2007–2008 CATALOG

TABLE OF CONTENTS

Crown Adult Programs .................. 3
Admissions .............................. 4
Financial Information .................... 6
Costs for 2007–2008 ..................... 7
Financial Aid ............................. 9
General Academic Information ........... 12
Facilities and Services ................... 18
Statement of Faith ......................... 20
EXCEL Program ......................... 21

Associate’s Degree PROGRAMS ........... 22
Degree Completion Programs ............... 28
Certificate Programs ..................... 36
Licensures ................................ 38
Graduate Program ....................... 39
Online Program ........................... 45
Course Descriptions ..................... 55
Administration ........................... 73
Index .................................... 76

Information in the
Center for Crown Adult Programs Catalog
is subject to change without notice.
Crown College is situated on a beautiful 215-acre campus about 25 minutes west of Minneapolis near the communities of Waconia and St. Bonifacius, Minnesota. The mission of Crown College is to provide a biblically-based education for Christian leadership in The Christian and Missionary Alliance, the church-at-large, and the world.

The institution was founded in 1916 by Reverend J. D. Williams for the purpose of educating men and women for Christian ministry. The College resided in St. Paul, Minnesota, for over 50 years—first in a private home, later on Sherburne Avenue, and for many years at 1361 Englewood Avenue. In 1970, the College moved to its present campus nestled among the rolling hills of one of the most lake-dotted regions of Minnesota, west of popular Lake Minnetonka. Just minutes from the Twin Cities of Minneapolis and St. Paