science		**3 hours**
PSYC 105 – or – SOCI 105	Introduction to Psychology (3) General Sociology (3)	3
	Health Elective	2
Concentration		**24 hours**
Electives		**11 hours**
Electives should be chosen to provide concentrations as approved by the department.		
TOTAL		**60 HOURS**

Bachelor of Arts in General Studies

External Undergraduate Degree

GENERAL STUDIES REQUIREMENTS

Core Competencies		**12 hours**
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
CPTR 105	Introduction to Computers	3
Humanities		**9 hours**
LITR	Literature Elective	3
	Electives – *Choose from literature, philosophy, humanities, art appreciation, art history, music history, music theory*	6
Physical/Natural Sciences and Mathematics		**12 hours**
MATH	Mathematics Elective	4
BIOL/CHEM/PHYS	Science Elective	4
	Electives from Math or Science	4
Religion		**12 hours**
RELB/RELT	Religion Electives	12
Social Science		**12 hours**
HIST125/126 – or – HIST 275/276	History of World Civilization I, II (3, 3) American Civilization I, II (3, 3)	6

PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
	Electives – Choose from economics, geography, history, psychology, sociology, political science, anthropology	3
Health		**2 hours**
HLSC/NUTR	Health Science or Foods & Nutrition Elective	2
Electives		**61 hours**
	Electives should be chosen to provide concentrations as approved by the department. Upper division courses must total at least 36 hours.	
TOTAL		**120 HOURS**

Bachelor of Science in General Studies

External Undergraduate Degree

GENERAL STUDIES REQUIREMENTS

Core Competencies		**12 hours**
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM105	Introduction to Human Communication	3
CPTR 105	Introduction to Computers	3
Humanities		**6 hours**
LITR	Literature Elective	3
	Electives – *Choose from literature, philosophy, humanities, art appreciation, art history, music history, music theory*	3
Physical/Natural Sciences and Mathematics		**8 hours**
MATH	Mathematics Elective	4
BIOL/CHEM/PHYS	Science Elective	4
Religion		**12 hours**
RELB/RELT	Religion Electives	12
Social Science		**9 hours**
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	3
HIST	History Elective	3
	Electives – Choose from economics, geography, history, psychology, sociology, political science, anthropology	3
Health		**2 hours**
HLSC/NUTR	Health Science or Foods & Nutrition Elective	2
Electives		**23 hours**
	Upper division courses must total at least 36 hours.	
Concentrations (24 hours each)		**48 hours**
TOTAL		**120 HOURS**

PSYCHOLOGY | External Undergraduate Degree Program

Bachelor of Arts in Psychology

External Undergraduate Degree

The psychology program requires a minimum of 120 semester hours including a minimum of 36 hours from 300 and 400 level courses.

Psychology Major		**34 hours**
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology	3
PSYC 260	Systems and History of Psychology	3
PSYC 305	Social Psychology	4
PSYC 315	Organization and Work	3
PSYC 355	Learning and Motivation	3
PSYC 360	Abnormal Psychology	3
PSYC 365	Theories of Personality	3
PSYC 435	Dynamics of Individual Counseling	3
PSYC 471	Experimental Psychology	4
PSYC 495	Independent Study Project	2
Required Cognates		**7 hours**
CPTR 105	Introduction to Computers	3
MATH 110	Probability and Statistics	4
General Education Requirements		**42 hours**
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
CMME 105	Introduction to Oral Communication	3
RELB/RELT	Religion Electives	12
	Science Elective	4
HIST	History Elective	3
	Literature Elective	3
	Humanities Elective	3
HLSC 110	Healthier Living	2
	Computer or Foreign Language	6
Electives		**37 hours**

Upper division courses must total at least 36 hours.

TOTAL **120 HOURS**

Psychology Minor

External Undergraduate Degree

Psychology Minor		**18 hours**
PSYC 105	Introduction to Psychology	3

PSYC 210	Psychology of Development & Learning	3
PSYC 365	Theories of Personality	3
PSYC	Upper division Psychology Elective	3
PSYC	Psychology Electives	6

Required Cognates **7 hours**

CPTR 105	Introduction to Computers	3
MATH 110	Probability and Statistics	4

TOTAL **25 hours**

RELIGION AND THEOLOGY

External Undergraduate Degree Program

Two majors are available from the Religion Department. The Bachelor of Arts in Theology program prepares one for pastoral ministry and is designed primarily for individuals who have years of pastoral experience in the field but whose circumstances prevent study in the traditional setting. It is structured to build on skills already acquired to provide in-depth mastery of biblical and doctrinal studies as well as practical skills. The Bachelor of Arts in Religion is designed for those who would like a religion degree for general purposes. Both majors require the religion/theology core, required cognates, General Education block, and the requirements for the respective major. Both majors also require a minimum of 120 semester hours including a minimum of 36 hours of upper division 300 and 400 level courses.

Religion / Theology Core **30 hours**

RELB 160	Jesus and the Gospels	3
RELB 250	Principles of the Christian Faith	3
RELB 307	Exile and Return: Introduction to Old Testament	3
RELB 310	Hebrew Prophets	3
RELB 325	Jewish Apocalyptic Writings: Daniel	3
RELB 345	Worship and Witness: Introduction to New Testament	3
RELB 425	Christian Apocalyptic Writings: Revelation	3
RELB 270	Adventist Heritage and Mission	3
RELB 335	Pauline Theology	3
RELB 410	Biblical Theology	3

Required Religion / Theology Cognates **6 hours**

HIST 325	History of Christianity I: Early and Medieval Periods	3
HIST 326	History of Christianity II: Reformation and Modern Periods	3

General Education **31 hours**

See details of General Education Program, Page 33. *Computer proficiency is required.*

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Human Communication	3
CPTR 105	Introduction to Computers	3
MATH	Mathematics Elective	4
	Science Elective	4

PSYC 105	Introduction to Psychology	3
	Literature Elective	3
	Humanities Elective	3
HLSC 110	Healthier Living	2

Bachelor of Arts in Religion

External Undergraduate Degree

Religion Major Requirements **11 hours**

RELB 280	World Religions	3
RELB 385	Christian Ethics and Modern Society	3
RELT 220	Knowing and Sharing Christ	2
RELT 235	Principles of Bible Instruction	3

Additonal Required Cognate **3 hours**

COMM 320	Persuasion and Propaganda	3

NOTE: Intermediate level of French, German, Greek, or Spanish is strongly recommended.

Electives **39 hours**

Upper division courses must total at least 36 hours.

TOTAL **120 HOURS**

Bachelor of Arts in Theology

External Undergraduate Degree

Theology Major Requirements **32 hours**

Applied Theology **15 hours**

Practicing pastors with substantial ministerial experience may earn up to 10 semester hours based on their field experience and submission of both a reflective paper and written reports demonstrating this experience from reading literature in the following areas: personal witnessing, public evangelism, church leadership, and pastoral administration. Those without adequate experience (less than five years of pastoring) may not receive more than four semester hours and must take the required classes.

RELT 220	Knowing and Sharing Christ	3
RELT 308	Biblical Preaching	3
RELT 360	Christian Ministry	3
RELT 370	Public Evangelism	3
RELT 460	Cross Cultural Ministry	3
RELT201/202	Elementary Greek	8
RELB 491	Seminar in Contemporary Theology	3

Additonal Required Cognate **3 hours**

MGMT 330	Principles of Management	3

Electives **18 hours**

TOTAL **120 HOURS**

Professional Studies Program Undergraduate

Introduction

The Professional Studies Program (PSP) accelerated undergraduate programs in the School of Graduate and Professional Studies offers working professionals who have earned approximately two years of college credit an opportunity to complete a baccalaureate degree in one of the above fields of study. Working professionals who have either no college credit or less than two years of transferable credit may complete an associate of science degree in general studies or requirements for admission into the accelerated baccalaureate degree programs.

The Professional Studies Program offers 13 degrees: eight majors comprised of one associate of science degree, two bachelor of arts degrees, five bachelor of science degrees; and five minors.

Please see Pages 260-261 *to contact the appropriate program coordinator.*

Programs and services are carefully developed to meet the needs of adult students who are employed full time in addition to carrying heavy responsibilities in the family and community. A portfolio assessment program operates primarily for adult students who apply for college credits for collegiate learning obtained through non-traditional methods.

The PSP consists of a core curriculum of 12 courses (36 semester hours) (the Business Administration core curriculum consists of 10 courses; 34 semester hours) and a guided independent research project. Students generally complete one course at a time. The guided independent research project, which is developed concurrently with the core courses, allows each student to enhance the working-learning experience. Students with extensive experience and appropriate college credits may meet all graduation requirements in as little as 18 months (Information Systems, 20 months).

Classes normally begin at 6 p.m. Students in the School of Graduate and Professional Studies have full access to all university facilities.

Although General Education courses taught in the Professional Studies Programs (PSP) are the same as traditional classes, this program differs from the traditional day program in several ways:

- Classes are held once a week for approximately four hours after 6 p.m., with some classes scheduled on Sundays starting at 5 p.m. The three- and four-credit-hour courses are usually nine to 12 weeks in length.
- Flexible registration times and the year-round concentrated format enable motivated working adults to complete an associate degree in considerably less time than traditional scheduling would allow.
- The General Education program offers the opportunity for students to earn up to 12 hours of college credit for college-level learning gained through life and work experience.

Student Planner

The SGPS *Student Planner* provides information concerning academic policies and procedures, financial policies and procedures, and other information that may differ from the university's undergraduate *Academic Bulletin*.

Admission Requirements

The program primarily seeks to serve adults who are at least 20 years of age and have substantial work experience. Acceptance to the accelerated baccalaureate degree programs is based upon receipt of an application, the application fee, official transcripts indicating completion of approximately two years of credit from an accredited degree-granting college or equivalent, a cumulative grade point average of 2.00 on all previous college credits, and evidence of adequate writing skills, including satisfactory completion of ENGL 101 and ENGL 102 (or another college-level writing course) with grades of "C" or above. All applications and transcripts must be sent directly to the School of Graduate and Professional Studies.

Acceptance to the General Education and associate degree programs is based upon receipt of a completed application form, an application fee, and appropriate official transcripts reflecting grades and test scores that meet Washington Adventist University entrance requirements. (For more detailed information, see the current *SGPS Student Planner*.)

Degree Requirements

The bachelor of science degree programs offered through the school require the completion of four components:

1. A required core curriculum of 34-36 hours.
2. A guided independent research project.
3. A General Education component.
4. A sufficient number of electives to complete a total of 120 semester hours, including 36 upper division credits.

Students may apply for credit for non-traditional learning by submitting a portfolio showing evidence of learning gained over a reasonable period of time through approved, structured, and supervised activity.

The core curriculum of 10-12 courses (34-36 semester hours) must be completed at Washington Adventist University. A student has one year (12 months) following completion of the core courses to finish all other requirements. A student who does not complete all requirements during that time period will be required to meet the requirements under the *Academic Bulletin* current at the time of re-enrollment.

Grade Point Average Requirements

Students must complete each course of the core curriculum with a grade of "C" or better and must attain a grade point average of 2.50 or above in the core courses. In addition, a cumulative grade point average of 2.00 must be attained on all courses taken at WAU and on all college courses taken including those taken at WAU. Students who receive less than a "C" in two major courses may be eligible for dismissal from the Professional Studies Programs.

Guided Independent Research Project

The guided independent research project is designed near the beginning of the core program and is implemented during the entire program. The project entails a minimum of 250 hours of writing and research reflecting the application of the theory and techniques learned in the student's specific major, culminating with a formal project paper.

The requirements for the project vary according to the major. A letter grade will be issued for this non-credit course. The project must be completed within 12 months after the final course in the core is completed. Student cannot graduate until satisfactory grade is received.

MAJORS | Professional Studies

Associate of Science in General Studies

Professional Studies Program

The associate of science degree offered through the school requires the completion of three components:

1. A general studies concentration of 24 hours.
2. A General Education component.
3. A sufficient number of electives to complete a total of 60 hours.

At least 15 hours must be completed at Washington Adventist University, of which 9 hours must be in the General Studies concentration.

The Associate of Science in General Studies requires a minimum of 60 semester hours of credit; requirements are listed below. Please note that no course may be used to meet more than one requirement.

General Studies Concentration		**24 hours**
General Education		**24 hours**
Core Competencies		6 hours
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
Religious Studies (choose two)		6 hours
RELB	Religion Electives (3, 3)	
Physical/Natural Sciences (choose one)		4 hours
BIOL	Biology (4)	
– or –		
CHEM	Chemistry (4)	
– or –		
PHYS	Physics (4)	

Mathematical Sciences		4 hours
MATH	Mathematics	
Social Sciences		3 hours
PSYC 105	Introduction to Psychology (3)	
– or –		
SOCI 105	General Sociology (3)	
Physical Education		1 hour
PEAC	Physical Education Activity Elective (1)	
Electives		**12 hours**
TOTAL		**60 HOURS**

BACHELOR OF ARTS | Professional Studies

Three bachelor of arts degrees are offered through WAU's undergraduate Professional Studies Program: one in Early Childhood Education (Birth-Third Grade), one in Elementary/Special Education (Grades 1-6), both with certification, and one in Early Childhood Care and Education (Birth-Age 8) without certification.

The Early Childhood Education program focuses on professional education preparation, providing a balance of coursework that reflects educational theory with real experiences applied in the classroom or childcare setting, culminating with a mentored teaching internship in the school or childcare setting. The education programs prepare educators and child care providers to meet the diverse needs of all children and youth in inclusive settings.

See Liberal Studies, Page 106, *for details of requirements for both degrees.*

Bachelor of Arts in Liberal Studies

Professional Studies Program

Early Childhood Education/Special Education | Birth – Third Grade
Leads to dual teacher certification in Early Childhood Education {pre-K – 3rd} and Special Education (birth – age 8) for adult students who enter with 56 semester credit hours or more.

I. Unified Theme – Professional Education		**51 hours**
EDEC 206	Foundations of Early Childhood Education	3
EDEC 220	Communication and Collaboration in ECED	2
EDEC 245	Health, Nutrition and Safety	3
EDUC 308	Social Studies Methods	2
EDEC 309	Material and Methods for Teaching Math/Science	3
EDEC 315	Inclusive Practices in Early Childhood Education	3
EDEC 317	Integrated Arts in Early Childhood Education	3

EDEC 320	Positive Behavior Support Strategies in Early Childhood	2
EDEC 352	Methods of Instruction in Reading	3
EDEC 353	Material for Teaching Reading	3
EDEC 354	Methods for Assessment of Reading	3
EDEC 390	Working with Young children, Families, and Community	3
EDEC 424	Observation and Assessment in ECED	3
EDEC 450	Teaching Internship	3
EDSP 450	Teaching Internship	3
EDUC 130	Professional Skills Development	1
EDUC 321	Techniques for Integrating Educational Technology Into the Elementary & Secondary Classroom	3
EDUC 341	Processes and Acquisition of Reading	3
INTD 499	Senior Seminar	2

NOTE: Courses may overlap between Unified Theme and Cultural, Scientific and Societal studies. Courses between General Education requirements and the major requirements may not overlap.

II. Liberal Studies Themes — 29 hours

Cultural Studies — 9 hours

EDUC 120	Educational Philosophy and Trends	3
EDUC 301	Issues in Multicultural Education	3
EDUC 418	Education of Exceptional Children and Youth	3

Scientific Studies — 8 hours

BIOL Elective		4
	If student takes BIOL 140 at WAU, Health elective is waived	
MATH Elective		4

Societal Studies — 9 hours

EDUC 242	Human Learning	3
HIST125/126	World History	3
PSYC 210	Developmental Psychology	3

Required Cognate — 3 hours

HIST275/276	United States History I or II	3

III. General Education Requirements — 41 hours

NOT to be repeated in major. See details of General Education Program, Page 33.

	Science Elective	4
COMM 105	Introduction to Oral Communication	3
INSY110 / CPTR 105	Introduction to Computers	3
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
GEOG	Elective	3
HLSC/NUTR	Health Elective	2
HMNT	Humanities Elective	3

INTD 315	Ethics in Modern Society	3
INTD 327	Issues in Religion and Culture	3
LITR	Elective	3
MATH	Elective	4
PEAC	Physical Education Activity Elective	1
PSYC 105	Introduction to Psychology	

Upper division courses must total at least 36 hours.

TOTAL **121 HOURS**

Bachelor of Arts in Liberal Studies

Professional Studies Program

Elementary/Special Education | Grades 1-6

Leads to dual teacher certification in Elementary Education {1st – 6th grade} and generic Special Education. Program for adult students who enter with 56 semester credit hours or more.

I. Unified Theme – Professional Education — 46 hours

EDSP 425	Applied Measurement and Assessment for Exceptional Students	2
EDSP 440	Instructional Methods for Students with Disabilities	3
EDSP 450E	Student Teaching – Elementary Internship I	5
EDUC 130	Professional Skills Development	1
EDUC 305	Health/Science Methods	3
EDUC 308	Elementary Social Studies Methods	2
EDUC 319	Mathematics Methods	3
EDUC 320	Classroom Management	2
EDUC 321	Techniques for Integrating Educational Technology in the Classroom	3
EDUC 341	Processes and Acquisition of Reading	3
EDUC 352	Methods of Instruction in Reading	3
EDUC 353	Material for Teaching Reading	3
EDUC 354	Methods for Assessment of Reading	3
EDUC 424	Educational Assessment	3
EDUC 450E	Student Teaching Internship	5
INTD 499	Senior Seminar	2

NOTE: Courses may overlap between Unified Theme and Cultural, Scientific and Societal studies. Courses between General Education requirements and the major requirements may not overlap.

II. Liberal Studies Themes — 33 hours

Cultural Studies — 9 hours

EDUC 120	Educational Philosophy and Trends	3
EDUC 301	Issues in Multicultural Education	3
EDUC 418	Education of Exceptional Children and Youth	3

Scientific Studies		12 hours
BIOL Elective		4
	If student takes BIOL 140 at WAU, Health elective is waived	
MATH Elective		4
MATH Elective		4
Societal Studies		9 hours
EDUC 242	Human Learning	3
HIST125/126	World History	3
PSYC 210	Developmental Psychology	3
Required Cognate		3 hours
HIST 275/276	United States History I or II	3

III. General Education Requirements **41 hours**

NOT to be repeated in major. See details of General Education Program, Page 33.

	Science Elective	4
COMM105	Introduction to Oral Communication	3
INSY 110/ CPTR 105	Introduction to Computers	3
ENGL 101	Composition	3
ENGL 102	Research and Literature	3
GEOG	Elective	3
HLSC/NUTR	Health Elective	2
INTD 315	Ethics in Modern Society	3
INTD 327	Issues in Religion and Culture	3
LITR	Literature Elective	3
MATH	Elective	4
PEAC	Physical Education Activity Elective	1
PSYC 105	Introduction to Psychology	3
HMNT	Humanities Elective	3

Upper division courses must total at least 36 hours.

TOTAL **122 HOURS**

Bachelor of Arts in Liberal Studies

Professional Studies Program

Early Childhood Care and Education | Birth-Age 8 | Non-Certification

See Liberal Studies, Page 106*, for details of degree requirements.*

I. Unified Theme — Professional Education **49 hours**

EDEC 206	Foundations of Early Childhood Education	3
EDEC 220	Collaboration and Communication in Early Childhood	2
EDEC 245	Early Childhood Health, Nutrition and Safety	3
EDEC 302	Administration of Early Childhood Programs	2
EDEC 305	Promoting Literacy and Language in Young Children	2

EDEC 309	Material and Methods for Teaching Math/Science	3
EDEC 310	Teaching Experiences	5
EDEC 311	Programming and Planning for Primary Aged Children	3
EDEC 312	Programming and Planning for Preschoolers	3
EDEC 313	Programming and Planning for Infants and Toddlers	3
EDEC 315	Inclusive Practices in Early Childhood Education	3
EDEC 317	Integrated Arts in Early Childhood Education	3
EDEC 320	Positive Behavior Support Strategies in Early Childhood	2
EDEC 390	Working with Young Children, Families and Community	3
EDEC 424	Observation / Assessment in Early Childhood Education	3
EDUC 130	Professional Skills Development	1
EDUC 321	Techniques for Integrating Educational Technology in the Elementary & Secondary Classroom	3
INTD 499	Senior Seminar	2

NOTE: Courses may overlap between Unified Theme and Cultural, Scientific and Societal studies. Courses between General Education requirements and the major requirements may not overlap.

II. Liberal Studies Themes **33 hours**

Cultural Studies 9 hours

EDUC 120	Educational Philosophy and Trends	3
EDUC 301	Issues in Multicultural Education	3
EDUC 418	Education of Exceptional Children and Youth	3

Scientific Studies 12 hours

MATH	Elective	4
MATH	Elective	4
BIOL	Elective	4
	If student takes BIOL 140 at WAU, Health elective is waived	

Societal Studies 9 hours

PSYC 210	Developmental Psychology	3
HIST 125/126	World History	3
EDUC 242	Human Learning	3

Required Cognates 3 hours

HIST 275/276	United States History I or II	33

IIi. General Education Requirements **38 hours**

NOT to be repeated in major. See details of General Education Program, Page 33.

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
COMM 105	Introduction to Oral Communication	3
INSY 110/ CPTR 105	Introduction to Computers	3
INTD 315	Ethics in Modern Society	3
INTD 327	Issues in Religion and Culture	3
LITR	Elective	3

PSYC 105	Introduction to Psychology	3
GEOG	Elective	3
PEAC	Physical Education Activity Elective	1
HLSC or NUTR	Health Elective	2
HMNT	Humanities Elective	3
	Electives	5

Upper division courses must total at least 36 hours.

TOTAL **120 HOURS**

BACHELOR OF SCIENCE | Professional Studies

Six bachelor of science degrees are offered through WAU's undergraduate Professional Studies Program: Business Administration, Counseling Psychology, Health Care Administration, Information Systems, Nursing, and Organizational Management.

Please call the SGPS office to speak with an Enrollment Counselor.

All six of these degrees have the following requirements:

General Education Requirements **29-41 hours**

Major courses meet 12-15 hours of General Education requirements.
See details of General Education Program, Page 33.

ENGL 101	Composition	3
	Prerequisite for admission into the PSP Majors. Grade of "C" or above required.	
ENGL 102	Research and Literature	3
	Prerequisite for admission into the PSP Majors. Grade of "C" or above required.	
COMM 105	Introduction to Human Communication	3
HIST	History Elective	3
PSYC 105	Introduction to Psychology (3)	
– or -		
SOCI 105	General Sociology (3)	3
MATH	Mathematics Elective	4
	Business majors and Organizational Management majors must take MATH 110 Probability & Statistics.	
	Science Elective	4
LITR	Literature Elective	3
RELB/RELT*	Religion Electives – *See Requirements, next page*	0-6
HMNT	Humanities Elective	3
	Choose from literature, philosophy, humanities, art appreciation, art history, music appreciation, music history, or music theory	
	Social Science Elective	3
	Information Systems major only	
INSY 110	Computer Concepts I	3
	Or pass proficiency test. The computer proficiency requirement must be met by the end of the third course in the PSP major or before admission into the Information Systems major.	

* Requirements for Religion Electives

Total Credits Earned at A Non-Seventh-day Adventist College	Religion Hours Required
Less than 24.0	6 hours *In addition to the 6 hours required in the major*
24.0 - 55.9	3 hours *in addition to the 6 hours required in the major*
56.0 and above	The 6 hours required in the major

Bachelor of Science in Business Administration

Professional Studies Program

The Bachelor of Science in Business Administration provides a general background in the major areas of the business enterprise; management, accounting, finance, marketing, legal, and planning.

In addition the student may choose to gain specialized knowledge through one of the three tracks offered: entrepreneurship, finance, or human resources. The program is designed to expose students to current theory and practice and to provide them with an opportunity to utilize what they have learned both in and outside the classroom setting.

Business Administration Core Curriculum		34 hours
MGMT 345	Essential Supervisory Techniques	3
ACCT 304	Managerial Accounting *Completion of ACCT 211 with "C" or higher is prerequisite to this course.*	4
ECON 375	Economic Fundamentals for Managers	4
FNCE 335	Principles of Business Finance *Completion of ACCT 211 with "C" or higher is prerequisite to this course.*	4
INTD 315	Ethics in Modern Society	3
BUAD 320	Business Law	3
MKTG 375	Marketing	3
BUAD 370	Decision Sciences *Completion of MATH 110 with "C" or higher is prerequisite to this course.*	4
INTD 327	Issues in Religion and Culture	3
MGMT 490	Business Strategy *Completion of 28 semester hours of the business administration core curriculum is prerequisite to this course.*	3
BUAD 499	Guided Independent Research Project	0

Elective Track Courses **9-10 hours**

Tracks are designed to give the student specialized knowledge in a particular area of business.

ENTREPRENEURSHIP TRACK 9 hours

MGMT 465 Small Business Management 2

MGMT 466 Project Management 2
Completion of FNCE 467 is prerequisite to this course.

MGMT 468 Development of a Business Plan 2
Completion of MGMT 466 is prerequisite to this course.

FNCE 467 Financial Analysis & Planning for Entrepreneurs 3
Completion of ACCT 211 and MGMT 465 is prerequisite to this course.

FINANCE TRACK 10 hours

FNCE 485 Financial Management 2
Completion of ACCT 211 and FNCE 335 is prerequisite to this course.

FNCE 486 Investment Fundamentals 2
Completion of FNCE 485 is prerequisite to this course.

FNCE 487 Security Analysis and Valuation 3
Completion of FNCE 486 is prerequisite to this course.

FNCE 488 Commercial Bank Management 3
Completion of FNCE 486 is prerequisite to this course.

HUMAN RESOURCE TRACK 9 hours

MGMT445 Managing Compensation Systems 2
MGMT446 Labor Policy and Employee Involvement 2
MGMT447 Managing Performance 2
MGMT448 Strategic Human Resources 3

Required Cognate **3 hours**

INSY 320 Computer Concepts II 3

Prerequisite Requirement **3 hours**

ACCT 211 Principles of Accounting I 3
With grade of "C" or higher

General Education Requirements **29-38 hours**

Electives **42-51 hours**

Two hours of electives must be upper division unless a track course is completed. It is expected that most of these electives have been completed prior to the student's enrollment in this program.

TOTAL **120 HOURS**

Bachelor of Science in Counseling Psychology

Professional Studies Program

The Bachelor of Science in Counseling Psychology provides the kind of preparation needed by deans, guidance counselors, and high school psychology teachers when combined with appropriate education courses.

A practicum is required. At least one semester prior to taking the practicum the student is required to contact the program coordinator to arrange for the practicum. A minor or second major is strongly recommended.

Counseling Psychology Core Curriculum		**36 hours**
PSYC 105	Introduction to Psychology	3
PSYC 210	Developmental Psychology *Prerequisite: PSYC 105*	3
PSYC 240	Stress Management *Prerequisite: PSYC 105*	3
PSYC 285	Adolescent Psychology *Prerequisite: PSYC 105*	3
PSYC.305	Social Psychology *Prerequisite: PSYC 105*	3
PSYC 355	Learning/Motivation *Prerequisite: PSYC 105*	3
PSYC 360	Abnormal Psychology *Prerequisite: PSYC 105*	3
PSYC 385	Psychological Testing *Prerequisite: PSYC 105, MATH 110*	3
PSYC 435	Dynamics of Individual Counseling *Prerequisite: PSYC 105*	3
PSYC 440	Dynamics of Group Counseling *Prerequisite: PSYC 105, PSYC 435*	3
PSYC 465	Theories of Personality *Prerequisites: PSYC 105, PSYC 210, PSYC 360*	3
PSYC 496	Practicum *Prerequisites: PSYC 210, PSYC 285, PSYC 355, PSYC 360, PSYC 385, PSYC 435*	3

Students are required to make arrangements to complete the 120 hours of required Practicum experience with the Practicum supervisor. It is advisable to complete 8 hours a week for 15 weeks in order to satisfy this program requirement.

Required Cognates:		**7 hours**
CPTR 105	Introduction to Computers	3
MATH 110	Probability & Statistics	4

Bachelor of Science in Health Care Administration

Professional Studies Program

The health care administration major provides a sound theoretical and practical working knowledge of the field of health care management and administration.

Students are provided various management tools and skills necessary to function effectively at the supervisory level within the health care industry and for graduate study in the field. The program is designed for the adult student with work experience in the area of health care.

Health Care Administration Core Curriculum		**36 hours**
HCAD 300	Health Care Organization Theory & Management Practice	3
HCAD 310	Management Skills Assessment	3
HCAD 320	Research Methods and Statistics	3
HCAD 340	Personnel Management	3
HCAD 350	Health Care Information Systems Management	3
HCAD 380	Business Data Analysis	3
	Completion of ACCT 211 with "C" or higher is prerequisite to this course.	
INTD 327	Issues in Religion and Culture	3
HCAD 400	Planning in Health Care	3
HCAD 410	Managerial Economics	3
HCAD 420	Health Care Finance	3
	Completion of ACCT 211 "C" or higher is prerequisite to this course.	
HCAD 430	Legal Issues & Public Policy in Health Care	3
INTD 315	Ethics in Modern Society	3
HCAD 499	Guided Independent Research Project	0

General Education Requirements	**29-38 hours**

Prerequestie Requirement		**3 hours**
ACCT 211	Principles of Accounting I	3
	With grade of "C" or higher	

Electives	**43-52 hours**
	It is expected that most of these electives have been completed prior to the student's enrollment in this program.

TOTAL	**120 HOURS**

Bachelor of Science in Information Systems

Professional Studies Program

The information systems (IS) major provides a sound theoretical and practical working knowledge of the field of information systems. It gives significant exposure to principles of programming, database design, computer security, IS strategy, and systems analysis through theoretical and hands-on experience. The program is designed for the adult student with work experience in business and/or computers who desires to broaden skills in systems management and/or prepare for graduate study in the field. Because of the laboratory requirements, the program requires a minimum of 20 months to complete.

Prerequisites for admission to the information systems major: MATH 052 Review of Elementary Algebra (or proficiency) and INSY 110 Computer Concepts I (or proficiency).

Information Systems Core Curriculum **36 hours**

NOTE: See course descriptions beginning on Page 361 *for prerequisite(s).*

INSY 320	Computer Concepts II	3
INSY 356	Laws of Computer Technology	3
INSY 300	Computer Fundamentals and Design	3
INSY 330	LINUX Operating System (3)	
– or –		
INSY 386	Website Development (3)	3
INSY 335	JAVA Programming (3)	
–or –		
INSY 325	C++ Programming (3)	3
INTD 327	Issues in Religion and Culture	3
INSY 380	Information Systems Data Communication	3
INSY 340	System Acquisition and Strategy (3)	
– or–		
INSY 345	Project Management/Documentation (3)	3
INSY 350	Database Design	3
INTD 315	Ethics in Modern Society	3
INSY 355	Information Security Management and Applications (3)	
– or –		
INSY 321	Information System Technology (3)	3
INSY 406	Human Factors in Information Systems (3)	
– or –		
INSY 407	Electronic Commerce (3)	3
INSY 499	Guided Independent Research Project	0

Required Cognate **3 hours**

ACCT 211	Principles of Accounting	3
	With grade of "C" or higher	

General Education Requirements	**32-41 hours**
Electives	**40-49 hours**
It is expected that most of these electives have been completed prior to the student's enrollment in this program.	
TOTAL	**120 HOURS**

Bachelor of Science in Nursing | For RNs

Professional Studies Program

The EXCELL (Exceptional Career-Education for Life Long Learners) Program for RNs provides an opportunity for working Registered Nurses to maximize their educational and career goals through the completion of a bachelor of science degree. The program is designed for the working adult, in an accelerated (approximately 18 months) evening format. The program is also designed to allow the working professional to integrate work and school in a diverse clinical setting.

Admissions

For admission to the RN-BS degree completion program, the student must have the following:

- RN licensure in the District of Columbia or a Compact State (all residency and/or transfer requirements must be met).
- Cumulative GPA of 2.0 or above on all cognates
- Current CPR and medical clearance
- Acceptance of application to the Nursing program
- Completion of the following prerequisites (41 hours):

ENGL 101	Composition	3
ENGL 102	Research and Literature	3
INSY 110	Computer Concepts I	3
COMM 105	Introduction to Human Communication	3
BIOL 111	Human Anatomy & Physiology I with lab	4
BIOL 112	Human Anatomy & Physiology II with lab	4
BIOL 150	Microbiology with lab	4
CHEM 105	Survey of Chemistry with lab	4
MATH 110	Probability and Statistics	4
PSYC 105	Introduction to Psychology	3
PSYC 210	Psychology of Development & Learning	3
SOCI 105	General Sociology	3

Admission may be denied if the student received within the last five years:

- A grade of "D" in any two (2) cognate courses listed above
- A grade of "F" in any one (1) cognate course listed above

The Department of Nursing requires all NURS courses to be completed at WAU as listed for graduation. Twenty (20) credits of NURS or related nursing courses from other colleges or universities can be transferred toward the 50 NURS credits needed for graduation.

Any remaining Nursing courses may be accepted as general elective credits at the discretion of the Registrar, but none will be accepted as equivalents or replacements for WAU core nursing courses.

Licensed Registered Nurses who do not hold a two-year associate degree will be awarded 20 credits toward their nursing credits necessary for graduation.

Nursing Core Curriculum		**50 hours**
NOTE: See course descriptions beginning on Page 392 *for prerequisite(s).*		
NURS 305R	Transitions	5
NURS 331R	Health and Physical Assessment	3
NURS 370R	Concepts of Nursing Research & Computers	3
NURS 375R	Education in Health Care	3
NURS 380R	Advances in Pharmacology	2
NURS 390R	Management of Elder Care	2
NURS 445R	Complex Health Issues	4
NURS 460R	Concepts of Community Health	4
NURS 465R	Management in Health Care	3
NURS 490R	Preceptorship	1
NURS	Transfer Credits	20
Required Cognates		**6 hours**
INTD 315	Ethics in Modern Society	3
INTD 327	Issues in Religion and Culture	3
General Education		**9 hours**
HIST	History Elective	3
HMNT	Humanities Elective	3
LITR	Literature Elective	3
Electives		**14 hours**
TOTAL		**120 HOURS**

Bachelor of Science in Organizational Management

Professional Studies Program

The Bachelor of Science in Organizational Management is taught through the Social Sciences Department. It emphasizes the personal skills of management by drawing from studies in sociology, psychology, communication, and management science. It is designed for individuals whose work requires an awareness of interpersonal relationships within an organization, incisive managerial and decision-making skills, and clear oral and written communication.

A major in organizational management can broaden career opportunities and prepare a student for graduate work in human services, human resources, and related fields.

Organizational Management Core Curriculum **36 hours**

SOSC 315	Systems Management & Organizational Behavior	3
SOSC 330	Career Assessment and Planning	3
SOSC 351	Statistical Methods	3
	Completion of MATH 110 with "C" or higher is prerequisite to this course.	
SOSC 352	Research Methods	3
	Completion of SOSC 351 with "C" or higher is prerequisite to this course.	
SOSC 355	Communication Management	3
SOSC 375	Effective Interpersonal Relationships	3
SOSC 415	Dynamics of Group and Organizational Behavior	3
INTD 327	Issues in Religion and Culture	3
SOSC 420	Multicultural Dimensions 3	
SOSC 425	Management Techniques & Supervision	3
INTD 315	Ethics in Modern Society	3
SOSC 430	Human Resources Administration	3
SOSC 499	Guided Independent Research Project	0

General Education Requirements **29-38 hours**

Prerequisite Requirement **4 hours**

MATH 110	Probability and Statistics	4

Electives **42-51 hours**

It is expected that most of these electives have been completed prior to the student's enrollment in this program.

TOTAL **120 HOURS**

COUNSELING PSYCHOLOGY TRACK **12 hours**

PSYC 360P	Abnormal Psychology	3
	Completion of PSYC 105 is a prerequisite to this course	
PSYC 435P	Dynamics of Individual Counseling	3
	Completion of PSYC 360 or PSYC 360P is a prerequisite to this course.	
PSYC 440P	Dynamics in Group Counseling	3
	Completion of PSYC 435 or PSYC 435P is a prerequisite to this course.	
PSYC 465P	Theories of Personality	3
	Completion of PSYC 210 is a prerequisite to this course.	

MINORS | Professional Studies

WAU's undergraduate Professional Studies Program offers five minors in the following areas: Business Administration, Counseling Psychology, Health Care Administration, Information Systems, and Organizational Management.

Please see Pages 260-261 to contact the appropriate program coordinator.

Business Administration Minor

Professional Studies Program

HEALTH CARE ADMINISTRATION MAJOR | With Business Administration Minor

MGMT 345	Essential Supervisory Techniques	3
ACCT 304	Managerial Accounting	4
	Completion of ACCT 211 with "C" or higher is prerequisite to this course.	
BUAD 320	Business Law	3
MKTG 375	Marketing	3
BUAD 370	Decision Sciences	4
	Completion of MATH 110 with "C" or higher is prerequisite to this course.	
MGMT 490	Business Strategy	3
TOTAL		**20 HOURS**

INFORMATION SYSTEMS MAJOR | With Business Administration Minor

MGMT 345	Essential Supervisory Techniques	3
ACCT 304	Managerial Accounting	4
	Completion of ACCT 211 with "C" or higher is prerequisite to this course.	
MKTG 375	Marketing	3
BUAD 370	Decision Sciences	4
	Completion of MATH 110 "C" or higher is prerequisite to this course.	
ECON 375	Economic Fundamentals for Managers	4
FNCE 335	Business Finance	4
	Completion of ACCT 211 with "C" or higher is prerequisite to this course.	
TOTAL		**22 HOURS**

ORGANIZATIONAL MANAGEMENT MAJOR | With Business Administration Minor

ECON 375	Economic Fundamentals for Managers	4
ACCT 304	Managerial Accounting	4
	Completion of ACCT 211 with "C" or higher is prerequisite to this course.	
BUAD 370	Decision Sciences	4
	Completion of MATH 110 with "C" or higher is prerequisite to this course.	
BUAD 320	Business Law	3
MKTG 375	Marketing	3
FNCE 335	Business Finance	4
	Completion of ACCT 211 with "C" or higher is prerequisite to this course.	
TOTAL		**22 HOURS**

Counseling Psychology Minor

Professional Studies Program

PSYC 105	Introduction to Psychology	3
	Prerequisite for Minor	
PSYC 210	Developmental Psychology	3
PSYC 360	Abnormal Psychology	3
PSYC 435	Dynamics of Individual Counseling	3
PSYC 440	Dynamics of Group Counseling	3
PSYC 445	Theories of Personality	3
TOTAL		**18 HOURS**

Health Care Administration Minor

Professional Studies Program

HCAD 300	Health Care Organization Theory & Management Practice	3
HCAD 340	Personnel Management	3
	Required for Information Systems majors only	
HCAD 350	Health Care Information Systems Management	3
HCAD 380	Business Data Analysis	3
	Completion of ACCT 211 with "C" or higher is prerequisite to this course.	
HCAD 400	Planning in Health Care	3
HCAD 420	Health Care Finance	3
	Completion of ACCT 211 with C" or higher is prerequisite to this course.	
HCAD 430	Legal Issues & Public Policy in Health Care	3
TOTAL		**18 HOURS**

Information Systems Minor

Professional Studies Program

NOTE: See course descriptions beginning on Page 361 *for prerequisite(s).*

INSY 300	Computer Fundamentals & Design	3
INSY 320	Computer Concepts II (lab)	3
INSY 330	LINUX Operating System (lab) (3)	
– or –		
INSY 386	Website Development (3)	3
INSY 380	Information System Data Communication	3
INSY	Electives (2 courses)	6
TOTAL		**18 HOURS**

Organizational Management Minor

Professional Studies Program

SOSC 315	Systems Management and Organizational Behavior	3
SOSC 355	Communication Management	3
SOSC 415	Dynamics of Group and Organizational Behavior	3
SOSC 420	Multicultural Dimensions	3
SOSC 425	Management Techniques & Supervision	3
SOSC 430	Human Resources Administration	3
TOTAL		**18 HOURS**

Graduate Studies Program

WAU's Graduate Studies Program offers six master's degrees: a Master of Business Administration; four master of arts degrees in Public Administration, Counseling Psychology, Professional Counseling Psychology, and Religion; and one master of science degree in Nursing and Business Leadership.

Please see Pages 260-261 to contact the appropriate program coordinator.

The SGPS *Student Planner* provides information concerning academic policies and procedures, financial policies and procedures, graduation requirements, and other information that may differ from the university's undergraduate *Academic Bulletin.*

Academic Policies

ACADEMIC PERFORMANCE — Evaluation of student's academic performance is responsibility of the course instructors. Students must demonstrate satisfactory academic progress to continue in the program. Grades of B or higher are considered satisfactory.

Students are allowed only one grade of C for the entire graduate program. A student who receives a grade of C in more than one course will be placed on academic probation and required to repeat the additional C grade the next time the course is offered and obtain a grade of B or higher.

Students who receive a D or F (a failing grade) in a course will be placed on academic probation and must repeat the course the next time the course is offered and obtained a grade of B or higher. Students who receive more than two grades lower than C will be dismissed from their Program of Study.

No student may carry more that two incomplete (I) grades as any one time in the program. All (I) grades must be resolved within eight weeks after the original course grade was issued.

ADMISSIONS INFORMATION — In addition to the admissions requirements for each individual program, the following are requirements for entrance into all graduate programs:

- Minimum GPA - 2.75
- If applicants have a GPA that falls between 2.74 and 2.60, applicants must develop a portfolio as well as a 500 word essay/personal statement in addition to all other requirements.
- If applicants have a GPA that falls between 2.59 and 2.50, applicants must develop a portfolio and personal statement, in addition to all other requirements. A minimum GRE score is also required. Contact an enrollment counselor for details.

COURSE REPEAT POLICY — A course in which a grade below B is received may be repeated. Individual courses may be repeated only once. Students who obtain a failing grade course will be dismissed from their Program of Study.

TRANSFER CREDIT — Credits presented for transfer should be relevant to the student's academic program at WAU. The University reserves the right to reject credit earned at other institutions or require validation examinations, especially in professional programs, to meet current content requirements in specific courses.

A maximum of nine (9) credits semester hours from recognized accredited colleges and universities will be accepted. These hours must have been completed with in three years of enrollment at WAU. If you wish to transfer credits, please provide the SGPS Administration with course descriptions and syllabi.

Transfer credits must be from an accredited institution and you must have earned a B or better grade in all courses. A validation examination may be required in cases of some transfer students in order to update a content of courses required by the program.

CLEP AND OTHER CREDIT — No College Level Examination Program (CLEP) credits will be accepted for graduate credits. In addition, co credits will be awarded for any non-academic experience. CLEP will be allowed as evidence of completion for prerequisite requirements.

SUBMISSION OF LATE WORK — No material which may affect a student's grade will be accepted after the official ending date and time of the course (the last night of class) unless an incomplete form has been approved by the instructor and the director of the graduate program.

BUSINESS ADMINISTRATION | MBA

The Master of Business Administration (MBA) degree is offered to provide an opportunity to develop advanced business skills in a small university setting, located near real-world business opportunities in Washington, D.C.

Through non-traditional scheduling, the program endeavors to meet the needs of individuals who have family, job, and community responsibilities and who are seeking a more productive role in society through higher education.

Applications and registrations for the Master of Business Administration degree are processed by the School of Graduate and Professional Studies. Admission, academic testing, and graduation eligibility are determined by the university's Admissions and Records offices.

Admission

Admission to the Master of Business Administration program is based on:

1. Completion of an undergraduate business degree or an alternate undergraduate degree with successful completion of required prerequisite courses (or are within 6 semester hours of completing an undergraduate degree). For students in the WAU PSP, the Independent Research Project must be completed and receive a grade.
2. Graduate School application
3. Overall undergraduate GPA of 2.75
4. Quality of written statement and curriculum vitae, and
5. Interview with the director

All applications and transcripts must be sent directly to the School of Graduate and Professional Studies.

Master of Business Administration

The curriculum consists of 36 hours of study and provides a solid foundation in major business functional areas. Information literacy, speaking, writing, and interpersonal skills are stressed throughout the curriculum.

Due to the intensive nature of the program, it must be assumed that students are familiar with basic business concepts and applications in a variety of business discipline areas

More specifically, the following undergraduate courses serve as prerequisites to core MBA courses:

ACCT	Principles of Accounting Course(s) – ACCT 211 or 304
ECON	Micro-economics and Macro-economics, or a combination course *ECON 265 & 266 in traditional program, ECON 375 in SGPS*

MBA Curriculum		**36 hours**
ACCT 610	Managerial Accounting	3
ACCT 620	Financial Accounting	3
BUAD 555	Decision Science & Statistics for Managers	3
BUAD 560	Management Communication	3
ECON 528	Managerial Economics	3
FNCE 680	Corporate Finance	3
MGMT 540	Operations Management	3
MGMT 621	Group Behavior & Team Building	3
MGMT 622	Developing Ethical Leadership	3
MGMT 630	Managing Human Capital	3
MGMT 689	Strategic Management	3
MKTG 676	Marketing Management	3

HEALTH CARE ADMINISTRATION | MHCA

The Master of Arts in Health Care Administration (MHCA) degree is a 36 semester hour accredited professional program designed primarily for public service adult life-long learners who want to refine knowledge, skills, and abilities. The degree program consists of a core curriculum of 12 cognate courses culminating in a capstone for strategic applications in health care organizations.

Admission

1. GPA of 2.75 or higher from an accredited undergraduate program*
2. Professional resume and two letters of recommendation
3. Completed prerequisite courses with B grade or better in Economics (Microeconomics, Macroeconomics, or a combination course)
4. Written statement and possible interview
5. TOEFL (if English is not the applicant's primary language)

**Note: If overall undergraduate GPA does not meet the 2.75 minimum requirements, GRE scores may be accepted in place of GPA.*

Master of Arts in Health Care Administration

MHCA Curriculum		36 hours
HCAD 500	Fundamental Skills for Graduate Study	2
HCAD 520	Health Care Systems Analysis	3
HCAD 530	Health Care Problem- Solving Skills	3
HCAD 540	Health Care Research	3
HCAD 550	Health Care Ethics	3
HCAD 560	Health Care Delivery and Project Management	3
HCAD 570	Health Care Managerial Economics	3
HCAD 580	Health Care Team Building	3
HCAD 590	Health Care Information Systems Management	3
HCAD 610	Health Care Leadership and Change Management	3
HCAD 620	Health Care Risk and Policy Issues	3
HCAD 630	Health Care Strategy Capstone	4

PSYCHOLOGY | Masters of Arts

The School of Graduate and Professional Studies, in conjunction with WAU's Department of Psychology, offers two master of arts degree programs, one in Professional Counseling Psychology and the other in Counseling Psychology. The M.A. degree in Counseling Psychology prepares the student to function as a counseling psychologist under the supervision of a licensed psychologist.

Admission

Admission to the M.A. degree program requires that a student have a bachelor's degree in psychology or a related field (social work, mental health, etc.).

Students who possess a bachelor's or master's degree but in a unrelated area will be required to complete 9 hours of upper division psychology courses before being admitted to the M.A. program. It is recommended that the student select from the following undergraduate psychology courses: Individual Counseling, Group Counseling, Psychological Testing, Theories of Personality, and Abnormal Psychology.

Special Student Status

Students who are granted special student status to the M.A. Counseling Psychology degree program must complete the required prerequisites before being allowed to enroll beyond the first four M.A. courses: CPSY 510, CPSY 520, CPSY 530, CPSY 540**.**

Master of Arts in Counseling Psychology

Non-licensure program | 39 hours

Required Courses		**39 hours**
CPSY 510*	Advanced Lifespan Development	3
CPSY 520*	Psychopathology	3
CPSY 530*	Systems & Theories of Psychotherapy	3
CPSY 540*	Counseling Techniques	3
CPSY 550	Field Experience (125 hours)	3
CPSY 560	Group Therapy	3
CPSY 570	Ethical & Legal Issues for Counseling Services	3
CPSY 580	Career Counseling	3
CPSY 590	Evaluation & Appraisal	3
CPSY 610	Research in Counseling	3
CPSY 620	Marriage & Family Counseling	3
CPSY 630	Alcohol & Drug Counseling	3
CPSY 640	Multicultural Counseling	3

** Core program prerequisites must be met*

Master of Arts in Professional Counseling Psychology

Licensed Clinical Professional Counselor (LCPC) program | 60 hours

The M.A. degree in Professional Counseling Psychology prepares the student to be a counseling psychologist and to operate an independent practice. It is identical to the M.A. in Counseling Psychology with an additional 21 hours completed after Field Experience II. The student will be eligible to take the State of Maryland licensure exam (LCPC) upon completion of the M.A. degree and 2000 hours of supervised clinical experience.

Required Courses		**60 hours**
CPSY 510*	Advanced Lifespan Development	3
CPSY 520*	Psychopathology	3
CPSY 530*	Systems & Theories of Psychotherapy	3
CPSY 540*	Counseling Techniques	3
CPSY 550	Field Experience (125 hours)	3
CPSY 560	Group Therapy	3
CPSY 570	Ethical & Legal Issues for Counseling Services	3
CPSY 580	Career Counseling	3
CPSY 590	Evaluation & Appraisal	3
CPSY 610	Research in Counseling	3
CPSY 620	Marriage & Family Counseling	3
CPSY 630	Alcohol & Drug Counseling	3
CPSY 640	Multicultural Counseling	3
CPSY 680†	Practicum (275 hours)	6
CPSY 690‡	Advanced Counseling Techniques	3
CPSY 699A‡	Clinical Internship (300 hours)	6
CPSY 699B‡	Clinical Internship (300 hours)	6

** Core program prerequisites must be met*
† Prerequisites: Field Experience
‡ Prerequisites: Field Experience and Practicum

PUBLIC ADMINISTRATION | MPA

The Master of Arts degree in Public Administration is a 37-hour accredited professional program designed primarily for public service adult life-long learners who want to refine their knowledge, skills, and abilities — including promotability. The degree program consists of a core curriculum with a preparation course, nine cognate courses and a practicum in an agency or not-for- profit organization.

The purpose of the Master of Arts in Public Administration degree is to provide academic and professional competencies that are rooted in service to students, government, and society in general. It will create opportunities for graduates who are practical public service thinkers and thinking public service practitioners.

Admission

Admission to the MPA program requires:

1. The completion of an undergraduate degree with a GPA of 2.75 or higher. *Note: If overall undergraduate GPA does not meet the 2.75 minimum requirements, GRE scores may be accepted in place of GPA*.
2. Professional resume and two letters of recommendation
3. Completed Fundamentals course with a grade of B or higher
4. Written statement and possible interview
5. Test of English as a Foreign Language (TOEFL), if English is not the applicant's primary language

Master of Arts in Public Administration

MPA Curriculum		37 hours
PADM 500	Graduate School Fundamentals	1
PADM 510	Introduction to Public Policy Analysis	3
PADM 520	Public Sector Research	3
PADM 530	Public Service Budgeting and Fiscal Controls	3
PADM 540	Public Service Ethics	3
PADM 550	Policy Analysis and Decision Support	3
PADM 600	Public Service Team-building	3
PADM 610	Public Service Information Technology Project Management	3
PADM 620	Leadership as Change Management	3
PADM 680A	Public Service Consulting Practicum	3
PADM 680B	Public Service Consulting Practicum	3
PADM 690A	Public Strategy-as-a-Service Capstone	3
PADM 690B	Public Strategy-as-a-Service Capstone	3

RELIGION | MAR

Mission Statement

Through example and through rigorous preparation that is biblically based, theologically informed, historically and culturally mindful, morally astute and practically adept, we seek to form women and men who know and supremely delight in God and competently declare God's glory in Seventh-day Adventist congregations and the world at large.

The Master of Arts in Religion (MAR) degree is offered to provide an opportunity to develop advanced skills in pastoral and/or lay leadership. The MAR degree is designed to prepare pastors, lay church workers, and para-church workers for more effective ministry by providing graduate-level training that will hone the skills needed for effective ministry leadership through Master's level education in Christian ministry.

Applications and registrations for the Master of Arts in Religion degree are processed by the School of Graduate and Professional Studies. Admission, academic testing, and graduation eligibility are determined by the university's Admissions and Records offices.

Admission

Admission to the MAR program is based on:

1. Completion of an undergraduate degree with a GPA of 2.75 or higher. *Note: If overall undergraduate GPA does not meet the 2.75 minimum requirements, GRE scores may be accepted in place of GPA. For specific GRE Requirements, contact the program coordinator.*
2. Completed prerequisite courses with B grades or better in:

RELT 250	Principles of Christian Faith	3
RELT 299	Research Methods for Theology and Religion	3
RELB 307	Introduction to the Old Testament	3
RELB 345	Introduction to the New Testament	3

3. Written statement and possible interview
4. Two letters of reference, one of which should be from the ordained pastor of the church that the potential student attends
5. Test of English as a Foreign Language (TOEFL), if English is not the applicant's primary language

All applications and transcripts must be sent directly to the School of Graduate and Professional Studies.

Master of Arts in Religion

The following undergraduate courses are prerequisites:

RELT 250	Principles of Christian Faith	3
RELT 299	Research Methods for Theology and Religion	3
RELB 307	Introduction to the Old Testament	3
RELB 345	Introduction to the New Testament	3

The Master of Arts in Religion curriculum consists of 39 hours of study and provides a solid foundation in major ministry functional areas. The student must complete the core curriculum and one area of concentration.

Master of Arts in Religion Core Curriculum **24 hours**

RELP 505	Expository Preaching	3
RELP 591	Church Leadership and Administration	3
RELP 618	The Foundations of Christian Spirituality	3
RELP 685	Principles of Hermeneutics	3
RELT 611	Theological Anthropology	3
RELT 615	The Doctrine of the Church	3
RELT 636	The Doctrine of Salvation	3
RELT 674	The Development of Seventh-day Adventist Theology	3

Concentrations – *Choose one* **15 hours**

Clinical Pastoral Education Concentration 15 hours

RELP 535	Clinical Pastoral Training I	3
RELP 555	Pastoral Care and Counseling	3
RELP 635	Clinical Pastoral Training II	3
RELT 591	Theological and Ethical Issues in Death and Dying and Crisis Counseling	3
RELT 572	Healer Representations in Contemporary Texts	3

Ethical Leadership Concentration 15 hours

RELT 615	Biblical Ethics	3
RELT 622	Developing Ethical Leadership	3
RELT 671	Ethics and Theology through Film	3
RELT 672	Readings in Feminist Ethics	3
RELT 691	Social Ethics and Christian Responsibility	3

Metropolitan Ministry Concentration 15 hours

RELP 555	Pastoral Care and Counseling	3
RELP 611	Church Growth in Metropolitan Setting: Survey and Practicum	3
RELP 621	Incarnational Mission Among the World's Urban Poor: Survey and Practicum	3
RELP 631	Creating Metropolitan/Urban Community	3
RELT 691	Social Ethics and Christian Responsibility	3

TOTAL **39 HOURS**

NURSING EDUCATION | MSN-Ed

The Master of Science degree in Nursing Education is a 36 semester hour accredited professional program designed to prepare students to acquire essential knowledge and skills In the teaching and learning process. Students will learn how to facilitate learning, design curriculum, use assessment and evaluation strategies, and engage in the scholarship of teaching, service and leadership. Scholarly applied research is required to emphasize continuous quality Improvement. Upon program completion, graduates will be positioned to pursue the Certification as a Nurse Educator (CNE) through the National League of Nursing Accrediting Commission (NLNAC). Additionally, graduates will be prepared to competently work with students, patients, and consumer learners in academic, clinical, and professional settings.

Admission

Admission to the MSN-Ed program requires:

1. The completion of an undergraduate degree with a GPA of 2.75 or higher. Note: If overall undergraduate GPA does not meet the 2.75 minimum requirements, GRE scores may be accepted in place of GPA.
2. Professional resume and two letters of recommendation
3. Completed Fundamentals course with a grade of B or higher
4. Written statement of career objectives and possible interview

** If overall undergraduate GPA does not meet the 2.75 minimum requirements, GRE scores may be accepted In place of GPA.*

Master of Science in Nursing Education

MSN-Ed Curriculum		36 hours
CORE CURRICULUM		
NUED 500	Fundamental Skills for MSN — Graduate Studies	2
NUED 515	Advancing the Profession of Nursing	3
NUED 525	Theoretical Foundations of Teaching and Learning in Nursing	3
NUED 535	Analysis of Evidence-Based Practice/Inquiry and Research	3
NUED 545	Ethics and the Adult Educator	3
NUED 555	Population-Based Nursing Considerations	3
SPECIALIZATION CURRICULUM		
NUED 565	The Nurse Educator: Facilitator of Learning	4
NUED 575	Curriculum Development, Assessment And Evaluation	3
NUED 580	Scholarly Teaching Strategies	3
NUED 585	The Nurse Educator: Change Agent, Service and Leadership	3
NUED 690	Program Synthesis Practicum I	3
NUED 695	Program Synthesis Practicum II	3

NURSING AND BUSINESS LEADERSHIP | MSNBL

The Master of Science in Nursing and Business Leadership (MSNBL) degree is offered to provide an opportunity to develop advanced nursing administration and management skills. A career changing degree, the MSNBL provides a cutting edge education that combines the educational background of both the MSN and business leadership.

Applications and registrations for the MSNBL degree are processed by the School of Graduate and Professional Studies. Admission, academic testing, and graduation eligibility are determined by the university's Admissions and Records offices.

Admission

Admission to the MSNBL program is based on:

1. Completion of an accredited BSN degree program with a GPA of 2.75 or higher. *Note: If overall undergraduate GPA does not meet the 2.75 minimum requirements, GRE scores may be accepted in place of GPA. For specific GRE Requirements, contact the program coordinator.*
2. Current nursing license in Maryland, the District of Columbia or a compact state
3. Professional resume and 2 letters of recommendation
4. Written statement and possible interview
5. Test of English as a Foreign Language (TOEFL), if English is not the applicant's primary language

All applications and transcripts must be sent directly to the School of Graduate and Professional Studies.

Master of Science in Nursing and Business Leadership

The curriculum consists of 42 hours of study and provides a solid foundation in major nursing administration and management functional areas.

The following undergraduate courses serve as prerequisites to core MSNBL courses:

ACCT	Principles of Accounting Course(s) *ACCT 211 & 212 in traditional program, ACCT 211 in SGPS*
ECON	Micro-economics and Macro-economics, or a combination course *ECON 265 & 266 in traditional program, ECON 375 in SGPS*

Courses in Nursing		**24 hours**
NURS 500	Fundamental Skills for MSN-MBA Graduate Study	2
NURS 510	Nursing Problem Solving Skills Development	3
NURS 520	Applied Research Techniques	3
NURS 530	Nursing Operations and Delivery Systems	3
NURS 540	Health Care Leadership as Change Management	3
NURS 545	Professional Ethics in Health Care	3
NURS 550	Practicum: Management in Health Care Organizations	3
MGMT 689/ NURS 600	Seminar in Health Care Strategic Management	4

Courses in Business		**18 hours**
ACCT 610/615	Accounting Theory	3
ACCT 620/625	Financial Accounting for Nurses	3
ECON 528	Managerial Economics & Development	3
MGMT 621	Group Behavior & Team Building	3
MGMT 630	Managing Human Capital	3
MKTG 676	Marketing Management	3

TOTAL **42 HOURS**

Course Information

- Course Numbers & Prefixes | 304
- Course Descriptions

Accounting | *305*
Anthropology | *308*
Bioinformatics | *308*
Biology | *309*
Broadcast Media | *314*
Business | *315*
Chemistry | *318*
Communication | *321*
Computer Science | *324*
Cooperative Education | *327*
Counseling Psychology | *327*
Information Systems
• *Traditional* | *330*
Economics | *332*
Education | *333*
English | *343*
Engineering | *346*
English as a Second Language | *346*
English Writing | *347*
Finance | *347*
Foreign Languages | *350*
French | *351*
Geography | *351*
Graphic Arts | *351*
Health Care Administration | *352*
History | *356*
Health Science | *358*
Honors | *360*
Humanities | *361*
Information Systems
• *Non-traditional* | *361*
Interdepartmental | *367*
Journalism | *369*
Literature | *371*
Long-Term Health Care | *373*
Mathematics | *374*
Management | *377*
Marketing | *382*
Medical Laboratory Science | *384*
Music | *387*
Nursing | *392*
Nutrition | *398*
Office Administration | *398*
Public Administration | *399*
Physical Education | *401*
Philosophy | *404*
Physics | *405*
Political Studies | *408*
Public Relations | *410*
Psychology | *411*
Religion | *414*
Respiratory Care | *425*
Sociology | *428*
Social Science | *429*
Social Work | *430*
Speech-Language Pathology & Audiology | *433*
Spanish | *433*

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Course Information

This section describes the courses offered by Washington Adventist University. Each course description is intentionally brief and to the point. More detailed information can be obtained from the course instructor.

The institution reserves the right to withdraw from its offerings any course for which the registration is too small to justify the instructional expenses.

Courses offered in alternate years are designated by odd or even years. Designation is by the actual year of the semester.

Course Numbers

The course numbers contain three digits:

000 – 099 | Remedial courses that do not carry academic credit

100 – 299 | Lower division courses
For first-year students, sophomores

300 – 499 | Upper division courses
For juniors and seniors

500 – | Graduate level courses

A comma placed between course numbers indicates that each semester's work may be taken independently and credit received for the work of a single semester.

A semicolon placed between the course numbers indicates that the work of the first semester is prerequisite to that of the second. Credit may be received for the work of the first semester without the completion of the work of the second.

Course Prefixes

ACCT Accounting
ANTH Anthropology
BINF Bioinformatics
BIOL Biology
BRMD Broadcast Media
BUAD Business
CHEM Chemistry
CMME Communication
COMM Communication
CPTR Computer Science
COOP Cooperative Education
CPSY Counseling Psychology
CSYS Information Systems
• *Traditional program*
ECON Economics
EDUC Education
ENGL English
ENGR Engineering
ENSL English As A Second Language
ENWR English – Writing
FNCE Finance
FLNG Foreign Languages
FREN French
GEOG Geography
GART Graphic Arts
HCAD Health Care Administration
HIST History
HLSC Health Science
HNRS Honors
HMNT Humanities
INSY Information Systems
• *Non-traditional*
INTD Interdepartmental
JOUR Journalism
LITR Literature
LTHC Long-Term Health Care
MATH Mathematics
MGMT Management
MKTG Marketing
MLSC Medical Laboratory Science
MUED Music Education
MUHL Music History/Literature
MUPF Music Performance
MUPI Music Private Instruction
NURS Nursing
NUTR Nutrition
OFAD Office Administration
PADM Public Administration
PEAC Physical Education Activity
PETH Physical Education Theory
PHIL Philosophy
PHYS Physics
PLST Political Studies
PREL Public Relations
PSYC Psychology
RELB Religion: Biblical Studies
RELL Religion: Languages
RELP Religion: Pastoral Theology
RELT Religion: Theology
RLGN Religion
RESP Respiratory Care
SOCI Sociology
SOSC Social Science (Organizational Mgt.)
SOWK Social Work
SWRK Social Work
SPA Speech-Language Pathology & Audiology
SPAN Spanish

Accounting

When offered; credit hours

ACCT 211 Principles of Accounting I **Fall; 3**
Prerequisite: Placement in MATH 120. Exploration of the nature of accounting information and the environment in which it is developed and used. Topics covered include procedures used to record, classify and summarize business transactions in accounting records; measurement of business income; internal control; and preparation and uses of financial statements.

ACCT 212 Principles of Accounting II **Spring; 3**
Prerequisite: ACCT 211 with a grade of "C" or higher. Comprehensive coverage of basic accounting information. Topics focus on issues which primarily affect corporations, including organization, operations, stockholders' equity, special liabilities, investments in corporate securities, federal income taxes, cash flows, and financial statement analysis.

ACCT 301; 302 Intermediate Accounting I and II **Fall & Spring; 3; 3**
Prerequisite for ACCT 301: ACCT 212 with a grade of "C" or higher. Prerequisite for ACCT 302: ACCT 301 with a grade of "C" or higher. A comprehensive study of accounting theory and practice, with special attention given to FASB Statements and Opinions. Issues related to asset and liability valuation, income determination, and the presentation and interpretation of financial statements will be analyzed. Computerized practice sets required.

ACCT 304 Managerial Accounting **† SGPS only; 4**
Prerequisite: ACCT 211 with a grade of "C" or higher. A study of accounting as a managerial tool for decision making in the planning and control cycle. Areas of study include cost behavior, activity-based costing (ABC), master budget and capital budgeting, and divisional performance measurements.

ACCT 308 Cost Accounting **Fall, odd years; 3**
Prerequisite: ACCT 212 with a grade of "C" or higher. Recommended: MATH 120 with a grade of "C" or higher. Comprehensive study of the technical aspects of cost accounting systems with emphasis on process cost systems. The more quantitative aspects of management are covered including decision-making under uncertainty, cost behavior and regression analysis, and yield variances.

ACCT 309 Managerial Accounting **Spring, even years; 3**
Prerequisite: ACCT 112 with a grade of "C" or higher. This course is a study of accounting as a managerial tool in the planning and control cycle. Special attention is given to cost-volume- profit relationships, job-order costing, process costing, budgeting, standard costing, capital budgeting, cost behavior patterns, transfer pricing, and divisional performance measurement.

ACCT 321 Income Tax I **Fall, odd years; 3**
Prerequisite: ACCT 212 with a grade of "C" or higher. This course provides a comprehensive coverage of the fundamental concepts in federal income taxation with an emphasis on individual taxation. Topics include the statutory basis of tax law, determination of income, deductions, losses, credits and tax liability, and property transactions. The Internal Revenue Code and Treasury Regulations are an integral part of this course.

† SGPS only = Offered only in the School of Graduate and Professional Studies

ACCT 322 Income Tax II **Spring, even years; 3**
Prerequisite: ACCT 321 with a grade of "C" or higher. This course provides a comprehensive coverage of the fundamental concepts in federal income taxation with an emphasis on partnership, corporate, gift, trust, and estate taxation. Corporate and partnership topics include the determination of income, deductions, losses, credits, and tax liability; liquidating and non-liquidating distributions; acquisitions and reorganizations; estate planning mechanisms; and related special issues. The Internal Revenue Code and Treasury Regulations are an integral part of this course.

ACCT 325 Accounting Information Systems **Spring, odd years; 3**
Prerequisite: ACCT 212 with a grade of "C" or higher. This course is a study of the planning, implementation, operation, and analysis of electronic data processing systems in accounting and the use of the information for financial reporting and control. Flowcharting will be emphasized. Computerized practice set required.

ACCT 327 Government and Fund Accounting **Spring, even years; 3**
Prerequisite: ACCT 212 with a grade of "C" or higher. This course provides the accounting major with an In-depth coverage of the fundamental accounting principles applicable to government, hospitals, schools, and other non-profit organizations. Topics include budgetary accounting and the analysis and interpretation of non-profit financial statements. Pronouncements of the Governmental Accounting Standards Board (GASB) will be emphasized.

ACCT 405 Auditing **Fall, odd years; 3**
Prerequisite: ACCT 302 with a grade of "C" or higher. Study of the nature and purpose of auditing and related public accounting work, including generally accepted auditing standards. Emphasis on auditing in the electronic data processing (EDP) environment. Current professional standards and ethics of the auditor will be included.

ACCT 410 Auditing Problems and Cases **As needed**
Prerequisite: ACCT 405 with a grade of "C" or higher. An examination and in-depth study of special auditing topics such as statistical sampling, professional ethics, EDP auditing, legal liability, and SEC accounting. The case method will be utilized.

ACCT 421 Advanced Accounting **Fall, even years; 3**
Prerequisite: ACCT 302 with a grade of "C" or higher. Study of the accounting problems associated with consolidating and consolidated financial statements, segment reporting, partnerships, businesses in financial difficulty, estates and trusts, home office and branch relationships.

ACCT 449; 450 CPA Review Problems **As needed, Fall & Spring; 3; 3**
Prerequisite: ACCT 421 with a grade of "C" or higher. A course designed to study accounting theory and practice with specific attention to CPA examinations. Course is designed for students intending to sit for the CPA examination. Available to others by permission of the instructor.

ACCT 494 Selected Topics in Accounting **As needed; 1-3**
A current advanced topic in accounting will be explored.

ACCT 495 Independent Study in Accounting **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in accounting at the upper division level.

ACCT 500 Survey of Accounting **As needed; 4**
Prerequisite: none. This is a survey course of the study and practice of financial accounting with emphasis on financial statement presentation and analysis, exposure to techniques for assisting the manager in planning, control, and decision making activities. This course focuses less on the double entry, debit and credit process, and more on the analysis of assets, liabilities and equity measurement. This course is available to graduate students only.

ACCT 567 Corporate Taxation **3**
Prerequisite: A grade of "B" or higher in an undergraduate Individual Taxation course (ACCT 321). Study of federal income taxation of corporations, partnerships, estates, and trusts, with emphasis on tax planning opportunities.

ACCT 586 Tax Research **3**
Prerequisite: A grade of "B" or higher in an undergraduate Individual Taxation course (ACCT 321). Study of the legislative, administrative, and judicial sources of tax law, as well as the resources and techniques used to find a competent and professional conclusion to a tax problem.

ACCT 610 Managerial Accounting **3**
Prerequisites: ACCT 211, 212 or equivalent with grade of B or higher. Students examine decision support and management control systems based on internally generated accounting reports and data. Operational budgeting, activity based costing techniques; relevant costs in capital budgeting, and strategic planning for improvements and new capital investments will be addressed.

ACCT 615 Accounting Theory **3**
Prerequisites: A grade of "B" or higher in the equivalent of one year of Intermediate Accounting (ACCT 301 & 302). An examination of the standard-setting process and selected accounting research, and analysis of major problem areas of financial accounting.

ACCT 620 Financial Accounting **3**
Prerequisites: ACCT 211, 212 or equivalent with grade of B or higher. Identifies the basic concepts and procedures underlying public financial reporting and analysis. Students explore the impacts of alternatives available within generally accepted accounting principles and financial reporting strategies. Students further examine means of executive level financial control and performance measurement. Investing, access to financial markets and maintaining the financial health of the organization are also addressed.

ACCT 630 Advanced Auditing Topics **3**
Prerequisite: A grade of "B" or higher in an undergraduate course in Auditing (ACCT 405). An examination of current issues facing the auditing profession. Considers the evolution of auditing in the United States and reviews contemporary auditing literature. Special emphasis on the use of statistical tools in auditing and the auditing of EDP systems.

Anthropology

When offered; credit hours

ANTH 275 Cultural Anthropology **Spring; 3**
Introduction to cultural anthropology and ethnology. Comparisons of patterns of life, cultures and customs, ethnic variations, technologies, thought forms, social organizations, ultimate goals, and expectations. Emphasis on the contemporary with some attention to archaeological backgrounds.

Bioinformatics

When offered; credit hours

BINF 205 Introduction to Bioinformatics **Fall; 4**
Prerequisites: CPTR 150. CPTR 230M. BIOL161. BIOL162. This course introduces the student to the practice and theories associated with bioinformatics which is the marriage between molecular biology and computer science. Topics that will be explored will include the use of the molecular biological databases, and the analysis and review of sequences for macromolecular molecules. The concepts of genome assembly and sequencing techniques will be investigated. Gene expression array, molecular docking and dynamics, protein to protein interactions and networks, protein structure prediction and structure, phylogenetic trees, proteomics, and text mining are major components of the course. During the bioinformatics laboratory students will be taught how to analyze and write a bioinformatics publication, and design, implement, and present a bioinformatics research plan.

BINF 420 Advanced Bioinformatics **Spring; 4**
Prerequisites: BINF 205. This course is a thorough introduction to the programming language of PERL. It is designed for the undergraduate science student. The student, through lecture, hands-on assignments, and real-world examples, will be able to gain an understanding of PERL syntax. During the advanced bioinformatics laboratory, students will be taught how to analyze and write a bioinformatics publication, and design, implement, and present a bioinformatics research plan using and executing PERL modules which solves bioinformatics programming challenges.

BINF 495a Independent Study in Bioinformatics part 1 **Fall; 2**
Prerequisites: BINF 420 Study on an independent basis in collaboration with the instructor on a topic in bioinformatics. The goals will be for the research done to be faculty-directed and student-driven that will lead to a publication. Students may also participate in an internship focusing on bioinformatics research at another institution or firm. Students will be required to indicate their learning in the form of a paper and presentation.

BINF 495b Independent Study in Bioinformatics part 2 **Spring; 2**
Prerequisites: BINF 495a Study on an independent basis in collaboration with the instructor on a topic in bioinformatics. The goals will be for the research done to be faculty-directed and student-driven that will lead to a publication. Students may also participate in an internship focusing on bioinformatics research at another institution or firm. Students will be required to indicate their learning in the form of a paper and presentation.

Biology

When offered; credit hours

BIOL 110 Vital Basics of Anatomy and Physiology of Life Functions **Fall; 4**
Prerequisite: Approval of the instructor. This course covers the macroscopic and microscopic structure and function of select organ systems of the human body. Some applications to pathology and health are made but the emphasis is on understanding the "normal" functions of cell types, tissues, organs, and how organ systems are integrated. An in-depth discussion of cells, tissues, organs, respiratory system, cardiovascular system and blood, central and peripheral nervous systems, immune system, and the renal/urinary system will be supplemented by a survey of the skeletal system, muscular system, sense organs, endocrine system, and reproductive systems. Does not apply to biology major or minor, or to pre-nursing or pre-physical therapy requirements. Three lectures and one lab session per week.

BIOL 111; 112 Human Anatomy and Physiology **Fall (111) & Spring (112); 4; 4**
This course is a two-semester sequence (see below) that covers the macroscopic and microscopic structure and function of the organ systems of the human body. Some applications to pathology and health are made but the emphasis is on understanding the "normal" functions of cell types, tissues, organs, and how organ systems are integrated.

BIOL 111: The first semester coverage includes cells, tissues, skin and the skeletal, muscular, nervous (with special sense organs) and endocrine systems. Does not apply to biology major or minor. Three lectures and one lab session per week.

BIOL 112: *Prerequisite: BIOL 111 with a grade of "C" or higher.* The second semester coverage includes the cardiovascular system and blood, immune, renal/urinary, respiratory, digestive, reproductive systems and human genetics. Does not apply to biology major or minor. Three lectures and one lab session per week.

BIOL 125 Field Natural History **As needed; 4**
A course intended especially for students who wish to become acquainted with the common animals of eastern North America. Emphasizes identification and habits of mammals and birds. Two lectures, one five-hour laboratory per week.

BIOL 130 Humans and Their Environment **Spring; 4**
Biological and ecological issues and choices facing society. Topics include basic environmental principles, human population dynamics, land and soil use, world food supplies and distribution, energy utilization, deforestation, solid and nuclear waste disposal, air and water pollution, and endangered species. Applies to the General Education science requirement and recommended for approved teacher education certification programs. Three lectures, one video/discussion laboratory per week.

BIOL 140 The Human Body in Health and Disease **Fall; 4**
The structure and function of the human body as it relates to health maintenance and health problems encountered in everyday living. The Adventist philosophy of health, especially as expressed by Ellen White, is an integral part of the course. Does not apply toward a biology major or minor. Three lectures and one laboratory period per week. *Cross-listed as HLSC 140.*

BIOL 150 Microbiology **Spring; 4**
Prerequisites: CHEM 105. CHEM 110 strongly recommended. A study of the structure, function, organization, classification, distribution, activities, and medical significance of viruses, monera, protista, fungi, and animal parasites. Three lectures and one laboratory per week, with additional lab time required for some labs.

BIOL 161; 162 College Biology (See below) **Fall (161) & Spring (162); 4; 4**

BIOL 161: This course identifies and elaborates basic themes in the study of biology, reviews important chemical concepts including the biochemical and structural basis of cell function with a focus on the relation between structure and function of cells as well as higher order assembly. Considers basic concepts regarding heredity; introduces mechanisms of evolution. Topics include cell structure and function; consideration of macromolecules, including proteins, lipids, carbohydrates, and nucleic acids; enzyme structure and activity; hormone control; protein synthesis; photosynthesis; energy and metabolism; structure and function of nucleic acids and chromosomes; Mendelian and molecular genetics, including regulation of gene expression; and basic principles of evolution. Four lectures and one laboratory per week.

BIOL 162: *Prerequisite: BIOL 161 with a minimum grade of "C."* This course is a survey of animal systematics and animal biology including nutrition, gas exchange, transport systems, excretion, reproduction and embryonic development, nervous and chemical regulation, muscle physiology, animal behavior, structure and function of plants, ecosystems, and populations and community ecology. Four lectures and one laboratory per week.

BIOL 265 Animal Diversity **Fall; 4**
Prerequisite: Permission of the instructor. A systematic study of the phyla and major classes of animals, including taxonomy, life histories, general structure, and representative genera with emphasis on the invertebrate phyla and on forms affecting people. Three lectures and one laboratory per week.

BIOL 266 Plant Diversity **Spring; 4**
Major plant and fungal groups including taxonomy, life cycles, general structure, and representative genera. Three lectures and one laboratory per week.

BIOL 294 Topics in Biology **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A current topic in biology will be explored.

BIOL 295 Independent Study in Biology **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in biology at the lower division level.

BIOL 305 Genetics **Fall; 4**
Prerequisites: BIOL 162 with a minimum grade of "C." A thorough survey of the field of genetics covering biochemistry, organization, replication, transcription, translation, regulation, mutation, recombination, repair of the macromolecules forming the genetic apparatus; Mendelian inheritance, cytogenetics, gene mapping, and population genetics. Three lectures and one laboratory per week.

BIOL 311 A Scientific Study of Creation *** External Degree only; 2**
A study of the evidences supporting a creation origin of the earth. The approach is scientific rather than biblical.

BIOL 315 Histology **Fall, odd years; 4**
Prerequisites: BIOL 162 with a minimum grade of "C." A detailed study of the gross and fine structure of the cells and tissues that comprise the organs and organ systems of the vertebrate body. Lecture will deal with the structure-function relationships seen in the tissues of the body; lab will emphasize the microscopic identification of normal vertebrate tissues. Three lectures and one laboratory per week.

BIOL 330 Animal Physiology **Spring; 4**
Prerequisites: BIOL 162 with a minimum grade of "C" or BIOL 111; 112 with a minimum grade of "B." PHYS 272 recommended. A study of the major functional systems of animals and their physiological interactions with the environment. Emphasis is on a comparative physiology approach. Three lectures and one laboratory per week.

BIOL 381 Natural History of the Chesapeake Bay **As needed; 4**
This course focuses below the fall line of coastal regions of the Chesapeake Bay. It considers the major non-biotic factors of the bay including geology, salinity gradients, tides and circulation, as well as major habitats of the bay, including plant and animal species typical of each habitat. It also considers the economic and political issues that help determine present and future uses of the Chesapeake Bay watershed and its biota. Three lectures per week and seven (8-hour) Sunday laboratory field trips.

BIOL 405 Cell and Molecular Biology **Spring; 4**
Prerequisites: BIOL 162 with a minimum grade of "C"; and BIOL 305. An in-depth analysis of the structure and function of prokaryotic and eukaryotic cells both as organisms and as subunits constituting multicellular organisms. The lecture will examine the physiology of the nucleus and cytoplasmic organelles, cell growth and division, and cellular regulatory mechanism. The laboratory will introduce students to a variety of microscopic, cytological, protozoological, and cell culture techniques useful in experimental cell biology. Three lectures and one laboratory period per week.

BIOL 410 Developmental Biology **Fall, even years; 4**
Prerequisite: BIOL 162; BIOL 305 and BIOL 405 recommended. An examination of the processes of embryonic development at the molecular, cellular, and organismic levels. The lecture will cover experimental studies of the biological mechanisms controlling developmental processes, while the laboratory will stress descriptive studies of embryonic structural development. Three lectures and one laboratory per week.

BIOL 415 Immunology **Spring; 3**
Prerequisite: BIOL 162 with a minimum grade of "C"; BIOL 305 and BIOL 405 recommended. An introduction to the immune system, with emphasis on mammalian models. Lecture includes discussions on generation of humoral and cell-mediated immune responses, antigen and antibody structure and function, transplantation and tolerance, and immunopathologies. Three lectures per week.

** External Degree only = Offered only in the External Degree Program*

BIOL 416 Immunology Lab **Spring; 1**
Corequisite: BIOL 415. An introduction to the techniques used in clinical immunology. One three-hour session per week.

BIOL 420 General Ecology **Fall, odd years; 4**
Prerequisite: BIOL 162, BIOL 265, BIOL 266; BIOL 305 and MATH 110 strongly recommended. The study of the relationships of plants and animals, both as individuals and assemblages, to their biological and physical environments. It will consider such topics as: features of the physical environment, biological communities, ecosystems and the flow of energy, life history strategies, population structure and growth, species interactions, biodiversity, biogeography, extinction and conservation, and the role of humans in the ecosphere. Three class lectures per week; one three-hour laboratory or equivalent per week, with occasional field trips.

BIOL 425 Life Origins and Speciation **Spring; 2**
A comparative study of life origins and speciation from the viewpoint of contemporary creationists and evolutionists, an examination of the geological and biological evidence and consequences of the Noachian flood, and an overview of mechanisms and processes of variation and speciation. Two lecture-discussion periods per week.

BIOL 491; 492 Senior Seminar **Fall & Spring; 1; 1**
Prerequisite: BIOL 491 – Senior class standing and a minimum of 26 credits in Biology. A discussion of the philosophy of science, scientific method, exchange and interpretation of data, reference resources, etc., as well as an introduction to the critical evaluation of periodical literature in the biological sciences. One class meeting per week.

BIOL 494 Topics in Biology **As needed; 1-4**
Prerequisite: Approval of the chair. Designed for a group of students who wish a course not listed in the regular offerings. Examples: biogeography, avian biology, human reproductive physiology. Not more than four hours of credit may be earned in any one term.

BIOL 495 Independent Study in Biology **As needed; 1-4**
Prerequisite: Approval of the instructor. Study on an independent basis in collaboration with the instructor on a topic in Biology at the upper division level.

Rosario Beach Marine Biological Field Station

The following courses are offered during the summer at the Walla Walla University marine station. Each course is not necessarily offered every summer. All upper division courses offered at the Rosario Beach Marine Biological Field Station require either BIOL 162 (WAU) or BIOL 143 (WWU) as a prerequisite.

The following courses are classified as marine courses: BIOL 417, 458, 460, 462, 463, 468, and 475.

BIOL 141, 142, 143 General Biology **2.7, 2.7, 2.7**
(Equivalent to BIOL 161,162) Study of the basic principles of biology. Topics such as anatomy, physiology, cytology, genetics, taxonomy, ecology, and embryology are considered with reference to both plants and animals.

BIOL 403 Ornithology **3.3**
Study of native birds of North America, with emphasis on physiology, identification, migration, and life histories. Research project and field trips required. Binoculars required.

BIOL 405 Natural History of Vertebrates **3.3**
Study of vertebrates with emphasis on natural history, ecology, physiology, and taxonomy. (Course fees apply.)

BIOL 410 Limnology **3.3**
An introduction to the history, structure, physical characteristics, and biota of lakes, rivers, and streams and to the physical, biological, and geochemical processes occurring there.

BIOL 417 Behavior of Marine Organisms **3.3**
A study of inter- and intraspecific behaviors of marine animals and their behavioral responses to the physical environment. The course involves laboratory experience, field observations, and research project. Prerequisite: a course in animal behavior, organismal biology and/or psychology.

BIOL 426 Systematic Botany **3.3**
Study of the principles of plant classification, together with a systematic survey of vascular plants, with emphasis on natural history and ecology.

BIOL 430 Molecular Biology Techniques **Even years; 3.3**
Prerequisites: BIOL 305 Genetics, CHEM 221 Organic Chemistry, CPTR 105 Introduction to Computers, MATH 126 Precalculus, MATH 110 Probability and Statistics.
Introduction to the theory and practice of modern molecular techniques. The laboratory will include techniques such as the purification and analysis of DNA, RNA, and protein, recombination DNA procedures, mutagenesis, hybridization methods, PCR, and DNA sequencing technology. Two laboratories per week.

BIOL 440 Human Anatomy **3.3**
Comprehensive study of human anatomy covering all systems of the head, neck, trunk, and extremities. A solid morphological basis for a synthesis of anatomy, physiology, and clinical sciences. Dissection and identification of anatomical structures using cadavers, charts, and models.

BIOL 450 Paleobiology **3.3**
Study of the biology, diversity, and history of ancient life and of the principles and methods employed in interpreting life of the past. Special consideration will be given to the fossil record of western North America. (College Place campus – 4 quarter hours; Rosario Beach Marine Laboratory – 5 quarter hours).

BIOL 458 Marine Biology **3.3**
An integrated approach to understanding the marine environment primarily from an ecological perspective. Included are principles of basic oceanography, plankton biology, deep-sea biology, and shallow-water marine communities. Research project and field trips required.

BIOL 460 Marine Ecology **3.3**
Study of interspecific, intraspecific, and community relationships demonstrated by marine organisms.

BIOL 462 Ichthyology **3.3**
Systematic study of the fishes found in Puget Sound, with a survey of the fishes of other waters.

BIOL 463 Marine Phycology **3.3**
A systematic survey of marine algae, covering the principles of their classification, natural history, ecology, physiology, and practical use.

BIOL 468 Comparative Physiology **3.3**
Prerequisite: BIOL 330 (WAU) or BIOL 392 (WWU). Comparative study of the physiology and life processes of animals with emphasis on invertebrates.

BIOL 475 Marine Invertebrates **3.3**
A study of the biology of selected groups of marine invertebrates.

Broadcast Media

When offered; credit hours

BRMD 101 Audio and Video Basics **Fall, as needed; 3**
Students study and apply the fundamentals of pre-production, production and post-production. Principles of scriptwriting, videography, lighting, editing, microphone techniques, audio mixing and broadcast performance are featured in the course. Credit for this course does not apply toward a major or minor in Broadcast Journalism, but it does apply toward the General Education practical and applied arts requirements.

BRMD 265 Non-linear Editing **Fall; 3**
Prerequisites: BRMD 101 or permission of the instructor. An introduction to the theories and principles of video editing and digital editing systems with an emphasis in application, using AVID technology in preparation for on-line post-production editing.

BRMD 345 Multicamera Production and Direction **4**
Prerequisite: BRMD 101; JOUR 280, JOUR 300 recommended. Fundamentals of the principles and techniques of producing and directing multicamera live news and public affairs productions. Lab exercises emphasize skill-related topics such as script marking, segment timing and crew position. Assessment is based on flawless production, direction and execution of newscast style, demonstration style, interview style and variety show formats.

BRMD 455 Documentary Heritage **Fall, even years; 3**
Prerequisites: ENGL 102. Analysis and evaluation of the forms, techniques, approaches, and relative effectiveness of various selected types of documentaries. Emphasis is on the step-by-step procedures of designing, planning, and script treatment of a short-length documentary.

BRMD 456 Documentary Production **Spring, odd years; 3**
Prerequisites: JOUR 300, BRMD 455. The principles of documentary-making applied to the complete production, post-production and presentation of a short-length documentary.

Business

When offered; credit hours

BUAD 101; 102 Introduction to Business **Fall & Spring; 2; 2**
An introductory overview of business designed to provide first year students who have placed in 000-level English and/or Math a frame of reference for other business classes. The nature of the American business system and free enterprise concepts are analyzed. Also business practices, terminologies and contemporary issues are examined. (Does not apply towards an accounting/ business major or degree.)

BUAD 115 Survey of the Business Organization *** External Degree only; 3**
A survey of the field of business, including its environment, organization, and management. Students are introduced to current theory, terminology, and techniques in each area.

BUAD 246 Business Research and Communications *** External Degree only; 3**
Prerequisite: ENGL 102. Designed to enhance research and writing skills and to help the student develop competency in writing business communications. A research project is required.

BUAD 283 Business Law *** External Degree only; 3**
A survey of those aspects of United States law relevant to the business organization. Topics covered include, but are not limited to: common law and other contracts, negotiable instruments, sales of personal property, secured transactions, the uniform commercial code, agency relationships, partnerships, corporations, wills, securities, and government regulation.

BUAD 294 Selected Topics in Business **As needed; 1-3**
A current topic in business will be explored.

BUAD 295 Independent Study in Business **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in business at the lower division level.

BUAD 300 Principles of Entrepreneurship **3**
Prerequisite: MGMT 202 with a grade of "C" or higher. This course provides an introduction to the general theories, principles, concepts and practices of entrepreneurship. Specific areas studied include: generating ideas; recognizing opportunities; feasibility studies, and new venture financing. Guest speakers and practicing entrepreneurs add real world guidance.

BUAD 305 Business for Non-Business Majors **As needed; 3**
Prerequisite: 60 college level credits. Course is designed to familiarize non-business majors, who plan to apply their chosen major in a business setting, with basic business terminology and ways of thinking. Topics may include major functional areas of the business enterprise, the design of business organizations, the impact of the profit motive, basic financial concepts, interpersonal expectations in business groups, and the impact of formal authority structures on the individual. Not open to business majors.

** External Degree only = Offered only in the External Degree Program*

BUAD 315 Quantitative Methods **Spring; 3**
Prerequisites: ACCT 212, COMM 105, ECON 265, ECON 266, ENGL 102, and MATH 110 with grades of "C" or higher. The business decision-making process and the applications of linear equations, linear programming, matrix algebra, probability, minimization and maximization problems, game theory, PERT, inventory models, and introduction to forecasting.

BUAD 320 Business Law **† SGPS only; 3**
The basics of law as it is relevant to business relationships; contracts, negotiable instruments, agencies, real and personal property, and sales. Particular emphasis will be given to the areas of business law required by the tracks available in the AEP business curriculum: entrepreneurship, finance, and human resources.

BUAD 350 Business Research Methods **Fall, odd years; 3**
Prerequisites: MGMT 333 (HR majors) MKTG 210 (Marketing majors) with grades of "C" or higher. Complete coverage of the steps necessary to conduct social science research, including, research designs most commonly used, sample selection, data collection methods, interpretation of results, and a variety of written reports of results. This course will also focus on the statistical tests most commonly used in higher levels of social science research such as z tests, t tests, correlation and regression, analysis of variance, and non-parametric tests. If the student is a Marketing major in the traditional program, it is expected that the research project be completed and presented, both in written and oral form during this course, to a panel of qualified judges.

BUAD 360 Ethics & Professionalism in Business **Spring; 3**
Prerequisites: ACCT 212, FNCE 290, MGMT 202 with grades of "C" or higher. A team-taught course drawing on professors whose educational discipline is ethics or a related area, and Accounting/Business faculty. The first half of the course explores the classic models for analyzing situations and decisions from an ethical perspective. The second half of the course involves case analysis and simulations relative to ethical situations and decisions specific to various areas of business. Areas that will be covered include; the profit motive and the public good, social responsibility in corporations, environmental concerns, consumer and employee relations, confidentiality, whistle blowing, advertising, and hiring practices.

BUAD 370 Decision Sciences **† SGPS only; 4**
Prerequisites: MATH 110 with a grade of "C" or higher. This course will provide an introduction to the most common mathematical models used in business for the purpose of making management decisions. Topics cover a variety of business areas including forecasting models, project management tools, and simulation modeling used by managers in any functional area, to inventory control and queing theory used in the retail arena, linear programming and transportation models used in the manufacturing sector, and decision models and markov analysis used in the human resource and finance arenas.

BUAD 375 Business Law I **Fall; 3**
Prerequisites: ACCT 212, COMM 105, ECON 265, ECON 266, ENGL 102, and MATH 110 with grades of "C" or higher. Exploration of the legal environment of business with an emphasis on the legal system, individuals, and property. Topics include an overview of the American legal system, torts, crimes, business ethics, contracts, leases, personal and real property, wills, trusts, and estates.

† SGPS only = Offered only in the School of Graduate and Professional Studies

BUAD 376 Business Law II **Spring; 3**
Prerequisites: BUAD 375 with a grade of "C" or higher. Exploration of the legal environment of business with an emphasis on business transactions and legal relationships. Topics include agency, partnership, corporations, securities regulation, bankruptcy, negotiable instruments, and employment law.

BUAD 415 International Business Environment **Spring; 3**
Prerequisites: ACCT 212, ECON 266, MGMT 202, MKTG 210 with a grade of "C" or higher. This survey course in global business will introduce students to all areas of international business and the environment within which business transactions take place. The course examines the nature of complex forces that influence the international business environment, including: economics, financial markets, accounting, corporate social responsibilities, physical infrastructure, societal, workforce preparedness, cultural, political, legal, labor, competitive, and marketing distributive forces. The impact of different forms of government along with their economic systems will also be addressed as well as an in-depth review and analysis of the latest theories and models and their application in the international business environment.

BUAD 460 Logistics & Operations Management **Fall, even years; 3**
Prerequisites: BUAD 315 and MGMT 202 with grades of "C" or higher. This course provides a study of the business function, both nationally and internationally, involved in the movement and storage of supplies, work-in-progress and finished goods. Topics include: the trade-offs between cost and service and the purchase of raw materials; the warehousing and control of inventory; industrial packaging; materials handling within warehouses; and the distribution of finished goods to customers required to minimize costs, maximize profits or increase customer service levels.

BUAD 480 Organizational Design **3**
Prerequisites: MGMT 202 with a grade of "C" or higher. This course provides a theoretical knowledge base relevant to organization design problems with an aim to improve organizational effectiveness and functioning. Topics include; organization structure; control and information systems, reward and incentive systems; organization culture; and power and politics. Students will be required to write at least one research paper.

BUAD 494 Selected Topics in Business **As needed; 1-3**
A current advanced topic in business will be explored.

BUAD 495 Independent Study in Business **As needed; 1-3**
Study on an independent basis in collaboration with the instructor at the upper division level.

BUAD 499 Guided Independent Research Project **† SGPS only; 0**
The guided independent research project begins with the first scheduled course and ends with the last. Students select the project in cooperation with an SGPS project adviser. The project may include such items as work-related studies, experimental studies, grant proposals, and planning documents. This research project requires 250 hours of work directly related to the project. A comprehensive project write-up is required. The project receives a letter grade.

† SGPS only = Offered only in the School of Graduate and Professional Studies

BUAD 555 Decision Science & Statistics for Managers **3**
Prerequisite: Undergraduate course in statistics (MATH 110 in traditional program; BUAD 485, or HCAD 320, or SOSC 350 in SGPS) with a grade of "B" or higher. This course introduces the concepts of model building, statistical analysis and its role in rational decision making. Students will acquire knowledge of specific modeling techniques such as decision analysis, linear programming, statistical analysis, and simulation, along with some insight into their practical application. In addition, the student is encouraged to take an analytic view of decision making by formalizing trade-offs, specifying constraints, providing for uncertainty, and performing sensitivity analyses. Students will learn both the limitations and potential of statistics and how to interpret results. Topics include coefficient evaluation and interpretation, confidence intervals for means and proportions, continuous distributions (especially the normal), descriptive statistics (central tendency, covariance, dispersion, skewness), and regression analysis (indicator variables, model building and evaluation, multicollinearity, omitted variables bias, and prediction intervals). Application areas include finance (for example, portfolio construction), marketing (for example, promotion and advertising response) and operations (such as quality control).

BUAD 560 Management Communication **3**
This course gives students the opportunity to improve their ability to communicate effectively as managers. Students examine and practice the communication strategies and skills that are essential for success in business such as (1) understanding of and ability to apply communication strategy; (2) managerial writing ability; (3) managerial speaking ability; (4) understanding of cross-cultural communication and; (5) understanding of corporate communication.

Chemistry

When offered; credit hours

CHEM 101 Science for Health Professionals in the New Millennium **Spring; 4**
Pre-requisites:Placement into ENGL 101 and MATH 110/120. Fundamentals of chemistry, physics, physiologic chemistry, and microbiology as they pertain to allied health sciences. Three lectures and one three-hour laboratory per week. Does not apply toward biology, chemistry, or nursing major or minor. *Course to be team taught by chemistry and biology faculty.*

CHEM 105 Introduction to Chemistry **Summer, Fall & Spring; 4**
Prerequisite: MATH 052, equivalent proficiency on math placement test, or 30th percentile on ACT/SAT math test. A study of the principles of chemistry underlying the structure and properties of all types of matter, whether living or nonliving. The course emphasizes the development of atomic theory and the periodic table of the elements; basic inorganic chemistry including states of matter, properties of the elements, compounds, solutions, chemical reactions, stoichiometry, properties of acids, bases and salts; and some chemistry of the environment. This course can be used to meet a segment of the General Education science requirement for non-science majors or as preparation for more advanced courses in chemistry. Three lectures and one three-hour laboratory per week.

CHEM 110 Principles of Organic and Biochemistry **Summer, Fall & Spring; 4**
Prerequisite: CHEM 105 or equivalent, or one year of high school chemistry and satisfactory performance on chemistry placement test. Those principles of organic and biochemistry essential to an elementary understanding of the chemistry of

living cells and organisms. Topics covered include functional groups, nomenclature, and reactions of organic compounds with emphasis on the structure and role of carbohydrates, fats, and proteins in life processes. Three lectures and one laboratory per week.

CHEM 151; 152 College Chemistry (See below) **Fall (151) & Spring (152); 4; 4**
Prerequisites: MATH 120, proficiency on math placement test, 40th percentile on ACT/SAT math test, or MATH 052 proficiency and concurrent registration in MATH 120.

CHEM 151: This is the foundation course for chemistry majors and minors. This semester covers the structure and bonding of matter, chemical reactions, stoichiometry, thermochemistry, electron configurations, Lewis-dot structures, VSEPR theory, bonding theories, condensed phases, and solution chemistry. There are four lecture periods and a lab period each week.

CHEM 152: *Prerequisite: CHEM 151 with a grade of a "C."* Topics in this course include main group chemistry, kinetics, general equilibrium, acid/base equilibrium, solubility constants, chemical thermodynamics, electrochemistry, nuclear chemistry, and an overview of organic functional groups and nomenclature. There are four lecture periods and a lab period each week.

CHEM 221; 222 Organic Chemistry (See below) **Fall (221) & Spring (222); 4; 4**

CHEM 221: *Prerequisite: CHEM 152 with a grade of "C" or higher.* This course introduces the nomenclature, functional groups, and chemical reactivities of various classes of organic compounds. Students study the relationships between molecular structure and the chemical and physical properties of organic compounds. The laboratory component of the course provides students with an opportunity to learn important techniques for synthesizing, isolating, purifying, and characterizing organic compounds. Three lectures and one three-hour laboratory per week.

CHEM 222: *Prerequisite: CHEM 221 with a grade of "C" or higher.* This course is a continuation of CHEM 221. Students investigate the stereochemistry, reactions, and synthesis of various classes of organic compounds. The laboratory component of the course provides students with an opportunity to learn important techniques for synthesizing, isolating, purifying, and characterizing organic compounds. Three lectures and one three-hour laboratory per week.

CHEM 294 Topics in Chemistry **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A current topic in chemistry will be explored.

CHEM 295 Independent Study in Chemistry **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in chemistry at the lower division level.

CHEM 331; 332 Quantitative Analysis **Fall (331), Spring (332), odd years; 4; 4**
Prerequisite: CHEM 152 with a grade of "C." This practical course covers the theory and application of chemistry principles to the analysis of unknown chemical substances. The course emphasizes accuracy and precision in using chemical and modern instrumental techniques. The second semester will emphasize instrumental analysis and a more rigorous treatment of analytical techniques. Two lectures and three hours laboratory per week.

CHEM 340 Inorganic Chemistry **Fall, as needed; 3**
Prerequisites: CHEM 152 with a grade of "C" or better. This course is a study of the structure and reactivity of inorganic substances. The theory, structure, symmetry, reactivity, kinetics, and mechanisms of coordination chemistry will be covered. In addition, surveys of transitional metal, organometallic, cluster, and bioinorganic chemistries will be presented. Three lectures per week.

CHEM 421; 422 Physical Chemistry **Fall (421), Spring (422), even years; 3-4; 3-4**
Prerequisites: CHEM 331, MATH 252, and PHYS 282. Physical chemistry encompasses the subject areas of thermodynamics, chemical kinetics, quantum chemistry, and molecular spectroscopy. In the first semester the emphasis is on the application of the principles of thermodynamics and kinetics to chemical systems. The second semester focuses on quantum chemistry and molecular spectroscopy. The laboratory component of the course will provide students with an opportunity to learn modern physical measurement and computational techniques. The three hour course is a non-laboratory course intended for non-chemistry majors who meet the prerequisites.

CHEM 461; 462 Biochemistry **Fall (461) & Spring (462); 3; 3**
Prerequisites: CHEM 222 and BIOL 162. PHYS 272 recommended. A study of the chemical properties and biological functions of the atoms, molecules, macromolecules, and macromolecular complexes that constitute living systems. First semester will deal with inorganic biochemistry, carbohydrates, lipids, nucleic acids, proteins, enzymes, and the basic catabolic pathways. Second semester will cover additional catabolic pathways, biosynthetic pathways, physiological chemistry, and the molecular basis of inheritance and gene expression. Three lecture periods per week.

CHEM 463; 464 Biochemistry Laboratory **1; 1**
Co-requisite: CHEM 461 and 462. An introduction to experimental techniques and procedures in biochemistry. The first semester deals with common procedures for proteins and enzymes. The second semester focuses on DNA and RNA techniques. Meets one three hour period per week.

CHEM 491 Senior Seminar **As needed; 1**
Prerequisite: Approval of the instructor. Discussion and investigation into chemical literature. After being introduced to resources on chemical literature, students will prepare a paper and an oral presentation on a current chemistry topic. One class meeting per week.

CHEM 494 Topics in Chemistry **As needed; 1-3**
An advanced course dealing with one or more areas selected from the following: chemical instrumentation, chemistry of industrial processes, molecular orbital theory, organic synthesis, spectroscopic analysis, geochemistry, advanced organic chemistry, inorganic structure, organic stereochemistry, and environmental chemistry. Based on student needs and faculty consent, other topics may be chosen.

CHEM 495 Independent Study in Chemistry **As needed; 1-3**
Prerequisite: Approval of the instructor. Study on an independent basis in collaboration with the instructor on a topic in chemistry at the upper division level.

Communication

When offered; credit hours

CMME 105 Introduction to Oral Communication *** External Degree only; 3**
A study of the theory, basic levels, and forms of communication. Instruction in the fundamental processes of oral expression with practice in interpersonal, nonverbal, small group, and public speech exercises.

COMM 105 Introduction to Human Communication **Fall & Spring; 3**
A study of the human communication process, verbal and non-verbal, through theory and practice focusing on intrapersonal, interpersonal, small group, and public communication contexts.

COMM 150 Survey of Mass Media **Fall; 3**
A survey of broadcast, film, print media, public relations, advertising, communication law and ethics, with emphasis on the historical perspectives, roles, criticisms, industries, careers, and professions.

COMM 175 Broadcasting in America **As needed; 3**
A study of the origin, growth, economy and social influences of broadcasting in America. The pioneers of the electronic medium, the rise of the broadcasting empire, and technological and programming standards will serve as a basis for understanding and appreciation of the current trends and issues in broadcasting.

COMM 204 Interpersonal Communication **Spring, even years; 3**
An exploration of the dynamic processes of interpersonal relationships.

COMM 220 Introduction to Intercultural Communication **Fall; 3**
Prerequisite: ENGL 102 level course. A course designed to introduce the student to the current theories and principles of intercultural communication, to the observation and appreciation of cultures and co-cultures, to develop critical thinking and practical skills for communication, and to explore one's own personal and spiritual growth through experiences with other cultures.

COMM 235 Understanding the Intercultural Assignment **Spring; 1**
Prerequisite: COMM 220. A course intended for students who will be temporarily living and working in an intercultural/international setting. Learning to transition to another culture, understanding perceptual and conceptual differences, and examining one's own capabilities and limitations in communication are the intended goals. Primary and secondary research methodologies are taught in order to observe and analyze intercultural experience. Required of Intercultural Communication majors. Highly recommended for student missionaries and those planning to attend colleges abroad.

COMM 255 Media Literacy and Criticism **3**
A course designed to introduce students to the history, concepts, and practice of media literacy in a media-saturated society. Students learn to develop their own critical perspectives on media and apply them for use in conducting research.

COMM 270 Communication Theory and Research **Fall; 3**
A course designed to introduce the student to the various communication theories, to clarify the purposes of communication in human society, and to develop critical thinking and research.

** External Degree only = Offered only in the External Degree Program*

COMM 305 Film Criticism **Summer Session, as needed; 3**
Prerequisite: ENGL 102. An introduction to the textual analysis of classical and contemporary film. Students critique the medium through technical, literary/ aesthetic and cultural perspectives, and are encouraged to understand its use and power from a spiritual perspective. A rotation of themes includes but is not limited to, narrative, auteur, genre, and ideological criticism. These are supplemented with screenings of national and international film.

COMM 315 Small Group Communication **Fall, odd years; 3**
Theory and practice of conflict resolution, group dynamics, and effective leadership and participation.

COMM 320 Persuasion and Propaganda **Fall; 3**
Prerequisite: COMM 105 or equivalent; PSYC 105 or SOCI 105 recommended. Theory and practice of logical and psychological forms of persuasion in various arenas of life, including business, politics, media, religion, interpersonal relations and mass media. Students develop an ethic of persuasion and learn to identify and unmask messages and techniques of propaganda.

COMM 325 Communication Law **Spring; 3**
A study of the legal framework shaping the print and electronic mass media with special attention paid to the origins and implications of the First Amendment. Students gain experience in reading landmark court decisions and conducting basic legal research.

COMM 330 Effective Presentations **Spring, odd years; 2**
Prerequisite: COMM 105. A course designed to develop the communication skills of listening, critical thinking, appreciation and understanding of diversity, public speaking, writing, and technological competence. The student produces a variety of effective public presentations using selected techniques and media.

COMM 350 International Electronic Media. **As needed; 3**
Prerequisite: COMM 150. An investigative course on electronic media systems around the world with an emphasis on the development, general practices, governmental control, the role of international organizations in fostering international communication and analysis of major issues facing the global media community.

COMM 365 Media Management **Fall, odd years; 3**
Prerequisites: COMM 150; COMM 325 recommended. The study and application of research, theories and concepts of effective management as they relate to the dynamic nature of contemporary media environments such as newspapers, television, advertising, public relations, radio and the Internet. The foci of the course will address the issues of the free flow of ideas and the factors (i.e., politics, economics, bureaucracies and technology) that influence information distribution.

COMM 370 Advertising **Spring; 3**
An overview of the history of advertising and its contemporary role in communication and business. An examination of advertising's influence on the culture. Practical applications in planning, copy preparation, and media selection. NOTE: A lab fee of $45 will be required.

COMM 394 Community, Self and Society **Fall, odd years; 3**
A course which examines the influence of the media in shaping our images of the individual, the family, our communities, society, and "the global village." The course enables the student to identify the historical, political, and social events in the American experience that have both built community and promoted individualism. A philosophical approach to the "communication ideal" as presented in popular culture will be applied throughout the course. The course combines social research methods in an historical and philosophical context.

COMM 395 The Intercultural Communication Experience **Every semester; 3**
Prerequisite: COMM 220, COMM 235. Practical experience (minimum of four weeks) living in a culture new to the student. The student uses the theories, tools, and techniques of intercultural communication to interact, observe, analyze and report on the personal experiences encountered. Required of all Intercultural Communication majors in consultation with the program coordinator. May be fulfilled through an international internship or service opportunity, student missionary service, or college study abroad. Courses may be repeated for credit.

COMM 397 Cultural Conceptions of Gender, Race and Class **Spring, even years; 3**
Prerequisite: COMM 150 recommended. The course examines how media and popular culture help to shape an individual's racial, class and gender identities, and how those images and messages are constructed, transformed, and disseminated to the culture through the media.

COMM 405 Media Ethics **Spring; 3**
A course designed to identify ethical situations in all media, to understand and apply moral reasoning to selected case studies, and to develop one's own moral and ethical principles in dialogue with community, media, and society.

COMM 460 Problems and Issues in Intercultural Communication **Fall, even years; 3**
Prerequisite: COMM 105, COMM 220. A course which examines recent and contemporary problems and issues in intercultural communication at the personal, public and social levels. The student engages in discussion and research in a variety of settings to produce a major project.

COMM 465 Perspectives in Communication **Spring; 1**
A course intended to give the senior student opportunity to reflect on his or her professional goals and training in order to synthesize the various theories and practices encountered as a student. A graduate portfolio is produced, a major component of which is a research paper presented publically to the departmental faculty and interested peers.

COMM 494 Topics in Communication **As needed; 1-3**
Based on student needs and faculty consent, topics may be chosen in the areas of radio, television, public relations, advertising, communication theory or media studies at the upper division level.

COMM 495 Independent Study in Communication **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic relating to the field of communication studies, mass media studies, broadcasting, public relations, advertising or other media at the upper division level. Students wishing to register for this course must seek and receive departmental approval prior to course registration.

Computer Science

When offered; credit hours

CPTR 105 Introduction to Computers **Fall & Spring; 3**
Prerequisite: MATH 051, placement in MATH 052, or 15th percentile on ACT/SAT Math. Development and practical application of hardware and software use skills and an overview of the field of computing. Use of word processors, electronic spreadsheets, database software, presentation software, e-mail, and web browsers, accomplishing common tasks is covered at basic through intermediate levels. Knowledge of common computer-related terminology and concepts, adaptability in new computing environments and awareness of the social and ethical impact of computing are emphasized to aid success in college and the workplace. Credit for this course does not apply toward a major, minor or emphasis in Computer Science or Information Systems but it does apply toward the General Education Core Competencies requirement. Two 1-hour lectures and a 2.5-hour closed laboratory session each week.

CPTR 115 Introduction to Computer Science **Spring; 3**
Prerequisite: CPTR 105 or waiver exam, placement in MATH 052 or 45th percentile on ACT /SAT Math. Introduction to Compute Science using a bottom up approach. Hands-on construction a computer, loading a UNIX system, UNIX commands and utilities, file structure, networking, shell scripts, programming tools, and system administration. Also topics include ethics and fundamental problem-solving. Credit for this course does not apply toward a major, minor, or emphasis in Computer Science or Information Systems. Two one-hour lectures and a two and one-half-hour closed laboratory session each week.

CPTR 150 Computer Science I **Fall; 4**
Prerequisite: MATH 126 placement or MATH 120 and CPTR 115 with a minimum grade of "C" or demonstration of problem solving skills. Introduction to problem solving, algorithm construction, standard computer algorithms, program design, and analysis using structured programming techniques and data abstraction. With CPTR 200 this course forms a two-semester introductory sequence for computer science majors and minors. Three one-hour lectures and a two and one-half-hour closed laboratory session each week.

CPTR 200 Computer Science II **Spring; 4**
Prerequisite: CPTR 150 with minimum grade of "C." A continuation of CPTR 150 and an introduction to data structures and algorithm design and analysis. Included are lists, stacks, queues, trees, complexity analysis, searching, sorting, and file handling. Three one-hour lectures and a two and one-half-hour closed laboratory session each week.

CPTR 230 Computer Languages **Fall; As needed; 2**
Prerequisite: CPTR 150 with minimum grade of "C." The syntax and applications for the following programming languages are covered in two lectures per week. All are offered as needed.

CPTR 230B C and Pascal	**CPTR 230E LISP**	**CPTR 230G Ada**
CPTR 230C COBOL	**CPTR 230F C++**	**CPTR 230M Java**
CPTR 230D Fortran		

CPTR 250 Database Design **Fall; 3**
Prerequisite: CPTR 150 with minimum of grade of "C." The study of database design tools and techniques. This course will explore the design and analysis of database systems, with particular emphasis on relational databases. Topics covered include: review of hierarchical and network model, data normalization, data description languages, query facilities, file organization, index organization, file security, data integrity and reliability, database administration, and DBMS evaluation.

CPTR 294 Topics in Computer Science **As needed; 1-4**
Prerequisite: Permission of instructor. A current topic in computer science will be explored.

CPTR 295 Independent Study in Computer Science **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in computer science at the lower division level.

CPTR 325 Computer Organization **Fall; 3**
Co-requisites: MATH 280; Prerequisite: CPTR 200 with minimum grade of "C." Boolean algebra, digital logic, memory, input/output devices, organization of central processors including instruction sets and microprogramming, introduction to operating systems and assembly language.

CPTR 326 Assembly Language Programming **As needed; 3**
Prerequisite: CPTR 325. Data formats, flow of control, instruction codes and operations, addressing techniques, input/output assembly process, and advanced topics.

CPTR 350 Data Structures and Algorithms **Spring; 3**
Prerequisites: CPTR 200 with minimum grade of "C", and MATH 280. Topics include algorithm design and analysis; description, properties, and implementation of abstract data types: lists, strings, stacks, queues, trees, and graphs; sort and search techniques; complexity analysis; problem-solving strategies; recursive algorithms; and computability and undecidability.

CPTR 360 Introduction to Numerical Analysis **Spring, odd years; 3**
Prerequisites: MATH 252 and CPTR 230 or permission of instructor. See MATH 360 for course description. Cross-listed as MATH 360. Credit may be earned for only one department listing.

CPTR 380 Principles of Networking **Spring, even years; 3**
Prerequisite: CPTR 200 with minimum grade of "C." Surveys networking and its impact on current and future practices in distributed computing. Covers communication and networking terminology, theory, hardware, and protocols. Peer-to-peer and client-server software models are presented, with the Internet and the World Wide Web as examples. The impact of net-centric computing on security, privacy, human-computer interaction and other social and ethical issues is discussed.

CPTR 410 Software Engineering **Spring; 3**
Prerequisite: CPTR 350. Capstone course for Computer Science majors applies software development of a real-world project in team setting. CASE tools, techniques and notations used in analysis, design, documentation, testing and maintenance, as well as formal methods for verification and validation are covered. Methods for effective client communication, the moral and ethical responsibilities of software developers, and other social, professional and ethical issues are discussed.

CPTR 415 Web Programming **Spring, odd years; 3**
Prerequisite: CPTR 150 and CPTR 350 or GART 330. Introduction to web programming and CGI. Covers the syntax and applications of HTML, CSS, JavaScript, and Perl. Also includes the basics of web servers and the interaction between browsers, servers, and CGI programs.

CPTR 420 Programming Languages **Fall, even years; 3**
Prerequisites: CPTR 325 and CPTR 350. The analysis of high-level programming languages. Topics include formal language specification, run-time organization of languages, data storage allocation, virtual machines, sequence control, runtime storage management, finite state automata, context-free grammars, and programming semantics and paradigms.

CPTR 440 Artificial Intelligence **Fall, odd years; 3**
Prerequisites: CPTR 325 and CPTR 350. An introduction to artificial intelligence, its approaches and algorithms. An introduction to programming in LISP. Topics include production rules, knowledge representations, various search strategies, and planning. Learning, natural-language understanding, and neural networks are briefly discussed.

CPTR 450 Graphics **Spring, even years; 3**
Prerequisites: MATH 151, MATH 288 and CPTR 350. Introduction to 2D and 3D graphics and the principles of computer graphics. Covers the algorithms used in common graphics libraries. Includes an introduction to graphics hardware, mathematics of affine and projective transformations, perspective, curve and surface modeling, hidden-surface removal, color models, illumination, shading, and reflection. Also looks at application of graphics.

CPTR 470 Operating Systems **As needed; 3**
Prerequisites: CPTR 325 and CPTR 350 or permission of instructor. Study of the design and implementation of computer operating systems. Topics include tasking process coordination and synchronization, scheduling, dispatch, physical and virtual memory, device management, file systems and naming, security, protection, communications, and distributed and real-time systems.

CPTR 480 Compiler Writing **As needed; 3**
Prerequisite: CPTR 326 and CPTR 420 or permission of instructor. Syntax and semantics, scanning, parsing, code generation, code optimization. Compiler writing techniques.

CPTR 490 Advanced Computer Projects/Operations **As needed; 1-3**
Prerequisite: CPTR 410 or permission of instructor. The student will gain experience on a large-scale project under the direction of an instructor, either in the area of programming or in computer operations.

CPTR 494 Topics in Computer Science **As needed; 1-3**
Prerequisite: Permission of instructor. A current advanced topic in computer science will be explored.

CPTR 495 Independent Study in Computer Science **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in computer science at the upper division level.

Cooperative Education

When offered; credit hours

COOP 210 Introduction to Career Planning **Fall, Spring & Summer; 1**
Prerequisities: ENGL 102; COMM 105. An introduction to the world of work emphasizing the identification of individual and vocational skills and accomplishments, resume writing, career search, business etiquette, and interviewing techniques. Includes portfolio preparation.

COOP 351 Parallel Work Experience/Half Block **Fall, Spring & Summer; 0**
Prerequisite: COOP 210. Part-time employment (suggested 15-20 hours per week) or internship that is approved by the Cooperative Education Department and the advising department, and is related to the student's career goals and/or major. Learning agreements and performance evaluations are required and monitored by the Cooperative Education Department. May be repeated. Graded pass/fail.

COOP 360 Alternating Work Experience/Full Block **Fall, Spring & Summer; 0**
Prerequisite: COOP 210. Full-time employment (minimum 30 hours per week) or internship that is approved by the Cooperative Education Department and the advising department, and is related to the student's career goals and/or major. Learning agreements and performance evaluations are required and monitored by the Cooperative Education Department. May be repeated. Graded pass/fail.

COOP 370 Cooperative Work Experience: LTHC **0**
Prerequisite: COOP 210. At least 400 clock hours of the Cooperative Education requirement of 800 hours must consist of management experience in a selected long term care facility. The Long Term Health Care (LTHC) adviser will work with the student and the administrator of the long-term care facility to develop a tailored internship that will give the student a breath of experience in long-term health care administration. Students will keep a log detailing their internship experience. At the end of each 100 internship hours, students must submit a report summarizing and critiquing the internship experience gained during the preceding 100 hours. The LTHC adviser will normally make two on-site visits during the student's internship. In the case of internship sites located more than 2 hours drive from Washington Adventist University, or internship situations which require more LTHC adviser visits, an additional COOP fee will be charged

Counseling Psychology

When offered; credit hours

CPSY 510 Advanced Lifespan Development **3**
An examination of how specific stages of development help to understand the influence and risks associated with the development of psychopathology from infancy through adulthood. The demographic, sociological, physiological, and psychological factors that contribute to both dysfunctional and optimal functioning will be discussed. Factors associated with the development of the healthy personality are also covered.

CPSY 520 Psychopathology **3**
This course focuses on the scientific and methodological diagnosis of mental disorders. It explores the etiology, dynamics, and diagnosis of the range of physiological, interpersonal, family systems and larger systems of pathologies affecting individuals and in society. Attention is also given to specific disorders of childhood and adulthood. The DSM system of diagnosis provides a framework for the course.

CPSY 530 Systems & Theories of Psychotherapy **3**
This course provides an introduction to psychotherapeutic principles, strategies, systems, and skills of psychotherapies. The theoretical framework and applications of each strategy is critically reviewed. Such mainstream approaches as psychoanalytical, humanistic, behavioral, family, feminist, cognitive therapies and postmodern theories are examined to bridge the gap between theory and practice.

CPSY 540 Counseling Techniques **3**
This is an introduction to a number of practice issues and skills that are necessary for practitioners in counseling. Students will acquire interviewing skills for psychological diagnosis through role play and videotape mock interviews; they will also learn how to do client-counselor treatment contract and different stages of treatment including referral and termination. In addition, students also acquire information on professional and governmental organizations, training standards, ethical codes, professional issues, multicultural diversity, credentialing bodies. Attention will also be given to interpersonal skills such as attending and listening, restatement, questioning, reflection of feelings, challenge, interpretation, appropriate self disclosure, immediacy, information and direct guidance.

CPSY 550 Field Experiences **125 clock hours; 3**
Prerequisites: Advanced Development, Psychopathology, Systems & Theory of Psychotherapy, and Counseling Techniques. This course introduces students to the counseling field by the selection of a relevant site placement in consultation with the classroom instructor.

CPSY 560 Group Therapy **3**
This course is designed to provide an overview of the basic dynamics, theoretical components, and developmental aspects of therapy groups. In addition to providing instruction about group therapy theory, techniques and ethical behavior, class participants form themselves into small groups and analyze its own process in relation to the personality and roles of its members. Students will gain special experience in exploring group leader and member roles.

CPSY 570 Ethical & Legal Issues for Counseling Services **3**
The cultural, legal, ethical, and professional issues affecting therapists and their professional administrative counseling services are surveyed. The course will also review the impact and appropriate use of counseling techniques to resolve individual and family problems. Attention is also given to understanding of how Health Insurance Portability and Accountability Act (HIPAA) influence the counseling practice. Code of ethics of the Board of Professional Counselors and Therapists are reviewed.

CPSY 580 Career Counseling **3**
The student is exposed to the various theories, concepts and techniques to aid individuals in making a career choice are discussed. The development of an occupational choice and career decision-making styles are discussed as a life long process that influences the establishment of work values and motivation for work. Patterns of work adjustment and how that process influences a career identity and enhances the integration of a mature personality are surveyed.

CPSY 590 Evaluation & Appraisal **3**
The student is introduced to the theory and practice of testing procedures and the interpretation of personality, intelligence, occupational, and neurological tests. Various kinds of formal and informal assessment procedures are covered throughout the course. Some attention is also given to the theory of test construction, validity, reliability, and standardization of tests.

CPSY 610 Research in Counseling **3**
How to read, interpret, and understand the various kinds of research methodology for the purpose of increasing the counselor's ability to stay current in their profession are studied. Principles of quantitative and qualitative research studies are reviewed. Statistical techniques are studied so the counselor can better understand how scholarly research articles are written and their interpretation of research findings.

CPSY 620 Marriage & Family Counseling **3**
This course will cover the principles for working with couples and families using appropriate intervention strategies. An overview of the system theory approach is discussed. The stages of the family life cycle development are reviewed so students learn how to apply their counseling knowledge for the resolution of marriage and family conflict.

CPSY 630 Alcohol & Drug Counseling **3**
This course is an overview of current theoretical and clinical approaches to etiology, diagnosis, treatment of alcohol and drug dependency. It addresses the fundamental concepts and issues necessary to gain the basic understanding of alcohol and drug counseling. Students will be able to define the chemical dependency and describe the various models of addiction. They will also explore the roles of personality factors, physiological, psychological and spiritual effects. Students will be able to identify and discuss the clinical issues involved in treating drug dependent individuals. This includes such issues as the use of denial and defense mechanisms, stages of recovery, relapse and relapse prevention counseling, shame and guilt, co-occurring disorders, effects on family intervention, and 12 Step groups. Students will gain an understanding of the knowledge, skills, abilities required to be an effective counselor.

CPSY 640 Multicultural Counseling **3**
This course will emphasize how multicultural counseling seeks to have students become aware and acknowledge cultural diversity, appreciating the value of the culture and using it to aid the client. The types of cultural issues such as gender, ethnicity, aging, sexual orientation and their effects on the counseling situation are discussed.

CPSY 680 Practicum M.A. Degree – LCPC Track **275 hours *; 6**
Prerequisites: Field Experiences I & II. The practicum experience involves 275 clock hours at a placement setting where students provide counseling under the supervision of a licensed mental health professional. Field experience must be completed before enrolling in this course. Practicum placements are arranged by the coordinator of clinical training in consultation with the student and available licensed supervisors. During the practicum, students engage in clinical experiences appropriate for their level of professional training. Practicum requires the attendance and participation in required weekly class on campus. The student will demonstrate their ability to integrate counseling theory, practice and to resolve a client's clinical problem by the presentation of an appropriate case study from their practicum. The completion of a case study is required before advancing to Clinical Internship.

CPSY 690 Advanced Counseling Techniques **LCPC Track; 3**
Prerequisites: Field Experiences I & II and Practicum This course focuses on case conceptualization and the integration of counseling techniques into the student's repertoire of counseling and written skills. Case presentations and analysis of videotaped sessions will be emphasized. Restricted to LCPC students enrolled in the Clinical Internship. This course must be taken at the beginning of the clinical internship.

CPSY 692 Topics in Counseling Psychology **1-3**
A study in an area of cousneling psychology not listed as a regular course. Course is offered based upon student needs and departmental chair approval.

CPSY 699 Clinical Internship M.A. Degree – LCPC Track **600 hours *; 12**
Prerequisites: Field Experiences I & II and Practicum Students are permitted to register for the Clinical Internship upon the successful completion of the practicum. Students complete a supervised 600 hour internship in a clinical setting on a full-time basis (40 hours a week). Internships are supervised on site by a licensed mental health professional and include a weekly meeting with the supervising instructor or clinical faculty member. Must have taken or concurrently enrolled in Advanced Counseling Techniques. 60 hours for M.A. degree in Professional Counseling Psychology

** Maryland State Board Licensure Requirement:*
Before applying for the Maryland Professional Psychology licensure (LCPC), the NCE must be taken and 3,000 hours must be completed. Approximately 1,000 hours of that requirement is completed upon earning the MA degree in Professional Counseling Psychology at WAU. The student must arrange for the remaining 2,000 clinically supervised hours to be completed.

Information Systems | Traditional program

See also INSY courses in Information Systems | Non-traditional program, Page 361

When offered; credit hours

CSYS 205 Personal Productivity **As needed; 3**
Prerequisite: CPTR 115 with minimum grade of "C." This course enables students to improve their skills as knowledgeable workers through effective and efficient use of packaged software. It covers both individual and group work. The emphasis is on productivity concepts and how to achieve them through functions and features in computer software. Design and development of solutions focus on small systems.

CSYS 210 Fundamentals of Information Systems **Fall, even years; 3**
Prerequisite: CPTR 150 with minimum grade of "C." This course provides an introduction to systems and development concepts, information technology, and application software. It explains how information is used in organizations and how IT enables improvement in quantity, timeliness, and competitive advantage.

CSYS 215 Spreadsheets and Presentations **Fall; 2**
Prerequisite: CPTR 105 or waiver exam. An intermediate course on electronic spreadsheets and presentation software, with a strong emphasis on practical hands-on applications. Concentration will be on the common spreadsheet and presentation software used in academia and business. Not applicable to CS/IS majors.

CSYS 220 Database and Word Processing **Spring; 2**
Prerequisite: CPTR 105 or waiver exam. An intermediate course on databases, word processing and desktop publishing, with a strong emphasis on practical hands-on applications. Concentration will be on the common database software and word processing software used in academia and business. Not applicable to CS/IS majors.

CSYS 310 Information Theory and Practice **Fall, odd years; 3**
Prerequisite: CSYS 210 and CPTR 200 with minimum grade of "C." This course provides an understanding of organizational systems, planning, and design process, and how information is used for decision support in organizations. It covers quality and decision theory, information theory, and practice essential for providing viable information to the organization. The course covers the concepts of IS for competitive advantage, data as a resource, IS and IT planning and implementation, TQM and re-engineering, project management and development of systems, and end-user computing.

CSYS 330 Analysis and Logical Design **Spring, odd years; 3**
Prerequisite: CPTR 250, CSYS 210. This course provides an understanding the system development and modification process. It enables students to evaluate and choose a system development methodology. It emphasizes the factors for effective communication and integration with users and user systems. The course encourages interpersonal skill development with clients, users, team members, and others associated with development, operation and maintenance of the system. Object-oriented analysis and design. Use of data modeling tools. Development and adherence to life cycle standards.

CSYS 425 Physical Design and Implementation **Fall, odd years; 3**
Prerequisite: CSYS 330. Focuses on the completion of the physical design, programming, testing, deployment and maintenance of a system, using the analysis and logical design as a basis. Current tools and methodologies are covered, with an emphasis on modern CASE and RAD tools and IDEs in the context of object-oriented and client-server models.

CSYS 430 Project Management and Practice **Spring, even years; 3**
Prerequisite: CSYS 330. This capstone course for the Information Systems major and emphasis covers the theory, skills and methods necessary for successful management of system development projects of various sizes. Both technical and behavioral aspects of project management are discussed, along with ethical, social and professional issues involved in the field of information systems. Includes a complete system development lifecycle for a small real-world project.

Economics

When offered; credit hours

ECON 220 Poverty and Wealth **As needed; 3**
Prerequisites: ACCT 212, COMM 105, ECON 265, ECON 266, ENGL 102, and Math 110 with grades of "C" or higher. Explores a number of economic theories, the economic realities of social stratification, the causes and results of the often extreme dichotomies between the "haves" and the "have-nots," and a variety of Judeo-Christian responses within the context of the urban, multicultural, and international misseo dei.

ECON 265 Principles of Economics I — Macro **Fall; 3**
Prerequisites: Placement in at least ENGL 101, and placement in MATH 120. Introductory course which explores topics such as economic growth, inflation, unemployment, fiscal and monetary policies, money supply, banking and the central banking system within the context of major economic theories. Cross-listed as PLST 265.

ECON 266 Principles of Economics II — Micro **Spring; 3**
Prerequisites: Placement in at least ENGL 101, and placement in MATH 120. A study of scarcity and consumer choice, supply and demand, pricing of the factors of production for the individual firm, and the types of competition. International economics and alternative economic systems will be included.

ECON 305 Money and Banking **Spring, odd years; 3**
Prerequisites: ACCT 212 COMM 105, ECON 265, ECON 266, ENGL 102, and MATH 110 with grades of "C" or higher. This course is a study of money, banking, real-life financial system, and the real-life conduct of monetary policy. The rational behavior of participants in the economy and their interaction in the marketplace are used to describe the contemporary monetary and financial system, and connect theory to practice.

ECON 375 Economic Fundamentals for Managers **† SGPS only; 4**
An introduction to the principles of economics and their application to the problems of unemployment, inflation, economic growth, individual and corporate behavior, and the impact of different market structures on economic activity.

ECON 494 Selected Topics in Economics **As needed; 1-3**
A current advanced topic in economics will be explored.
ECON 495 Independent Study in Economics As needed; 1-3
Study on an independent basis in collaboration with the instructor on a topic in economics at the upper division level.

ECON 502 Survey of Economics **As needed; 4**
Prerequisites: none. This course is designed to provide the graduate student with the foundation needed for matriculation into more advanced economics courses at the MBA level. As such, the course covers topics such as macro and microeconomics, the theory and determination of national income, international trade, supply and demand, monetary theory and policy, fiscal policy, cost theory and the impact of different market structures on economic activity. This course is designed for graduate students only.

† SGPS only = Offered only in the School of Graduate and Professional Studies

ECON 528 Managerial Economics and Decision Making **3**
Prerequisites: Undergraduate course or courses in Micro-economics and Macroeconomics (ECON 265 & 266 in traditional program, ECON 375 in AEP) with grade of "B" or higher. This course introduces the student to the economic constraints and forces determining the profitability and viability of the firm. Topics covered include costs, pricing, competition, economic efficiency, industry equilibrium and change, government intervention and public policy, and revenue and profit models under various market conditions and regulatory constraints. Additional topics include game theory, law, market failure, pollution, taxation and time.

ECON 560 Managerial Economics **3**
Prerequisite: ECON 265 or equivalent with a grade of B or higher. Introduces the students to economic constraints and forces affecting major firms and organizations. Topics include: cost theory, pricing; competition, supply and demand, equilibrium and change; government economic policy impacts, as well as revenue and profit models under various market conditions and regulatory constraints. Taxation impacts, business law, economy and ecology, and the time value of money will be addressed.

Education

When offered; credit hours

EDEC 205 Materials and Methods of Early Childhood Education **Fall; 3**
Prerequisite: EDUC 120, EDUC 242 and at the sophomore level. A course designed to teach the methods and materials for designing creative learning experiences for young children in the areas of art, music, movement, drama, language arts, literature, and science. An activity oriented course with approaches to the basic process of inquiry in the physical and natural world. Emphasis is placed on building a positive self concept of children.

EDEC 206 Foundations of Early Childhood Education **Fall; 3**
Prerequisite: EDUC 120, EDUC 242 and at the sophomore level. A course designed to teach the foundations and philosophies of Early Childhood Education, to provide a review of the varying curriculums, to teach the concept of developmentally appropriate practices, as well as to analyze the concepts of play in educating young children.

EDEC 220 Communication and Collaboration in Early Childhood Education **Spring; 2**
This course will provide students information regarding effective communication strategies in the early childhood education profession. This course provides students with the knowledge and dispositions necessary for successful collaborative teaching.

EDEC 245 Early Childhood Health, Nutrition, and Safety **Fall; 3**
Prepares early childhood providers and educators with an understanding of issues related to research-based recommendations for the provision of children's safety and health. Provides strategies for the preparation of a safe environment and for good nutrition and health.

EDEC 302 Administration of Early Childhood Programs **Spring; 2**
Provides an overview of the organization and administration of nursery schools, kindergartens, and day care centers. A philosophy of working with young children is developed. Techniques and materials for working with young children are introduced.

EDEC 305 Promoting Literacy and Language in Young Children **Spring; 2**
Early Literacy Learning combines study about theory and practice in teaching early literacy, literacy instruction, and the integration of quality children's literature in all areas of the language arts. Major emphasis is placed on current research and methods used in early literacy and language arts instruction. Students will be provided opportunities to understand integrated reading and language arts programs and address diversity in the classroom that includes, but is not limited to, cognitive ability, culture, and economic backgrounds. This course provides understandings, strategies, and procedures that suggest how to implement a balanced literacy program. The course will emphasize the importance of verbal, written, and visual literacy for creating meaning.

EDEC 308 Early Childhood Social Studies Methods **Spring; 2**
Prerequisite: EDUC 242 and acceptance into the teacher education program. Materials and methods of teaching social studies in the early childhood school.

EDEC 309 Methods and Materials for Teaching Math and Science in Early Childhood **Spring; 3**
This course will examine materials and methods of teaching science and math in early childhood settings. Emphasis is on curricular planning and writing lesson plans for activity-based learning experiences. An introduction to the National Association for the Education of Young Children (NAEYC) and the National Science Teaching Standards recommendations is also presented.

EDEC 310 Teaching Experiences **Fall & Spring; 6**
Prerequisites: EDUC 242 and permission of instructor. Directed teaching experiences. Emphasis will be given to organization of the curriculum, grouping for instruction, and individualization of instruction. Students may be advised to choose an emphasis in one of the following: (1) early childhood, (2) health sciences, (3) secondary teaching, (4) adult education. May be repeated up to 12 hours.

EDEC 311 Programming and Planning for Primary-Aged Children **Fall; 3**
The course focuses on the aims, scope, and integration of method of teaching reading, language arts, and social studies, math and science across the curriculum. This course describes the various settings in which school-aged children are serviced. This course emphasizes an integrated approach to teaching using a variety of instructional methods appropriate for primary aged children.

EDEC 312 Programming and Planning for Preschoolers **Spring; 3**
This course focuses on the development of creative abilities of children ages three to five. Combination of study and field based experiences stressing developmentally appropriate curriculum for preschool children from birth to age five. The course will cover aspects of curriculum for young children based on research and theory. A weekly field experience working with children in a preschool setting offers hands on experience. This course will also focus on early intervention services for preschool-aged children.

EDEC 313 Programming and Planning for Infants and Toddlers **Spring; 3**
This course is the study of the aspects of planning and implementing group care for infants and toddlers, including developmental issues, routines and transitions in care giving; curriculum activities, environmental designs, equipment and materials; guiding behavior including limit setting and developing security through behavioral management, and working with parents.

EDEC 315 Inclusive Early Childhood Education **Fall; 3**
This course focuses on the foundations of inclusion as they relate to early childhood programs in general. The course will explore etiology and developmental characteristics of young children with developmental delays or disabilities, children whose families are culturally and linguistically diverse, children from diverse socioeconomic groups, and other children with individual learning styles, strengths, and needs. Students will gain a foundation upon which they can build the skills to understand, analyze and reflect upon best practices and use/apply sound professional strategies to assist young children. Emphasis shall be placed on the ability to instruct and adapt instruction for children with special needs.

EDEC 317 Integrated Arts in Early Childhood Education **Spring; 3**
The purpose of this course is to familiarize students with approaches to the creative arts in early childhood education. Students will learn about the visual arts, music, movement, and drama activities for young children and how creative arts foster total development. The teacher's role in planning developmentally appropriate creative arts curriculum will be emphasized throughout the course. Students will learn how to adapt instruction and materials for children with special needs. Students will have opportunities to design, implement, and participate in various creative arts projects.

EDEC 320 Positive Behavior Supports in ECED **Fall; 2**
This course presents systems that promote positive behavior using research based practices in early childhood, including program-wide supports and interventions that meet classroom and individual student needs.

EDEC 352 Methods for Instruction of Reading **Fall; 3**
Prerequisite: EDUC 242, and acceptance into the teacher educational program. This course is designed to acquaint the student with learning theories from which reading instruction has developed and a representative array of research-based instructional techniques and strategies. Instructional routines and strategies in the five major components of reading will be emphasized (phonological and phonemic awareness; phonics, spelling and word study; fluency development; vocabulary; and comprehension)

EDEC 353 Materials for Teaching Reading **Spring; 3**
Prerequisite: EDUC 242, and acceptance into the teacher educational program. This course presents materials for teaching reading and related skills that are consistent with the findings of scientifically based reading research. The focus is on an understanding of research-supported programs, approaches, and methods, that address different levels of reading proficiency within the classroom that enable students to become strategic, fluent, and independent readers. Participants will demonstrate effective strategies for selecting, analyzing, and critiquing materials used to enhance classroom learning activities. Additionally, participants will be prepared to involve parents, and the school community, to promote daily reading in and out of school.

EDEC 354 Methods for Assessment of Reading Spring; 3
Prerequisite: EDUC 242, and acceptance into the teacher educational program. Students will learn techniques of assessment for reading instruction by selecting, administering, and interpreting appropriate evaluations for screening, progress monitoring, and diagnosing student performance. Course activities will examine an array of formal and informal assessment techniques and their application for effective reading instructional decisions for the student and classroom groupings. Participants will demonstrate effective strategies for communicating assessment results to colleagues, parents and students.

EDEC 390 Working with Young Children, Families, and Community Fall; 3
A course designed to provide knowledge and understanding of family and community characteristics, including family structures, socioeconomic conditions, stress and supports, cultural values and community resources. Students will develop skills needed to support and empower families in their children's development and learning.

EDEC 424 Observation and Assessment in Early Childhood Education Summer; 3
This course introduces a variety of principles and observation and assessment techniques used in early childhood education, special education and inclusive settings birth to age eight. Attention is given to the practical concerns of classroom teacher and assessment processes.

EDSP 425 Applied Measurement and Assessment for Exceptional Students Fall; 2
Prerequisite: EDUC 424 and acceptance into the teacher education program. Consultation, referral and assessment processes for students with special needs. Legal and procedural issues for IEP development and implementation, including design and interpretation of formal and informal assessments particularly designed to aide educators in making decisions focused on the needs of exceptional students.

EDSP 440 Instructional Methods for Students with Disabilities Fall; 3
Prerequisite EDUC 242 and EDSP 418 and acceptance into the teacher education program. Characteristics and models of effective instruction particularly for students with disabilities in inclusive and specialized settings that include adaptation of instructional materials, task analysis, methods for defining current level of functioning, designing interventions, and monitoring student progress.

EDSP 450 Student Teaching — Special Education Fall & Spring; 2-10
Prerequisites: Admission to Student Teaching requirements. Concurrent enrollment in INTD 499. Student will be involved in the total program of the school(s), including observation, participation, analysis of teaching, and full-time teaching. The student will work with a qualified cooperating teacher for 12-15 weeks in inclusive and specialized settings that serve students with special needs. The time may be extended for excessive absences and/or to give the student more time to develop competence. Because of the assignment, the student should take only those courses approved by the student's adviser in education. Graded on a pass/fail basis. A one hour seminar will be scheduled each week (INTD 499). A teaching portfolio will be compiled during the student teaching assignment. The portfolio topics will be discussed in the weekly seminar.

EDUC 120 Educational Philosophy and Trends **Fall; 2-3**
An overview of philosophy and trends in American education salient to the individual, church, and societal issues related to education. Christian perspectives that include the study of E. G. White's influence on theory and practice of Seventh-day Adventist education will be presented. Observation experiences in the schools are required.

EDUC 130 Professional Skills Development **Fall; 1**
An overview of professional skills required for careers in education with emphasis on the pre-professional skills Praxis test. Demonstrated knowledge and application of Praxis I test process and skills is required.

EDUC 210 A Philosophy of Adventist Education *** External Degree only; 3**
An overview of philosophers and schools of philosophy that are pertinent to the field of education in relation to individuals, church, and societal values. Study of Ellen White's influence on the theory and practice of Seventh-day Adventist education.

EDUC 242 Human Learning **Spring; 3**
Prerequisite: PSYC 210. Designed to help future teachers understand and apply to the classroom psychological principles and research findings in behavioral and information processing, cognitive learning, and problem-solving theories of learning. Additional topics are humanistic education, motivation, measurement and evaluation, and classroom management. The student will be expected to spend time each week observing teachers in elementary schools.

EDUC 260 Health Education *** External Degree only; 3**
Study of health education in elementary and secondary schools. Students must evaluate a healthy education program.

EDUC 294 Topics in Education **As needed; 1-4**
Prerequisite: Permission of instructor. In-depth study on the lower division level of a topic in education.

EDUC 295 Independent Study in Education **As needed; 1-3**
Prerequisite: Permission of instructor. Study on an independent basis in collaboration with the instructor on a topic in education at the lower division level.

EDUC 301 Issues in Multicultural Education **Spring; 3**
Prerequisite: EDUC 242. A framework for exploration and appreciation of cultural similarities and differences related to teaching within a multicultural environment. Emphasis is on active involvement through group discussion. Topics include cultural heritage awareness, values clarification, and sensitivity and respect for contributions from a complex, culturally diverse world.

EDUC 305 Elementary Health/Science Methods **Spring; 3**
Prerequisites: EDUC 242 and acceptance into the teacher education program. Materials and methods of teaching science and health in the elementary school. Emphasis is on curricular planning and writing lesson plans for activity-based science learning experiences. An introduction to the National Science Teaching Standards and the National Science Teacher's Association recommendations is also presented.

EDUC 308 Elementary Social Studies Methods **Spring; 2**
Prerequisite: EDUC 242 and acceptance into the teacher education program. Materials and methods of teaching social studies in the elementary school.

** External Degree only = Offered only in the External Degree Program*

EDUC 309 Integrating Instructional Techniques **Fall; 1**
Prerequisite: Admission to the teacher education program, concurrent enrollment in EDUC 319 Elementary Mathematics Methods. Presents techniques for integrating instruction that enables students to demonstrate that learning is interrelated across subject areas. The focus will be on the development of an interdisciplinary thematic unit outline that will be applied in methods courses throughout the professional program.

EDUC 310 Teaching Experiences **Fall & Spring; 2-6**
Prerequisites: EDUC 242 and permission of instructor. Directed teaching experiences. Emphasis will be given to organization of the curriculum, grouping for instruction, and individualization of instruction. Students may be advised to choose an emphasis in one of the following: (1) early childhood, (2) health sciences, (3) secondary teaching, (4) adult education. May be repeated up to 12 hours.

EDUC 311 Methods of Religious Instruction **Spring; 1**
Prerequisite: EDUC 242 and acceptance into the teacher education program. Materials and methods of teaching religion in the school setting. Religion involves studying the scriptures and making it relevant to the life of the learner. The course is designed to help the prospective teachers become aware of the importance of religion and to become familiar with strategies that will help them teach creatively and effectively

EDUC 319 Elementary Mathematics Methods **Fall; 3**
Prerequisites: EDUC 242, MATH 110, MATH 115, and admission into the teacher education program. Materials and methods of teaching mathematics in the elementary school.

EDUC 320 Classroom Management **Spring; 2**
An introduction to classroom management. Designed to help the prospective teacher gain an understanding of classroom procedures for creating and maintaining a productive learning environment in which student success is maximized.

EDUC 321 Techniques for Integrating Educational Technology into the Classroom **Fall & Summer; 2**
A survey of the instructional uses of educational technology, including the Internet, computer hardware, and software and assistive technology for students with disabilities.

EDUC 333 Music for the Elementary School Specialist **Fall; 3**
Prerequisite: MUHL 120 or equivalent. Cross-listed as MUED 333. See MUED 333 on Page 387 *for course description.*

EDUC 335 Elementary School Physical Education Methods **3**
Prerequisites: EDUC 242 and acceptance into the teacher education program. A study of literature, objectives, content, methods, and procedures with current trends in teaching physical education in the elementary school.

EDUC 340 Materials and Methods of Secondary Teaching **Fall; 3**
Prerequisites: EDUC 242 and acceptance into the teacher education program. Student must have completed majority of the content area major. A study of current practices, materials, and organization for guiding learning in the secondary school. Required laboratory work in a local school will be arranged.

EDUC 341 Processes and Acquisition of Reading **Fall; 3**

Prerequisite: EDUC 242 and acceptance into the teacher education program. Presents the theoretical underpinnings for the process of literacy development. The focus is on a balanced approach that includes the impact of phonemic awareness and how the brain responds to reading skill acquisition for literacy development.

EDUC 342 Materials and Methods for Assessment and Instruction of Language Arts **Fall; 3**

Prerequisites: EDUC 242 and acceptance into the teacher education program; EDUC 341; can be taken concurrently. Materials and methods of teaching language arts in the classroom. Includes curriculum organization, methods, materials and instructional aids for elementary students. Exposes teachers to a variety of texts to be used in the classroom and explains strategies for selecting and evaluating reading materials. This course is available for students enrolled in early childhood, elementary, or elementary/special education programs with Pre-K-8 class assignments and school experiences focused as needed for the respective programs.

EDUC 343 Materials and Methods for Assessment and Instruction of Reading **Spring; 3**

Prerequisites: EDUC 242 and acceptance into the teacher education program; EDUC 342 may be taken concurrently. Materials and methods of teaching reading in the elementary school. The emphasis is on a balanced reading program that includes current information on the use of whole language, basal readers, and phonics, in teaching and assessing reading skills. This course is available for students enrolled in early childhood, elementary, or elementary/ special education programs with Pre-K-8 class assignments and school experiences focused as needed for the respective programs.

EDUC 345 Secondary School Methods **As needed; 1-3**

Prerequisites: EDUC 242, and acceptance into the teacher education program. A study of literature, objectives, content, methods, and procedures with present trends in the teaching of various subject areas in the secondary school. Secondary School Methods courses are available in the following subject areas:

EDUC 345A	**Secondary School Brass Methods**	**1**
EDUC 345B	**Secondary School Business Methods**	**3**
EDUC 345C	**Secondary School English Methods**	**3**
EDUC 345E	**Secondary School Mathematics Methods**	**3**
EDUC 345F	**Secondary School Physical Education Methods**	**3**
EDUC 345G	**Secondary School Religion Methods**	**3**
EDUC 345H	**Secondary School Science Methods**	**3**
EDUC 345K	**Secondary School String Methods**	**1**
EDUC 345L	**Secondary School Social Studies Methods**	**2**
EDUC 345M	**Secondary School Vocal and Choral Methods**	**1**
EDUC 345N	**Secondary School Woodwind Methods**	**1**
EDUC 345P	**Secondary School Percussion Methods**	**1**

EDUC 360 Evaluation in Teaching *** External Degree only; 3**

Prerequisite: PSYC 105. Examines the relationship between teaching, learning, and evaluation; the use of instructional objectives and standardized tests; how to construct and use classroom tests to measure specific learning outcomes; and how to award fair grades.

** External Degree only = Offered only in the External Degree Program*

EDUC 365 Methods of Teaching Reading in the Secondary Content Area **Fall; 3**
Prerequisite: EDUC 242 and acceptance into the teacher educational program. Outlines the essentials of the reading process. Introduces teachers to the purposes of reading; methods of assessing student reading; cognitive strategies in reading; methods of incorporating reading through student-centered instruction; and motivations for reading.

EDUC 370A Fundamentals of Curriculum Development **Fall; 3**
Emphasis is placed on design, development, and upgrading of curriculum for elementary and secondary schools. Includes a focus on the conceptual framework of our society that often forces change in the curriculum.

EDUC 418 Education of Exceptional Children & Youth **Fall; 3**
Prerequisites or concurrent: EDUC 242 and acceptance into the teacher education program. History and philosophy of programs for exceptional children and youth in inclusive and specialized settings. Identification of exceptionality in terms of characteristics, causes, definitions and implications for teachers. Case study is required.

EDUC 424 Educational Assessment **Fall; 3**
Prerequisite: EDUC 242 and acceptance into the teacher education program. An introductory course in the principles of constructing standardized and teacher-made tests, test scoring and interpretation, grading-reporting practices, and an overview of commonly used statistical terms.

EDUC 449 Student Teaching — Multigrade **Spring; 2-4**
Prerequisite: Completion of Admission to Student Teaching. Full-time participation in a classroom with at least three grades in a small school for at least four weeks. Successful completion of the course is contingent upon meeting contact hours. It is also contingent upon developing competence. An extension of time may be necessary to meet either or both of these requirements. Location of the school may require living off-campus.

EDUC 450E Student Teaching — Elementary **Fall & Spring; 2-10**
Prerequisites: Completion of Admission to Student Teaching requirements. Concurrent enrollment in INTD 499. Students will be involved in the total program of the school(s), including observation, participation, analysis of teaching, and full-time teaching. The student will work with a qualified cooperating teacher all day every school day for 10-12 weeks. The time may be extended for absences and/or to give the student more time to develop competence. Because of the assignment, the student should not take any other courses except those approved by the student's adviser in education. Graded on a pass/fail basis. A one-hour seminar will be scheduled each week during the first and second semester of the student teaching experience. The first semester will focus on critical issues related to the student teaching internship and preparation of a thematic unit for public presentation. The second semester seminar sessions will focus on the professional portfolio which must be completed before graduation.

EDUC 450S Student Teaching — Secondary **Fall & Spring; 2-10**
Repeatable up to a maximum of 18 hours

Prerequisites: Completion of Admission to Student Teaching requirements. Students will be involved in the total program of the schools, including observation, participation, analysis of teaching, and full-time teaching. The student will work with a qualified cooperating teacher all day every school day for 12-16 weeks (K-12 programs). The time may be extended for absences and/or to give the student more time to develop competence. Because of the assignment, the student should not take any other courses except those approved by the student's adviser in education. Students will be required to work on two school levels and in both a private and a public school system. Graded on a pass/fail basis. A one-hour seminar will be scheduled each week during the semester for all students enrolled in EDUC 450. A teaching portfolio will be written during the student teaching assignment. The portfolio topics will be discussed in the weekly seminar.

EDUC 455 Inservice Student Teaching **Fall & Spring; 3-6**

Prerequisites for secondary: EDUC 241, EDUC 242, EDUC 340, EDUC 345, residence of at least one semester, three-fourths of a major commonly taught in secondary schools, and acceptance into the teacher education program. Prerequisites for elementary/early childhood: Methods course(s) required for elementary or early childhood concentration, PSYC 210, residence of at least one semester, acceptance into the teacher education program, and permission to student teach by March 1 of the preceding year. Designed for employed teachers who need student teaching. Offered in off-campus situations. Graded on a pass/fail basis.

EDUC 491S Internship Seminar **1**

Prerequisite: Admission to Student Teaching. Concurrent enrollment in EDUC 450S. This one-hour seminar will be scheduled each week during the final semester of student teaching internship. Completion of the teaching portfolio and a passing score on the Praxis II exam in your major is required to pass the course.

EDUC 494 Topics in Education **As needed; 3**

Prerequisite: Permission of department chair. In-depth study in collaboration with the instructor of a topic in education. This is not to be taken in lieu of another course.

EDUC 495 Independent Study in Education **As needed; 1-3**

Prerequisite: Permission of instructor. Study on an independent basis in collaboration with the instructor on a topic in education at the upper division level.

EDUC 501CT Cultural Diversity in American Education **3**

The focus is on multicultural issues and trends in American educational systems. Emphasis is on active involvement through group discussions, identification of trends in multicultural education, and the application of frameworks and strategies useful to teachers for enhancing the value of cultural diversity within the classroom.

EDUC 505CT Materials and Methods for Science and Health Instruction **Spring; 3**

This course is designed for the practicing science teacher who is seeking certification. The objectives of this course focus on materials and methods for science and health instruction with particular emphasis on constructivist pedagogy and teaching strategies for small groups and labs within the traditional classroom environment. Students will also explore assessment options for a curriculum that includes projects and some menu driven choices by the student.

EDUC 518CT Exceptional Learners **Spring; 3**
An overview of exceptional children and youth in terms of characteristics, causes, definitions, and the implications for education related to them. Federal laws related will be related to ethics, services, assessment and instructional applications. Includes identification of the historical and current trends and issues with applications for classroom teachers.

EDUC 519CT Elementary and Secondary Mathematics Methods **Fall; 3**
This course is designed for teachers in the field who are seeking certification. The National Council of Teachers of Mathematics standards will be a primary focus with the emphasis on content and process. Concrete materials and pedagogical issues associated with mathematics instruction K-12 will be modeled.

EDUC 524CT Assessment in Education **Spring; 3**
An introduction to the principles and techniques of evaluating student learning that includes processes related to construction of standardized and teacher made tests, interpretation, grading, reporting practices and an overview of statistical terms and related educational applications. Attention is given to practical concerns of classroom teacher and assessment processes.

EDUC 540CT Materials and Methods of Secondary Teaching **3**
This course is designed to provide multidisciplinary, critical, and reflective strategies and classroom applications for effective teaching and learning in the secondary classroom. It examines the relationship between trends in secondary education and the society by examining current educational theory, policy, and perspectives.

EDUC 541CT Literacy Development in Process and Acquisition of Reading **Fall; 3**
This course focuses on the process and acquisition of reading and writing skills with a focus on a balanced approach to literacy development that includes language experiences and phonemic awareness. Discussion of theory and application in the development of literacy with emphasis on the reading process and instructional applications for classroom teachers.

EDUC 542CT Assessment and Instruction of Elementary Language Arts **3**
This course is designed for teachers in the field who are seeking certification. The National Council of Teachers of English standards and state curriculum standards will be a primary focus as well as current research based strategies. Include curriculum organization, methods, materials and instructional aids for elementary students. Exposes teachers to a variety of texts to be used in the classroom and explains strategies for selecting reading materials.

EDUC 543CT Assessment and Instruction of Elementary Reading **Spring; 3**
This course is designed for teachers in the field who are seeking certification. The International Reading Association standards and state curriculum standards will be a primary focus as well as current research based strategies. The emphasis is on a balanced program that includes current information on the use of whole language, basal readers and phonics in assessing and teaching reading skills.

EDUC 546CT Educational Psychology **Spring; 3**
Educational Psychology is designed to help teachers understand and apply psychological principles and research findings in the classroom. The main topics include characteristics of learners, theoretical perspectives for learning decisions, motivational issues and classroom management suggestions. Students will be expected to synthesize the information into a structure for public presentation.

EDUC 555CT In-Service Student Teaching **3-6**
In-service teaching is designed for the individual who holds a full-time teaching position and wishes to complete the intern teaching experience required for certification. The in-service teaching experience will focus on applying principles of effective teaching developed from standards as defined by the School system, Education department, content specialty area, Maryland State Department of Education, and/or North American Division of Seventh-day Adventists. Evaluation will reflect cooperative assessment of the in-service teacher's self-evaluations, school building mentor and College supervisor with primary applications reflected in the Essential Dimensions of Teaching performance standards. Graded pass/fail.

EDUC 565CT Methods of Teaching Reading in the Secondary Content Area **3**
This course is designed for teachers in the field who are seeking certification. The National Council of Teachers of English standards and state curriculum standards will be a primary focus as well as current research based strategies. It will include the use of a variety of strategies, texts and approaches to promote students' independence in content area reading. It will facilitate application of strategies for assessing student learning and selecting reading materials.

EDUC 594CT Topics in Education **As needed; 3**
In-depth study of special topics in education.

EDUC 595CT Independent Study in Education **As needed; 1-3**
Individual research and study under the guidance of an instructor on a selected topic in education

English

When offered; credit hours

ENGL 040 Introductory Writing
Students taking this class will improve their writing skills by focusing on audience, purpose, organization, support of ideas, and language choice. Placement in this English class depends on ACT/SAT scores and/or a placement test.

ENGL 050 Basic English **Fall & Spring; 3**
Prerequisite: English placement exam. Designed for students with writing deficiencies. The major focus is on writing as communication. Includes the steps in the writing process. Course may be repeated as necessary in order to attain required proficiency to advance to the next level. Credit not applicable toward graduation. Graded pass/fail.

ENGL 101 Composition **Fall & Spring; 3**
Prerequisite: English placement exam or higher than the 50th percentile on ACT/SAT. This course is designed to advance writing skills for college and professional purposes. Starting with the importance of considering audience and purpose, the course emphasizes the need for organization, development, coherency, and stylistic consistency in writing. Additionally, students will analyze a variety of texts and develop critical thinking skills.

ENGL 101A Composition and Language **Fall & Spring; 4**
Prerequisite: English placement exam. This course is designed to advance writing skills for college and professional purposes. Starting with the importance of considering audience and purpose, the course emphasizes the need for organization, development, coherency, and stylistic consistency in writing. Additionally, students will analyze a variety of texts and develop critical thinking skills. To further advance skills necessary to succeed in the composition program, this course has an additional hour of class time each week. During this hour, students will meet regularly in one-to-one or small groups with the instructor to do individualized work.

ENGL 101H Honors Rhetoric **3**
Prerequisite: Acceptance to Honors Program. A study of the importance of effective writing and speaking with an emphasis on practical improvement of both. The writing component is designed to advance writing skills for college and professional pursuits by bring observation, thoughtfulness, organization, sense of audience, and sense of self to bear on student writing. The speaking component involves a study of the theory, basic levels, and the forms of communication. Students will explore the fundamental processes of oral expression with practice in interpersonal, nonverbal, small group, and public speech exercises. This course places special emphasis on the importance of on-site learning. Completion of this course will meet the requirements for both ENGL 101 and COMM 105.

ENGL 102 Research and Literature **Fall & Spring; 3**
Prerequisite: ENGL 101 with a minimum grade of "C." A study of poetry, short stories, drama, and the process of writing a research paper. ENGL 101 and 102 are prerequisites to all other courses in the department.

ENGL 221 American Literature I *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." A survey of American literature from the 16th to the 19th centuries. Covers the contribution of major American authors, including Native American, African American, and women authors.

ENGL 222 American Literature II *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." A survey of American literature in the 19th and 20th centuries, including contributions of major American, Native American, African American, and Hispanic authors.

ENGL 241 English Literature I *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." A survey of English authors from Beowulf to 1800. Emphasis is placed on literature in the context of its historical and philosophical setting.

ENGL 242 English Literature II *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." A survey of English authors from 1800 to the modern era. Emphasis is placed on literature in the context of its historical and philosophical setting.

ENGL 245 Critical Approaches to Literature **Fall; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Restricted to English majors and minors only, or permission of the instructor. Through the study of a core group of primary texts and multiple critical essays about those works, students will be introduced to a variety of critical approaches to literature.

** External Degree only = Offered only in the External Degree Program*

ENGL 295 Independent Study in English **As needed; 3**
Study on an independent basis in collaboration with the instructor on a topic in English at the lower division level.

ENGL 310 Language Study/Grammar **Spring; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Through intensive study of both formal and informal grammar, students will gain a clearer understanding of the form and purpose of Standard English and be able to apply it as necessary to their own language.

ENGL 314 Linguistic Study and the Development of the English Language **Spring, even years; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Beginning with the scientific study of language and an overview of linguistic theory, this course traces the phonological, grammatical, and semantic shifts in the development of the English language from the Indo-European family to American English. In an historical context, examines contemporary issues of linguistics and language, including generative grammar, structuralist theories of language, neurolinguistics, construction of Standard English, the English-only movement, and the role of dialects in American cultures. The analysis of the relationship between linguists, language, and literature will provide students with a theoretical foundation for the study of contemporary literary criticism.

ENGL 327 Young Adult Literature for Educators **As needed; 3**
Prerequisite: ENGL 102. Does not apply toward the General Education literature and humanities requirements. Surveys the history, major contributions, and recurring themes in literature written for young adults. Students will also analyze texts for content and literary merit.

ENGL 455 Charles Dickens and Mark Twain *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Charles Dickens and Mark Twain, two of the most important and popular writers of their time, have come to represent the very essence of England and the United States, respectively, in the 19th century. Students will read major works of each author, placing their artistic development into historical context, investigating the role of each author as a representative, critic and reformer of his own society, and analyzing the way each author uses humor as social commentary.

ENGL 491 Seminar in Literary Theory **Spring, odd years; 3**
Prerequisites: ENGL 102 with a minimum grade of "C" and ENGL 314. Restricted to English majors and minors only, or permission of the instructor. A seminar course studying the relationship of the classical mimetic and expressive traditions of literary criticism to contemporary literary theory, including deconstruction and race and gender studies.

ENGL 495 Independent Study in English **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in English at the upper division level.

ENGL 499 Thesis Research **Spring; 1**
Prerequisite: ENGL 491. This course provides students the opportunity to pursue independent research on a topic of their choice.

** External Degree only = Offered only in the External Degree Program*

Engineering

When offered; credit hours

ENGR 110 Introduction to Engineering **Spring; 3**
Corequisite: MATH 126 maintaining at least a "C" standing. An introduction to the foundations and fields of professional engineering. Fundamentals of statistics, computers, chemistry, electrical engineering, statics, dynamics, and computer assisted design (CAD). Engineering orientation as an aid in selecting fields of emphasis. A design project completed to a prototype in the theme of the course. Two lectures and one three-hour laboratory per week.

ENGR 207 Statics **Fall; 3**
Co-requisite: MATH 252 and PHYS 281 maintaining at least a "C" standing. Two and three-dimensional equilibrium employing vector algebra; friction; centroids and centers of gravity; moments of inertia.

ENGR 208 Dynamics **Spring; 3**
Prerequisite: ENGR 207 with at least a "C" grade. Corequisite: MATH 260 maintaining at least a "C" standing. One- and two-dimensional kinetics and kinematics of rigid bodies by vector calculus; dynamics of rotation, translation, and plane motion; relative motion; work and energy; impulse and momentum.

ENGR 222 Computational Methods **Spring; 2**
Prerequisite: CPTR 150 and MATH 151 both with at least a "C" grade. An introduction to the numerical solution of problems typically found in technical coursework.

ENGR 228 Circuit Analysis **Summer; 3**
Prerequisite: MATH 319 with at least a"C" grade or permission of instructor. Corequisite: PHYS 272 or PHYS 282 maintaining at least a C standing. Basic circuit concepts of current, voltage, power, properties of resistance, capacitance, inductance; Kirchoff's laws and circuit impedance; frequency characteristics; transients. Laboratory time covers basic measurements using DC and AC meters, potentionmeters, bridges, and oscilloscopes. One four-hour lecture-laboratory per week.

English as a Second Language | ESL

None of the following ESL courses can be considered for credit for either a major or a minor in English or English education. Advanced ESL courses may be applied toward the foreign language requirement for bachelor of arts students, with a maximum of six hours to be allowed for this purpose.

When offered; credit hours

ENSL 043 ESL Intermediate Reading Comprehension and Writing **3**
Prerequisite: English placement exam. Introduces comprehension and analytical skills in addition to vocabulary building through in- and out-of-class Intermediate-level readings. Uses in- and out- of class writing as a way to focus on grammatical structure and development of the sentence, paragraph, and short essay.

ENSL 044 Intermediate Grammar **3**
Develops basic grammatical skills necessary for clear written and oral communication.

ENSL 143 Advanced Reading Comprehension and Writing **3**
Prerequisite: ENGL Placement Exam. Introduces skills necessary to comprehend and analyze readings at the Advanced level. Focuses on grammatical writing of paragraphs and essays. Introduces skills needed to successfully engage in academic reading and writing.

ENSL 144 Advanced Grammar **3**
Develops advanced grammatical skills necessary for clear written and oral communication.

English Writing

When offered; credit hours

ENWR 230 Expository Writing **Fall; 3**
Prerequisite: ENGL 102. An overview of the rhetorical modes of writing, including definition, causal analysis, exemplification, and comparison/contrast. Special attention is given to the development of argument in informative writing.

ENWR 235 Technical Writing **Spring; 3**
Prerequisite: ENGL 102. Designed to develop skills of organization, analysis, documentation, and writing appropriate for the production of specialized documents for technical fields.

ENWR 240 Introduction to Creative Writing **Fall; 3**
Prerequisite: ENGL 102. A writing course exploring a variety of creative writing strategies and genres, including poetry, short fiction, and creative non-fiction narrative.

ENWR 330 Advanced Expository Writing **Spring; 3**
Prerequisite: ENWR 230. An intensive study of argumentation with emphasis on logic and precision in writing. The course will also cover the legal brief, the pre-law autobiographical essay, and the pre-law application process.

Finance

When offered; credit hours

FNCE 185 Personal Finance **As needed; 3**
An introduction to some proven techniques of financial management for the individual. Emphasis on the development of a program of financial management, including budgeting, consumer credit, consumer spending, insurance, investments, and other financial problems of the individual.

FNCE 286 Pastoral Finance **Summer Session, odd years; 3**
Study of the science of money management at the personal and corporate levels within the biblical framework of the steward and stewardship. The principles of risk management, budgeting, investing, life and property insurance, and retirement and estate planning will be emphasized.

FNCE 290 Business Finance **Fall; 3**
Prerequisites: ACCT 212, COMM 105, ECON 265, ECON 266, ENGL 102, and MATH 110 with grades of "C" or higher. Must co-register for CSYS 215 and obtain a grade of "C" or higher. An introduction to the fundamentals of finance and objectives of financial management with special emphasis on financial decisions within the context of a business enterprise. Topics include forms of business, taxes, cash flows, time value of money, financial statement analysis, risk, return, investment, financing and dividend decisions, sources of capital, capital budgeting, and capital structure.

FNCE 335 Principles of Business Finance **† SGPS only; 4**
Prerequisite: ACCT 211 with a minimum grade of "C". A practical framework to introduce the manager to financial management decision making. Topics include capital budgeting, capital structure, cash flow estimation, financial statement analysis, and financial planning.

FNCE 340 Investments **Fall, even years; 3**
Prerequisite: FNCE 290 with a grade of "C" or higher. A comprehensive introduction to the world of investments. Topics include why people and companies invest, how investment decisions are made, investment opportunities in the stock market, bond market, options, futures, commodities, currency, precious metals, real estate, insurance, etc., and methods for evaluation of investment alternatives. Students will participate in an investment project allowing for familiarity with investment information resources and portfolio selection and tracking.

FNCE 410 Commercial Bank Management **Fall, odd years; 3**
Prerequisite: FNCE 340 with a grade of "C" of higher. The purpose of this course is to study the principles related to the management of bank assets and liabilities with respect to liquidity and risk; specialized banking functions; and the role of the commercial bank in financial markets in general and in financing businesses in particular. In addition to a textbook, there will be a heavy reliance on the use of cases and readings in commercial bank management. Students will be required to write at least one research paper.

FNCE 430 Insurance and Risk Management **Spring, even years; 3**
Prerequisite: FNCE 290 with a grade of "C" or higher. A study of the nature of risk in business setting, and the management of that risk. Sub-topics include: life, health, property, and casualty insurance; pension; and estate planning.

FNCE 455 International Finance **Fall, odd years; 3**
Prerequisite: FNCE 340 with a grade of "C" or higher. The purpose of this course is to provide an understanding of the type of international financial markets that are available to investors and firms and how these markets can be used to solve corporate financial problems. Specifically, the course provides a basic understanding of how international financial instruments can be useful for corporations engaged in international trade; and for the investor, to analyze the potential gains and shortcomings from international diversification and investments. In addition to a textbook, cases will be used. Students will be required to complete a project during the course.

† SGPS only = Offered only in the School of Graduate and Professional Studies

FNCE 467 Financial Analysis and Planning for Entrepreneurs
FNCE 467P Financial Analysis and Planning for Entrepreneurs (Project Option)
† SGPS only; 3

Prerequisites: ACCT 211; MGMT 465 or MGMT 465P. This course will serve as a foundation in the principles of ratio analysis for owners, or would be owners, of small businesses. The focus will be on costing methodology, forecasting income, and reading and interpreting financial statements. Business Administration majors who choose the project option complete additional project work across the courses in any one track that is equivalent to the work required in the Guided Independent Research Project.

FNCE 474 Financial Statement Analysis **Fall, even years; 3**

Prerequisite: FNCE 290 with a grade of "C" or higher. A theoretical and practical in-depth study of the balance sheet, income statement and statement of cash flows. Topics include accounting principles on which financial statements are based, short term liquidity, long term debt paying ability, profitability, investor analysis, ratio and trend analysis, application of statistical financial analysis, the impact of changing prices on financial statements, specialized industries and personal financial statements. Students are required to perform an in depth financial analysis of a publicly traded company.

FNCE 475 Advanced Corporate Finance **Spring, odd years; 3**

Prerequisite: FNCE 474 with a grade of "C" or higher. The case method will be used to analyze sophisticated financial decisions made by corporate decision makers. Topics will include investment, capital structure, dividend policy, corporate combinations and related financial decision areas. The application of finance topics to the solution of financial problems will be emphasized.

FNCE 485 Financial Management
FNCE 485P Financial Management (Project Option) **† SGPS only; 2**

Prerequisites: ACCT 211; FNCE 335. This course builds on the fundamentals of business finance and involves the analysis and discussion of the financial decisions of national and multinational corporations. Financial principles and concepts are applied to solve financial problems and make financial and corporate policy at the executive level. Topics include assessment of the financial health of the organization, short- and long-term financial management, project and company valuation, cost of capital, risk analysis, investment decisions, and capital markets. The case study method will be utilized in this course. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

FNCE 486 Investment Fundamentals
FNCE 486P Investment Fundamentals (Project Option) **† SGPS only; 2**

Prerequisite: FNCE 485 or FNCE 485P. This course provides an introduction to financial investments. Topics include securities and securities markets, the risks of investments, as well as returns and constraints on investments, portfolio policies, and institutional investment policies. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

† SGPS only = Offered only in the School of Graduate and Professional Studies

FNCE 487 Security Analysis and Valuation
FNCE 487P Security Analysis and Valuation (Project Option) **† SGPS only; 3**
Prerequisite: FNCE 486 or FNCE 486P. This course involves a study and application of the concepts, methods, models, and empirical finds to the analysis, valuation, and selection of securities, especially common stock. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

FNCE 488 Commercial Bank Management
FNCE 488P Commercial Bank Management (Project Option) **† SGPS only; 3**
Prerequisite: FNCE 486 or FNCE 486P. This course provides an opportunity to analyze and discuss cases and readings in commercial bank management. The loan function is emphasized, also the management of liquidity reserves, investments for income, and source of funds. Bank objectives, functions, policies, organization, structure, services, and regulation are considered. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

FNCE 494 Selected Topics in Finance **As needed; 1-3**
A current advanced topic in finance will be explored.

FNCE 495 Independent Study in Finance **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in finance at the upper division level.

FNCE 680 Corporate Finance **3**
Prerequisite: Undergraduate course in Business Finance (FNCE 290 in traditional program, FNCE 335 in SGPS) with grade of "B" or higher. The course introduces basic concepts of corporate finance and provides tools for financial decisions. Concepts include: Capital Budgeting, which teaches project acceptance criteria consistent with management's objective of maximizing the market value of the firm; Cost of Capital, which uses various models for estimating a project's expected return; Capital Structure and Dividend Policy, which discusses how capital structure and dividend decisions affect firm value. Other concepts include issues of corporate control and governance; the workings of the debt and equity markets; and options.

Foreign Languages

See also listings for French, next page*, and Spanish,* Page 433.

When offered; credit hours

FLNG 294 Topics in a Foreign Language **As needed; 1-4**
Based on student needs and faculty consent, topics may be chosen in a foreign language area.

FLNG 295 Independent Study in a Foreign Language **As needed; 1-3**
Study on an independent basis in collaboration with the instructor in a foreign language topic on the lower division level.

FLNG 494 Topics in a Foreign Language **As needed; 1-4**
Based on student needs and faculty consent, topics may be chosen in a foreign language area.

† SGPS only = Offered only in the School of Graduate and Professional Studies

FLNG 495 Independent Study in a Foreign Language **As needed; 1-3**
Study on an independent basis in collaboration with the instructor in a foreign language topic on the upper division level.

French

When offered; credit hours

FREN 101; 102 Introductory French **Fall & Spring; 3; 3**
Emphasis on pronunciation, grammar, and conversation. Increased emphasis on reading in second semester.

FREN 110 French I *** External Degree only; 2, 2**
Emphasis on pronunciation, grammar, and conversation.

FREN 151; 152 Intermediate French **Fall & Spring; 3; 3**
Prerequisite: FREN 102 or equivalent (determined by placement exam). Expansion of vocabulary through more extensive literary and cultural readings. Greater emphasis on conversation.

Geography

When offered; credit hours

GEOG 250 Introduction to Physical Geography **Fall; 3**
An introductory course including map interpretation, landforms, natural resources, and world climatic and vegetation regions. Emphasis on the relationship between man and his natural environment.

GEOG 270 World Geography **Spring; 3**
A general treatment of the world's geographic patterns in their social, economic, and political aspects interpreted in the light of physical and cultural conditions and current situations and problems.

GEOG 280 Cultural Geography *** External Degree only; 3**
A regional and cultural study of various countries, with emphasis on the interrelationships of the social and physical aspects of these areas. The principal features of climate, topography resources, and industry are portrayed through factual and cartographic studies.

Graphic Arts

When offered; credit hours

GART 120 Introduction To Digital Photography **Fall & Spring; 2**
The course introduces the underlying principles of digital photography. The theories and practices of how to scan, how to compress and store photographs on a computer, prepare photos for e-mailing and basic photograph editing techniques using the editing software Adobe Photoshop will be applied. The course is structured to discuss the process of designing and thinking about one's shots, observing and using the environment (subject and background) to get a better exposure. Digital camera with manual override required.

** External Degree only = Offered only in the External Degree Program*

GART 220 Designing For The Media **Fall & Spring; 3**
This course teaches design principles and techniques needed for creating and managing different forms of media. Students will be introduced to various software programs such as but not limited to *Desktop Publisher, Photoshop, and Dreamweaver* in order to learn and apply the principles of design in various forms of media.

GART 330 Multimedia Web Production **3**
Prerequisite: GART 220 with a minimum grade of "C." This course teaches the principles and application of multimedia web design. Students will design and create a dynamic web site using web page editing/publishing software and will create and edit graphic images for the web using image editing software. Sites will include student created and edited audio and video elements. Students will efficiently control and update content by using content management systems.

Health Care Administration

When offered; credit hours

HCAD 300 Health Care Organization Theory and Management Practice **† SGPS only; 3**
An introduction to the field of health care administration, examining the background, philosophy, institutions, and mode of operation of the health care system.

HCAD 310 Management Skills Assessment **† SGPS only; 3**
An assessment of one's personal and professional life with an emphasis on career goals. In addition, this course considers future trends in health care in relation to changing careers and lifestyles. Techniques of management writing and portfolio preparation as well as an overview of the style recommended for research papers is included.

HCAD 320 Research Methods and Statistics **† SGPS only; 3**
An introduction to descriptive and inferential statistics and research design. Statistical and research concepts and procedures used in health care are utilized with an emphasis on practical health care applications.

HCAD 340 Personnel Management **† SGPS only; 3**
A study of human resource management functions for managers of health care programs. Course topics include personnel planning, staffing, development, and training.

HCAD 350 Health Care Information Systems Management **† SGPS only; 3**
Automated information systems operations and design are examined, together with an operational understanding of subsystems for pathology, nursing, clinical laboratory, radiology, physiology, preventive medicine, medical education, administration, and financial management. Setting up an automated information system for a medical database and networking principles for a medical subsystem are also examined.

HCAD 380 Business Data Analysis **† SGPS only; 3**
Prerequisite: ACCT 211 with a minimum grade of "C." Accounting principles and practices applicable to health care organizations with emphasis on hospitals and ambulatory care services, including cost-finding methodologies, third-party payor negotiations, internal controls, and internal and external financial reporting.

† *SGPS only = Offered only in the School of Graduate and Professional Studies*

HCAD 400 Planning in Health Care **† SGPS only; 3**
How to apply planning theory and techniques at the institutional, community, and area-wide levels in relation to governmental, political, economic, and social constraints with analysis and interpretations of health status and health care resources data.

HCAD 410 Managerial Economics **† SGPS only; 3**
Analysis and evaluation of the economic environment, health care consumers, providers, and institutions. Analysis and evaluation of fiscal and monetary policies on the delivery of health care in government and private health care institutions.

HCAD 420 Health Care Finance **† SGPS only; 3**
Prerequisite: ACCT 211 with a minimum grade of "C." An evaluation of the financial subsystems of health care organizations and the application of analytical tools toward improving the managerial usefulness of financial information. Topics include financial markets and investments, financial statement analysis, management of working capital, capital budgeting, financially based performance evaluation, and pricing policies.

HCAD 430 Legal Issues and Public Policy in Health Care **† SGPS only; 3**
An orientation to the American legal system, its principles and processes, and to such issues as public health laws, institutional and professional liability, informed consent, physician-patient relationships, forensic medicine, legislative activities, and controversial medico-legal and ethical issues.

HCAD 499 Guided Independent Research Project **† SGPS only; 0**
The guided independent research project begins with the first scheduled course and ends with the last course. Students select the project in cooperation with the Health Care Administration research project adviser and their work supervisors. The project may include such items as work-related studies, experimental studies, grant proposals, and planning documents. This research project requires 250 hours of work directly related to the project. A comprehensive project write-up is required. The project receives a letter grade.

HCAD 500 Fundamental Skills for Graduate Study **† SGPS only; 2**
This course prepares and assesses incoming MHCA candidates for skills required by graduate study through readings and online group discussions; written weekly assignments based on the readings; health care manager interviews; and related interactive projects. Focus is on the health care manager's workplace challenges in a multicultural society that impact management and leadership positions. *Students must pass this course in order to continue in the program. Students who do not pass this course on the first attempt will be counseled and guided on individual graduate study skill development.*

HCAD 520 Health Care Systems Analysis **† SGPS only; 3**
This course involves systems thinking and analysis to give health care managers a wide perspective of the pervasiveness of trade-offs and unintended consequences in modifying or remediating health care systems. Emphasis is on root cause analysis, system improvement traps and opportunities; competitive impacts; leverage; and consequences for providers, health plans, suppliers, patients, and employee effectiveness. System improvement projects and case studies of organizations like the Cleveland Clinic aid students in applying accrued insights as the course progresses.

† SGPS only = Offered only in the School of Graduate and Professional Studies

HCAD 530 Health Care Problem-Solving Skills **† SGPS only; 3**
This course assesses problem-solving and decision skills required in MHCA careers. Students will define problems clearly; generate useful options; and use key criteria to select and monitor the best option. Students will explore common problem-solving methods and techniques used in the best organizations, emphasizing applied reasoning and presentation skills for executives, and focus on the role of the health care professional as manager within global health care delivery systems. We will explore business and health care issues and problems to understand health care potential in a multicultural society.

HCAD 540 Health Care Research **† SGPS only; 3**
This course uses business research methods to examine health care research for initiatives. Students design and execute research projects as well as critique the findings of existing research via case studies involving quality of care, responsive delivery, impact of regulations, financial impacts, and patient satisfaction. The focus is on the role of the health care manager within the challenging and continuously evolving global health care delivery system.

HCAD 550 Health Care Ethics **† SGPS only; 3**
This course will guide students through the complexity of ethical issues in the health care management field. Emphasis is on dealing with matters in the workplace related to: business scandals; over-compensated executives; sexual harassment; whistle-blowing; moral leadership; and universal health care coverage. Student projects will examine critical health care ethical issues in depth for presentation and class discussion.

HCAD 560 Health Care Delivery and Project Management **† SGPS only; 3**
This course guides students through the complexity of the health care management field. Emphasis is on achieving excellence through process improvement, service excellence and project accountability. Students will examine how to define quality care and what makes excellence in delivering it. This course will also assess critical aspects of managing projects in health care in terms of planning, scheduling, controls; and communicating with project stakeholders. Process improvement projects by students will focus on upgrading the quality of day-to-day health care operations.

HCAD 570 Health Care Managerial Economics **† SGPS only; 3**
This course examines how health care managers apply economic insights as individual, group, regional, national, and global actors. Students will learn to use economic thinking to gain broader understanding before taking prudent actions in a complex, global economy. In situations both strategic and applied, students assess concepts and techniques that apply in health care management situations. Students dialogue as future leaders who influence decisions in a competitive economy and dynamic health care setting. Students complete individual projects to apply accrued insights. The intent is to use economic situations to sharpen clarity of focus and critical thinking skills in any health care organization, public or private.

† *SGPS only = Offered only in the School of Graduate and Professional Studies*

HCAD 580 Health Care Team Building **† SGPS only; 3**
This course covers the development and nurturing of health care work groups or organizational units into high-performing teams. The study begins with group behaviors and norms for conformity, compliance, deviation, collusion, sanctions, and acceptance. Using evidence and examples from first-hand, the key qualities of high-performing teams are addressed, including: personality profiles; differences in motivation; shared leadership; listening and open communication; collaboration; conflict management by negotiation; facilitation skills; constructive interventions; and, individual member's growth and development. Student projects assess the pros and cons; evidence and examples; as well as recommendations for building high-performing teams in health care situations.

HCAD 590 Health Care Information Systems Management **† SGPS only; 3**
This course addresses the role of information management in health care administration. The focus is on the best use of information and technology in health care systems. Emphasis is on data quality; decision support, informatics; health care reforms, HIPAA impacts; advances in technology such as telemedicine and biochips; cyber-security, and governance of management information systems. Current case studies and individual projects help students apply accrued insights as the course progresses. The course perspective is from that of a health care manager rather than an IT professional.

HCAD 610 Health Care Leadership and Change Management **† SGPS only; 3**
Students assess leadership techniques and change management skills for health care situations. They confront how to deal with barriers to change. They learn how to help others face change with trust and commitment. We explore sound strategies and clear communication about possibilities and concerns with change. Methods that diffuse cynicism and skepticism are discussed. The course considers how the leaders stay motivated in the face of change. Course projects assess how leadership approaches measure up to the challenges that health care workplace change management brings.

HCAD 680 Health Care Risk and Policy Issues **† SGPS only; 3**
This course involves coping with uncertainty and risks in complex, dynamic health care management scenarios. Students learn what risks to accept, counter-measure, or prevent in health care systems. Emphasis is on quality assurance methods, error prevention and remediation; minimizing workplace and clinical liabilities by use of "red flags; risk management systems; the role of insurance; and maintaining safe, secure facilities. Current case studies and projects in dealing with complex risk management systems help students apply accrued insights as the course progresses.

HCAD 690 Health Care Strategy Capstone **† SGPS only; 4**
This course recognizes that strategy is the responsibility of top executives in any organization. Changing trends, regulations, and many other "what-ifs" impose on health care strategists. Yet, health care executives must continue to create value for their varied stakeholders in the face of persistent change. Students learn to deal with uncertainty intelligently using strategic concepts and techniques. They dialogue as future executives planning the future of a dynamic, health care profit organization. Student projects apply accrued strategic insights to health care situations as the course progresses.

† SGPS only = Offered only in the School of Graduate and Professional Studies

History

When offered; credit hours

HIST 115 History Colloquium **Fall; 1**
Participation in the department's academic and pre-professional development program, including Monday morning departmentals, department-sponsored activities, recommended events, and related assignments throughout the academic year. May be repeated for up to three hours of credit. Students taking a major in history should register for the course in the Falls of the freshman, sophomore, and junior years. Required activities continue into the Spring; issuing of grades deferred until completion of activities. Graded pass/fail.

HIST 125 History of World Civilizations I **Fall; 3**
An introduction to the historical development of human civilizations from antiquity to the mid-17th century, with focus on the themes of political and social organization, worldview, and cultural achievements.

HIST 126 History of World Civilizations II **Spring; 3**
An introduction to the historical development of human civilizations from approximately the mid-17th century to the present. Emphases include the interaction between Western and non-Western cultures and the impact of key social and political ideas and movements.

HIST 240 Contemporary American Politics **Fall; 3**
Thematic study of political issues, parties, personalities, and elections in recent and contemporary America. The course includes visits to Congress, Washington think tanks, and the Smithsonian Institution. *Cross-listed as PLST 240.*

HIST 257 African American History **Spring; 3**
Brief survey of the African background and exploration of the social, cultural, economic, religious, and political development of the African-American in the United States to the present time.

HIST 260 International Relations **Fall; 3**
International relations in the contemporary world and the historical sources behind modern-day foreign policy issues. *Cross-listed as PLST 260.*

HIST 275 United States History I: Founding to Reconstruction **Fall; 3**
The political, social, constitutional, and cultural development of the United States from its earliest beginnings to the Civil War.

HIST 276 United States History II: Gilded Age to Globalization **Spring; 3**
The political, social, constitutional, and cultural development of the United States from the close of the Reconstruction era to the present.

HIST 283 Women in American History **3**
Examination of the lives of women in America, their changing images, roles, status and functions from earliest times to the present.

HIST 290 Disease in History **3**
Study of the role played by epidemic disease in human history. Topics include epidemics in ancient Greco-Roman society, the 14th-century Black Death, the Columbian Exchange, disease and colonization in Africa, imperialism and disease, and disease and migration. Epidemics and pandemics (typhus, yellow fever, influenza, polio, and tuberculosis) in modern times will also be considered, along with the changes in medical practices and public health that resulted.

HIST 291 History: Method and Theory **3**
Prerequisites: ENGL 102 and one college history course (at least 3 semester hours or equivalent) with a "C" or above. An introduction to the historian's craft: methods, skills, and philosophy. Should be taken by history majors during their sophomore year. *Cross-listed as PLST 291.*

HIST 294 Topics in History **As needed; 1-4**
Designed for students who need a course not listed in the regular offerings. A current topic in history will be explored.

HIST 295 Independent Study in History **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in history at the lower division level.

HIST 320 Religion and American Culture **Spring; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." A study of the role of religion in American history and contemporary culture. *Cross-listed as RELT 320.*

HIST 325 History of Christianity I: The Early and Medieval Periods **Fall; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." The historical development of the world Christian movement from the end of the apostolic era to about 1500.

HIST 326 History of Christianity II: The Reformation and Modern Periods **Spring; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." The historical development of Christianity and its interaction with world societies from approximately 1500 to the present.

HIST 337 Revolution in the Modern World **3**
Prerequisite: ENGL 102 with a minimum grade of "C." Revolutions and revolutionary movements and their impact on world societies in the 18th-20th centuries. *Cross-listed as PLST 337.*

HIST 355 Latin America and the Caribbean **3**
Prerequisite: ENGL 102 with a minimum grade of "C." The struggle for liberation in Latin America and the Caribbean from the era of independence to the present.

HIST 360 American Social Movements **3**
Prerequisite: ENGL 102 with a minimum grade of "C." Movements for social change in the 19th and 20th centuries, particularly for gender and racial equality and for social and economic justice. *Cross-listed as PLST 360.*

HIST 375 Road to American Freedom: Jamestown to the Constitutional Convention **3**
Prerequisite: ENGL 102 with a minimum grade of "C." The emergence of the freedoms central to the American identity during the colonial era — the American Revolution, the framing of the Constitution, and the establishment of the new republic. *Cross-listed as PLST 375.*

HIST 380 Civil War, Reconstruction, and American Culture **3**
Prerequisite: ENGL 102 with a minimum grade of "C." The causes of the Civil War, the decisive military conflicts, and the consequences as worked out in the Reconstruction era, with analysis of the political, racial, and religious dimensions of this epoch as a defining moment for American society. *Cross-listed as PLST 380.*

HIST 383 The United States as a World Power, 1898 to present **3**
Prerequisite: ENGL 102 with a minimum grade of "C." The emergence and development of the United States as a world power beginning in the era of the Spanish-American war, and analysis of the impact of its international role both on the world and the nation itself. *Cross-listed as PLST 383.*

HIST 385 Recent American History **† SGPS only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." The political, social, economic, and military emergence and involvement of the United States in domestic and world events from the close of World War II to the present.

HIST 387 The Urban American Experience **3**
Prerequisite: ENGL 102 with a minimum grade of "C." Study of the political, social, and cultural dimensions of the urban American experience from the colonial era to the present. *Cross-listed as PLST 387.*

HIST 395 Washington Experience Internship **3-6**
Prerequisite: ENGL 102 with minimum grade of "C." Internship in law, government, politics, social service, museum archives, public issues advocacy, or news media with supervised reading on topics connected with the internship. *Cross-listed as PLST 395.*

HIST 400 Russian Intellectual History **3**
Prerequisite: ENGL 102 with minimum grade of "C." Exploration of several majors themes of Russian intellectual history during the 19th and early 20th century through a study of a variety of primary texts of social, literary, and political commentary as well as close reading of secondary materials.

HIST 491 Research Seminar **Fall; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Senior research project. Open to seniors majoring or minoring in history and to others with the consent of the instructor. *Cross-listed as PLST 491*

HIST 494 Topics in History **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A current topic in history will be explored.

HIST 495 Independent Study in History **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in history at the upper division level.

Health Science

When offered; credit hours

HLSC 110 Healthier Living **Fall & Spring; 2**
A course designed to give students the practical means of assessing and managing their personal health behaviors so that they can live their lives to the fullest. Recognizing that health information changes quickly and there is so much to know, this course emphasizes the basic facts and encourages students to translate them into a meaningful plan of action that is personally relevant. The SDA philosophy of health expressed in the writings of Ellen G. White is emphasized as an important reliable health information resource.

† *SGPS only = Offered only in the School of Graduate and Professional Studies*

HLSC 120 Foundations of Wellness Promotion **3**
This course is an introduction to total well-being health and wellness. Career opportunities in wellness will mostly emphasize wellness as a positive approach to health promotion. Skills and competencies required, content areas, areas of specialization and professional organizations and journals are all highlighted in this course.

HLSC 130 Non-Drug Therapeutics **3**
This course will focus on simple remedies and treatments that can be used in the home. The principles underlying the effects of the treatment methods are examined, and common symptoms and illnesses that respond to these treatments are highlighted. It is not expected that the information given in this course will take the place of the services of physicians or other health-care professionals.

HLSC 140 The Human Body in Health and Disease **Fall; 4**
Cross-listed as BIOL 140. See BIOL 140 on Page 309 *course description.*

HLSC 175 Medical Terminology **Fall; 2**
Prerequisite: Placement in ENGL 101. A complete medical terminology course. The student will learn prefixes, suffixes, and roots, and how to put them together. Pronunciation and interpretation are included. (Credit not applicable toward General Education health requirement.)

HLSC 220 Prevention of Chronic Diseases through Health Promotion **3**
Prerequisite: BIOL 111 & 112. This course will examine various types of chronic diseases, their causes, signs and symptoms, treatment, complications and means of control and/or prevention. Public health and epidemiology, identification of risk factors and prevention strategies will be emphasized.

HLSC 260 Consumer Health and the Fitness Industry **3**
This course will emphasize and review consumer tips for safety in the health and fitness industry. Issues to be discussed will include purchasing health goods and services, an overview of non-traditional health care, and sources of consumer protection in the health marketplace.

HLSC 270 Christ-Centered Wellness **3**
This course is a bold attempt to put a Christocentric foundation to the topic of holistic health and the aspect of health defined as "wellness." It is anchored in the question about how students' lives may be transformed if the attributes of Christ are the foremost goals and driving force in their pursuit of happiness, success, good health and well-being. The core content of this course will be a blend of scripture, E.G. White's writing and scholarly views on how to cultivate the attributes of Christ. The science of wellness will be presented in a framework that uplifts Christ as the ultimate example of wellness and wholeness.

HLSC 280 Health Evangelism **3**
Prerequisite: HLSC 270. This course will introduce the students to methods of utilizing health principles to improve community health; emphasizing spiritual principles as the agent of lasting behavior change. For practical experiencee, students will participate in health programs at area Christian churches.

HLSC 340 Health Program Planning, Design and Management **3**
This course is designed to provide the students with elements of program design and management. Each student will learn and/or experience the process of developing, planning and implementing programs in health education and health promotion.

HLSC 425 Principles of Fitness Assessment and Exercise Prescription **3**
Prerequisite: PETH 330. This course will cover health appraisal, risk assessment and safety of exercise, fitness testing, and an overview of exercise prescription. A review of professional knowledge and skills is required in preparation for the American College of Sports Medicine (ACSM) certification as a health fitness specialist.

HLSC 481 Pain and Suffering Across Cultures **Fall, Spring & Summer; 1-2**
Cross-listed as NURS 481. Seee NURS 481 on Page 396 *for course description.*

HLSC 482 Caring Across Cultures **Fall, Spring & Summer; 1-2**
Cross-listed as NURS 482. See NURS 482 on Page 396 *for course description.*

HLSC 490 Internship in Health/Fitness/Wellness Program Operation **9**
Must be completed during the third and fourth year in the program. The student will work a minimum of 360 hours in a fitness establishment in various settings such as: corporate/industrial, medical/hospital/clinical, private club, academia, lifestyle/complementary medicine, non-profit and/or governmental agency. A summary portfolio of the experience, and evaluations by the site supervisor and the core program supervising faculty will be required.

HLSC 491 ACSM Health Fitness Specialist Certification **2**
This is a review course to cover the following: designing safe and effective exercise prescriptions; conducting individual exercise programs and fitness testing;and providing health education for low-to-moderate risk individuals with chronic diseases and individuals in special populations. The goal of this detailed program content review is to prepare students to sit for the ACSM certification examinations.

Honors

When offered; credit hours

HNRS 115 Honors Seminar **0**
Prerequisite: Must be accepted into the Honors Program. Honors Seminar is an ongoing course designed to address issues pertinent to the agenda of the Honors Program, namely the development of academic excellence and opportunities for leadership and service. Topics will vary. The course will meet one hour per week. Honors Program members are required to successfully complete six semesters of Honors Seminar, and therefore this course may be taken multiple times.

ENGL 101-H Honors Rhetoric
This course examines the processes of writing and oral communication. Honors freshmen are expected to register for this class first semester. *This course is not required for students entering the Honors Program after the freshman year.*

HNRS 499 Honors Project
This is an opportunity for students to complete an individualized research project or creative accomplishment, produce a documentary, organize a community project or complete a thesis. Students must submit a proposal for the Honors Project during their junior year. After submitting the project proposal to the Honors director, the student will then proceed to complete the project during his or her senior year. A student will normally sign up for the three credit Honors Project course in his or her final semester.

HNRS 115 Honors Seminar
Honors Seminar is an ongoing course designed to address issues pertinent to the agenda of the Honors Program, namely the development of academic excellence and opportunities for leadership and service. Topics will vary. The course will meet twice per month. Honors Program members are required to take six semesters of Honors Seminar.

HNRS 210H Leadership and Service I **0**
This zero (0) credit course is required for members of the Honors Program at the end of their sophomore year. Students produce a portfolio detailing their required leadership and service activities for the first half of their college careers. The course will be graded on a pass/fail basis.

HNRS 410H Leadership and Service II **0**
This zero (0) credit course is required for members of the Honors Program at the end of their final degree year. Students produce a portfolio detailing their required leadership and service activities for the second half of their college careers. The course will be graded on a pass/fail basis.

Humanities

See Humanities courses on Page 35 *for a listing of additional courses that may apply for the General Education humanities requirement.*

When offered; credit hours

HMNT 250 Introduction to Fine Arts **Fall & Spring; 3**
An investigation of aesthetic principles common to the arts. A chronological survey of style and expression with reference to representative works in the media of music, painting, sculpture, and architecture. A study of the relation of these arts to contemporary living.

HMNT 270 Music in Twentieth Century America **Fall, odd years; 3**
See MUHL 270 on Page 388 *for course description.*

HMNT 494 Topics in Humanities **As needed; 1-3**
Designed for students who wish a course not listed in the regular offerings. A current topic in humanities will be explored.

Information Systems | Non-traditional program

See also CSYS courses in Information Systems | Traditional Program, Page 330

When offered; credit hours

INSY 110 Computer Concepts I **† SGPS only; 3**
Introductory course in computer science with emphasis on exploring the profession's broad scope of computers, history, theories, computer fundamentals, design concepts, integration practices, and applications. The laboratory (hands-on experience) introduces the student to the current computer techniques utilizing MS-DOS, Windows, word processing, spreadsheet, graphics and internet. Ten weeks lecture/laboratory.

† SGPS only = Offered only in the School of Graduate and Professional Studies

INSY 112 Introduction to Computer Programming **† SGPS only; 1**
This course addresses five major themes: introduction to the process of algorithmic problem solving, an introduction to the organization of files, understanding the basic control structures/functions, develop the correct sequence of actions for running a program and understanding the basic concepts of the Boolean expressions. The course is designed to provide the basic skills for taking programming classes. Passing grades will allow the student to take INSY 325 and INSY 335. The course may be waived upon passing programming proficiency test.

INSY 300 Computer Fundamentals and Design **† SGPS only; 3**
The basic concepts of integrating and designing computer platforms as well as the fundamental concepts of computers are included. Exposure to hardware and software concepts, central processing, storage, configuration management, and ATM approaches are incorporated in the lectures. The student is required to develop an in-depth proposal for addressing management's information requirements.

INSY 320 Computer Concepts II **† SGPS only; 3**
Prerequisite: INSY 110 or pass proficiency test. A concentrated, in-depth approach to computer concepts. Emphasis is on integrating the applications and incorporating business marketing concepts. The laboratory stresses the business aspects of word processing, spreadsheet, and graphics. Eight weeks lecture/laboratory.

INSY 321 Information Systems Technology **† SGPS only; 3**
Prerequisite: INSY 320. Identifies current technology (computer hardware, peripheral components/compatibility, system software, preventive maintenance, system upgrades and communication topology) and clearly demonstrates the equipment as a working model. The students will experience configuring computers and consider alternatives for solving business problems.

INSY 322 A+ Training **† SGPS only; 3**
Prerequisite: INSY 320 or INSY 321 or equivalent. Designed to allow students to gain knowledge and skills in building their own computer. The sample exams, hands-on assembly, and course cover IBM-compatible personal computers, computer operations, maintenance, networking, repair, upgrade, security, diagnostic procedures, and troubleshooting techniques. Thirteen classes lecture/laboratory and laboratory fee.

INSY325 C++ Programming **† SGPS only; 3**
Prerequisites: INSY 112 and INSY 320. An in-depth look at basic programming concepts and techniques using C++ programming language and object oriented programming methodology. The course adopts a practical hands-on approach to learning principles of designing, writing, debugging, and running programs. Students will learn the basics of C++ and Object Oriented Programming (OOP) such as: C++ syntax, semantics, names and values, variables, control structures, data types, scope rules, operators, methods, input/output, arrays, classes and objects. In addition, students will be introduced to algorithm design and good programming style. Eight weeks lecture/laboratory.

† SGPS only = Offered only in the School of Graduate and Professional Studies

INSY 330 LINUX Operating System **† SGPS only; 3**
Prerequisite: INSY 320. A practical introduction to Linux operating system using a combination of lecture presentations and hands-on laboratory sessions. Topics covered include an overview of Linux, command line usage, file and directory structure, pipes and filters, file editing, shell programming, job control, and communications. The course will also cover basic Linux administration. Laboratories allow the students to gain hands-on experience working with Linux. Eight weeks lecture/laboratory.

INSY 335 Java Programming **† SGPS only; 3**
Prerequisites: INSY 112 and INSY 320 or pass proficiency test. An in-depth look at basic programming concepts and techniques using Java programming language and objected oriented programming methodology. The course adopts a practical hands-on approach to learning principles of designing, writing, debugging, and running programs. Students will learn the basics of Java and Object Oriented Programming (OOP) such as: Java syntax, semantics, names and values, variables, control structures, data types, scope rules, operators, methods, input/output, arrays, classes and objects. In addition, students will be introduced to algorithm design and good programming style. Eight weeks lecture/laboratory.

INSY 340 System Acquisition and Strategy **† SGPS only; 3**
The acquisition process and developmental concepts for obtaining computers in support of information requirements. How configuration and data management tools are applied at each stage of the process for justifying acquisition, and the definition of data requirements, contractual issues, decision support objectives, and management perspective throughout the life cycle process. Students work as teams in presenting papers.

INSY 341 Quality Assurance for Information Systems **† SGPS only; 3**
Addresses quality assurance topics and quality assurance endeavors in the business process. The course provides the student a perspective of the future of system technology, risk management guidelines, and quality control initiates. Discussions are to include quality assurance tools, system strategy, benchmarking approach, process control, quality measurements, and cost. Students draw upon theory and practices, recent journals/books, and work experience in tailoring management information/quality assurance study.

INSY 343 Security Strategy/Methodology
INSY 343P Security Strategy/Methodology (Project Option) **† SGPS only; 3**
Provides fundamental understanding of the structure of developing a secure environment. Explores terms and integrates concepts into the overall enterprise mission. Presents how important configuration, user involvement, informed management, and data management tools are applied at each stage of the intelligence cycle to justify a viable security strategy. Discusses security disciplines and integration into other areas (education, medical, government, military, transportation, human resource, banking, etc.) such as physical, personal/ personnel, security awareness, incorporate Computer Emergency Response Teams efforts, network monitoring, and operational security. Students develop security policies and security architecture (best practices). Ten sessions. Information Systems majors who choose the project option complete additional project work across the courses in Security Resource Management that is equivalent to the work required in the Guided Independent Research Project.

† SGPS only = Offered only in the School of Graduate and Professional Studies

INSY 344 Multidimensional Security **† SGPS only; 3**
An overview of security aspects as they relate to different industries. The course will explore the realms of security (prevention, investigation, detection, and response), the steps in security management (business planning, policy, and production), and the areas of security deployment (perimeter, access control, encryption, and maintenance). Students develop a paper that represents security issues related to a specific industry.

INSY 345 Project Management/Documentation **† SGPS only; 3**
Project management concepts employed in both public and private sectors for communicating project information. Aspects of project management: planning, organizing, staffing, directing, budgeting, team building, reporting, evaluating, and controlling projects are to be discussed. Students will be required to design and complete a project using project management models [Gantt Chart, Program Evaluation Review Technique (PERT), etc.].

INSY 346 Risk Management Practices
INSY 346P Risk Management Practices (Project Option) **† SGPS only; 3**
Risk Management/test and evaluation of security information concepts are employed in both public and private sector for determining the liabilities in the work place and/or contractual implications. Addresses the methodologies, techniques, analysis, documentation, evaluation, and practices employed for identifying risk, determining vulnerabilities, and developing mission-critical countermeasures. Hands-on experience, tracking the mandates and formulating a risk management report and disaster recovery planning/testing are required. Ten sessions. Information Systems majors who choose the project option complete additional project work across the courses in Security Resource Management that is equivalent to the work required in the Guided Independent Research Project.

INSY 350 Database Design **† SGPS only; 3**
Prerequisites: INSY 320. A detailed explanation of database structure and project management applications. The commercial and PC applications of database management and configuration. Students develop skills in dealing with the most common approaches to database structure (hierarchical, relational, etc.). Permissible structure, integrity constraints, and storage strategy are compared. Eight weeks lecture/laboratory.

INSY 351 ORACLE Programming **† SGPS only; 3**
Prerequisites: INSY 325 or INSY 335 or INSY 350 or CPTR/INSY 230 or equivalent course. A study of the features of the ORACLE program and PL/SQL programs: Procedures, cursors, triggers, functions, and packages. Project required so that students acquire practical experience in developing ORACLE programs. Ten weeks lecture/laboratory.

† SGPS only = Offered only in the School of Graduate and Professional Studies

INSY 355 Information Security Management and Applications
INSY 355P Information Security Management and Applications (Project Option)
† SGPS only; 3

Surveys several topics for conducting information security assessments and developing security procedures for a variety of computer platforms. Discusses co-op plans, LAN security, audit control, PC protections, back-up procedures, contingency approaches, and physical security. The issues of virus protection, hardware and software protection, countermeasures, risk assessment, and human aspects are discussed in detail. Investigates a broad section of contemporary issues about the practical applications in information security. Emphasis on demonstrating the fundamentals of the security initiatives within the working environment. The student is required to design a plan for reducing the risks encountered at work.

INSY 356 Laws of Computer Technology **† SGPS only; 3**

Introduction to the legal implications regarding computers, databases, the Internet, and related technologies. The course will provide a layman's overview of court cases and legal issues, with emphasis on understanding the role of key facts, identifying issues, applying relevant law, and organizing materials clearly and concisely. Students will review selected cases and will write at least five 2-3 page briefs of the salient issues and concepts. No previous knowledge of law is required.

INSY 357 Security Mandates and Cyber Crime
INSY 357P Security Mandates and Cyber Crime (Project Option) **† SGPS only; 3**

Provides an overview of the legal security issues, ethics, regulations, security liabilities, court cases, and privacy issues associated with assuring a secure working environment. In addition, addresses computer security/information privacy and mandates/regulations in order to enforce security effectively in the work place (education, medical, government, military, transportation, human resource, banking, etc.) Also, emphasizes malicious software, anti-virus, public key/certificate authorities, key management, encryption techniques with RSA, and trusted-web technology. Ten sessions. Information Systems majors who choose the project option complete additional project work across the courses in Security Resource Management that is equivalent to the work in the Guided Independent Research Project.

INSY 380 Information Systems Data Communication **† SGPS only; 3**

Major topics include the components of communication equipment, architecture, protocol, network design, regulations, maintenance, telecommunication, and technological impact. Issues and applications in local area network, wide area network, TELNET, FTP, e-mail, gopher, ATM, and NEWS are discussed. The student is required to design a communication project.

INSY 383 Network + Training **† SGPS only; 3**

Prerequisite: Permission of the instructor/chair. Designed to allow students to gain knowledge and skills of networks. The sample exams, hands-on assembly, and course cover a wide range of vendor and product-neutral networking technologies including: Microsoft, Novell, switches, routers, LANs, WANS, network protocols, OSI model, remote access technology, network trouble shooting, fault tolerance/ disaster recovery and network security. Eleven classes lecture/ laboratory and laboratory fee.

† SGPS only = Offered only in the School of Graduate and Professional Studies

INSY 384 Network Security **† SGPS only; 3**
Prerequisite: A+ and/or Network+ course or equivalent security knowledge/ course. A comprehensive look at network security from form basic concepts to advanced topics such as cryptography and computer forensics. The student is exposed to hands-on lab exercises as well as CompTIA Security+ practice exams. The course is appropriate as a prerequisite to the CISSP Certified Information Systems Security Professional (CISSP), SCNP (Security Certified Network Professional) or Security + course. Laboratory fee.

INSY 386 Website Development **† SGPS only; 3**
Prerequisite: INSY 320. Guides the student through the development of a sophisticated web site. Students will use modern tools to learn the basics of professional website design. Topics covered include: World Wide Web architecture, HTML, basic graphics concepts, interface usability, and web-publishing. Eight weeks lecture/laboratory.

INSY 406 Human Factors in Information Systems **† SGPS only; 3**
Covers the principles, concepts, and objectives for using human factors for developing information systems. Emphasis is on the studies for designing information systems to compliment the working environment—ergonomics of information systems. Students will apply the principles and present alternatives for addressing the evolving market requirements.

INSY 407 Electronic Commerce **† SGPS only; 3**
A study of electronic commerce (EC) in which commercial and non-commercial computer innovation takes place over the Internet. Issues to be discussed are managerial orientation, interdisciplinary approaches, real-world orientation, theoretical background, and global perspective. Technology and political issues are presented, along with changes in the EC industry. The student is required to design and develop an EC/management information study.

INSY 411 Forensics and Incident Handling
INSY 411P Forensics and Incident Handling (Project Option) **† SGPS only; 3**
Discusses the rights to privacy/disclosure and an elemental approach to what industry must legally perform to avoid committing criminal offenses. Includes an examination of evidence, procedures/incident handling, evidence gathering, managing incidents, measuring frequency of occurrences/industry standards, adjudication, and judicial review. Basic investigation methods and techniques, with emphasis on criminal investigation, are presented. Ten sessions. Information Systems majors who choose the project option complete additional project work across the courses in Security Resource Management that is equivalent to the work required in the Guided Independent Research Project.

INSY 499 Guided Independent Research Project **† SGPS only; 0**
The guided independent research project begins with the completion of INSY 320 and ends with the last course. Students select the project in cooperation with a SGPS instructor and their work supervisor. The project may be a working project, a research project, or a proposal project. This research project requires 250 hours of work directly related to the project. A comprehensive project write-up is required. The project receives a letter grade.

† SGPS only = Offered only in the School of Graduate and Professional Studies

Interdepartmental

When offered; credit hours

INTD 050 Learning Assistance Laboratory **Fall & Spring; 1**
Designed to assist students in improving study habits and academic performance. Requires attendance at one class per week and individual study skill conferences as requested by teacher. Course repeated as needed. Credit not applicable toward graduation. Graded pass/fail.

INTD 100 Community Service **0**
Some majors may require the students to serve, under supervision, a total of 100 clock hours in community-oriented service programs. This requirement will be prorated for transfer students and associate degree students at the rate of 25 clock hours per academic year in residence at WAU. Supervision for this program is provided jointly by the department chair and the chaplain's office. See your academic chairperson and/or adviser for criteria used to determine if an activity qualifies for community service, and for the process for recording credits. Register for this course any semester that you can document completion of community service hours, or your graduating semester. Graded pass/fail.

INTD 105 First-Year Experience **1**
The First-Year Experience is a course designed to assist first-year students in making the transition to Washington Adventist University, providing a framework for their success as students. Through a small, interactive classroom environment intended to engage students in learning, this course focuses on providing resources, fostering important relationships, and helping students to understand their responsibilities and privileges within the college community.

INTD 126 College Study Skills **Fall & Spring; 2**
Designed to increase the student's success in college, improve learning and to help facilitate adjustment to college. Topics include the development of critical thinking strategies, time management, note taking, reading college textbooks, test taking strategies, vocabulary building, and other learning strategies. The course will also cover issues on controlling stress, peer pressure, and understanding cultural differences.

INTD 140 College Success Strategies **Fall; 2**
Prerequisite: Placement in at least ENGL 101 level. Course is designed to improve skills in three areas: study skills, major specific skills, and life skills. Students will learn a variety of techniques relative to skills (objective, short answer, and essay question formats). Students will also learn information search/library skills relative to their major course of study. With regard to publications commonly used in their major course of study, students will learn how to read, interpret, and apply the information found in these major specific sources. Students will also learn self-awareness and interpersonal skills which will make the transition to college, and eventually the world or work, smoother (examples may include personality assessment, team building, self-esteem building, conflict management). Course consists of both lecture and recitation sections.

INTD 161 Adaptive Fitness **Fall; 1**
Prerequisite: Permission of instructor. A course designed for students having special needs based on medical conditions non-conducive to mainstream PEAC 160 Fitness for Life. It fulfills the requirements for PEAC 160.

INTD 199 Student Missionary/Task Force **May be repeated; 6**
Prerequisite: Sophomore standing, minimum GPA of 2.50, approval of Student Missionary Program Screening Committee. Provides an opportunity for the student to serve in various capacities in a foreign country or in an institution where volunteer services are desperately needed and sought after. Duties may include teaching, counseling, administrative work, laboratory and health care functions, and other appropriate duties that a student may perform under supervision. The specific learning objectives are determined by each student's adviser and the university chaplain on a case-by-case basis. Length of time varies but is usually one school year or one calendar year. To be selected for this experience the student will be expected to fulfill an intensive screening process. The student is also expected to raise sufficient funds for travel and related expenses. Students interested in participating in the student missionary/task force program should contact the Vice President for Ministry.

INTD 315 Ethics in Modern Society **† SGPS only; 3**
Examines ethical issues in business and economics, leadership and administration, science and medicine, religion, government, and education, paying particular attention to how new ethical approaches have developed in today's technological society.

INTD 327 Issues in Religion and Culture **† SGPS only; 3**
An introduction to selected world religions and contemporary expressions of faith focusing on the role religion plays in various cultures as seen from both current and historical perspectives.

INTD 340 Aging and Dying in American Society **3**
Prerequisites: BIOL 112, ECON 265, and PSYC 105 or SOCI 105 with grades of "C" or higher. An inter-disciplinary course that explores issues in aging and dying in American society from a biological, a psychological, a sociological, and an economic perspective. Students will gain knowledge of physical, mental, and social age related changes, and the interactions of these types of aging. The perspectives of the aging person, their family, and caregivers will be explored. Special attention will be given to diversity issues in aging and dying, and to the process of dying and mourning.

INTD 490 Research Project Techniques **† SGPS only; 1**
Guides/defines the steps needed in completing the Independent Research Project for each major (499 Guided Independent Research Project). Addresses the APA requirements, format, content of the paper, research methodology, and writing skills and provides a framework to allow the student to continue in completing the paper. Students who take SOSC 352 cannot take this course for credit.

INTD 499 Senior Seminar **Spring; 2**
Open for credit only to seniors in the liberal studies major but may be audited by any senior. Synthesizes the courses in the unified theme into a final reflection on the chosen theme. Students are required to actively participate and to give an oral presentation of a scholarly paper..

† *SGPS only = Offered only in the School of Graduate and Professional Studies*

Journalism

When offered; credit hours

JOUR 125 Media Writing **Spring; 3**
This course is an introduction to the fundamental techniques of writing for the mass media. It focuses on teaching a simple and succinct writing style and reinforcing the basic spelling, grammar, style and math skills used by journalists. Heavy emphasis is placed on meeting deadlines. The course also addresses a range of issues relevant to journalistic writing, including bias, stereotypes, ethics and basic legal issues.

JOUR 260 News Writing **Fall; 3**
Prerequisite: ENGL 102; JOUR 125 strongly recommended. This course teaches fundamental techniques of news writing, reporting and interviewing. By covering the layers of civic life in the local community, students learn the reporting, analytical and interpersonal skills essential in upper-division communication classes and jobs in the mass media. Students focus on writing basic news stories with a heavy emphasis placed on meeting deadlines. Students will also create a hard copy and online portfolio of news clips to build on in upper-division classes.

JOUR 270 Feature Writing **Spring; 3**
Prerequisite: ENGL 102, JOUR 260 with a grade of "C" or better. Students practice the basic writing forms used in newspaper feature sections, general reader magazines and specialized publications. This includes writing profiles, reviews and personal essays, among other story forms. Emphasis is given to the use of narrative techniques.

JOUR 280 Broadcast Journalism **Spring; 3**
Prerequisite: ENGL 102, JOUR 260, BRMD 101. Writing, reporting, editing and production of news for radio and television. Students may expect a series of rotating topics such as issues of the basic responsibilities of all broadcast journalists, the FCC and the law, political coverage and "equal time." Additionally, students will engage in the production of a radio mini-documentary and produce television field reports and newscasts on closed circuit television.

JOUR 294 Topics in Journalism **As needed; 1-4**
Based on student needs and faculty consent, topics may be chosen in the areas of journalism, communication, and media.

JOUR 295 Independent Study in Journalism **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in journalism at the lower division level.

JOUR 300 Electronic News Gathering **Fall; 4**
Prerequisite: BRMD 101; JOUR 280, BRMD 265 strongly recommended. Use of portable lights, audio and video camera to conduct field research, actualities and news gathering for creating news packages, feature stories and documentaries requiring post-production editing.

JOUR 330 Computer Assisted Reporting and Research **Spring, odd years; 3**
Prerequisite: CPTR 105, ENGL 102, JOUR 260 with a grade of "C" or better. This course is intended to give students an introduction into the theory and method of computer assisted reporting and research, from integrating information searches into everyday reporting to using a database for an in-depth project. Through hands-on training, students will learn the tools and techniques that journalists use in constructing an analysis, a database or an information query.

JOUR 365 Editorial Techniques **Fall; 3**
Prerequisite: ENGL102, JOUR 260 with a grade of "C" or better. Students practice copyreading, headline writing, editing, and proofreading with attention given to print terminology, page make-up, type structure, computer use in editing, and analysis of newspapers. Students collaborate to produce an on-line journalism website for practice in assigning and editing stories for the Internet on a deadline.

JOUR 450 Photojournalism **Spring, even years; 3**
Prerequisite: GART 120, JOUR 260. Advanced techniques of reporting and interpreting news with photography and an examination of the ethics, history and social role of photojournalism. Practice in news, sports, features, photographic essays, color photography, electronic imaging and studio illustration.

JOUR 460 The Literature of Journalism **Fall, even years; 3**
Students will research and study the use of literary technique in modern journalism, with emphasis on the "new journalism" of the 1960s as practiced by Truman Capote, Tom Wolfe and others. Special attention will be paid to the ethical problems posed by the use of literary technique in nonfiction writing.

JOUR 470 News Media History **Fall, odd years; 3**
This course looks at the cultural and social importance of news to humans and critically examines the history of journalism in the United States. Students will conduct research on a medium of their choosing, such as magazines, newspapers, radio, newsreels, etc., and will gain a basic understanding of how to work with archival resources available in the Washington D.C. area.

JOUR 494 Topics in Journalism **Spring; 1-4**
Based on student needs and faculty consent, topics may be chosen in the areas of journalism, communication, and media.

JOUR 495 Independent Study in Journalism **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in journalism at the upper division level.

Literature

When offered; credit hours

LITR 220 Children's Literature for Educators **Fall; 3**
Prerequisite: ENGL 102. Does not apply toward an English major or minor or General Education literature requirement. An introduction to the history, authors, genres, and themes of literature written for children, Students will also analyze texts for content and literary merit.

ENGL 225 American Literature I *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." A survey of American literature from the 16th to the 19th centuries. Covers the contribution of major American authors, including Native American, African American, and women authors.

ENGL 226 American Literature II *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." A survey of American literature in the 19th and 20th centuries, including contributions of major American, Native American, African American, and Hispanic authors.

LITR 227 African-American Literature **Spring; 3**
Prerequisite: ENGL 102 with minimum grade of "C." An examination of the cultural expression of African-Americans from the 18th century to contemporary readings. In addition to the study of selected writers, this course will focus on textual analysis, cultural criticism, social and political commentary, and the current debate over the construction of the traditional literary canon.

LITR 228 Literature of Washington, DC **Spring, even years; 3**
Prerequisite: ENGL 102 with minimum grade of "C." This course introduces students to a variety of works of American literature based in or by authors from the nation's capital. Through close reading, students explore the form and content of selected texts, emphasizing their historical and social contexts.

LITR 231 Anglo-Saxon Literature to Renaissance Literature **Fall; 3**
Prerequisite: ENGL 102 with minimum grade of "C." A survey of English literature from the Anglo- Saxon period to the Renaissance. Provides a comprehensive introduction to the major genres, movements, and canonical texts with an emphasis upon their historical and social contexts.

LITR 232 The 17th Century to the Romantics **Spring; 3**
Prerequisite: ENGL 102 with minimum grade of "C." Surveys American and British Literature from 1633 to the Romantics. Introduces students to the major trends, literary movements, and text, along with the historical context which produced them.

LITR 233 From the Victorians to the Digital Age **Fall; 3**
Prerequisite: ENGL 102 with minimum grade of "C." Surveys American and British Literature from the Romantics to the 21st century. Introduces students to the major trends, literary movements, and texts, along with the historical contexts that produced them. Texts include postcolonial literature and contributions of major American, Native American, African-American, and Hispanic authors.

LITR 235 World Literature and Fine Arts I **Fall; 3**
Prerequisite: ENGL 102 with minimum grade of "C." A survey of the major works of Western and Eastern literature, art, and music from the ancients to the sixteenth century. A laboratory is required that includes required attendance at a drama and music performance as well as a visit to an art museum or architectural site.

** External Degree only = Offered only in the External Degree Program*

LITR 236 World Literature and Fine Arts II **Spring; 3**
Prerequisite: ENGL 102 with minimum grade of "C." A survey of the major works of Western and Eastern literature, art, and music from the 17th century to the present. A laboratory is required that includes required attendance at a drama and music performance as well as a visit to an art museum or architectural site.

LITR 240 Genre Studies **Fall; 3**
Prerequisite: ENGL 102 with minimum grade of "C." This course offers a comprehensive overview of the origins, development, characteristics and boundaries of a single literary genre, looking at representative works of literature as tangible examples. Each year the course will rotate to focus on one of the following literary genres: Drama, Prose, Poetry.

LITR 294 Topics in Literature **As needed; 1-4**
Courses designed by the department of English which study particular authors, genres, and/or literary movements not covered in the department curriculum.

LITR 295 Independent Study in Literature **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in literature at the lower division level.

LITR 335 Great Books **Spring, odd years; 3**
Prerequisite: LITR 200 level course and ENGL 245. A critique and examination of World literary texts considered to be "great." Questions considered include what makes a book great? How is "greatness" determined? Who makes this determination? What purpose does this designation serve? Coursework includes textual analysis and literary and cultural criticism.

LITR 340 Medieval and Renaissance Literature **Spring, odd years; 3**
Prerequisite: LITR 200 level course and ENGL 245. A study of selections from religious and secular literature of the English Medieval and Renaissance periods, including emphasis on the works of Chaucer, Spenser and Shakespeare.

LITR 370 Seventeenth and Eighteenth Century Literature **Spring, even years; 3**
Prerequisite: LITR 200 level course and ENGL 245. A study of the poets and prose writers of the 17th and 18th centuries, including emphasis on the works of Donne, Jonson, Milton and the major writers of satire during the Restoration and 18th century.

LITR 450 Nineteenth Century British and American Literature **Fall, odd years; 3**
Prerequisite: LITR 200 level course and ENGL 245. A study of nineteenth century British and American writers beginning with Romanticism and moving to turn-of-the- century texts. Traces the development of key literary movements and forms of the century with emphasis given to significant historical influences.

LITR 455 Charles Dickens and Mark Twain *** External Degree only; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Charles Dickens and Mark Twain, two of the most important and popular writers of their time, have come to represent the very essence of England and the United States, respectively, in the 19th century. Students will read major works of each author, placing their artistic development into historical context, investigating the role of each author as a representative, critic and reformer of his own society, and analyzing the way each author uses humor as social commentary.

** External Degree only = Offered only in the External Degree Program*

LITR 460 Twentieth Century British and American Literature **Fall, even years; 3**
Prerequisite: LITR 200 level course and ENGL 245. A study of British and American writers from the aesthetes and decadents of the late nineteenth century to contemporary writers. In addition to the reading of selected poetry and novels, the course includes study of key literary and historical movements as well as a critique of the categories of modernism and postmodernism.

LITR 494 Topics in Literature **As needed; 1-4**
Prerequisite: LITR 200 level course and ENGL 245. Courses designed by the department of English which study particular authors, genres, and/or literary movements not covered in the departmental curriculum.

LITR 495 Independent Study in Literature **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in literature at the upper division level.

Long-Term Health Care

When offered; credit hours

LTHC 320 Quality of Care in Long-Term Health Care Facilities **3**
Prerequisite: MGMT 202 with a grade of "C" or higher. A study of the risk factors unique to long-term care facilities. The course includes assessment of these risk factors and strategies for addressing them through the design of the physical environment, management practices, patient care practices, and insurance coverage. This course will also address how the long-term health care administrator can assess, plan for, and implement a high quality level of patient care. The design, implementation, and evaluation of the following resident services: Nursing, Social, Food, Medical, Activity, Medical Records, Pharmaceutical, and Rehabilitation will be specifically addressed. A case study approach will be used.

LTHC 340 Financial Management in Long-Term Health Care **3**
Prerequisite: FNCE 290 with a grade of "C" or higher. Students will learn how to apply basic financial management techniques and interpret financial information in the long-term health care environment. Special emphasis will be given to medicare, case mix, and payment structures.

LTHC 420 Personnel & Marketing Management in Long-Term Health Care **3**
Prerequisites: MGMT 333 and MKTG 210 with grades of "C" or higher. Assuming a basic knowledge of the personnel subsystems of recruitment, selection, training, performance appraisal, compensation, safety and health, and labor relations, the course explores the personnel issues unique to long-term health care facilities. Special emphasis is given to communication between management and staff, impact of implementation of HR systems on patient/ resident care, and government and regulatory agency laws and policies relative to employee issues and long term health care. Assuming a basic knowledge of marketing principles and techniques, the course explores the marketing issues unique to long-term health care facilities. Special emphasis is given to census building and the marketing aspects of ensuring satisfaction with care for both patients and their families.

LTHC 440 Regulation of Long-Term Health Care **3**
Prerequisite: BUAD 375 and BUAD 376 with grades of "C" or higher. An in-depth study of the regulations and laws that affect the governance and operations of long-term health care facilities. Some historical perspective will be provided, but the primary focus will be current regulations and laws, and their enforcement agencies.

Mathematics

When offered; credit hours

MATH 050 College Math Preparation **As needed; 1-3**
Review of addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals; ratio, proportion, and percent; addition, subtraction, multiplication, and division of integers, polynomials, and rational expressions; solving first-degree equations; and factoring. Course is designed to help students prepare for the mathematics placement test and for college mathematics courses. Credit not applicable toward graduation. Graded pass/fail.

MATH 051 Review of Basic Mathematics **Fall & Spring; 3**
Arithmetic principles of whole and decimal numbers, common fractions, rounding, primes and factors, least common denominator, percent, measures, ratio, proportion, real number system, literal expressions, and solving linear equations. Credit not applicable toward graduation. Graded pass/fail.

MATH 052 Introductory Algebra **Fall & Spring; 3**
Prerequisite: MATH 051, placement test or SAT/ACT between 16th and 34th percentile (inclusive). Review of literal expressions and solving linear equations, solving and graphing equations and inequalities, operations on polynomials, factoring, rational expressions, systems of equations in two variables, exponents and scientific notation, rational exponents, radical expressions, and quadratic equations. Credit not applicable toward graduation. Graded pass/fail.

MATH 110 Probability and Statistics **Fall & Spring; 4**
Prerequisite: MATH 052, placement test or SAT/ACT above 34th percentile. Descriptive statistics, elementary probability, Venn diagrams, discrete random variables, binomial and normal distributions. Inferential statistics, sampling tests of hypotheses, regression, correlations, analysis of variance, and chi-square analysis.

MATH 115 Survey of Mathematics **Spring; 4**
Prerequisite: MATH 052, placement test or SAT/ACT above 34th percentile. This is a general course especially suited for students seeking a basic understanding of mathematics topics that include introduction to problem solving, sets, functions, logic, numeration systems, Real number system, consumer mathematics, geometry, the metric system, and an introduction to computers. Credit for this course does not apply toward a major in mathematics or science.

MATH 120 College Algebra and Trigonometry **Fall & Spring; 4**
Prerequisite: MATH 052, placement test or SAT/ACT above 34th percentile. Linear equations and their graphs, inequalities, systems of equations, polynomial functions, fractional equations, powers and roots, quadratic functions and their graphs, exponential, logarithmic, trigonometric, and inverse trigonometric functions; and introduction to trigonometric identities. Credit for this course does not apply toward a major or minor in mathematics but does apply toward the General Education math/science requirements.

MATH 126 Precalculus **Fall; 4**
Prerequisite: MATH 120 with a minimum grade of "C" or placement test. Relations, functions, transformation, inverse functions, systems of linear and quadratic equations. Exponential, logarithmic, and circular functions. Credit for this course does not apply toward a major or minor in mathematics but does apply toward the General Education math/science requirements.

MATH 129 Elementary Number Theory **Fall; 4**
Prerequisite: Permission of instructor. Topics in number theory. Divisibility, unique factorization, linear congruences, Chinese remainder theorem, Fermat's theorem, Wilson's theorem, and Euler's theorem.

MATH 151 Contemporary Calculus I **Spring; 4**
Prerequisite: MATH 126 with a minimum grade of "C" or placement test. Intuitive limits, derivatives, graphing, maximum/minimum problems, antiderivatives, definite integrals, area, applications to natural and social science.

MATH 252 Contemporary Calculus II **Fall; 4**
Prerequisite: MATH 151 with a minimum grade of "C." Applications and techniques of integration, limits, continuity, series, ordinary differential equations, mean value theorem.

MATH 260 Multivariable Calculus **Spring; 4**
Prerequisite: MATH 252 with a minimum grade of "C." Vectors in n-space, curves and surfaces, partial derivatives, gradient, directional derivatives, line integrals, multiple integrals, Green's theorem, divergence and rotation, surface integrals, curl and divergence, divergence theorem. Stokes' theorem, maximum and minimum, generalized Taylor's formula.

MATH 280 Discrete Structures **Fall; 3**
Prerequisite: MATH 126 or equivalent with a minimum grade of "C." Introduction to and applications of discrete structures, including elementary topics in set theory, recursion, matrices, relations, relational algebra, trees, and grammars.

MATH 288 Elementary Linear Algebra **Spring; 4**
Prerequisite: Precalculus proficiency on math placement test or MATH 126 with a minimum grade of "C." Systems of linear equations, matrices, determinants, vectors and vector arithmetic, general vector spaces, bases and dimensions, linear transformations and their matrices, change of bases, similarity, eigenvalues and eigenvectors, diagonalization.

MATH 294 Topics in Mathematics **As needed; 1-4**
Topics of interest to students and instructor will be explored.

MATH 295 Independent Study in Mathematics **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in mathematics at the lower division level.

MATH 311; 312 Axiomatics: Logic and Geometry
Fall, odd years; Spring, even years; 3; 3
Prerequisites: CPTR 150 and MATH 129 or MATH 280 with a minimum grade of "C."

MATH 311: Propositional and predicate logic, including both syntax (formal language specification and proof methods) and semantics (models and truth-value assignments); elementary computer applications including Boolean algebra and introduction to Prolog.

MATH 112: Axiomatic approach to Euclidean and non-Euclidean geometries, including hyperbolic geometry and the models proposed by Lobachevsky, Klein, and Poincare; philosophical exploration of the relationship between mathematical theories and reality. Credit may be earned for only one department listing.

MATH 319 Differential Equations **Fall, odd years; 3**
Prerequisite: MATH 260. MATH 288 recommended. Elementary methods for solving first order and linear second order differential equations. Series solutions, Laplace transform methods, systems of differential equations, and numerical methods. Applications.

MATH 320 Complex Variables **Spring, even years; 3**
Prerequisite: MATH 252 with a minimum grade of "C." Complex numbers, analytic functions, mapping properties of the elementary functions, the Cauchy integral formula, theory of residues and application, and conformal mapping.

MATH 331; 332 Real Analysis and Topology
Fall, odd years; Spring, even years; 3; 3
Prerequisite: MATH 252 with a minimum grade of "C." Basic properties of the real number system, rigorous treatment of series, limits, differentiation and integration, metric spaces, continuity, compactness, point-set topology.

MATH 360 Introduction to Numerical Analysis **Spring, odd years; 3**
Prerequisites: CPTR 230 and MATH 252 with a minimum grade of "C." Numerical methods for solving equations of one variable, interpolation and polynomial approximation, numerical differentiation and integration, ordinary differential equations, least squares approximation, computer errors, and advanced technical computing features. *Cross-listed as CPTR 360.* Credit may be earned for only one department listing.

MATH 370 Mathematical Statistics **Spring, odd years; 3**
Prerequisite: MATH 151 with a minimum grade of "C." Probability, moment generating functions and probability distributions, sampling theory, random variables, statistical inference, regression and correlation, analysis of variance.

MATH 410 Groups and Rings **Fall, even years; 4**
Prerequisite: MATH 129 with a minimum grade of "C." Groups and quotient groups, homomorphisms, the fundamental homomorphism theorem, rings and quotient rings, integral domains, fields, polynomials, unique factorization.

MATH 494 Topics in Mathematics **As needed; 1-3**
Prerequisite: Permission of the instructor. Abstract algebra, advanced discrete structures, operations research, game theory, graph theory, set theory, history of mathematics, or other topics of interest to students and instructor. May be repeated for credit.

MATH 495 Independent Study in Mathematics **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in mathematics at the upper division level.

Management

When offered; credit hours

MGMT 201; 202 Introduction to Management I and II **Fall & Spring; 3; 3**
Prerequisites for MGMT 201 and MGMT 202: ENGL 102, and COMM 105 with grades of "C" or higher. A foundation course in the basic principles and techniques of management. A variety of theories and their application will be explored in the planning, organizing, leading, and controlling functions of management. Students will be required to perform a variety of written and oral projects using a variety of information search skills. Both individual and small group projects will be required.

MGMT 330 Principles of Management *** External Degree only; 3**
The art and science of managing and accomplishing organizational goals through the cooperation of other people. Functions of manager, principles of management, decision-making, and analysis of problems central to management.

MGMT 333 Personnel Management **Spring; 3**
Prerequisites: MGMT 201;202 with a grade of "C" or higher. The principles, methods, and practices of administering a personnel program for the business organization.

MGMT 338 Advanced Human Resources – Part 1 **1**
Prerequisite: MGMT 333 with a grade of "C" or higher. This course must be taken as, or concurrent with, the first emphasis area course. Environmental trends relevant to the management of the business organization's human resources. The role of Human Resources (HR) and the HR Department in the larger organization. Current competitive strategies such as quality, the learning organization, etc., and their application to the HR department. Theories of motivation and leadership, and the role HR should play in their usage by the management of the business organization.

MGMT 345 Essential Supervisory Techniques **† SGPS only; 3**
This course is designed to prepare present and future managers to work in today's very competitive business environment. Supervisors must expand their scope of knowledge not only on how to manage people, but also on how to manage to bring about results consistent with organizational goals and objectives. This course will cover all the vital aspects of supervision through lecture, class discussions and case studies.

MGMT 352 Employee Selection **2**
Prerequisite: MGMT 333 with a grade of "C" or higher. Job Analysis sources and methods. Job descriptions. Job design methods for a variety of job types. Design and implementation of Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs, including calculation of relevant disparate treatment and impact data. Recruitment sources and methods, including recruitment of special populations. Selection methods and their correct usage, including an overview of the establishment of reliability and validity. Statistical analysis of selection instruments as predictor measures. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

** External Degree only = Offered only in the External Degree Program*
† SGPS only = Offered only in the School of Graduate and Professional Studies

MGMT 354 Performance Appraisal **2**
Prerequisite: MGMT 333 with a grade of "C" or higher. Rating sources of performance data. Methods for collecting performance appraisal data from both individuals and teams. Training of managers to avoid rating errors, and to provide performance feedback. Progressive discipline systems and terminations. Linkage of performance appraisal to reward and training systems. Statistical analysis of performance appraisal instruments as criterion measures. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

MGMT 355 Negotiation Strategies for Business **Fall, odd years; 3**
Prerequisites: MGMT 202, MKTG 210 with grades of "C" or higher. Theory and technique in the type of negotiations likely to take place in the business environment. Labor relations, collective bargaining, third-party arbitration, business contracts, and selling.

MGMT 356 Workplace Training **Fall, even years; 2**
Prerequisite: MGMT 333 with a grade of "C" or higher. Needs analysis. Development of learning objectives. Selection of media and methods of delivery. Writing and production of training materials. Conduct of a variety of types of training, which may include, but not be limited to, orientation, team development, multi-cultural diversity, literacy, basic skills, or interpersonal skills. Evaluation, including methods and statistical analysis of results. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

MGMT 358 Adult Career Development **Fall, even years; 1**
Prerequisite: MGMT 333 with a grade of "C" or higher. Theories of adult career and personality development. Commonly used assessment instruments. Design and administration of career and professional development programs. Linkage of career and professional programs to Performance Appraisal and Training systems. Evaluation of career and professional programs.

MGMT 362 Labor Relations **Spring, odd years; 2**
Prerequisite: MGMT 333 with a grade of "C" or higher. Coverage of both public and private sector labor relations. Historical foundations of Unions. Unionizing campaigns, including union and management tactics. Collective bargaining, general negotiations tactics, and dispute resolution. Contract administration from both the union and management's perspective. The Grievance process. Fair and unfair labor and management labor practices. General employment policies and practices, including the design of Employee Policy Handbooks. Employee rights and the development of due process/appeals systems. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

MGMT 364 Compensation & Benefits **Fall, odd years; 2**
Prerequisite: MGMT 333 with a grade of "C" or higher. Economic factors affecting compensation and benefit levels. Organizational compensation philosophy, strategy, and policy. Job analysis and job evaluation methods. Job pricing, pay structures and grades. Compensation programs used in both the public and private sector. Required, common, and progressive benefits. Administration of compensation and benefit programs, including tax and accounting issues. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

MGMT 366 Health, Safety, and Security **Fall, odd years; 2**
Prerequisite: MGMT 333 with a grade of "C" or higher. Health, safety, and security issues and practices by job and industry type. Health, safety, and security issues for special populations. OSHA regulations and enforcement practices. Historical and current interpretation of relevant laws and regulations. Examination of course topics relative to international HR.

MGMT 438 Advanced Human Resources – Part II **Spring; 1**
Prerequisite: MGMT 333 with a grade of "C" or higher. For Traditional students, this course must be taken as the final, or concurrent with the final, emphasis area course. Organizational design and development, particularly in relation to the human resources of the organization. HR planning and its linkage to organizational strategic planning. Revisitation of current competitive strategies with a focus on how the HR Department can facilitate the movement of the organization toward their achievement. Design and implementation of Organization Development (OD) and employee involvement interventions. Budgeting, control, and measurement of the HR process.

MGMT 440 Nonprofit Management **As needed; 3**
Prerequisites: MGMT 201; 202 with a grade of "C" or higher. The study of nonprofit organizations from a management perspective. Topics include organization structure, professional interrelationships, financial development, and regulatory factors. Current case studies are used to provide the student with a practical knowledge of decision making in the nonprofit environment.

MGMT 445 Managing Compensations Systems
MGMT 445P Managing Compensations Systems (Project Option) **† SGPS only; 2**
Basic concepts of compensations systems. The foundation of wage and salary programs, methods of job evaluation, building wage and salary structures, and the legal constraints on compensation programs. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 446 Labor Policy and Employee Involvement
MGMT 446P Labor Policy and Employee Involvement (Project Option) **† SGPS only; 2**
Analysis of the concepts and principles of union-management relationships. Historical, economic, social, and behavioral dynamics of union and management interactions in various settings. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 447 Managing Performance
MGMT 447P Managing Performance (Project Option) **† SGPS only; 2**
Focus on the function and design of performance improvement systems as tools of professional development, coaching and counseling, merit-compensation determinations, and goal implementation. Examine alternative methods of performance improvement systems. Oriented to the role of the HR/Personnel practitioner. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

† SGPS only = Offered only in the School of Graduate and Professional Studies

MGMT 448 Strategic Human Resources
MGMT 448P Strategic Human Resources (Project Option) **† SGPS only; 3**
Develop an understanding of the environmental, organizational, and economic forces affecting employee-management relations. Acquaint students with the philosophies, policies, and functions of effective human resource systems. Develop an awareness of the HR role in terms of the total organization. Begin to develop an awareness of the functional areas of HR: selection, employee evaluation, staffing, planning, compensation, EEO, training, job analysis, safety, security, and health. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 450 Advanced Management **Fall, even years; 3**
Prerequisites: MGMT 202 with a grade of "C" or higher. An in-depth study of the latest theories and practices in management. This course builds on the general survey knowledge of management acquired in Introduction to Management I and II. However, the focus on a selected number of the latest management theories allows the student to develop actual skills in the use of these theories. Such in-depth knowledge will allow the student to more easily acquire, and be successful in a management position in today's business world.

MGMT 465 Small Business Management
MGMT 465P Small Business Management (Project Option) **† SGPS only; 2**
Course will provide a foundation for small business theory and practice. This course is designed to aid the potential or actual small business entrepreneur in acquiring the tools, both academic and practical, to build and manage a small business enterprise. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 466 Project Management
MGMT 466P Project Management (Project Option) **† SGPS only; 2**
Prerequisite: FNCE 467 or FNCE 467P. Project management for the small business person will explore the process of obtaining, deploying, and utilizing a variety of essential resources in support of starting or expanding a new or existing entrepreneurial venture. This course will give the entrepreneur or potential entrepreneur the management tools needed to start a new business venture or to expand a present business venture. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

MGMT 468 Development of a Business Plan for Small Business
MGMT 468P Development of a Business Plan for Small Business (Project Option) **† SGPS only; 2**
Prerequisite: MGMT 466 or MGMT 466P. In this course students will develop a business plan for their own small business. The content of this plan will be what bankers, venture capitalists, and investors expect to see so that a valued judgment can be made concerning the viability of the venture. The ideal length of this business plan will be approximately 50 pages in length, depending on the need for detail. Business Administration majors who choose the project option complete additional project work across the course in any one track that is equivalent to the work required in the Guided Independent Research Project.

† SGPS only = Offered only in the School of Graduate and Professional Studies

MGMT 482 Small Business Development **Spring, even years; 3**
Prerequisites: ACCT 212, BUAD 376, and MGMT 202 with grades of "C" or higher. The study of individuals and organizations undertaking entrepreneurship. Topics include initiating a business concept, organizing the business entity, operational challenges and continuing growth and development combining many different business disciplines. Students are required to prepare a complete a comprehensive business plan.

MGMT 485 Business Strategy and Policy **Spring; 3**
Prerequisite: Must be within one semester of completing all business courses. The case method is used to analyze policies, problems, and strategy formulation of the functional areas of the organization.

MGMT 490 Business Strategy **† SGPS only; 3**
Prerequisite: Must have completed 28 credit hours of the business administration core curriculum. The case method is used to analyze how and why business policy is made. In addition, factors both internal and external to the business organization, that cause business policy to change will be discussed, both individually and in groups. Students must draw from their previous classes and work experience to solve complex business issues and to create a business policy as a solution.

MGMT 494 Selected Topics in Management **As needed; 1-3**
A current advanced topic in management will be explored.

MGMT 495 Independent Study in Management **As needed; 1-3**
A current advanced topic in management will be explored.

MGMT 540 Operations Management **3**
Prerequisites: Undergraduate course in Probability and Statistics (MATH 110 in traditional program) with grade of "B" or higher. This course introduces students to the systematic direction and control of the processes that transform inputs into finished goods or services and provides a process-oriented understanding of operations. Students learn about the concepts and analytic methods that are useful in understanding the management of a firm's operations. Topics include product and process development, supply chain management, the relation of operations strategy to product and service design and to business strategy, and total quality management.

MGMT 621 Group Behavior and Team-Building **3**
Introduces theories and techniques for assessing group behaviors and promoting teamwork. Students learn to identify when teams are appropriate; assess temperaments in a team setting; use models of team development to assess team progress; acquire a working knowledge of group facilitation techniques; and practice how to manage conflict within a group. Other topics include vertical versus lateral controls; team performance measures, and leading teams.

MGMT 622 Developing Ethical Leadership **3**
The basic premise of this course is that effective leaders create conditions that enable organization members to be maximally effective in their roles and that lead them to act in the organization's best interests. The purpose of this course is to develop students' effectiveness as leaders by (1) introducing them to frameworks that are useful for diagnosing problems involving human behavior and (2) helping them learn how to exercise leadership to solve those problems' from managing the motivation and performance of individuals and teams to leading at the executive level and (3) developing ethical approaches to problem solving.

† SGPS only = Offered only in the School of Graduate and Professional Studies

MGMT 630 Managing Human Capital (3)
Includes HR structures, HR issues, outsourcing, use of temporary employees, cultures of innovation, recognition of personal and family issues to be addressed, and organizational adaptability in terms of cultivation of human capital. Topics include virtual organizations, diversity, staffing and compensation.

MGMT 689/NURS 600 Seminar in Healthcare Strategic Management **3**
Prerequisite: NURS 500. Includes discussion, research, and group exercises to assess long-range planning and performance measurement initiatives supporting health care progress on a national level. Strategic case studies will be used to explore and resolve critical organizational issues in both public and private organizations by linking mission, vision, and values with direction, goals, objectives, and economic constraints, expressed in effective planning, improved care, and organizational agility in the face of change. Students will participate in an organizational strategy simulation *as a capstone to their MS-BL studies.*

Marketing

When offered; credit hours

MKTG 210 Principles of Marketing **Fall; 3**
Prerequisites: ENGL 102, and COMM105 with grades of "C" or higher. The principles and practices of the marketing system, analysis of markets, consumer motivation, product decision, pricing policies, distribution, promotion, and selling to consumers.

MKTG 320 Consumer Behavior **Fall, odd years; 3**
Prerequisite: MKTG 210 with a grade of "C" or higher. An integration of the various disciplines in the behavioral sciences with marketing theory to understand, explain, and predict consumer decisions. Explores both the theoretical and practical implications of individual behavioral variables, group influences, and consumer decision processes.

MKTG 340 Entrepreneurial Marketing **Spring, even years; 3**
Prerequisites: MKTG 210 and MGMT 202 with grades of "C" of higher. The main focuses of this course are the key marketing concepts and the methods relevant for entrepreneurs. With the emphasis of the course being on a new startup business, students will learn marketing elements of new venture initiation, as well as marketing decisions for small and growing organizations. Product/service design, assessment of market potential, market research, strategic alternative to high-cost advertising (direct marketing, alternative media, and personal selling), creation of successful distribution relationships, and pricing will be topics included in the course. Students will develop a marketing plan for the entrepreneurial venture of their choice.

MKTG 375 Marketing **† SGPS only; 3**
To understand the marketing process and interrelationships of planning and executing marketing a product or service, the student will study the methods of pricing, promoting and distribution of a product or service, and creation of a marketing plan depicting these concepts. This will be done by lecture, case study, creation of a marketing plan, and examination.

† *SGPS only = Offered only in the School of Graduate and Professional Studies*

MKTG 400 Marketing Research Methods **Fall, odd years; 3**
Prerequisites: MATH 110, CSYS 215, COMM 370, MKTG 210 and MKTG 320 with grades of "C" or higher. This course is uniquely designed to introduce students to the conceptual and technical issues of marketing research and design based upon behavior research methodologies. It will examine the concepts for conducting marketing research projects to enable effective marketing decision making. These marketing research concepts will include collecting and analyzing data and information associated with markets, product, competitor, and customer orientation research. It will apply both qualitative and quantitative research design and techniques, questionnaire design, research design, different types of surveys, data testing and other aspects of marketing research processes. Emphasis will be placed on implementing a marketing research project.

MKTG 425 International Marketing **Fall, even years; 3**
Prerequisites: MKTG 210 and MGMT 202 with grades of "C" or higher. Marketing problems arising from various degrees of foreign involvement. Subjects include marketing research, product planning and development, pricing, promotion, distribution, and organization. Emphasis is on the management of these marketing functions in a multinational context, where the parameters differ from those in domestic marketing.

MKTG 440 Services & Not-For-Profit Marketing **Fall, even years; 3**
Prerequisites: MKTG 210 and MGMT 202 with grades of "C" or higher. The main focuses of this course are the theory and application of marketing for services and not-for-profit organizations. The student will learn application of traditional tools, while distinguishing services and not-for-profits from regular marketing situations. The role of marketing research, product development, pricing, advertising, publicity, personal selling, and marketing control are examined in the services and not-for-profit sectors.

MKTG 445 Sales Force Management **3**
Prerequisites: MKTG 210 and MGMT 202 with grades of "C" of higher. The main focus of this course is the role of the sales executive as a planner, manager of resources and marketing functions, recruiter, trainer, motivator, and leader of field sales personnel. Topics included in the course are the techniques and sequence of problem analysis for selling and sales management decisions and the practical framework in which these decisions take place. The course will consist of cases, journal articles, guest sales managers, debates, and investigation of modern company practices.

MKTG 455 Retailing **Spring, odd years; 3**
Prerequisites: MKTG 210 and 320 with grades of "C" or higher. Retailing concepts and practices including researching and developing a retail strategy, store organization and management, site selection and layout, store security, buying and merchandising, promotion, and financial administration. A field experience lab is required.

MKTG 480 Marketing Strategy **Spring, odd years; 3**
Prerequisite: Students must be within one semester of graduation. The basic objective of this capstone course is to integrate the collection of knowledge a marketing student will have acquired in marketing and other business courses. The course uses an analytical and decision making framework. It is assumed that students have sufficient background to deal with a variety of "marketing problems" in a decision-making environment.

MKTG 494 Selected Topics in Marketing **As needed; 1-3**
A current advanced topic in marketing will be explored.

MKTG 495 Independent Study in Marketing **Spring, odd years; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in marketing at the upper division level.

MKTG 676 Marketing Management **3**
Students examine value creation, marketing decision support, and strategic management of public relations as well as marketing. Proven analytical techniques from related business disciplines will be used to assess market positioning and strategic planning. Topics include advertising; buyer behavior; distribution of goods and services; e-commerce; market segmentation; pricing; marketing policy; and targeting. Clear and careful oral and written communication is emphasized.

Medical Laboratory Science

When offered; credit hours

MLSC 210 Fundamentals of Hematology and Hemostasis **Summer; 2**
Introduces the production, maturation, function of normal blood cells and hemostasis. Selected routine manual hematology and hemostasis procedures are performed. Weekly: Three lectures and one lab.

MLSC 230 Fundamentals of Clinical Microbiology **Summer; 3**
Orientation to clinical microbiology; specimen selection, collection, and transport; microscopic evaluation; stains and sterilization techniques; media and incubation selections; identification of routine and non-routine microorganisms; susceptibility testing; automation and quality assurance. Weekly: Two lectures and two labs.

MLSC 240 Fundamentals of Immunohematology **Summer; 1**
Introduces blood group antigen systems, antibody screening, antibody identification, and compatibility testing. Selected routine procedures are performed. Weekly: Three lectures and one lab.

MLSC 350 Fundamentals of Clinical Chemistry **Summer; 3**
Prerequisites: Completed or currently enrolled in CHEM131 or permission of instructor. Clinical lab procedures, safety, application of statistical procedures in quality control, and principles of clinical laboratory instrumentation. Topics include carbohydrates, lipids, electrolytes, and hepatic function with selected pathologies. Weekly: Three lectures and one lab.

MLSC 400 Specimen Procurement and Processing **Spring; 1**
Clinical specimen collection and processing; point-of-care testing, professional ethics; phlebotomy practicum. Prerequisite: permission of the instructor.

MLSC 401, 402 Clinical Year Seminar I, II **Fall; Spring 0**
Prerequisite: Permission of program director. Introduction to educational methodology, team building, multicultural communication, service outreach, professionalism, clinical laboratory sciences literature and research design and practice. Preparation and delivery of written and oral presentations on current topics. Attendance to all sessions is required. A pass/fail grade is assigned.

MLSC 411 Hematology **Fall; 3**
Prerequisites: MLSC210 and permission of program director. Cellular elements of the blood, their maturation, functions, and morphologies; abnormal and disease state hematologies; principles and procedures of routine and special hematology assay methodologies; correlation of patient conditions with results of hematology assay results.

MLSC 412 Hemostasis **Spring; 1**
Prerequisites: MLSC411 and permission of program director. Hemostasis systems, their function, interaction, and monitoring; correlation of hemostasis assay results with various disorders; thrombosis and anticoagulant therapy; principles and procedures of routine and special hemostasis assays.

MLSC 413 Clinical Hematology & Hemostasis Practicum **Summer; 4**
Prerequisites: MLSC411, 412 and permission of program director. Professional health-care laboratory practicum; emphasis in patient-care application of hematology and hemostasis procedures.

MLSC 421 Clinical Immunology and Molecular Diagnostics **Fall; 2**
Prerequisites: MLSC320 and permission of program director. Emphasis on detection, analyses, etiology, epidemiology, immunologic manifestations and correlation with infectious diseases. Theory and application of immunologic/serologic and basic molecular techniques including specimen collection and quality control.

MLSC 423 Clinical Immunology Practicum **Summer; 1**
Prerequisites: MLSC421 and permission of program director. Professional health-care laboratory practicum: emphasizes patient-care applications of immunologic, serologic and molecular techniques.

MLSC 431 Clinical Bacteriology and Virology **Fall; 4**
Prerequisites: MLSC230 and permission of program director. Emphasis on specimen collection, culture, identification and clinical significance of bacterial pathogens and human-associated viruses. Simulated clinical practice for the separation of normal flora from pathogenic microorganisms encountered in various body sites including the study of antimicrobial susceptibility testing.

MLSC 432 Clinical Mycology and Parasitology **Spring; 2**
Prerequisites: MLSC431 and permission of program director. Study of fungi and parasites associated in human infections. Emphasis on specimen collection and preservation, culture and identification procedures.

MLSC 433 Clinical Microbiology Practicum **Summer; 5**
Prerequisites: MLSC431, MLSC432 and permission of program director. Professional health-care laboratory practicum; emphasis in patient-care applications of bacteriology, mycology, parasitology, and virology.

MLSC 441 Immunohematology **Fall; 3**
Prerequisites: MLSC240, MLSC320 and permission of program director Blood grouping and typing; blood group antigen systems; compatibility testing; antibody identification; quality control and quality assurance; donor recruitment and selection; component preparation; blood-banking records; grouping and compatibility problem solving; patient clinical state correlations.

MLSC 442 Transfusion Medicine **Spring; 1**
Prerequisites: MLSC441 and permission of program director. In-depth study of immunohematology testing results, clinical patient manifestations, blood component therapy and blood product requirements.

MLSC 443 Clinical Immunohematology Practicum **Summer; 4**
Prerequisites: MLSC441, 442 and permission of program director. Professional health-care laboratory practicum; emphasis in patient-care applications of immunohematology.

MLSC 451 Clinical Chemistry I **Fall; 4**
Prerequisites: MLSC350 and permission of Program director. Carbohydrate, lipid, enzyme, electrolyte, acid-base balance, trace element, protein systems, and gastric functions. Correlations with normal physiology and selected pathological conditions. Analysis of relevant blood and body fluids constituents.

MLSC 452 Clinical Chemistry II **Spring; 2**
Prerequisites: MLSC451 and permission of program director. Liver function, renal function, endocrinology, toxicology, and therapeutic drug monitoring. Correlations with normal physiology and selected pathological conditions.

MLSC 453 Clinical Chemistry Practicum **Summer; 4**
Professional health-care laboratory practicum. Emphasis on patient-care applications in clinical chemistry. Prerequisites: MLSC451, 452 and permission of program director.

MLSC 461 Body Fluids **Spring; 1**
Prerequisites: MLSC451 and permission of the program director. Analysis of various body fluids such as serous fluids, synovial fluids, amniotic fluid, and urine. Correlations with normal physiology and selected pathological conditions.

MLSC 463 Body Fluids Practicum **Summer; 1**
Prerequisites: MLSC461 and permission of program director. Professional health-care laboratory practicum. Emphasis in patient-care applications of body fluids.

MLSC 470 Laboratory Information Systems **Spring; 1**
Prerequisite: Permission of the program director. Survey of current Laboratory Information Systems (LIS) including database design and maintenance, test requesting, result entry, result reporting, quality control application, peripheral devices and regulatory systems.

MLSC 475 Medical Laboratory Management Concepts **Spring; 2**
Prerequisite: Permission of the program director. Discussion in selected areas that include health-care delivery systems; problem solving in the clinical laboratory; human resource management; supply and equipment acquisition; financial management' performance standards and assessment; ethics; and regulatory processes.

MLSC 493 Practicum Project **Summer; 1**
Designed to be an integral component of the clinical year practica experience. Introduces students to the principles, practices, and performance of clinical laboratory projects expected of practicing professional clinical laboratory scientists.

Music

When offered; credit hours

MUED 270 Music and the Developing Child **2**
Prerequisite: EDUC 242. A course designed to provide an overview of best instructional practices for making music an integral part of the learning experiences of the child ages birth to 5. Two components of the course include: (a) lecture and discussion that focus on the history, theory, and research on the role of music in the developing child, and (b) observation and participation in the instruction of a class for children accompanied by their parents/caregivers. *Cross-listed as EDUC 270.*

MUED 333 Music for the Elementary School Specialist **Fall; 3**
Prerequisite: MUHL 252 or equivalent. Music in the education of children 6 to 12 years of age. Students develop their philosophy of music education as they practice methods for guiding children in musical experiences of listening, performing, and creating to foster aesthetic and cognitive growth. Two class hours per week plus observation in an elementary school. A laboratory session is required for any student who is deficient in basic performance skills on classroom instruments such as guitar and recorder. *Cross-listed as EDUC 333.*

MUHL 340 Introduction to Music Technology **3**
An introductory course to music technology, designed for music majors and minors, focusing on computer assisted notation, recording techniques and digital editing, and the integration of audio with video.

MUED 355 Music in the Secondary School **Spring; 3**
Prerequisite: MUHL 252 or equivalent. Music in junior and senior high school. Covers objectives, organization of subject matter, teaching techniques, and materials for general music classes. Two class hours per week, plus observation in a secondary school.

MUHL 120 Elements of Music **3**
A rudimentary course in the language of music including notation, scales, keys, intervals, elementary harmonic concepts, musical styles and structures. Designed as a developmental course for prospective music majors and minors whose placement theory test indicates unreadiness for Theory I or students who are taking music as an elective subject. Credit not applicable to music major or minor requirements.

MUHL 171; 172; 271; 272 Musicianship I, II, III, IV **Fall & Spring; 1; 1; 1; 1**
Development of musicianship through listening, ear training, dictation, and sight singing. Four hours are required of all music majors and are taken concurrently with the theory.

MUHL 204 Music Appreciation *** External Degree only; 3**
Designed for students with no previous background in music. Basic elements of music, including melody, rhythm, texture, timbre, dynamics, form, notation, and theory. The principal styles, forms and development of Western music from the medieval to contemporary periods.

MUHL 210 MIDI Studio Techniques I **Fall; 3**
Provides an introduction to the digital workplace for musicians. Among the topics included are: computer-assisted music instruction; music notation; MIDI for performance and sequencing; multimedia. Open to non-majors.

** External Degree only = Offered only in the External Degree Program*

MUHL 211 MIDI Studio Techniques II **Spring; 3**
Prerequisite MUHL 210. An exploration of advanced sequencing techniques, video scoring, patch editing fundamentals, and automated mixing.

MUHL 220 Computer Technology for Musicians **2**
A basic computer technology course for musicians, designed around Sibelius notation software—including notation, refinement of scores, the extraction of performance parts, transposition, exportation of notation files into other programs, and music printing and binding.

MUHL 251; 252 Theory I, II **Fall & Spring; 3; 3**
Prerequisite: MUHL 120 or qualification by examination. An integrated study of harmony, keyboard harmony, counterpoint, and form and style at a comparatively elementary level.

MUHL 270 Music in Twentieth Century America **Fall; 3**
Emphasizes listening and evaluation of musical influences in American culture including periods, major performers and composers, trends, influences, stylistic features, and related materials. Credit not applicable to music major requirements. *Cross-listed as HMNT 270.*

MUHL 325 Orchestration **Biannual rotation; 2**
Prerequisite: MUHL 252 or equivalent. A study of the nature of the various orchestral instruments and scoring for ensembles and band and orchestra combinations. (A duplicate from MUPF in MUHL area)

MUHL 351; 352 Theory III, IV **Fall & Spring; 3; 3**
Prerequisites: MUHL 252 and approval of instructor. An integrated study of harmony, keyboard harmony, counterpoint, form, and style at a more advanced level.

MUHL 361 Music History I **Fall; 2**
Prerequisite: MUHL 252. A study of the history, style, and musical forms of Western Art Music from its origins through the Renaissance. Music analysis and readings supplement lectures and discussions.

MUHL 362 Music History II **Spring; 3**
Prerequisite: MUHL 252. A study of the history, style, and musical forms of Western Art Music from the Baroque through the early Romantic period. Music analysis, readings, listening, and performance supplement lectures and discussions.

MUHL 363 Music History III **Fall; 2**
Prerequisite: MUHL 252. A study of the history, style, musical forms of Western Art Music from the middle Romantic through the late twentieth century period. Music analysis, readings, listening assignments, and performances supplement lectures and discussions.

MUHL 380A Piano Literature I **Fall; 2**
Prerequisite: MUPI 274. Study and performance of keyboard music from the pre-Baroque period through the Classical period.

MUHL 380B Piano Literature II **Spring; 2**
Prerequisite: MUHL 380A. Study and performance of piano music from the Romantic period to the present.

MUHL 380C; 380D Organ Literature I and II **Fall & Spring; 2; 2**
Prerequisite: MUPI 274. Survey of organ literature from pre-Bach to present.

MUHL 380E Song Literature I **Fall; 2**
Prerequisite: MUPI 274. Study and performance of art song from its beginning to the Romantic period; emphasis on early English song, classical solo song, baroque aria, and solo cantata.

MUHL 380F Song Literature II **Spring; 2**
Prerequisite: MUHL 380E. Study and performance of German lied, French art songs, and art songs from the twentieth century.

MUHL 380G; 380H String Literature I and II **Fall & Spring; 2; 2**
Prerequisite: MUPI 274. Study and performance of string literature from the Baroque to the present.

MUHL 380J; 380K Instrumental Literature I and II **Fall & Spring; 2; 2**
Study and performance of literature from the earliest examples to works of the twentieth century for those instruments not specifically listed above.

MUHL 385 Sacred Music through the Eyes of Faith **3**
Prerequisite: Restricted to music, theology, and religion majors. A theological and historical in-depth study of sacred music from Biblical times to the present. This course is designed to help provide a theological and philosophical foundation for the place and application of sacred music in Christian worship: implications for the Seventh-day Adventist church musician and pastor. *Cross-listed as RELP 385.*

MUHL 430 Singers' English and Italian Diction **Fall; 2**
A foundation course for clear and correct English and Italian diction in solo and choral singing, with oral and written drill using the international phonetic alphabet. The class emphasizes individual singing and coaching.

MUHL 431 Singers' German and French Diction **Spring; 2**
A continuation of Singers' English and Italian Diction with concentration upon the standard rules for singing in German and French.

MUHL 455 Counterpoint **Biannual rotation; 2**
Prerequisite: MUHL 252. A comprehensive study of sixteenth century polyphony as exemplified in the works of Palestrina. Imitation of the style culminating in the writing of motets.

MUHL 460 Composition **Biannual rotation; 2**
Prerequisite: MUHL 252 An overview of progressive music since circa 1945 and a study of recent compositional technique with an introduction to support technologies such as music notation software, MIDI and sampling.

MUHL 464 Music History Topics **Spring; 2**
Prerequisite: MUHL 361, 362, 363, or permission of instructor. This course examines issues related to the musical heritage of the Seventh-day Adventist church, and previews music of non-Western cultures. Required of music majors and open to non-music majors upon instructor's approval.

MUHL 465 Form and Analysis **Biannual rotation; 2**
Prerequisite: MUHL 351. A study of the structure of musical composition from simple to complex with emphasis on how individual composers utilized and adapted each standard form.

MUHL 470; 471 Pedagogy/Practicum **Fall & Spring; 1; 1**
A laboratory course designed to equip performance majors with skills necessary for successful studio teaching. Components of the course include observing lessons at all levels, reading books devoted to the technical and physical aspects of tone production, comparing available teaching materials, and compiling a repertory list for each level of proficiency. The second semester includes practical application of principles learned through actual teaching.

MUHL 481 Advanced Composition I **As needed; 2**
Prerequisite: MUHL 460. Composing short musical forms in a contemporary idiom for various media using appropriate support technologies.

MUHL 482 Advanced Composition II **As needed; 2**
Prerequisite: MUHL 481. Composing in a contemporary idiom including a major work (at least 15 minutes duration) which will reveal some mastery of developmental writing culminating in a public performance of approved compositions.

MUHL 491 Research Methods **As needed; 2**
An introduction to the materials and methods of musical research through an investigation of source materials, bibliography, as well as concepts and techniques of research. Students will also choose and develop the topic of their senior thesis.

MUHL 495 Independent Study **As needed; 2**
In consultation with the department chair, students will select a topic for independent study, and a qualified faculty member will be chosen to help direct that study. Students will have regular conferences with the faculty director and will meet at scheduled times to present progress reports on their topic and receive appropriate evaluation and direction. Topics selected should find their basis in composition, counterpoint, orchestration, or analysis.

MUHL 499 Senior Thesis **As needed; 2**
Prerequisite: MUHL 491. A continuation of the work begun in the prerequisite class through continued research, writing, and successful completion of the thesis project.

MUPF 105 Concert Attendance **0**
All music majors are expected to attend a minimum of seven recitals/concerts during each semester with at least three being off campus. Students are required to submit a program to the Music Office as proof of attendance.

MUPF 120 Band (Washington Concert Winds) **Fall & Spring; 1**
MUPF 120P Band (Washington Concert Winds) **Fall & Spring; 0**
This course is designed to acquaint the students with standard band literature. Performances are given regularly in conjunction with university activities or as special programs. Open to all students by audition.

MUPF 227 Orchestra (New England Youth Ensemble) **Fall & Spring; 1**
MUPF 227P Orchestra (New England Youth Ensemble) **Fall & Spring; 0**
This chamber orchestra is open to all by audition. It studies standard chamber orchestral material as well as choral/orchestral material and maintains a heavy performance schedule.

MUPF 228 Ensemble **Fall & Spring; 1**
Practical experience in the performance of selected ensemble works. May be repeated for maximum of four hours credit.

MUPF 427 Orchestral Excerpts **1**
A performance course, for music majors, that will expose students to standard audition protocol and orchestral repertoire specific to their instrument in preparation for auditions.

MUPF 230 BrassWorks **Fall & Spring; 1**
Prerequisite: By audition. Music of Gabrielli, Purcell, Bach, and other sixteenth century composers, along with some contemporary literature, is performed by the brass choir. Two rehearsals a week and performances as scheduled.

MUPF 235 Columbia Collegiate Chorale **1**
MUPF 235P Columbia Collegiate Chorale **Fall & Spring; 0**
A large choral organization performing both standard a cappella and accompanied repertoire. Audition may be required. It maintains a heavy performance schedule.

MUPF 245 Performance Workshop **Fall & Spring; 1**
Prerequisite: Permission of the instructor. Musical and dramatic preparation of scenes from opera, operetta, musical theater, or oratorio literature for public performance. Rehearsal attendance strictly required. Enrollment in private voice lessons highly recommended. Audition may be required for certain roles.

MUPF 250 Pro Musica **1**
MUPF 250P Pro Musica **Fall & Spring; 0**
Prerequisite: By audition. The 20 members of this highly select mixed choir perform sacred and secular concerts, and all members receive scholarships.

MUPF 327A Vocal Accompaniment **1**
Prerequisite: Approval of the department chair. Training in accompanying singers, focusing primarily on art songs, but also works that utilize the piano as orchestral substitute. International Phonetics Alphabet (IPA) will be introduced. Practical experience working with singers and accompanying in studios will be important components to this class.

MUPF 327B Instrumental Accompaniment **1**
Prerequisite: Approval of the department chair. Training in instrumental accompanying. Works where the piano serves in an equal collaborative role will be studied and performed. Practical experience accompanying in studios will be expected.

MUPF 359 Conducting I **As needed; 2**
The study and drill of basic conducting techniques. Coordination of hand techniques, breath control, sound control, articulation, dynamics, and baton techniques. When possible, practical application in active musical organizations.

MUPF 360 Conducting II **Spring; 2**
Prerequisite: MUPF 359. Conducting patterns applied to elements of interpretation. Emphasis on score reading, rehearsal techniques, and conducting problems. Emphasis may be on either choral or instrumental mediums. Practical application in active musical organizations.

MUPF 475 Performance Techniques for Singers **1**
A course designed for voice performance majors, taken concurrently with applied voice lessons, to provide techniques that will assist them in effective public performance and audition processes. Non-performance majors may seek permission from the chair to register for this course.

MUPI 134 Applied Music **Fall & Spring; 1-2**
Weekly private instruction in piano, voice, organ, brass, woodwinds, percussion, and strings. Not applicable to a major or minor in music.

MUPI 134A	**Piano**	**MUPI 134M**	**Percussion**
MUPI 134B	**Voice**	**MUPI 134N**	**Violin**
MUPI 134C	**Organ**	**MUPI 134P**	**Cello**
MUPI 134D	**Trumpet**	**MUPI 134Q**	**Flute**
MUPI 134E	**Trombone**	**MUPI 134R**	**Guitar**
MUPI 134F	**Tuba**	**MUPI 134S**	**Viola**
MUPI 134G	**French Horn**	**MUPI 134T**	**String Bass**
MUPI 134H	**Clarinet**	**MUPI 134U**	**Harp**
MUPI 134J	**Saxophone**	**MUPI 134W**	**Baritone Horn**
MUPI 134K	**Oboe**	**MUPI 134X**	**Recorder**
MUPI 134L	**Bassoon**		

MUPI 144 Applied Music **Fall & Spring; 1-3**
Prerequisite: By audition. Weekly private instruction with major teacher in piano, voice, organ, brass, woodwinds, percussion, and strings. *See MUPI 134 (above) for letter designations.*

MUPI 274 Applied Music **Fall & Spring; 1-3**
Prerequisite: By audition. Weekly private instruction with major teacher in piano, voice, organ, brass, woodwinds, percussion, and strings. *See MUPI 134 (above) for letter designations.*

MUPI 344 Applied Music **Fall & Spring; 1-3**
Prerequisite: By audition. Weekly private instruction with major teacher in piano, voice, organ, brass, woodwinds, percussion, and strings. *See MUPI 134 (above) for letter designations.*

MUPI 474 Applied Music **Fall & Spring; 1-3**
Prerequisite: By audition. Weekly private instruction with major teacher in piano, voice, organ, brass, woodwinds, percussion, and strings. *See MUPI 134 (above) for letter designations.*

Nursing

When offered; credit hours

NURS 050 Professional Development in Nursing **As needed; 1-2**
A course designed to strengthen selected areas of knowledge and skills for use in the practice of professional nursing. Using a problem-solving approach, topics are chosen according to the individual learning needs of the student. Credit not applicable toward graduation. Graded pass/fail.

NURS 201 Nurses as Writers **1**
Prerequisite: ENGL 101. An introduction to the theoretical foundations of professional writing in the nursing sphere. Included are the different styles of basic writing using APA format, learning to write progress notes, professional papers and various types of writing styles as identified within the profession of nursing and higher education. Writing styles and assignments will assist the writer in obtaining a skill level which will reflect that of the baccalaureate nurse. In addition, the development of fundamental professional nursing skills in writing will be taught. Focus of the writing will be on concepts, models, and theories related to health, nursing and professional writing styles.

NURS 202 Math for Nurses **1**
Prerequisite: 34th percentile on ACT/SAT mathematics, MATH 052, or placement test. This course will assist the beginning nursing student in garnering skills needed to pass the nursing medication tests on the first attempt. It will teach math skills needed for dosage calculations, rationale for such, and will demonstrate as well as review the basic math skills needed for today's nurse to practice safely in a health-care setting.

NURS 220 Fundamental Concepts of Professional Nursing **4**
Prerequisites: Nelson Denny test, ENGL 102, COMM 105, CHEM 105, BIOL 111. Students are admitted to this course by permission of the chairperson or designee. GPA must be 2.75 upon admission to the course. An introduction to the theoretical foundations of professional nursing. Included are the philosophy and conceptual framework of the baccalaureate nursing program and on the development of fundamental professional nursing skills necessary to provide safe client care. Focus is on concepts, models, and theories related to health, nursing, communication, and aging. Two hours theory and eight hours laboratory/clinical experience each week.

NURS 305R Transitions **5**
Prerequisites: RNs Only, BIOL 111, BIOL 112, BIOL 150, CHEM 105, COMM 105, CPTR 105, ENGL 102, MATH 110, PSYC 210, SOCI 105. Focus is on selected concepts, models, theories, and processes related to professional nursing. Emphasis is on the development of the student's personal and professional self, leadership, research, ethical, and legal processes used to facilitate human need fulfillment of individuals and families in the variety of settings throughout the lifecycle.

NURS 330 Concepts of Maximum Health **6**
Prerequisites: BIOL 112, BIOL 150, CHEM 105, CHEM 110, CPTR 105 or INSY 110 (optional SGPS), NUTR 260, MATH 110, PSYC 210, SOCI 105, ENGL 102, COMM 105, NURS 220 with grades of "C" or higher. Use of the nursing process to determine and promote maximum health and healthy lifestyles of individual over the lifespan. This includes caring for youth, childbearing families, adults and elderly in a multi cultural society. Emphasis is on using the theoretical knowledge, the leadership process, research findings, and resources to promote human need fulfillment within a variety of settings. Four theory and eight clinical hours per week.

NURS 331 Health and Physical Assessment **3**
Prerequisites: BIOL 112, NURS 220, with grades of "C" or higher and 54 credit hours. The focus of this course is on the health and physical assessment of individuals across the lifespan. Two credit hours theory and four hours clinical per week.

NURS 332 Pharmacology **3**
Prerequisites: BIOL 112, BIOL 150, CHEM 105, and NURS 220 with grades of "C" or higher. Concepts of pharmacology required to provide optimum nursing care are presented. Emphasis is on pharmacokinetics, pharmacodynamics, pharmacotherapeutics, along with physiologic and psychological alterations produced by specific drugs and their interactions. Legal aspects of pharmacology are addressed.

NURS 335 Human Need Alterations: Pathophysiology 3
Prerequisites: BIOL 112, BIOL 150, CHEM 105, and NURS 220 with grades of "C" or higher. This course focuses on human need alterations resulting in pathophysiological changes impacting on the integrity of the human system. Emphasis is on selected human need alterations and facilitation of human need fulfillment. Three hours theory per week.

NURS 350 Concepts of Impaired Health I 8
Prerequisites: NURS 315, 330, 331, and 335 with grades of "C" or higher. Pre or Co-requisite: NURS 332. Use of the nursing process in caring for children, childbearing families, adults and the elderly experiencing impaired health. Emphasis is on using theoretical knowledge, the leadership process, research findings, and resources to promote human need fulfillment within the multicultural society. Five hours theory and twelve hours clinical experience per week.

NURS 370 Concepts of Nursing Research 2
Prerequisite: MATH 110, CPTR 105 with grades of "C" or higher. The focus of this course is on the use of computers and technology with nursing research. Emphasis is on the role of the student nurse in the research process. Three hours theory per week.

NURS 370R Concepts of Nursing Research 3
Prerequisite: RNs only and 331R. The focus of this course is on the use of computers and technology with nursing research. Emphasis is on the role of the student nurse in the research process. Three hours theory per week.

NURS 394 Topics in Health As needed; 1-4
Prerequisite: Permission of the instructor. Selected topics on health that are of interest and concern to the professional. Theory and/or clinical experience as arranged.

NURS 375R Education in Health Care 3
Prerequisites: RNs only and NURS 370R. The focus of this course is to implement the evaluation and communication skills necessary to provide clients with preventative health information at an appropriate level of self-care. Education, Developmental, Social and Communication theory are used to support and verify the educational process.

NURS 380R Advances in Pharmacology 2
Prerequisites: RNs only and NURS 375R. Concepts of pharmacology required to provide optimum nursing care are presented. Emphasis is on pharmacokinetics, pharmacodynamics, pharmacotherapeutics, along with physiologic and psychological alterations produced by specific drugs and their interactions. Legal aspects of pharmacology are addressed.

NURS 390R Management of Elder Care 2
Prerequisites: RNs only, NURS 380R. This course is based upon the integration of the nursing process in caring for the elderly who are experiencing crisis, critical, and chronic alterations in health. Emphasis is on theoretical and clinical competence, analyzing research findings, synthesizing components of the leadership process, and selecting resources to assist clients in human need fulfillment. Basic review of the principles of human nutrition will be incorporated, with emphasis on food sources and functions of nutrients for good health and exploration of medical and chemical aspects of nutrition for the elderly.

NURS 395 Independent Study in Nursing **As needed; 1-3**
Prerequisite: Permission of the instructor. Study on an independent basis in collaboration with the instructor on a topic in nursing at the lower division level.

NURS 440 Concepts of Impaired Health II **3**
Prerequisites: NURS 350 with grade of "C" or higher. Use of the nursing process in caring for young, middle-aged and older adults experiencing impaired mental health. Emphasis is on applying theoretical knowledge through the nursing process, analyzing research findings, analyzing components of the leadership process, and selecting resources to assist clients in human need fulfillment. Two credit hours theory and four clinical hours per week.

NURS 440I Concepts of Psychiatric/Mental Health Nursing for the Graduates of Foreign Nursing Schools **3**
Prerequisites: Graduation from a foreign school. The focus of this course is on the use of the nursing process in caring for young, middle-aged, and older adults experiencing impaired mental health. Emphasis is on using theoretical knowledge; appreciate research findings, applying components of the leadership process and selecting resources to assess clients in human fulfillment.

NURS 455 Concepts of Complex Health **9**
Prerequisite: NURS 332 and NURS 350 with grades of "C" or higher. Use of the nursing process in caring for children, adults and the elderly experiencing crisis, critical, and chronic alterations in health. Emphasis is on theoretical and clinical competence, analyzing research findings, synthesizing components of the leadership process, and selecting resources to assist clients in human need fulfillment. Six hours theory and 12 hours clinical experience per week.

NURS 445R Complex Health Issues **4**
Prerequisites: RNs only and NURS 390R. This course presents concepts of altered health occurring as a result of and/or resulting in pathophysiological or psychopathological processes. Emphasis is on understanding alterations from normal physiology that occur during selected altered health states. Content includes all body systems from chemical cellular to structural, including mental and neurological health. Continued review of the principles of human nutrition is explored, with emphasis on food sources and functions of nutrients for good health and exploration of the medical and chemical aspects of nutrition for the critically ill clients.

NURS 460 Concepts of Community Health Nursing **6**
Prerequisites: NURS 440 and NURS 455 with grades of "C" or higher. The focus of this course is on the facilitation of maximum health for individuals, families, groups and communities through the use of the nursing process. Application of knowledge drawn from selected theories, research findings, leadership/ political processes, legal/ethical issues, and community resources to assist human need fulfillment of clients in a multicultural society. Four hours theory and eight hours clinical experience per week.

NURS 460R Concepts of Community Health Nursing **4**
Prerequisites: RNs only and 445R. The focus of this course is on the facilitation of maximum health for individuals, families, groups and communities through the use of the nursing process. Application of knowledge drawn from selected theories, research findings, leadership/ political processes, legal/ethical issues, and community resources to assist human need fulfillment of clients in a multicultural society.

NURS 465 Nursing Management Within the Health Care System **3**
Prerequisite: NURS 306 or 350 with grades of "C" or higher. The focus of this course is on the role of the nursing professional within the changing health care system. Examined are the economic, political, legal, and ethical issues that impact on the caring, leadership, management, and research processes related to the practice of professional nursing in a multicultural society. Two hours theory and four hours clinical per week.

NURS 465R Nursing Management Within the Health Care System **3**
Prerequisite: RN's only and NURS 460R. The focus of this course is on the role of the nursing professional within the changing health care system. Examined are the economic, political, legal, and ethical issues that impact on the caring, leadership, management, and research processes related to the practice of professional nursing in a multicultural society. Emphasis is on facilitating the student's transition into professional nursing practice.

NURS 466 Nursing Capstone Practicum **1**
Prerequisite: NURS 455 with grade of "C" or higher. The focus of this course is on the role of the nursing professional within the changing health care system. Emphasis is on facilitating the student's transition into professional nursing practice through passing the NCLEX successfully and on the first attempt. Course summarizes selected theories from nursing, humanities, social and natural sciences in the management of health care personnel and clients in a variety of settings inclusive of the leadership process and their relationship to passing the NCLEX. Students will prepare and utilize internal and external resources to enhance personal and professional growth in preparation for the NCLEX-RN qualifying exam.

NURS 480 Concepts of Collaboration and Preceptorships **2**
Prerequisite: NURS 306 or NURS 455 with grades of "C" or higher. The focus of this course is on the role of the nursing professional within a health care setting selected by the student and the instructor. Students will work closely with a practicing professional (preceptor) in the clinical setting. The student will utilize the nursing process to care for a variety of clients in a variety of settings. Emphasis is in assisting the student into a professional work setting. Eight hours of clinical per week.

NURS 481 Pain and Suffering Across Cultures **As needed; 1**
Focuses on the impact of human pain and suffering across various cultures. There is an emphasis on the human reactions to physical and psychological pain and suffering. *Cross-listed as HLSC 481, PSYC 481.*

NURS 482 Caring Across Cultures **As needed; 1**
Focuses on the impact of selected health issues on a multicultural society throughout the life span. There is an emphasis on the development of caring behaviors in a variety of cultures which are influenced by multiple disciplines. *Cross-listed as HLSC 482, PSYC 482.*

NURS 490R Preceptorship **1**
Prerequisites: RNs only, NURS 465R. Capstone nursing course consisting of clinical practice experience with a patient population that is different from, and having a higher acuity than the RN's previous work experience. Content includes objectives written by the RN to focus and enhance individual learning toward content areas which will assist the student to successfully complete the evaluation of program outcomes.

NURS 494 Topics in Nursing **As needed; 1-4**
Prerequisite: Permission of the instructor. Selected topics on health that are of interest and concern to the professional. Topics include addictions in contemporary society, coping with loss, computers in nursing, etc. Registered nurses may take selected courses for continuing education credit. Theory and/or clinical experience as arranged. *Selected courses are cross-listed under PSYC 494 and/or SOCI 494.*

NURS 495 Independent Study in Nursing **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in nursing at the lower division level.

NURS 498 Honors Seminar **As needed; 1-3**
Prerequisites: Permission of instructor, minimum cumulative GPA of 3.25. An opportunity for the honors student to investigate a topic(s) related to the advancement of professional nursing. Theory and/or clinical experience as arranged.

NURS 500 Fundamentals Skills for MS-BL Graduate Study **2**
Consists of considerations of the progression in graduate learning including time management skills; teaming skills; social intelligence; and career planning and preparation. Also includes an overview of the nursing process, care settings, and the preventive, rehabilitative, and curative aspect of nursing and health care management in which students will exercise their applied writing and presentation skills.

Note: Students must pass this course with a grade of B or higher to enroll in any other MS-BL program course. Only two attempts to pass this course at the designated levels are permitted. Students who do not pass at the appropriate level on the first attempt will be counseled and guided in terms of their individual graduate study skill development. This course is a pre-requisite to all other courses in the MS-BL program.

NURS 510 Nursing Problem-Solving Skills Development **3**
Prerequisite: NURS 500. Includes a conceptual, theoretical, and technique-driven framework for problem solving and decision making in nursing and health care. Through case studies, students will be challenged to use practical and innovative techniques to resolve professional issues and situations as well as to make and support sound decisions. Current trends in nursing and health care management will be the basis of problem solving activities in this course.

NURS 520 Applied Research Techniques **3**
Prerequisite: NURS 500. Includes scientific and business methodologies to examine how healthcare research is planned, implemented, and evaluated. Outcomes stemming from evidence-based practice will be critiqued to determine effective research practices. Exploratory and descriptive research will be emphasized on current issues where nursing intersects business management.

NURS 530 Nursing Operations and Delivery Systems **3**
Prerequisite: NURS 500. Includes an overview of the complexities within the US healthcare system. This course will address driving factors of the current system and why process improvement is such an important skill in health care. Quality assurance in preventive, rehabilitative, and curative nursing and business processes is emphasized.

NURS 540 Nursing Leadership as Change Management **3**
Prerequisite: NURS 500. This course teaches the skills needed to become effective leaders in different nursing and business situations. It includes skills of personal mastery, mental models, shared visions, critical thinking, systems design, business models, and change assessment. Students will learn how to design an effective change needs assessment and how to implement their findings into effective change initiatives.

NURS 545 Professional Ethics in Nursing **3**
Prerequisite: NURS 500. Part I is a comprehensive introduction to ethics in the workplace. Part II employs nursing case studies and shadow assignments to understand and apply ethics in nursing and health care environments. Ethical, legal, and professional aspects of nursing and health care business practice are emphasized in readings and cases.

NURS 550 Practicum: Business Management in Health Care Organizations **3**
Prerequisite: NURS 500. Includes an examination of structures, processes and techniques to understand how optimal health care organizations function. Analysis of a variety of management styles, initiatives, and business techniques within healthcare and nursing units will be employed.

NURS 600 Seminar in Health Care Strategic Management **3**
Cross-listed as MGMT 689. See MGMT 689 on Page 382 *for course description.*

Nutrition

When offered; credit hours

NUTR 260 Nutrition **3**
Prerequisites: BIOL 112 and CHEM 105 or CHEM 110. General knowledge of nutrition and health—the functions and importance of carbohydrates, fats, proteins, vitamins, and minerals, the relationship of nutrition and exercise to weight management, with an understanding of diet modifications in disease.

NUTR 300 Nutrition *** External Degree only; 3**
A course designed not only to provide an introduction to the relationship between nutrition and good health, but also to explore the basic medical and chemical aspects of nutrition.

Office Administration Credit

When offered; credit hours

Offered by examination only for the following courses:

OFAD 101 Beginning Keyboarding **1**
Basic keyboarding skills and techniques with a minimum speed of 30 words per minute.

OFAD 102 Intermediate Keyboarding **1**
Keyboarding skills, techniques, and applications with a minimum speed of 45 words per minute.

OFAD 130 Business English **2**
Business applications of grammar, spelling, and punctuation.

** External Degree only = Offered only in the External Degree Program*

OFAD 140 Records Management **2**
Understanding and using the rules for business records management as set forth by the American Records Management Association.

OFAD 175 Medical Terminology **2**
Medical vocabulary including spelling, abbreviations, and definitions of medical terms as found in case histories and other medical records.

OFAD 205 Advanced Keyboarding **1**
Keyboarding skills, techniques, and advanced applications with a minimum speed of 50 words per minute.

OFAD 240 Office Communications and Procedures **2**
Business ethics, office procedures, and techniques used by the executive secretary.

OFAD 252 Word Processing 1 **1**
Use of the main applications of word processing as it is used in the standard business environment.

OFAD 253 Word Processing 2 **1**
Use of more advanced applications of word processing such as the use of macros, merge, document assembly, etc.

OFAD 254 Spreadsheet Applications **1**
Practical use of electronic spreadsheets including constructing, editing, storing, and printing spreadsheets in a variety of standard and graphic formats.

Public Administration

When offered; credit hours

PADM 500 Graduate School Fundamentals **† SGPS only; 1**
This two-part preparatory course prepares and assesses incoming students for critical skills required by this graduate program. Part I covers key issues in graduate learning including time management skills; teaming skills; social intelligence; and career planning and preparation. Part II consists of an overview of the public sector and the curriculum with an emphasis on critical thinking, presentation, and writing skills.

Note: Students must pass this course in order to enroll in any other program courses. Only two attempts to pass this course are permitted. Students who fail this course on the first attempt will be counseled and guided in terms of their individual graduate study skill development. This course is a pre-requisite to all other courses in the program.

PADM 510 Introduction to Public Policy Analysis **† SGPS only; 3**
This course addresses the theories, concepts, and models of public policymaking including problem definition; use of research and evidence; policy evaluation; and economic and environmental impacts through a series of public sector case studies. The focus is upon issues of equity, efficiency, security, and utility in implementation.

PADM 520 Public Sector Research **† SGPS only; 3**
This course includes proven methods and practices to examine how public sector research is planned, implemented, and evaluated. Outcomes stemming from evidence-based research will be critiqued to determine and reinforce effective research practices. Exploratory and descriptive research will be emphasized on current issues that affect public policy.

† SGPS only = Offered only in the School of Graduate and Professional Studies

PADM 530 Public Service Budgeting and Fiscal Controls † SGPS only; 3
This course focuses on budgeting as a key process that sets goals and objectives to carry out the missions and initiatives for which agency executives are responsible. Realities of fiscal and economic situations are fully considered. Through a series of analytical discussions and detailed program analyses, the course addresses underpinnings of public finance, including: revenue and taxation; revenue estimating; debt management; capital budgeting; cash flow management; fiscal and budgetary controls; public appropriation accounting; and impacts of taxation.

PADM 540 Public Service Ethics † SGPS only; 3
Part I is a comprehensive introduction to issues in ethics in the workplace. Part II employs public sector case studies and assignments to analyze, understand and apply ethics in the public arena, including prevention of fraud, waste, and abuse. Ethical, legal, and professional aspects of public service are emphasized in readings and cases which lead to integrity, wise decision, and a commitment to serve the greater good.

PADM 550 Public Analysis and Decision Support † SGPS only; 3
This course involves a conceptual, theoretical, and technique-driven framework for problem solving and decision-making in public agencies. Through case studies, students will be challenged to use practical and innovating techniques to resolve professional issues and situations as well as to make and/or support sound decisions in terms of costs, benefits, and trade-offs. Current public sector practices and cases, including the Government Performance and Results Act, will be the basis of individual and group problem-solving activities in this course.

PADM 600 Public Service Team-Building † SGPS only; 3
This course involves influencing others and forming networks, across agencies in some cases, that fosters the best interests for all concerned. By understanding team and organizational culture and dynamics, students learn to be more effective as agents of constructive transformational change. Assignments involve nurturing and guiding units and teams toward high performance to achieve a greater understanding of the human side of change management.

PADM 610 Public Sector Information Technology Project Management † SGPS only; 3
This course comprehensively covers IT project management in terms of: planning; reporting; risk management; clarity of communication; critical path management; system life cycles; process improvement techniques; managing project scope and schedules; managing vendors and consultants; technology insertion; and development, implementation, operations and support of Public sector IT projects. The perspective is that of a public sector chief information officer (CIO).

PADM 620 Leadership as Change Management † SGPS only; 3
This course involves how students become effective leaders in different public sector situations. It includes skills of personal mastery, mental models, shared visions, critical thinking, systems re-design, business cases, models, and change assessment. Students will learn how to design an effective change needs assessment and how to implement their findings in terms of negotiating styles; multiparty negotiations; facilitation; and mediation. The perspective is that of the servant leaders who lead others to achieve important outcomes in the public interest, engaging innovation and accountability.

† *SGPS only = Offered only in the School of Graduate and Professional Studies*

PADM 680 Public Service Consulting Practicum **† SGPS only; 6**
Under the guidance of a faculty member and an organizational manager, students perform a public service consulting project that examines structures, processes, and techniques to understand how public organizations improve services. Analysis of a variety of management styles, initiatives, and business techniques within the public sector.

PADM 690 Public Strategy-as-a-Service Capstone **† SGPS only; 6**
This course includes discussion, research, group exercises, and projects to assess long-range planning and performance measurement initiatives supporting public sector at local, state and national levels. Strategic case studies will be used to explore and resolve critical organizational issues in public organizations by linking mission, vision, and values with direction, goals, objectives, in the face of economic and political constraints, expressed in effective planning, improved services, and organizational agility in the face of change. Students will participate in an organizational strategy simulation as a capstone to their MPA studies.

Physical Education

When offered; credit hours

PEAC 155 Weight Training **1**
This course will provide basic principles and skills designed to develop the muscular system of the body. Circuit training is included. (This course cannot be applied to physical education major or minor.)

PEAC 160 Physical Fitness for Life **Fall & Spring; 1**
This course attempts to improve cardiorespiratory fitness, muscular strength and endurance,, flexibility and body composition. Overall wellness and w,lifestyle enhancement across the lifespan will be an integral part of the course. Students will develop their own individualized fitness programs utilizing the knowledge and skills learned in the course.

PEAC 165 Racquetball **1**
Fundamental skills, rules and regulations of racquetball will be taught. (Course cannot be applied to a physical education major or minor.)

PEAC 166 Badminton **1**
Fundamental skills, rules and regulations of badminton will be taught. (Course cannot be applied to a physical education major or minor.)

PEAC 167 Floor Hockey **1**
Fundamental skills, rules and regulations of floor hockey will be taught. (Course cannot be applied to a physical education major or minor.)

PEAC 168 Volleyball **1**
Fundamental skills, rules and regulations of volleyball will be taught. (Course cannot be applied to a physical education major or minor.)

PEAC 170 Tennis **1**
Fundamental skills, rules and regulations of tennis will be taught. (Course cannot be applied to a physical education major or minor.)

PEAC 176 Basketball **1**
Fundamental skills, rules and regulations of basketball will be taught. (Course cannot be applied to a physical education major or minor.)

† SGPS only = Offered only in the School of Graduate and Professional Studies

PEAC 177 Soccer **1**
Fundamental skills, rules and regulations of soccer will be taught. (Course cannot be applied to a physical education major or minor.)

PEAC 184 Aerobic Activities **1**
This course emphasizes physical conditioning and cardiorespiratory fitness employing such activities as jogging, rhythmic aerobics, exercise cycles, treadmills, and stair climbing. (Course cannot be applied to a physical education major or minor.)

PEAC 185 Independent Activity **As needed; 1**
Prerequisite: Permission of the Chair, Health, Wellness and Physical Education Department. For individuals whose program requires additional PEAC credits, this course allows students to create a customized activity. The student and instructor will meet by appointment to evaluate the program and the progress. The following activities are examples for the typical student: cross-country running, swimming, cycling, and other conditioning activities. Athletes may receive academic credit for PEAC 185 when participating on athletic teams provided they register for the course while concurrently participating on an athletic team. Grade is assigned by the chair of the department. Student-athletes may take the course only once per sport. Course is graded pass/fail.

PEAC 251 Professional Activities I Analysis: Aerobics, Basketball, Softball **3**
This course will prepare students to teach aerobics, basketball and softball in a variety of settings. The relevant materials, methods, teaching effectiveness, and teaching progression will be emphasized through lecture and laboratory experiences.

PEAC 252 Professional Activities II Analysis: Badminton, Volleyball, Soccer **3**
This course will prepare students to teach badminton, volleyball and soccer in a variety of settings. The relevant materials, methods, teaching effectiveness, and teaching progression will be emphasized through lecture and laboratory experiences.

PEAC 253 Professional Activities III Analysis: Gymnastics, Racquetball, Flag Football **3**
This course will prepare students to teach gymnastics, racquetball and flag football in a variety of settings. The relevant materials, methods, teaching effectiveness, and teaching progression will be emphasized in this course through lecture and laboratory experiences.

PEAC 254 Professional Activities IV Analysis: Weight Training, Tennis, Track-and-field **3**
This course will prepare students to teach weight training, tennis and track-and-field in a variety of settings. The relevant,materials, methods, teaching effectiveness, and teaching progression will be emphasized through lecture and laboratory experiences.

PETH 250 Fitness and Wellness **2**
This course is designed to give students the practical means of assessing, describing and managing their fitness and wellness goals in major areas of health enhancement including: cardiorespiratory fitness, , muscular strength and endurance, flexibility, and body composition. This course emphasizes the Seventh-day Adventist philosophy of health expressed in the writings of Ellen G. White. Laboratory work will be included in this course.

PETH 275 Introduction to Physical Education **2**
This course is an introduction to the science of physical education with particular attention to providing appropriate health and wellness information, including Adventist health principles, that brings forth basic facts and makes it possible for students to translate them into meaningful action. The role of physical activity in the prevention of cardiovascular disease is emphasized. The history of physical education will also be covered.

PETH 284 Officiating I — Flag Football, Soccer, Volleyball **2**
This course teaches the rules, interpretations, and mechanics of game administration for flag football, soccer and volleyball through lectures, films and discussions. Laboratory experience is included.

PETH 285 Officiating II — Basketball, Track and Field, Softball **2**
This course teaches the rules, interpretations, and mechanics of game administration for basketball, track-and-field and softball through lectures, films and discussion.. Laboratory experience is included.

PETH 290 Care and Prevention of Athletic Injuries **3**
This course covers the prevention and rehabilitation of athletic injuries in various sport activities; the use of proper personal and field equipment, support methods, and conditioning exercises; and the clinical examination of injuries, and use of therapeutic aids. Laboratory work includes bandaging and taping various injuries.

PETH 315 Sports Ethics **2**
This course will explore sport in a philosophical context. Students will study the various reasons that people participate in sport and how sport can enhance or detract from human experience. Ethical considerations will be explored in an attempt to understand the place sport should occupy in the life of a Christian athlete.

PETH 325 Kinesiology **3**
Prerequisites: BIOL 111, BIOL 112. This course provides a foundational knowledge and understanding of the science of human movement, involving principles of biomechanics, applied anatomy and the application of the knowledge of anatomy to improving performance.

PETH 330 Physiology of Exercise **3**
Prerequisites: BIOL 111, BIOL 112. This course is a study of the physiological effects of exercise on the body. Special emphasis will be placed on the application of exercise to the development and maintenance of physical fitness and designing effective exercise programs.

PETH 340 Psychosocial Aspects of Sports **3**
This course is a study of the principles of psychology applied in a sport or exercise setting. It is designed to enhance both the athlete's performance and the social and psychological experience of sport and competition.

PETH 345 Motor Learning **3**
This course is a study of the principles dealing with the learning of motor skills, including individual differences, specificity, proprioceptive control of movement, motivation, timing, transfer, retention, and current concepts of motor control and coordination with applications to sport and athletic performance.

PETH 355 Measurement in Physical Education **3**
Prerequisites: MATH 110, PETH 275. This course is a study of elementary statistics and methods of testing in health and physical education. Practical experience will be given in testing and scoring.

PETH 360 Theory of Coaching Athletics **2**
The course provides students with knowledge and experience in the theory and practice of coaching selected competitive sports found in a variety of settings including secondary schools and community recreation programs.

PETH 370 Theory of Coaching a Specific Sport **2**
The course covers the philosophy, preparation for season, practice organization, scouting, film analysis, and strategies in selected sports

PETH 410 Adapted Physical Education **3**
Prerequisites: PETH 325, PETH 330. This course is designed to help prospective teachers meet the exercise needs of those students with physical, mental, and emotional disabilities.

PETH 425 Administration in Physical Education **3**
Prerequisites: PETH 275. This course provides the principles and practical applications for administering and supervising a physical education program

PETH 496 Practicum in Coaching **3**
The course is designed to give senior students pursuing the coaching option practical experiences in live, ongoing athletic programs. Students are required to spend a minimum of 60 hours under professional supervision and to provide extensive reports of their activities.

PETH 497 Practicum in Sports Administration **3**
The course is designed to give students pursuing the sports administration/coaching minor practical experience in a live, on-going athletic program. Students are required to spend a minimum of 120 hours under professional supervision and to provide extensive reports of their activities.

PETH 499 Senior Seminar **1**
This course is designed to give seniors in physical education pursuing a non-teaching option practical experiencee in synthesizing their core curriculum into a unified theme, leading to an oral and written presentation of a scholarly paper..

Philosophy

When offered; credit hours

PHIL 150 Introduction to Philosophy **3**
An introduction to the basic philosophical systems. The nature and place of philosophy in human thought and its traditional as well as more recent concerns and approaches.

PHIL 250 Introduction to Logic **3**
Inquiry into the nature of reasoning and argument, with an emphasis on informal methods of critical thinking; practice in recognizing and evaluating argument forms found in everyday reading, including an emphasis on informal fallacies; student projects that explore and illustrate how reasoning patterns can vary from discipline to discipline.

PHIL 294 Topics in Philosophy **As needed; 1-3**
A study of an area of philosophy based on student needs and faculty consent.

PHIL 330 Philosophy of War and Peace **3**
A critical and historical investigation of how philosophical traditions (just war theory, realism, feminism, and pacifism) and major religious traditions (Christian, Jewish and Muslim) have been interpreting the causes of war and peace and the possible justifications for war. Students will read and evaluate excerpts from both classical and contemporary thinkers such as Cicero, Thomas Aquinas, Francisco de Vitoria, Hugo Grotius, Carl von Clausewitz, Michael Walzer, Stanley Hauerwas and John Howard Yoder. *Cross-listed as PLST 330.*

PHIL 350 Social and Political Philosophy **3**
A critical and historical study of the major social and political ideals of our time, including an emphasis on the concepts of fairness, justice, liberty, law, authority, and the common good. Students will investigate general approaches, such as welfare liberalism (with its ideal of fairness), libertarianism (with its ideal of liberty), socialism (with its ideal of equality), feminism (with its ideal of androgyny), communitarianism (with its ideal of the common good), and multiculturalism (with its ideal of respect for diversity). Specific social issues will also be explored, such as the control of technology and the environment, militarism, racism, sexism, civil disobedience, and rebellion. *Cross-listed as PLST 350.*

PHIL 450 History of Philosophy **Spring, even years; 3**
A history of philosophy, concentrating mainly on western philosophy from the 6th century B.C. through the 20th century. Students will read a primary narrative text, and will also read excerpts from influential original philosophical texts. Emphasis will be placed both on critical evaluation of historical authors and schools of thought, and also upon the influence of earlier periods on later periods of philosophical thinking.

PHIL 455 Law and Human Nature **3**
This course seeks to engage students in examination of modern Christian thinkers' views on the most vital legal, political and ethical issues of our time. Students will investigate the diversity and richness of modern Christian legal and political thought from the end of the nineteenth century to the present. Through careful reading of excerpts from primary and secondary sources students will reflect on present debates about the family, state, role of religion in society and human nature. Among the major figures covered by this course are Gustavo Gutiérrez, Jacques Maritain, Pope John Paul II, Dorothy Day, Karl Barth, Susan B. Anthony, Reinhold Niebuhr, Dietrich Bonhoeffer, Martin Luther King Jr., Vladimir Lossky and Nikolai Berdyaev. *Cross-listed as PLST 455.*

PHIL 494 Topics in Philosophy **As needed; 1-3**
A study of an area of philosophy on the upper division level. Based on student needs and faculty consent.

Physics

When offered; credit hours

PHYS 150 Descriptive Astronomy **As needed; 4**
Prerequisite: 30th percentile on ACT/SAT mathematics, MATH 052, or placement test. A non-quantitative course designed especially for the liberal arts student. A look at how our view of the universe has developed and what that current view is. Topics include solar systems and their components, galaxies (composition and types), and life cycles of stars. One four-hour lecture-laboratory per week and at least one observational field experience.

PHYS 160 Survey of Physics **Spring; 4**

Prerequisite: 30th percentile on ACT/SAT mathematics, MATH 052, or placement test. The principles of physics that will be of importance when applied to the health professions. Also designed for liberal arts and education students. Topics include motion and its causes, work and energy, properties of liquids and gases, heat and temperature, practical electronics, sound and wave motion, and atomic and nuclear radiations. Three lectures and one three- hour laboratory per week.

PHYS 230 Introductory Weather Studies **Fall, even years; 4**

The study of fundamental scientific principles through their application to everyday weather events. The course covers properties of the atmosphere, the interactions between the atmosphere and other components of the Earth system, and the principles that govern weather and climate i.e. topics treated in most weather and climate courses but it is delivered in a sequence that builds on investigations in real time through the use of the latest weather data, maps, forecasts, and satellite and radar imagery delivered via the Internet. The course is designed to fulfill General Education physical science requirement, to transfer to other institution, and to increase your appreciation of the beauty and power of weather phenomena. Two lectures and two 1.5-hour laboratories per week.

PHYS 240 Introduction to Oceanography **Fall, odd years; 4**

An introductory course providing the background on physical, chemical, geological, and biological foundations of oceanography, which helps the student to understand major contemporary environmental issues, such as climate change and pollution. The course is based on the use of real-time ocean data and investigations and utilizes information age technology. The class includes a Sunday field trip (on boat) to the Chesapeake Bay. This course satisfies the General Education requirements for science. Two lectures and two 1.5- hour laboratories per week.

PHYS 271; 272 College Physics **Fall; Spring; 4; 4**

Prerequisite: MATH 126 with at least a grade of "C" and CPTR 105 with at least a grade of "C." PHYS 272: Prerequisite: MATH 126 and PHYS 271. This course assumes a prior knowledge of secondary level physics. Topics include methods of physics, elementary mathematics, mechanics of matter and waves, kinetic theory of fluids; electric, magnetic, and electromagnetic phenomena; atomic nature of matter and the nucleus together with radiation; optics and vision, sound and hearing, and other biological implications of physics. Attention is given to the needs of the biological and premedical scientists. Three lectures and one three-hour laboratory per week.

PHYS 281; 282 Physics for Scientists and Engineers **Fall; Spring; 4; 4**

Prerequisite: MATH 151 with at least a "C" grade and CPTR 105 with at least a grade of "C." Corequisites: MATH 252 with PHYS 281 and MATH 260 with PHYS 282 maintaining at least "C" standing. PHYS 282: Prerequisite: PHYS 281. This course is designed for those students who have had physics at the secondary level and assumes a working knowledge of calculus. Topics include vectors, mechanics of systems of particles, energy, harmonic motion, electro/magneto dynamics, and modern physics. Three lectures and one three-hour laboratory per week.

PHYS 294 Topics in Physics **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A current topic in physics will be explored.

PHYS 295 Independent Study in Physics **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in physics at the lower division level.

PHYS 305 Electromagnetic Fields **As needed; 4**
Prerequisites: PHYS 282 and MATH 260 both with at least a "C" grade. Static electric and magnetic fields, electric and magnetic properties of materials, and Maxwell's equations.

PHYS 310 Optics **As needed; 4**
Prerequisites: PHYS 305, MATH 260, and MATH 288 each with at least a "C" grade. Matrix methods of geometrical optics, interference, diffraction, polarization, spectroscopy, electro- and magneto -optics, lasers, and holography.

PHYS 320 Elementary Modern Physics **As needed; 3**
Prerequisites: MATH 252 and PHYS 272 or PHYS 282 each with at least a "C" grade. Topics include theory of relativity, thermal radiation and Planck's postulate, duality of particles and radiation, Bohr's model of the atom, quantum mechanics and Schroedinger's equations, X-rays, semiconductors, and nuclear reactions. Experiments on Planck's constant, properties of electrons in electric and magnetic fields, and studies of nuclear reactions by Am-Be neutron source, using appropriate radiation detectors.

PHYS 415; 416 Theoretical Mechanics **As needed; 2; 2**
Prerequisites: MATH 260 and PHYS 282 each with at least a "C" grade. A theoretical approach to the study of the mechanics of systems of particles, continuous media, moving coordinate systems, and gravitation using Newtonian principles and Lagrangian formulations. Note that ENGR 208 may be substituted for PHYS 415. Also, note that physics credit cannot be given for both PHYS 415 and ENGR 207.

PHYS 425 Experimental Physics **As needed; 2**
Prerequisite: Permission of instructor. Classical and modern physics experiments are chosen for their instructional value to synthesize the principles studied in PHYS 305, 310, 320, 415, 416. Some experiments are performed off campus at cooperating laboratories, including the National Bureau of Standards, the Carnegie Institution of Washington, and the Department of Physics and Astronomy at the University of Maryland. Two laboratories per week. May be repeated once for credit.

PHYS 494 Selected Topics in Physics **As needed; 1-4**
Prerequisite: Permission of instructor. Thermostatistics, solid state physics, quantum mechanics, nuclear physics, biophysics, acoustics, history of physics, astrophysics, or other topics of common interest to students and instructor. May be repeated for credit.

PHYS 495 Independent Study in Physics **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in physics at the upper division level.

Political Studies

When offered; credit hours

PLST 115 Political Studies Colloquium **Spring; 1**
Participation in the department's academic and pre-professional development program, including Monday morning departmentals, department-sponsored activities, recommended events, and related assignments throughout the academic year. May be repeated for up to three hours of credit. Students taking a major in political studies should register for the course in the Falls of the freshman, sophomore, and junior years. Required activities continue into the Spring; issuing of grades deferred until completion of activities. Graded pass/fail.

PLST 240 Contemporary American Politics **Fall; 3**
Political issues, parties, personalities, and elections since 1900. The course includes visits to Congress, Washington think tanks, and the Smithsonian Institution. *Cross-listed as HIST 240.*

PLST 250 American Government **Spring; 3**
The structure and functions of the government of the United States with some attention to state and local levels and references to the international. Democratic institutions and principles with emphasis on the modern day.

PLST 260 International Relations **Fall; 3**
International relations in the contemporary world and the historical sources behind modern-day foreign policy issues. *Cross-listed as HIST 260.*

PLST 265 Principles of Economics I – Macro **Fall & Summer, odd years; 3**
Prerequisites: Placement in at least ENGL 101, and placement in MATH 120. An introductory course which explores topics such as economic growth, inflation, unemployment, fiscal and monetary policies, money supply, banking and the central banking system within the context of major economic theories. *Cross-listed as ECON 265.*

PLST 275 American Judicial System **1-3**
A seminar-style introduction to the United States judicial system and trial procedures through training for and participation in a court trial advocacy competition. Open only to declared pre-law students; enrollment only by permission of instructor. Fall with required activities continued into the spring; issuing of grades deferred until completion of activities.

PLST 291 Political Studies: Methods and Theories **3**
Pre-requisites: ENGL 102 and at least one college Political Studies course with "C" or above. An introduction to the craft of political studies, methods, skills, and philosophy. This class should be taken by majors during their sophomore year. *Cross-listed as HIST 291.*

PLST 294 Topics in Political Science **As needed; 1-3**
Selected topics of current interest in political science based on student need and faculty consent.

PLST 295 Independent Study in Political Science **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in political science at the lower division level.

PLST 330 Philosophy of War and Peace **3**
A critical and historical investigation of how philosophical traditions (just war theory, realism, feminism, and pacifism) and major religious traditions (Christian, Jewish and Muslim) have been interpreting the causes of war and peace and the possible justifications for war. Students will read and evaluate excerpts from both classical and contemporary thinkers such as Cicero, Thomas Aquinas, Francisco de Vitoria, Hugo Grotius, Carl von Clausewitz, Michael Walzer, Stanley Hauerwas and John Howard Yoder. *Cross-listed as PHIL 330.*

PLST 335 International Human Rights **Spring; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Study of theory of human rights and the issues and conflicts over their implementation in the modern world.

PLST 337 Revolution in the Modern World **3**
Prerequisite: ENGL 102 with a minimum grade of "C." Revolutions and revolutionary movements and their impact on world societies in the 18th-20th centuries. *Cross-listed as HIST 337*.

PLST 350 Social and Political Philosophy **3**
Prerequisite: ENGL 102 with a minimum grade of "C." A critical and historical study of the major social and political ideals of our time, including an emphasis on the concepts of fairness, justice, liberty, law, authority, and the common good. Students will investigate general approaches, such as welfare liberalism (with its ideal of fairness), libertarianism (with its ideal of liberty), socialism (with its ideal of equality), feminism (with its ideal of androgyny), communitarianism (with its ideal of the common good), and multi-culturalism (with its ideal of respect for diversity). Specific social issues will also be explored, such as the control of technology and the environment, militarism, racism, sexism, civil disobedience, and rebellion. *Cross-listed as PHIL 350.*

PLST 360 American Social Movements **3**
Prerequisite: ENGL 102 with a minimum grade of "C." Movements for social and political change in the 19th and 20th centuries, particularly for gender and racial equality and for social and economic justice. *Cross-listed as HIST 360.*

PLST 375 Road to American Freedom: Jamestown to the Constitutional Convention **3**
Prerequisite: ENGL 102 with a minimum grade of "C." The emergence of the freedoms central to the American identity during the colonial era, the American Revolution, the framing of the Constitution, and the establishment of the new republic. *Cross-listed as HIST 375*.

PLST 380 Civil War, Reconstruction, and American Culture 1850-1877 **3**
Prerequisite: ENGL 102 with a minimum grade of "C." The causes of the Civil War, the decisive military conflicts, and the consequences as worked out in the Reconstruction era, with analysis of the political, racial, and religious dimensions this epoch as a defining moment for American society. *Cross-listed as HIST 380.*

PLST 383 The United States as a World Power, 1898 to present **3**
Prerequisite: ENGL 102 with a minimum grade of "C." The emergence and development of the United States as a world power beginning in the era of the Spanish-American war, and analysis of the impact of its international role both on the world and the nation itself. *Cross-listed as HIST 383*.

PLST 387 The Urban American Experience **3**
Prerequisite: ENGL 102 with a minimum grade of "C." Study of the political, social, and cultural dimensions of the urban American experience from the colonial era to the present. *Cross-listed as HIST 387.*

PLST 395 Washington Experience Internship **3-6**
Prerequisite: ENGL 102 with a minimum grade of "C." Internship in law, government, politics, social service, public issues advocacy, or news media with supervised reading on topics connected with the internship. *Cross-listed as HIST 395.*

PLST 455 Law and Human Nature **3**
This course seeks to engage students in examination of modern Christian thinkers' views on the most vital legal, political and ethical issues of our time. Students will investigate the diversity and richness of modern Christian legal and political thought from the end of the nineteenth century to the present. Through careful reading of excerpts from primary and secondary sources students will reflect on present debates about the family, state, role of religion in society and human nature. Among the major figures covered by this course are Gustavo Gutiérrez, Jacques Maritain, Pope John Paul II, Dorothy Day, Karl Barth, Susan B. Anthony, Reinhold Niebuhr, Dietrich Bonhoeffer, Martin Luther King Jr., Vladimir Lossky and Nikolai Berdyaev. *Cross-listed as PHIL 455.*

PLST 491 Research Seminar **Fall; 3**
Prerequisite: ENGL 102 with a minimum grade of "C." Senior research project. Open to seniors majoring or minoring in political studies and to others with the consent of the instructor. *Cross-listed as HIST 491.*

PLST 494 Topics in Political Science **As needed; 1-3**
The topics of concentration will be different each semester. A typical term would consist of the special study of international organization, the presidency, Congress, or another aspect of political science. This course is designed to make use of the unique features of the Washington, D.C., area.

PLST 495 Independent Study in Political Science **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in political science at the upper division level.

Public Relations

When offered; credit hours

PREL 210 Essentials of Public Relations **Fall; 3**
A survey of the professional concepts and skills required for public relations and development officers in various organizations. Practical skills of public relations research, analysis, planning, and evaluation are emphasized. Desktop publishing experience is not required but is highly recommended.

PREL 355 Public Relations Writing **Spring; 3**
Prerequisite: Minimum grade of "C" in PREL 210, proficiency in word processing.
A course intended to familiarize the student with the various forms of public relations writing, to develop competence in writing for various media, and to understand the role of media relations. Proficiency in graphic design and composition, photo and illustration software, and video editing is highly recommended.

PREL 400 Public Relations Management **Fall; 3**
Prerequisite: PREL 210 or equivalent. Study of public relations management as applied to contemporary institutions. Covers media, community, internal, external, governmental, and client relations. A major project is required.

PREL 420 Public Relations Campaigns **Spring; 3**
Prerequisite: PREL 210 and PREL 355. This course is designed to apply critical thinking and problem-solving skills to public relations. Students will use the principles and techniques of public relations to analyze case studies, monitor public relations issues, and develop a public relations campaign for a client. The development of a personal essay on ethics in public relations practice is also required.

Psychology

When offered; credit hours

PSYC 105 Introduction to Psychology **Fall & Spring; 3**
The basic principles and concepts in psychology including the principles of motivation, learning, and perception. Designed to introduce university students to history, development, and present scope of psychology with additional emphasis on non-Western psychological approaches. A prerequisite for all other courses in psychology.

PSYC 210 Developmental Psychology **Fall & Spring; 3**
Prerequisite: PSYC 105. Developmental Psychology is the study of human development from conception till death. The study of life-span development is accomplished by examining the stages of infancy, childhood, adolescence, and adulthood. The course covers the cognitive, moral, physical, social, and emotional changes that are typical at each stage of development.

PSYC 235 Health Psychology and Human Sexuality **Spring; 3**
Prerequisite: PSYC 105. An introductory study of the application of theories of psychology and behavioral sciences in various health areas including normal sexual functions and dysfunctions. Health knowledge, beliefs, attitudes, and disease prevention will also be included.

PSYC 240 Stress Management **Spring, odd years; 3**
Prerequisite: PSYC 105. A study of the positive and negative aspects of stress, its control and utilization for building and improving the personality pattern.

PSYC 260 Systems and History of Psychology **Spring, even years; 3**
Prerequisite: PSYC 105. The developing concepts and philosophies in the field of psychology from ancient times to the present.

PSYC 285 Adolescent Psychology **Spring; 3**
Prerequisite: PSYC 105. A study of the psychological dynamics underlying the attempted resolution of problems specific to adolescents in modern society.

PSYC 294 Topics in Psychology **Fall & Spring; 1-4**
Prerequisite: Approval of the department chair. A study of an area of psychology not listed as a regular course. Based on student needs and faculty consent.

PSYC 295 Independent Study in Psychology **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in psychology on the lower division level.

PSYC 305 Social Psychology **Fall; 4**
Prerequisite: PSYC 105. A study of the psychological foundations of social attitudes and behavior, prejudice, individual adjustments, interaction, groups, and social situations. Study, analysis, and evaluation of the psychological factors involved in the individual's perception, judgments, and involvement in society. The measurement and change of human attitudes. Study of group composition, conformity, and dynamics. Recommended for education, religion, and business majors also.

PSYC 315 Organization and Work **Spring, even years; 3**
Prerequisite: PSYC 105. A study, analysis, and evaluation of psychological techniques employed by business, industry, institution, and government in the selection, placement, and evaluation of personnel.

PSYC 320 Forensic Psychology **3**
Prerequisite: PSYC 105. Forensic psychology is the study of psychological principles as it applies to the criminal justice system. The course covers such topics as criminal investigations, police work, eyewitness identification, the court system, corrections, jury selection, and criminal profiling. The content of this course provides an excellent background for students majoring in or pursuing careers in social work, counseling, clinical psychology, political science, law enforcement and criminology.

PSYC 330 Psychology and the Law **3**
Prerequisite: PSYC 105. A critical examination of the relationship between the legal system and psychological theory, research and practice. Topics include: civil government, rights of mental patients, standards of legal competence, psychological testimony, predictions of violent behavior, the insanity defense, child custody disputes, and ethical issues in psychology and the law.

PSYC 355 Learning and Motivation **Fall; 3**
Prerequisites: PSYC 105. An examination of the major approaches to learning theory and their applications for psychology. Various motivational systems and theories used to predict and understand human behavior will also be covered.

PSYC 360 Abnormal Psychology **Fall; 3**
Prerequisites: PSYC 105 and/or permission of instructor. A study of deviant human behavior and methods of dealing with consequent problems.

PSYC 367 Psychology of Learning *** External Degree only; 3**
Prerequisite: PSYC 105. Survey of fundamental psychological principles related to methods of learning and teaching and to the understanding and development of the individual learning.

PSYC 370 Physiological Psychology **Spring, odd years; 3**
Prerequisites: PSYC 105. An analysis of the relationships between bodily processes and behavior including the effects of drugs, nutrition, hormone imbalance, and brain damage on behavior. An understanding of the physical structures affecting perception and behavior.

PSYC 380 Correctional Psychology **3**
Prerequisite: PSYC 105. Correctional Psychology explores the major psychological themes of rehabilitation and punishment of the offender. The management of criminals through the courts and correctional systems will also be studied. Prisoner classification and assessment, prison violence, functions of the correctional psychologist and security officers will also be discussed.

** External Degree only = Offered only in the External Degree Program*

PSYC 385 Psychological Testing **Spring; 3**
Prerequisites: PSYC 105 and MATH 110. The broad range of concepts and principles of psychological testing will be examined with special emphasis on intelligence, personality, and personnel assessment. Some individual experience with testing will be offered.

PSYC 425 Psychology of Criminal Behavior **3**
Prerequisite: PSYC 105. Psychology of criminal behavior is the study of the psychological bases and dynamics of criminal behavior. Topics to be discussed include the antisocial personality, the psychopath and crime, alcoholism and drug abuse, the adolescent offender, female offender, sex offenders, and white-collar crime. The study of criminal behavior also identifies and analyzes the causes, rates, and patterns of crime. Some emphasis will be given to the study of criminal profiling.

PSYC 435 Dynamics of Individual Counseling **Fall; 3**
Prerequisite: PSYC 105. A study of the dynamics of operating in the counseling process and the basic principles facilitating the same. An examination of directive and nondirective approaches. Handling typical student, employee, client, or mentally sound patient and parishioner problems is explored by means of role-playing, tape recordings, written reports, etc. Recognition of cases requiring referral, ethics, and relations with the counselee's family are considered.

PSYC 440 Dynamics of Group Counseling **Spring; 3**
Prerequisites: PSYC 105 and PSYC 435 or permission of the instructor. A study of the dynamics of groups with special emphasis being placed on patterns of leadership, solidarity, cohesion, conflict, accommodation, and cooperation.

PSYC 450 Forensic Anthropology **3**
Prerequisite: PSYC 105. Forensic anthropology provides additional support for law enforcement and medical technicians as they attempt to identify the victims of crime and analyze crime scenes. Forensic investigations include such techniques as facial reconstruction, blood typing, and analyzing bone fragments. The course will also cover the major categories of trauma — ante mortem, perimortem, and postmortem. Some attention will be given to chemical aspects of decomposition, decay and mummification and degradation of DNA.

PSYC 465 Theories of Personality **Spring; 3**
Prerequisites: PSYC 105 and PSYC 210; Juniors or Seniors only or by permission of the chair. A capstone experience for senior psychology majors that includes a review and synthesis of the concepts, principles and theories of personality. The course seeks to enhance the student's understanding of human nature. An advanced-level project is required that demonstrates the student's skills and competencies in the discipline.

PSYC 471 Experimental Psychology **Fall; 4**
Prerequisites: PSYC 105 plus 9 hours of psychology and MATH 110 or permission of the instructor. A step-by-step analysis of the procedures of experimentation with emphasis on experimental design and planning, experimental control, statistical treatments, and report presentation. The completion of an experimental research project is required.

PSYC 481 Pain and Suffering Across Cultures **As needed; 1-2**
See NURS 481 on Page 396 *for course description.*

PSYC 482 Caring Across Cultures **As needed; 1-2**
See NURS 482 on Page 396 for course description.

PSYC 491 Seminar in Psychology **Fall; 2**
Prerequisite: Junior or Senior status. This course is designed to review the basic psychological issues and topics in order to prepare students for graduate school admission and taking the Graduate Record Examination. The course will assist students to assess and evaluate their interest, values, and personal fit with various professions in psychology. The course is designed to enhance the student's ability to prepare for a career in psychology. Graduate school admission procedures and requirements are covered. As a part of the review process, students select a special course of study not offered by the department and complete a literature review.

PSYC 494 Topics in Psychology **As needed; 1-4**
Prerequisite: Approval of the department chair. A study of an area of psychology not listed as a regular course. Based on student needs and faculty consent. *Selected subjects are cross-listed under NURS 494 on Page 397 and/or SOCI 494.*

PSYC 495 Independent Study in Psychology **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in psychology at the upper division level.

PSYC 496 Practicum in Psychology **Fall & Spring, Summer; 3**
Prerequisite: Approval of the department chair. This course is designed to give senior psychology majors practical experience in a live, ongoing situation in an accredited institution. Students are required to spend a minimum of 120 hours under professional supervision and are required to participate in the program of the institution and to provide extensive reports of their activities. Students must apply one semester in advance through the department chair.

Religion

When offered; credit hours

RELB 105 Encountering the Bible: A Survey *** External Degree only; 3**
A book-by-book survey of both Old and New Testaments designed to provide a foundation for other religion courses for those students who have not had secondary Bible.

RELB 160 Jesus and the Gospels **Fall & Spring; 3**
An introductory study of Jesus' life and teaching through the close readings of the four canonical gospels.

RELB 170 Celebrating the Experience of Scripture **Spring; 3**
An exploration of the stories, hymns, poetry and sayings that make up the Christian Bible. Students learn that the texts emerged from human experience while exploring possible connections to contemporary faith and life.

RELB 280 World Religions *** External Degree only; 3**
A general course dealing with world religions and contemporary expressions of faith; the distinctions between cult, sect, and denomination; and the place of dialogue and mission in a religiously pluralistic world.

RELB 294 Topics in Religion **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A selected topic in religion will be explored.

** External Degree only = Offered only in the External Degree Program*

RELB 295 Independent Study in Religion **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in biblical studies at the lower division level.

RELB 307 Exile and Return: Introduction to the Old Testament **Spring; 3**
An interdisciplinary introduction to the Old Testament with emphasis on the narratives and wisdom writings. While learning the history of Israel as a people, students will explore the theological convictions that created this sacred text.

RELB 310 Hebrew Prophets **Fall; 3**
An introduction to the sixteen prophetic books of the Old Testament. As agents of change in their societies, the prophets challenged economic exploitation and other forms of social injustice. Students will consider people who speak within the prophetic tradition today.

RELB 335A Old Testament Prophets — Early *** External Degree only; 3**
Suggested background: Minimum of 6 semester hours in college Bible or equivalent. A study of the writings of the early Old Testament prophets arranged in chronological order.

RELB 336 Old Testament Prophets — Later *** External Degree only; 3**
Suggested background: Minimum of 6 semester hours in college Bible or equivalent. A study of the writings of the later Old Testament prophets arranged in chronological order.

RELB 345 Worship and Witness: Introduction to the New Testament **Fall; 3**
Prerequisite: RELB 160. An introduction to the theological convictions of the earliest Christians through a study of the literature found in the New Testament. Students will consider the social situations of the writers and their churches, as well as the convictions concerning Jesus Christ which shaped their writings.

RELB 385 Christian Ethics and Modern Society *** External Degree only; 3**
The nature and principles of the Christian life as revealed in the New Testament and historically developed in the Christian community, with application to problems of personal conduct and to family and social institutions.

RELB 405 Acts and the Epistles *** External Degree only; 3**
A detailed examination of the exciting stories of the first-generation Christians as they struggled to spread their faith. Students will study Acts and all of the epistles of Paul.

RELB 410 Biblical Theology *** External Degree only; 3**
Prerequisite: Restricted to theology and religion majors. An in-depth study of many of the theological concepts of both the Old and New Testaments. A study of the God-man, the nature of His kingdom, the Trinity, and the way of salvation.

RELB 420 Jewish Apocalyptic Writings: Daniel **Fall; 3**
Apocalyptic literature was first created by Jewish communities as they wrestled with the problem of evil. After a brief overview of apocalyptic writings found the Old Testament, students will study this unique style by doing a close reading of the book of Daniel.

RELB 425 Christian Apocalyptic Writings: Revelation **Spring; 3**
Prerequisite/Corequisite: RELL 251 or permission of instructor. Christians modified Jewish apocalyptic literature by including and emphasizing the life and work of Jesus Christ. In this course, students will be challenged to learn principles for interpretation and to experience this final book of the Bible as they explore its relevance for contemporary faith and life.

** External Degree only = Offered only in the External Degree Program*

RELB 491 Seminar in Contemporary Theology *** External Degree only; 3**
Prerequisite: RELB 410. Restricted to theology and religion majors. An analytical study through group discussion of subjects and topics current in theological circles today.

RELB 492 Biblical Exegesis **3**
Prerequisite: theology and religion majors only. This course deals with the principles, practice and resources of biblical exegesis. It focuses on careful literary, historical, social and theological analysis of selected biblical texts. Special attention is given to the basis on which exegetical decisions are made and to the relevance of exegesis for theology and ministry.

RELB 494 Topics in Religion **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A selected topic in religion will be explored.

RELB 495 Independent Study in Religion **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in biblical studies at the upper division level.

RELL 201; 202 Elementary Greek I; II **Fall, Spring; 3; 3**
An introduction to the elements of grammar and syntax of New Testament Greek including vocabulary study and exercises in translation.

RELL 211; 212 Elementary Biblical Hebrew I; II **3; 3**
These courses cover basic elements of the Hebrew grammar, particularly morphology and syntax, basic Hebrew vocabulary and exercises in reading of the Old Testament. Students will also familiarize themselves with the basic grammar and lexical reference tools.

RELL 231; 232 Latin I; II **3; 3**
Prerequisites: ENGL 101 and ENGL 102. This is a two-semester sequence introductory course for beginners in Latin which provides the basic skills for reading and translating original texts in poetry and prose. The course focuses on the basic elements of grammar, vocabulary, and syntax of the Latin language while offering a general introduction to Roman history and culture through texts by classical authors.

RELL 251; 252 Intermediate Greek I; II **Fall, Spring; 3; 3**
Prerequisite: RELL 202. A study of the syntax of New Testament Greek, with practice in reading and translating selected New Testament books.

RELP 105 Introduction to Ministry **1**
Restricted to theology and religion majors only. This course offers a concise introduction to the process of study for ministry. It explores the significance of the basic segments of the curriculum (biblical, theological, and pastoral) and the roles and responsibilities of the students in the process of education.

RELP 220 Knowing and Sharing Christ **Spring; 3**
Explores how Christians can both better understand their faith in Christ and comfortably, yet winsomely, share it in the context of today's busy, multi-faith society. The course will help students discover powerful motives and effective, easily implemented strategies that will enable them to communicate the gospel actively in ways that are compatible with their personality and abilities.

** External Degree only = Offered only in the External Degree Program*

RELP 222 Small Group Ministry **Spring, Summer Session; 3**
Equips the student to develop and lead small groups in the context of a local church setting. Focuses on group dynamics, leadership styles, small group communication, methods of evaluation, and various types and purposes of small groups.

RELP 226 Christian Spiritual Formation for Ministry **3**
The course is designed to explore theological foundations of Christian spirituality and offer practical guidance for inner spiritual transformation of the human being as applicable to ministry. Course procedure will combine readings from classic and contemporary spiritual works and practice of traditional Christian spiritual disciplines such as: study, prayer, worship, fasting, simplicity, and service.

RELP 260 Christian Worship and Church Music **3**
In this course the variety of worship styles and church music will be explored and examined. Attendance at local churches that do Christian worship in many different ways will be an important component of this course. Church music and other essential components of liturgy will be studied.

RELP 294 Topics in Pastoral Theology **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A selected topic in religion will be explored.

RELP 295 Independent Study in Pastoral Theology **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in biblical studies at the lower division level.

RELP 305 Ministry in the City **Fall; 3**
Surveys a number of existing models of urban ministry and involves the student in a program of guided reading and discussion.

RELP 308 Biblical Preaching and Practicum **3**
Prerequisite: COMM 105. An introduction to the principles governing sermon construction and the development of a theology of preaching. Careful attention is given to the structuring of various types of sermons as well as to the dynamics of delivery styles. Course requirements include required videotaped sessions and evaluation by the instructor and fellow students. Further opportunities are created to apply the homiletical principles through class presentations, guest lecturers and specialized assigned readings. Students are assigned to preach in area churches, where they are monitored and evaluated.

RELP 360 Pastoral Leadership and Externship Fall, Practicum continues **Spring; 3**
Prerequisite: Enrollment as a theology or religion major. An introduction to the gospel ministry. The class studies the nature and function of pastoral ministry with the intent of acquainting the prospective minister with the unique combination of roles and responsibilities carried by a pastor in a local congregation. Students will reflect on what it means to receive a "call" to ministry in the light of their experience, and will come to understand the sensitive skills and gifts that contribute to effective pastoral leadership. The course includes directed field experience that further provides an understanding of the dynamics of church life and organization. The course is enriched by visits of those specialists in selected areas of ministry.

RELP 370 Field School of Evangelism **3**
Prerequisite: Enrollment as a theology or religion major. A study of the principles employed in conducting various types of public evangelistic outreach and the challenge of reaching people for Christ within today's context. This course combines the theory and practice of bringing people to Jesus Christ in larger groups. Students will learn how to plan, develop, and conduct a public evangelistic program through contemporary approaches and techniques. Involvement in an area evangelistic effort is the major part of this course. Students are expected to attend pre- and post-series programs, attend all evening meetings and Sabbath worship services held during the series, carry specific responsibilities of the evangelistic team, make in-home visits, and give personal Bible studies.

RELP 385 Sacred Music through the Eyes of Faith **3**
Prerequisite: Restricted to music, theology, and religion majors. A theological and historical in-depth study of sacred music from Biblical times to the present. This course is designed to help provide a theological and philosophical foundation for the place and application of sacred music in Christian worship: implications for the Seventh-day Adventist church musician and pastor. *Cross-listed as MUHL 385.*

RELP 391 The Theory and Practice of Urban Ministry **Spring, Summer; 3**
Explores the nature of the city from a global perspective, noting the history and development of cities, their relationship to the mission of God and the church. Will also explore ways in which the church has and may impact the cities. The city of Washington, D.C., will be used in case study, as it is an acceptable microcosm of the global urban reality and will give the student practical, hands-on experience in urban ministry in a variety of settings throughout the metroplex of Washington, D.C., and Baltimore. The student will be exposed to ministries with the hungry, the homeless, the battered, the addicted, and the alien, as well as to a variety of public and private agencies that deal with these issues. An integral part of the practicum will be a supervised urban immersion consisting of three days and two nights on the streets.

RELP 398 Practicum in Ministry **Spring, 2-3**
Prerequisite: RELP 220 or concurrent registration. A specialized field training program for religion or theology majors in which the student is a participant in one or more of the following settings: (1) urban ministry, (2) public or personal evangelism, (3) clinical pastoral ministry, and (4) church/school teaching. The student's experience is carefully supervised and evaluated. Graded pass/fail. Course may be repeated for credit.

RELP 450 Christian Mission **Spring, Summer; 3**
Explores the history and purpose of Christian mission from the apostolic period to the present and projects into the future. Various paradigms of mission will be studied and evaluated. The purpose of the course is to prepare urban (and other) missionaries to understand how they fit into the total picture of Christian missions and how this may best be practiced into the multicultural 21st century.

RELP 460 Cross-Cultural Ministry **3**
This course is built on three foundational positions: (1) All communication is cross-cultural to some degree. (2) Culture is the way people organize their experiences to develop a worldview, values, beliefs, a social framework, and behavioral patterns. (3) Communication is the human part of proclamation and discipling. Course focuses on communication and mission, communication and culture, world-views, ways of thinking, behavioral patterns, and social structures as they relate to ministry in a multi-cultural context.

RELP 461 Metro Ministry Practicum **3**
This course encompasses direct field experience in a metropolitan church in the greater Washington/Baltimore area providing and understanding of the dynamics of church life, mission and organization in the urban and/or suburban setting. The course will be enriched by visits to different churches in the metropolitan area and guest lectures by specialists in urban ministry.

RELP 462 Metro Ministry Field School **3**
A study of the principles employed in conducting various types of public outreach within the metropolitan context. This course studies the dynamics of serving the community and people in the urban and suburban areas of Washington and Baltimore, and other large metropolitan areas within our territory. Practical involvement in a metropolitan setting is an essential part of this course. Students are expected to experience a hands-on first-hand and night 'gateway to service' in a city setting.

RELP 505 Expository Preaching **3**
A study of the basic theological, theoretical, procedural, and communication principles required for the construction of effective biblical sermons.

RELP 535 Clinical Pastoral Training I **3**
This clinically-based course will utilize the examination of personal ministry within the dynamics of supervised group process. Students will function as chaplains assigned to units of health care institution (or other appropriate institutions). They will write verbatims and pastoral analyses of their ministry, engage in case studies, role playing and do pastoral reflection upon the theological and practical implications of their person and work. Each portion of the course will culminate with a written evaluation by student and training supervisor. Training supervisors will be certified by appropriate professional organizations.

RELP 555 Pastoral Care and Counseling **3**
Prerequisite: An undergraduate course in general psychology. Introduction to the processes and function of counseling as practiced by the helping professions, particularly of the pastor actively engaged in ministry to a congregation. Lab experience required.

RELP 571 Pastoral Ethical & Theological Issues Surrounding Death & Dying **3**
This course will look into aspects of death and dying from pastoral theological and ethical perspectives. The purpose of the course is not only to theoretically address issues that a pastor might face in clinical and church-life situation regarding trauma and stress of death and dying but also how to help the dying person and his/her family members through the grieving process.

RELP 585 Nonprofit Leadership I **3**
This course is conducted in cooperation with the North American Division Adventist Community Services. The classes are taught in a one week concentration in May at various venues throughout North America. These intensives are followed by written and practical assignments. The course is designed to provide leaders and perspective leaders with basic strategies and professional skills to lead nonprofit faith-based organizations successfully in the 21st century. This course will include learning modules in: The Church's calling to holistic ministry, theological concepts of social justice, the Church and social issues, leadership and team development, volunteer management, resource development, managerial communication, public relations, community needs assessment, board development and management, and strategic planning.

RELP 586 Nonprofit Leadership Training Practicum **1**
Prerequisite: RELP 585 or 587. This practicum requires 40 hours of direct field experience in a nonprofit leadership environment. Participants must submit an analysis of the practicum experience based on the lessons learned in RELP 585 or 587.

RELP 587 Nonprofit Leadership II **3**
This course is conducted in cooperation with the North American Division Adventist Community Services. The classes are taught in a one week concentration in May at various venues throughout North America. These intensives are followed by written and practical assignments. The course is designed to provide leaders and perspective leaders with basic strategies and professional skills to lead nonprofit faith-based organizations successfully in the 21st century. This course will include learning modules in: planting ministries and growing churches, social ethics, social action from relief to public policy, social entrepreneurship and marketing strategies, nonprofit accounting and budgeting, the environment of the nonprofit sector (partnerships, networking, and government), program development and evaluation, organizational change and behavior, negotiating and conflict resolution, risk management, and legal issues.

RELP 494 Topics in Pastoral Theology **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A selected topic in religion will be explored.

RELP 591 Church Leadership and Administration **3**
Principles and strategies for developing an effective Scripture-based leadership role. The pastor as church leader and administrator.

RELP 611 Church Growth in Metropolitan Setting: Survey & Practicum **3**
This course will identify and analyze factors of church growth in various metropolitan areas. Students will examine best practices and case studies in a variety of cultural settings. Student involvement in a church growth program is required.

RELP 618 The Foundations of Christian Spirituality **3**
Nurturing a personal relationship with God through involvement with various spiritual disciplines such as prayer, meditation, devotional reading, and journaling under the guidance of an instructor.

RELP 621 Incarnational Mission Among the World's Urban Poor: Survey & Practicum **3**
Urban areas around the world are magnets for masses of people searching for a better life away from their isolated village or rural setting. This course examines the plight of the urban poor and ways in which faith motivated Christians can minister to their felt needs. Student participation in urban programs is required.

RELP 631 Creating Metropolitan/Urban Community **3**
This course provides an introduction to principles and practices of church-based community development. Presents the relationship between biblical faith and development practice through site visits to effective models, and an overview of the resources and leadership skills necessary for effective community development.

RELP 635 Clinical Pastoral Training II **3**
This clinically-based course will utilize the examination of personal ministry within the dynamics of supervised group process. Students will function as chaplains assigned to units of a health care institution (or other institutions as appropriate). They will write verbatims and pastoral analyses of their ministry, engage in case studies, role playing and do pastoral reflection upon the theological and practical implications of their person and work. Each portion of the course will culminate with a written evaluation by student and training supervisor. Training supervisors will be certified by appropriate professional organizations.

RELP 685 Principles of Hermeneutics **3**
An examination of hermeneutical presuppositions and formulation of sound principles of biblical interpretation with application to selected texts.

RELT 190 Ellen G. White and the Gift of Prophecy **3**
A study of the key events in the life and ministry of Ellen G. White and her major theological influence on the Seventh-day Adventist history and theology.

RELT 205 Research Methods in Theological and Religious Studies **1**
Prerequisite: ENGL 102 with "C" or above. Restricted to theology and religion majors only. This course exposes the student to basic steps in preparing a research paper in religious and theological studies. The steps of the research covered include the collection, organization, citation, and documentation of research materials, as well as the use of appropriate language and other writing skills in the presentation of a coherent research paper.

RELT 220 Knowing and Sharing Christ *** External Degree only; 2-3**
Explores how Christians can both better understand their faith in Christ and comfortably, yet winsomely, share it in the context of today's busy, multi-faith society. The course will help students discover powerful motives and effective, easily implemented strategies that will enable them to communicate the gospel actively in ways that are compatible with their personality and abilities.

RELT 225 Christian Spiritual Formation **3**
The course is designed to explore theological foundations of Christian spirituality and offer practical guidance for inner spiritual transformation of the human being. Course procedure will combine readings from classic and contemporary spiritual works and practice of traditional Christian spiritual disciplines such as: study, prayer, worship, fasting, simplicity, and service.

RELT 235 Principles of Bible Instruction *** External Degree only; 3**
Designed for those who wish to become effective lay or professional Bible instructors on the level of the local church and community. Various methods, teaching styles, and approaches are discussed. Students are required to design a full-message series of bible studies and participate in videotaped practice sessions in which studies are orally presented.

RELT 240 Foundations of Religious Education **3**
A study of the biblical, philosophical, historical, and curricular issues in the church setting of religious education.

RELT 250 Principles of Christian Faith **Fall, Spring; 3**
A study of the basic Christian teachings as derived from Scripture and understood within the Seventh-day Adventist faith.

** External Degree only = Offered only in the External Degree Program*

RELT 270 Adventist Heritage and Mission **Fall; 3**
An investigation of Seventh-day Adventist church history with a preliminary review of backgrounds and foundations of the Advent message from apostolic times. Concentration on the church's beginnings in America; the 1844 experience; history, organization, and development of the Seventh-day Adventist denomination in America and in the world, with special attention being given to the writings of the prophets, particularly Ellen G. White.

RELT 280 Moral Issues in World Religions **3**
A general study of major world religions and contemporary expressions of faith. Special emphasis will be given to examining the various ways in which different religions react to moral dilemmas and how they implement their beliefs in a variety of worship styles and ethical lifestyles. The advantage of headquarters, worship places and educational institutions of major world religions in the Metropolitan Washington area will be utilized as much as possible for practical exposition to the world faiths studied in this course.

RELT 291 Readings in Christian Social Thought **1-3**
Reading and responding to texts of enduring influence on the meaning of Christianity for a general audience with the relevance of specific portions to contemporary social and political issues. Course may be repeated for up to 3 credits.

RELT 308 Biblical Preaching *** External Degree only; 3**
Prerequisite: CMME 105. An introduction to the principles governing sermon construction and the development of a theology of preaching. Careful attention is given to the structuring of various types of sermons as well as to the dynamics of delivery styles. Includes required videotape sessions and evaluation by the instructor and fellow students. Normally taken in the junior year.

RELT 320 Religion and American Culture **Spring; 3**
A study of the role of religion in American history and contemporary culture. The beliefs and structures of mainstream Protestant denominations as well as American Catholicism, selected sects and cults, American Judaism, and the role religion has played in American history and culture. Regular visits to local churches and synagogues provide firsthand experience of the various forms of worship, liturgy, and beliefs. *Cross-listed as HIST 320.*

RELT 335 Pauline Theology **3**
Prerequisite/Corequisite: RELL 251 or permission of instructor. An investigation of Paul as a person, pastor and theologian will be the focus of this course. A comprehensive study of the Pauline corpus and Paul's theological influences on the development of early Christian theology will help students in their theological and missionary endeavors.

RELT 340 Issues in Faith Development **3**
A survey of biblical concepts of faith as they relate to current paradigms of faith development, human development, and moral development.

RELT 350; 351 Faith Seeking Understanding: Christian Doctrines I and II **3; 3**
Prerequisite: Course restricted to Theology and Religion majors. These courses seeks to engage students in reflection on some of the central Christian theological topics according to the distinct emphasis of the Adventist tradition. An in-depth inquiry into the nature, function and practice of constructive theological activity as an essential component in the life and mission of the church. Anselm's phrase "faith seeking understanding" underscores the continual theological reflection: What? Why? How? of doing theology.

** External Degree only = Offered only in the External Degree Program*

RELT 360 Christian Ministry *** External Degree only; 3**
Prerequisite: Restricted to Theology and Religion majors. An introduction to the gospel ministry. The class studies the nature and function of pastoral ministry with the intent of acquainting the prospective minister with the unique combination of roles and responsibilities carried by a pastor in a local congregation. Students will reflect on what it means to receive a "call" to ministry in the light of their experience, and will come to understand the sensitive skills and gifts that contribute to effective pastoral leadership. The course includes directed field experience that further provides an understanding of the dynamics of church life and organization. The course is enriched by visits of those specialists in selected areas of ministry.

RELT 370 Public Evangelism *** External Degree only; 2**
Prerequisite: RELT 220 or concurrent registration. A study of the principles employed in conducting various types of public evangelistic outreach. The challenge of reaching the masses within today's context and understanding the dynamics of bringing people to Jesus Christ in larger groups. How to plan, develop, and conduct a public evangelistic program. Contemporary approaches and techniques. Involvement in an area evangelistic outreach is required.

RELT 375 Philosophy of Religion **Fall; 3**
Explores the philosophical questions surrounding religious belief, experience, and practice. Issues such as the meaning of religious language, the validity of religious experience, the certainty of religious knowledge, and the reality of God will be considered.

RELT 385 Christian Ethics and Modern Society **Spring; 3**
The nature and principles of the Christian life as revealed in the New Testament and historically developed in the Christian community, with application to problems of personal conduct and to family and social institutions.

RELT 460 Cross-Cultural Ministry *** External Degree only; 3**
This course is built on three foundational positions: (1) All communication is cross-cultural to some degree. (2) Culture is the way people organize their experiences to develop a worldview, values, beliefs, a social framework, and behavioral patterns. (3) Communication is the human part of proclamation and discipling. Course focuses on communication and mission, communication and culture, world-views, ways of thinking, behavioral patterns, and social structures as they relate to ministry in a multi-cultural context.

RELT 491 Seminar in Contemporary Theology **Spring; 3**
Prerequisite: RELT 410. Restricted to theology and religion majors. An analytical study through group discussion of subjects and topics current in theological circles today.

RELT 494 Topics in Theology **As needed; 1-3**
Designed for students who wish a course not listed in the regular offerings. A selected topic in theology will be explored.

RELT 495 Independent Study in Theology **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in theology at the upper division level.

** External Degree only = Offered only in the External Degree Program*

RELT 497 Senior Seminar and Final Comprehensive Exam **1**
Prerequisite: Permission of the chair. Restricted to theology and religion majors only. This course requires independent research on an agreed topic in theology or biblical studies which will assume knowledge of a number of disciplines of research within the field of the student's major. The student will be graded through the process of a written comprehensive examination and the public oral exit examination which will take place before the Religion faculty.

RELT 498 Thesis in Philosophy of Religion **4**
Prerequisite: Permission of instructor. Thesis is open only to the final year students in the Philosophy and Religion major whose accumulative GPA is 3.00 and higher (students with accumulative GPA below 3.00 should do an independent study or an additional elective course instead of the thesis). It is intended to give students the opportunity to explore a topic of their choice in greater depth and sophistication than is possible in other modules. Quality of thought, coherence of argument and the competence and judgment shown in investigating the chosen topic are more important than the length or quantity of work, but the essay has a word limit of between 8,000 and 12,000 words.

RELT 572 Healer Representations in Contemporary Texts **3**
The healer and the practice of healing are modeled in many modern cultural texts such as literature, poetry, drama, film and other forms of art expression. This course will address such contemporary forms of descriptive art and attempt to connect healing processes and the healer as an important person of such processes in contemporary cultural texts.

RELT 591 Theological & Ethical Issues in Death & Dying & Crisis Counseling **3**
An introduction to ministry-based counseling, including basics of stress and crisis theory, basic pastoral interventions and the matter of referrals. Special emphasis will be given on understanding death and dying and bereavement process and how to minister effectively in such crisis situations.

RELT 615 The Doctrine of the Church **3**
The nature, attributes, marks, and government of the Christian Church. Its relation to Christ, to the Scriptures, to its Mission, and to the Holy Spirit. Its ordinances and the ministry.

RELT 616 Biblical Ethics **3**
Study of Ethical issues and concerns through the biblical examination of issues of concern in the Jewish and Christian Scriptures. Special emphasis will be paid to Pentateuch themes such as "Genesis of Morality," Ten Commandments and Concerns of God in social and personal morality, Ethical Aspects of Wisdom Literature, Prophetic Social Concern, Jesus and the Kingdom of God in the New Testament Ethics, Epistles and the early Christian Moral Dilemmas.

RELT 622 Developing Ethical Leadership **3**
Effective leaders create conditions that enable followers to be maximally effective in their roles and that lead them to act in the most ethical way. The purpose of this course is to develop students' effectiveness as leaders by (1) introducing them to frameworks that are useful for diagnosing problems involving human behavior and (2) helping them learn how to exercise leadership in developing ethical approaches to problem solving.

RELT 636 The Doctrine of Salvation **3**
The Adventist approach to a Christ-centered interpretation of the way of salvation in the progressive revelation of the Old and New Testaments, focusing on the interrelationship of justification and sanctification.

RELT 674 Development of Seventh-day Adventist Theology **3**
The development of doctrines unique to the SDA Church such as the Sabbath, Second Coming, sanctuary, atonement, righteousness by faith, and similar. The class will further examine the stages of development in Adventist theology in the church's historical setting.

RELT 671 Ethics and Theology Through Film **3**
This course looks at ethics of human behavior through the most popular of contemporary communication tools, i.e. film. Films and other contemporary texts will be used to discuss and discern morality and determine the right line of action to become ethical.

RELT 691 Social Ethics and Christian Responsibility **3**
This course will explore the importance of Social ethics from biblical and theological perspective. Christian responsibility in the realm of human rights, especially concerns about the poverty, economic justice, peacemaking and race and gender relations will be explored and distinct prophetic and Christ-centered approaches will be developed to engage in such essential Christian concerns.

RLGN 314 Science and Christian Belief *** External Degree only; 1**
Prerequisite: A course or knowledge of physical science. A detailed examination of the harmony between science and the Bible. Designed to help the student see the complementary relationships between the Word of God and natural law.

RLGN 360 Prophetic Guidance *** External Degree only; 2**
A study of one of the principal means by which God communicates with people. The work of His prophets in Old Testament times is explained. The tests and functions of a true prophet are examined. The work and life of Ellen G. White and God's influence on His remnant church through her are stressed. A paper is required.

Respiratory Care

When offered; credit hours

RESP 105 Foundations in Respiratory Care and Patient Assessment **Fall; 5**
Prerequisites: Acceptance into the Respiratory Care program and placement into ENGL 101 and MATH 110/120. A study of the foundations of the respiratory care profession to include: history, entities, quality, evidence-based medicine, literature evaluation, fundamentals of HC financing and reimbursement, patient safety, communications, record keeping, infection control, ethical and legal, physical principles of RC (chemistry, physics) , computer applications, introduction to cardiopulmonary anatomy and physiology, and patient assessment. Does not include therapeutic modalities other than oxygen therapy. Includes three didactic sessions, a problem-solving lab, and a skills lab each week.

** External Degree only = Offered only in the External Degree Program*

RESP 165 Respiratory Care Pharmacology **Fall; 2**
Prerequisites: RESP 215, RESP 291 with grades of "C" or better in each. A study of drugs relevant to respiratory care as it relates to whole body homeostasis. Emphasis is placed on assessing respiratory care drug therapy and the treatment of cardiopulmonary collapse according to current emergency treatment guidelines. Specific drug interactions and legal aspects of pharmacology are included.

RESP 200 Perinatal and Pediatric Respiratory Care **Fall; 2**
Prerequisites: RESP 215, RESP 291 with grades of "C" or better in each. A study of neonatal and pediatric anatomy, physiology, and pathophysiology as compared to the adult. Included are assessment techniques, disease management, and guidelines.

RESP 215 Mechanical Ventilation **Summer; 4**
Prerequisites: RESP 240, RESP 290 and RESP 301 with grades of "C" or better in each. An in-depth study of mechanical ventilation and ventilators. Ventilator classification and characteristics are surveyed. Continuation of mechanical ventilatory support, management, and related critical care monitoring. Includes class sessions and laboratory/problem solving sessions.

RESP 240 Cardiopulmonary Anatomy, Physiology and Diagnostics **Spring; 4**
Prerequisite: BIOL 110, ENGL 101, HLSC 175, RESP 105 with grades of "C" or better in each. A study of the anatomy and physiology of ventilation, respiration, circulation, and perfusion; the diagnostic assessment and analysis of alterations in whole body homeostasis, cardiac assessment, pulmonary function measurements, and sleep assessment. Includes three didactic sessions and a laboratory/problem solving session each week.

RESP 260 Pulmonary Rehabilitation and Disease Management in Alternative Care Settings **Spring; 3**
Prerequisites: RESP 165, RESP 200, RESP 296, RESP 302 with grades of "C" or better in each. Assessment, education, rehabilitation, and disease management of the chronically impaired but stable pulmonary patient, including long-term oxygen therapy, other therapy modalities, artificial airways, and mechanical ventilation, in a variety of out-of-hospital care settings for all ages. Includes hospital discharge planning, evaluation and preparation/set-up of the care setting, smoking cessation, cultural diversity, asthma education content, support structures, durable medical equipment, reimbursement, palliative/end-of-life, ethical, and legal considerations. Includes one two-hour didactic class and one three-hour laboratory/ clinical practicum each week.

RESP 290 Basic Respiratory Care Practicum **Spring; 3**
Prerequisites: BIOL 110, ENGL 101, HLSC 175, RESP 105 with grades of "C" or better in each. In the classroom, laboratory, and clinical settings, students master and apply the knowledge, skills, and attributes of basic respiratory care modalities and procedures to provide patient care safely, efficiently, and cost-effectively including: patient assessment, oxygen therapy, humidity and aerosol therapy, bronchial hygiene, volume expansion, and blood gas sampling and analysis.

RESP 291 Intermediate Respiratory Care Practicum **Summer; 3**
Prerequisites: RESP 240, RESP 290, RESP 301 with grades of "C" or better in each. Administration of general care procedures in the intensive care setting as well as blood gas sampling and analysis. An introduction to the use of mechanical ventilators is included.

RESP 294 Topics in Respiratory Care **As needed; 1-4**
Designed for students who wish a course not listed in the regular offerings. A current topic in respiratory care will be explored.

RESP 295 Independent Study in Respiratory Care **1-3**
Study on an independent basis in collaboration with the instructor on an area of respiratory care.

RESP 296 Emergency and Critical Care Practicum **Fall; 3**
Prerequisites: RESP 215, RESP 291 with grades of "C" or better in each. Analysis and clinical application of the knowledge, skills, and attributes required of the respiratory therapist for the complex team management of patients requiring mechanical ventilation and cardiovascular, neurological, and/or renal support to include whole body systems assessment and recommendation, advanced cardiopulmonary life support, and hemodynamic monitoring.

RESP 301 Cardiopulmonary Pathophysiology I **Spring; 2**
Prerequisites: BIOL 110, ENGL 101, HLSC 175, RESP 105 with grades of "C" or better in each. Applications of theoretical knowledge of diseased states and pathophysiological changes in the body with special emphasis on the respiratory and cardiovascular systems. Included is an introduction to the basic management of the disease process.

RESP 302 Cardiopulmonary Pathophysiology II **Fall; 2**
Prerequisites: RESP 215, RESP 291, RESP 301 with grades of "C" or better in each. Clinical disease management including the assessment of homeostasis and the methods of pharmacological, hemodynamics and mechanical ventilator management of ventilatory and circulatory impairment.

RESP 395 Advanced Respiratory Care Practicum **Spring; 3**
Prerequisites: RESP 165, RESP 200, RESP 296, RESP 302 with grades of "C" or better in each. Clinical exposure to advanced concepts of critical care management based on the foundation of mechanical ventilation. Opportunities for rotations through alternate sites related to respiratory care are provided, including neonatal and pediatric intensive care units.

RESP 491 Seminar in Respiratory Care **Spring; 2**
Prerequisite: RESP 165, RESP 200, RESP 296, RESP 302 with grades of "C" or better in each. This seminar focuses on preparing the student majoring in Respiratory Care for postgraduate NBRC credentialing examinations. Topics include contemporary and technical issues relevant to Respiratory Care as an allied health profession. Students must achieve a minimum cut score on each of multiple course components to pass the course. Includes class sessions and Laboratory/ Problem Solving Sessions.

RESP 495 Independent Study in Respiratory Care **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in respiratory care on the upper division level.

Sociology

When offered; credit hours

SOCI 105 General Sociology **Fall & Spring; 3**
A general introduction to the basic forms of human association and interaction dealing with the social processes, institutions, culture, and personality development. This course is a prerequisite to some upper division courses in sociology.

SOCI 180 Introduction to Marriage and Family Life **As needed; 3**
An introduction to marriage and family interaction. A multi-disciplinary approach considering the social, psychological, and physiological aspects of human life.

SOCI 230 Urban Social Problems **Fall; 3**
A study of the adjustments and changes that are constantly needed in wholesome, creative social-cultural growth in urban societies. Major urban social problems and tensions experienced in developed and developing countries, touching problems of ethnic and minority relations. Problems related to issues of women, aging, retardation, and disability. The social pathological problems of crime and delinquency, drugs, and mental and physical illnesses including AIDS. Population and environmental issues and the means of intervention on the personal, community, and national levels, with special emphasis on the role and responsibility of the Seventh-day Adventist church.

SOCI 295 Independent Study in Sociology **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in sociology at the lower division level.

SOCI 425 Sociological Theory: Its History and Development **As needed; 3**
Prerequisite: SOCI 105. A study of man's thinking, investigation, and planning of his own society and communities and of human institutions and interrelationships. A brief historical survey of earlier civilizations. Emphasis on present day scientific efforts, leading current social theories, influential social philosophies, and the contribution of social science thinking to humanity. Samplings of literature of social idealism and of social criticism.

SOCI 494 Topics in Sociology **As needed; 1-4**
Prerequisite: Approval of the department chair. A study of an area of sociology not listed as a regular course. Based on student needs and faculty consent.

SOCI 495 Independent Study in Sociology **As needed; 1-3**
Study on an independent basis in collaboration with the instructor on a topic in sociology at the upper division level.

When offered; credit hours

SOSC 315 Systems Management & Organizational Behavior **† SGPS only; 3**
Systems management and organizational behavior in light of how group functioning and behavior affects organizational effectiveness. Decision making and resolving conflict in groups with emphasis on developing strategies for efficient and productive group management and determining which tasks are best handled by individuals or groups. A job-related research project is begun by the midterm examination.

SOSC 330 Career Assessment & Planning **† SGPS only; 3**
Each student prepares and submits a portfolio of personal life in a variety of ways such as work experience, volunteer activities, civic or community services, independent study, informal seminars, and workshops that validate learning gained through experience. Career patterns are reviewed and analyzed, and goals are assessed through exercises and activities. Future trends are viewed in relation to changing careers and lifestyles. An overview of the style recommended for research papers is included.

SOSC 351 Statistical Methods **† SGPS only; 3**
Prerequisite: MATH 110. Elementary descriptive/inferential statistical concepts and procedures used in organizational management and research. Designed to prepare students who have basic statistical skills and knowledge to understand research methodology. Emphasis is placed on the application of statistical methods to the problems and issues specifically encountered in management of organizations.

SOSC 352 Research Methods **† SGPS only; 3**
Prerequisite: SOSC 351. Designed to help the student conceptualize, implement, and complete an independent research project. The student will be taught basic research designs and fundamental techniques.

SOSC 355 Communication Management **† SGPS only; 3**
Communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships through exercises, verbal and non-verbal readings, and constructive feedback. Dealing with anger and conflict. Students develop a model for effective relationships.

SOSC 375 Effective Interpersonal Relationships **† SGPS only; 3**
A study of psychological foundations of social attitudes and behavior, individual adjustments, interaction, and group and social situations. Factors involved in the individual's perception, judgments, and involvements in society. Study of group composition, conformity, and dynamics.

SOSC 415 Dynamics of Group and Organizational Behavior **† SGPS only; 3**
Students examine the formal and informal functions of organizations or an agency based on interpersonal communication skills and group performance. Discussions include theory and design, aspects of personnel relations, communication, personnel administration, training and development, and management of change.

† SGPS only = Offered only in the School of Graduate and Professional Studies

SOSC 420 Multicultural Dimensions **† SGPS only; 3**
Students use interviews and literature to explore values, beliefs, customs, and perceptions of the racial and ethnic groups affecting social, economic, and political life.

SOSC 425 Management Techniques and Supervision **† SGPS only; 3**
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 covered through readings and class practice with an analysis of the effect on productivity and morale.

SOSC 430 Human Resources Administration **† SGPS only; 3**
Values and perceptions affecting the social and economic life of selected groups are explored by analyzing policies and practices of recruitment, selection, training, development, and compensation of employees. Special emphasis is given to equal employment opportunity, safety, and legislation. Case studies and simulation methods are used.

SOSC 499 Guided Independent Research Project **† SGPS only; 0**
The guided independent research project begins with the first course scheduled and ends with the last course. Students select the project in cooperation with an Adult Evening Program instructor and their work supervisor. The project may include such items as work-related studies, experimental studies, grant proposals, and planning documents. This research project requires 250 hours of work directly related to the project. A comprehensive project write-up is required. The project receives a letter grade.

Social Work

When offered; credit hours

SWRK 100 Introduction to Social Work **Fall & Spring; 3**
The professional activity of social workers in the U.S., including a brief history of the social-work profession, its knowledge, values, and skills base, and its crosscultural aspects. Emphasis on the response of social work to varied populations and diverse cultures.

SWRK 101 Orientation to Human Services **Spring; 3**
Required of all new and transfer social work students. Orientation to the social work program which includes academic information about the social work program, including the review of Student Handbook for the social work bachelor's program, professionalism and expectations for the program, and a brief overview of key concepts in the helping professions are discussed. An opportunity to examine personal values and skills by observation at a community human services agency. Fifty hours of documented volunteer observation are required.

SWRK 220 Critical Thinking **Fall; 3**
In this course, students develop the ability to think clearly and critically. Practice includes developing writing skills that enable students to clearly present claims to support their conclusions and avoid reinforcing biases. Content will challenge students to think abstractly by examining the construction of social work theory and applying theory in practice. Topics include the relationship between critical thinking and clear writing, credibility of sources, rhetorical devices, fallacies, unclear or misleading language, the characteristics of various types of arguments and critical analysis.

† *SGPS only = Offered only in the School of Graduate and Professional Studies*

SWRK 385 Issues in Alcohol and Drug Dependency **2**
Addresses theories of addictive disorders, models for treatment and current treatment issues in alcohol and drug addiction such as HIV/AIDS, mental illness, eating disorders and domestic violence.

SWRK 387 Ethical Practice in Alcohol and Drug Counseling **1**
Introduces students to the legal and ethical considerations for alcohol and drug counselors. Within the context of drug and alcohol counseling this course stresses boundaries for professional therapeutic relationships, guidelines for ethical decision-making, confidentiality and informed consent, clients rights and professional expertise, value neutrality and imposing values as well as equality, inequality and limited resources. This course is required for Maryland certification.

SWRK 483 Pharmacology of Psychoactive Drugs **1**
Introduces students to all classifications of drugs and alcohol and their effects on the body. The alcohol use will be examined. Emphasis on the special issues of treatment needs of dual diagnosis, chronic relapses, HIV, and clients.

SWRK 485 Treatment of Substance Abuse **3**
An overview of treatment techniques and basic prevention strategies, including specific training in assessment and therapeutic techniques, and examines the relationship between etiology and treatment. This course also addresses treatment evaluation. At-risk and vulnerable populations will receive special consideration.

SWRK 487 Family Counseling **3**
Focuses on understanding family structure and functioning and surveys concepts and major theories with in the field of family counseling. Emphasizes skill development in family assessment and therapeutic intervention with families.

SOWK 315 Values, Ethics and Diversity **Spring; 2**
Special attention is given to core values and professional ethics expected of outstanding social workers. Emphasizing a Christian world view, students develop appreciation for diversity and sensitivity toward issues related to culture, race, gender, class, age, and sexual identity.

SOWK 320 Introduction to Counseling Skills **Fall; 3**
Prerequisite: PSYC101. Exposes students to basic engagement, listening, assessment, and interviewing skills. Students gain beginning skills to explore the problems of various client systems.

SOWK 325 Social Welfare and Services **Fall; 3**
Prerequisites: SWRK 100 and HIST 125 or PLST 250. An analysis of the factors which determine the manner in which social-welfare services are currently being delivered in the U.S. Factors include the value base, the historical development, and the organization of the social welfare system.

SOWK 331 Human Behavior and the Social Environment I **Fall; 2**
Ecological model for studying human behavior and an overview of normal individual development throughout the life cycle. Psychosocial, learning, and social-role theories constitute the theoretical basis for the course. Special attention paid to the impact of gender, health, and minority status upon human development.

SOWK332 Human Behavior and the Social Environment II **Spring; 2**
Ecological model for studying human behavior and an overview of normal individual development from middle childhood to late adulthood. Psychosocial, learning, and social-role theories constitute the theoretical basis for the course. Special attention paid to the impact of gender, health, and minority status upon human development. Prerequisite: SOWK331. Spring

SOWK 350 Social Welfare Policy **Spring; 3**
Examines the determining factors affecting how social-welfare services are currently delivered in the U.S., including the value base, historical development, and organization of the social-welfare system. The framework used to systematically identify, define, and analyze social problems and policies is studied.

SOWK 401, 402 Foundations of Practice I, II **Fall & Spring; 4, 4**

SOWK 401: *Corequisites/Prerequisites: SOWK 325 and SOWK 340; Corequisite: SOWK 420 and SOWK 435.*

SOWK 402: *Prerequisite: SOWK 401 and corequisite SOWK 420 and SOWK 435.* Designed to develop the theory and knowledge and skills essential in generalist social-work practice. Various methods are offered for developing communication, assessment, planning, intervention, and evaluative skills necessary in social work practice. Focus on skills necessary for practice with individuals, families, groups, and organizations in a variety of settings.

SOWK 420 Social Work Methods Seminar **Fall & Spring; 0.5, 0.5**
Corequisite: SOWK 435. Provides opportunity for students to develop their basic social work skills through integrating social work knowledge and theory into field practice. Several aspects of field will be discussed. Is taken concurrently with the student's field placement and is repeated each semester student is in SOWK 435.

SOWK 435 Field Instruction **Fall, Spring & Summer; 1-4**
Prerequisites/corequisites: SOWK 401, 402; Corequisite: SOWK 420. A lab course to give students experience and practice in a community agency under qualified supervision. A total of 400 clock hours required. Repeatable to 3 credits

SOWK 460 Death and Grief in Contemporary Society **2**
Designed to help the student understand cultural and societal perspectives on death as well as develop and increased awareness and sensitivity to the personal and interpersonal dynamics of death, dying, and loss. The student's personal encounters with dying, death, and loss, as well as the experiences of guest speakers, provides topics for class discussion. The "art of condolence" is discussed for helping people deal with uncomplicated death and loss issues.

SOWK 466 Social Work Research **Fall; 3**
A broad range of research tools available to social workers to improve both the effectiveness and efficiency of their practice. Research methodologies both quantitative and qualitative, presented. Also includes a generalist overview of statistics. Students do a research project addressing a social problem.

SOWK 475 Topics in Social Work **1-4**
Students are able to select offerings from various contemporary social-work topics. Repeatable with different topics.

SOWK 475 Crisis Intervention **2**
Survey of brief treatment models. Direct application of the different approaches to population in crises.

SOWK 489 BSW Professional Seminar **Fall & Spring; 0.5; 0.5**
Introduces and monitors professionalism as evidenced in student's portfolio, scholarship skills, and their ability to exhibit positive behaviors that will ensure success in social work practice.

SOWK 495 Independent Study/Project/Teachings **1-4**
Consent of the instructor is required.

Speech-Language Pathology and Audiology

When offered; credit hours

SPA 284 Introduction to Speech-Language Pathology and Audiology **3**
Major types of disorders. Etiology and treatment. Survey course for students majoring in speech-language pathology and audiology, prospective teachers, and others who may encounter speech-language or hearing disorders in their professions.

Spanish

When offered; credit hours

SPAN 101; 102 Introductory Spanish **Fall & Spring; 3; 3**
Emphasis on pronunciation, grammar, and conversation. Increased emphasis on reading in second semester.

SPAN 151; 152 Intermediate Spanish **Fall & Spring; 3; 3**
Prerequisite: SPAN 102 or equivalent (determined by placement exam). Expansion of vocabulary through more extensive literary and cultural readings. Greater emphasis on conversation.

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AS, Kettering College of Medical Arts
BS, Atlantic Union College
MS, Central Connecticut State University
EdD, Nova Southeastern University

Marilyn Riley — *Executive Assistant* | 2006

ADVANCEMENT AND ALUMNI RELATIONS

Bruce Peifer — *Vice President* | 2004
BS, MS, Loma Linda University

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ATHLETICS

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Lorian Anderson — *Office Manager* | 2006
[Vacancy] — *Compliance Coordinator*
Benjamin Johnson — *Athletic Support Specialist* | 1998

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Estevanny Jimenez Adames — *Director* | 2006
Ashley Jennings — *Generalist* | 2007

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MARKETING AND RECRUITMENT

William Jackson — *Vice President* | 1996
BA, Columbia Union College

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Vladimir Corea — *Admissions Counselor* | 2010
Alana Pabón — *Admissions Specialist* | 2011

STUDENT FINANCIAL SERVICES

Sharon Conway — *Director* | 1996
Louise Lewis — *Associate Director* | 1977
Kristina Dean — *Assistant Director* | 2000
Curtis Roberts — *Financial Adviser* | 2011

INFORMATION TECHNOLOGY SYSTEMS

Gregory Ingram — *Associate Vice President* | 1985
BS, MBA, Columbia Union College

David Almaraz — *Senior Technician* | 2002
Emerson David — *Junior Technician* | 2001
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Welton Ingram — *Senior Technician* | 1983
Rosalee Pedapudi — *Senior Technician* | 1999
Roger Wright — *Senior Technician* | 1995

MINISTRY

Baraka G. Muganda — *Vice President, Chaplain* | 2010
BTh, Solusi University
MA, EdD, Andrews University

Lorena Martinez — *Administrative Assistant* | 2004
Jose St. Phard — *Ministry Coordinator* | 2010

STUDENT LIFE

Jean Warden — *Vice President* | 2001
BA, University of La Verne
MA, California State Polytechnic University

Cindy Ming — *Executive Assistant* | 2009

DINING SERVICES | Aladdin Food Management Services

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Adrienne Matthews — *Dean of Women* | 2007
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Susan G. Hornshaw — *Provost* | 2011
BA, MA, University of Manitoba
PhD, University of Toronto

Cathi Wilson — *Executive Assistant* | 2009

SCHOOL OF ARTS AND SOCIAL SCIENCES

Gaspar Colón — *Dean* | 2001
BA, Atlantic Union College
MDiv, Andrews University
MPH, Loma Linda University
PhD, New York University

SCHOOL OF GRADUATE AND PROFESSIONAL STUDIES

Jude Edwards — *Dean* | 2010
BS, MS, University of Maryland University College
DBA, Nova South Eastern University

Viola Battle — *Business Manager* | 2011
Janet Brode — *Program Coordinator* | 1995
Charlotte Fulton — *Program Coordinator* | 2006
Rahneeka Hazelton — *Program Coordinator* | 2006
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SCHOOL OF HEALTH PROFESSIONS, SCIENCE AND WELLNESS

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AS, BS, Oakwood College
MSA, Central Michigan University
PhD, George Mason University

OFFICE OF THE REGISTRAR

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BA, Atlantic Union College
MA, University of Massachusetts-Boston

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Anne Saggurthi — *Assistant Registrar* | 1978

CENTER FOR STUDENT SUCCESS

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BS, Northern Caribbean University
BA, Columbia Union College
MA, Howard University

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Counselor, Counseling Services Department
Sophia Ward — *Student Success and Engagement Specialist* | 2010

WEIS LIBRARY

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Kathy Hecht — *Serials Technician* | 1984
Jane Ogora — *Access Service Librarian* | 2005
Genevieve Singh — *Professional Cataloger* | 2000
Deborah Szasz — *Acquisitions Technician* | 1978

ACADEMIC DEPARTMENTS SUPPORT STAFF

EDUCATION

Dorrett McFarlane — *Clerk, Office Secretary & Data Manager* | 2008

MUSIC

Jessica Baccus — *Administrative Assistant* | 2001

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Shiana Barnes — *Simulation Lab Technician* | 2010
Jamesa Lewis — *Grant Administrative Specialist* | 2009
[Vacancy] — *Administrative Assistant*

FINANCIAL ADMINISTRATION

Patrick Farley, CFM, CMA, CPA — *Executive Vice President* | 2002
BS, Columbia Union College
MS, University of Maryland
MS, University of Baltimore

Dacia Barnwell — *Executive Assistant* | 2001

ACCOUNTING SERVICES

Heidi Chow	*Staff Accountant*	2000
Shirley Copeman	*Assistant Director*	1970
Annaka Dorsett	*Staff Accountant*	2007
Jonelle Matthews	*Assistant Director*	2007
Gordon McWatters	*Assistant Director*	2005
Meti Solomon	*Staff Accountant*	2005

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Ellis Contee	*Technician*	2006
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George Baker	*Security Officer*	2009
Charles Bertsch	*Security Officer*	2007
Harry Childs	*Security Officer*	2007
Timothy Prue	*Security Officer*	2007
Vincent Shaw	*Security Officer*	2007
Rodney Tyson	*Security Officer*	2007

TRANSPORTATION SERVICES

Michael Polan	*Director*	1989
Philip Silver	*Service Manager*	2007
Carlos Correia	*Bus Driver*	2005
Cecil Polan	*Bus Driver*	1986
Joseph Thomas	*Bus Driver*	2001
Joseph Wilson	*Technician*	2006

UNIVERSITY BOOKSTORE

Lloyd Yutuc	*Manager*	1998

Instructional Faculty

Aalaee, Dean S.
Associate Professor | 2010
BS, Tehran University
MS, Teacher's Training College
MS, Western Illinois University
PhD, University of Massachusetts

Ampomah, Daniel
Associate Professor | 2011
BSN, MSN, PhD, George Mason University

Anderson, Elizabeth
Instructor | 2008
BA, Oakwood College
MA, American University

Anderson, Veronique
Assistant Professor | 2010
BS, Andrews University
MS, University of Nebraska-Lincoln

Bennett, Glen H.
Professor | 1993
BA, Columbia Union College
MA, PhD, University of Maryland

Bingham, James T.
Professor | 1994
BA, Avondale College
MA, PhD, Andrews University

Bolden, Francis
Assistant Professor | 2009
BS, MS, Coppin State University
MEd, Southeastern University

Bradford, Grethel I.
Assistant Professor | 2011
BS, Columbia Union College
MA, Bowie State University

Brown, Deborah J.
Associate Professor | 1982
BA, Columbia Union College
MA, Loma Linda University

Choudhary, Lena
Assistant Professor | 2008
BS, Villa Julie College
MS, JD, University of Maryland

Comilang, Susan
Associate Professor | 2004
BA, Columbia Union College
MA, Washington State University
PhD, George Washington University

DiPinto, Mark
Assistant Professor | 2003
BA, Columbia Union College
MM, DMA, Eastman School of Music

Dormer, Anton
Associate Professor | 2010
BA, Oakwood College
MD, UTESA School of Medicine
MS, University of Massachusetts-Boston

Ekkens-Villanueva, Melinda
Associate Professor | 2005
BS, Columbia Union College
MS, Appalachian State University
PhD, Uniformed Services
University of Health Sciences

Ellis, William
Professor | 2011
AB, Oberlin College
PhD, New York University

Fama, Maureen
Assistant Professor | 2007
AD, Marymount University
BS, MS, University of Maryland

Francis, Joan
Professor | 2001
BA, Atlantic Union College
MA, Andrews University
DA, Carnegie Mellon University

Fuentes, José Alvin
Assistant Professor | *2011*
BS, Atlantic Union College
MS, Southern Adventist University
MS, California University

Gavin, John
Associate Professor | 2003
BSW, Walla Walla College
MSW, The Catholic University of America

Grant, Richard
Assistant Professor | 2001
BA, Newbold College
MA, Andrews University

Griffin, Tijuana
Assistant Professor | 2010
BS, Columbia Union College
MS, University of Maryland
MSN, University of Phoenix

Gurubatham, Gladstone P.
Professor | 1964
BA, Spicer Memorial College
MA, Andrews University
MA, University of Michigan
MS, PhD, The Catholic University of America

Haas, Bradford
Assistant Professor | 2004
BA, Andrews University, Newbold College Campus
MA, Royal Holloway and New Bedford College University of London-Egham,

Hawes, Preston
Instructor | 2007
BM, Columbia Union College
MM, Yale University

Hemmings, Olive
Professor | 2002
BA, Northern Caribbean University
MA, Andrews University
PhD, Claremont Graduate University

Johnson, Arlene L.
Associate Professor | 2011
ADN, Oakwood College
BSN, Southern Adventist College
MSN, University of California- Los Angeles
PhD, University of Alabama

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Professor | 2002
BS, MSc, National University of Rwanda
MSc, PhD, University of Montreal

Kulakov, Michael M.
Professor | 2005
BA, Newbold College
MA, Andrews University
DPhil, University of Oxford

Lea, Davenia J.
Associate Professor | 2007
BS, MEd, PhD, University of Maryland

Lee, Michael
Associate Professor | 2000
BS, MS, PhD, University of Maryland

Leitma, Gunnar Grant
Professor | 1982
BA, Columbia Union College
MA, Central Michigan University
PhD, Illinois Institute of Technology

Mathieu, Marie A.
Assistant Professor | 2011
BSW, MSW, Andrews University

Moreno, Jasline
Assistant Professor | 2010
BSN, MS, University of Maryland

Morgan, Doug
Professor | 1994
BA, Union College
MA, PhD, University of Chicago

Ovando-Gibson, Maria
Associate Professor | 2011
BA, MA, Loma Linda University
MDiv, PhD, Fuller Theological Seminary

Pichot, Kimberly S.
Assistant Professor | 2011
BA, BA, Pacific Union College
MBA, Monterey Institute of International Studies

Plantak, Zdravko
Professor | 1999
BA, Newbold College
MA, Andrews University
PhD, King's College, University of London

Ramos, MaryChristine
Assistant Professor | 2001
AS, Montgomery College
BS, MS, University of Maryland

Raney, Annie
Assistant Professor | 2010
BA, Howard University
MA, Bowie State University

Rittenhouse, Virginia-Gene
Professor | 1994
BA, University of Washington
MM, Boston University
DMA, Peabody Conservatory

Roberts, Melvin
Professor | 1994
BS, Southwestern Adventist College
PhD, Texas A & M University

Rosendall, Sean
Instructor | 2010
BS, Washington Adventist University

Rosette, Vicki
Instructor | 1990
BS, Columbia Union College

Scur, Bogdan
Associate Professor | 2001
BA, Andrews University
MA, University of Stellenbosch

Swaby, D. Oliver
Associate Professor | 1994
BS, Northern Caribbean University
MBA, Howard University

Swan, Valerie
Assistant Professor | 2007
BS, Columbia Union College
MS, Bowie State University

Tobing, Joseph
Assistant Professor | 1998
BA, Indonesian Adventist University
BS, Columbia Union College
MS, University of Maryland
University College

Tucker, Alvin
Instructor | 1987
BS, Columbia Union College

Wang, Qiong
Assistant Professor | 2009
BSN, Adventist University
of the Philippines
MPH, Adventist International Institute
of Advanced Studies
MSN, Loma Linda University

Warren, Ronald
Associate Professor | 1999
BA, Bluffton College
MM, Bowling Green State University
DMA, University of Maryland

Williams, Patrick
Professor | 2010
BS, West Indies College
MBA, PhD, Andrews University

Wilson, Bruce
Associate Professor | 1998
BS, Union College
MM, Shenandoah University

Winkfield, Devora Renee
Associate Professor | 2001
BS, Loma Linda University
MS, University of California
PhD, Capella University

Faculty Emeriti

James M. Hammond | Psychology

Robert F. Schwindt | Psychology

Gerald L. Shadel | History

Joseph Wheeler | English

Margaret von Hake | Librarian

Virginia-Gene Rittenhouse | Music

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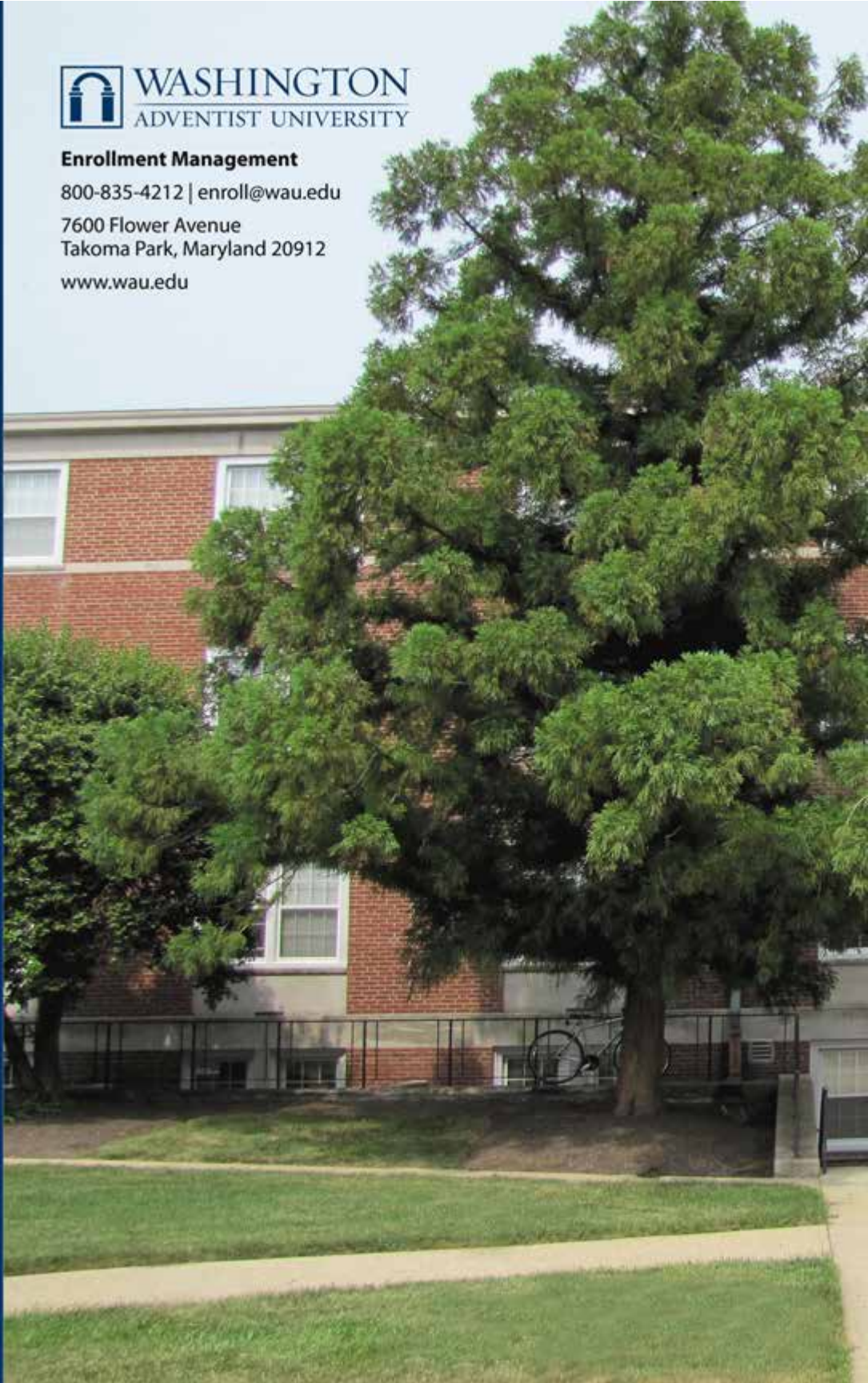
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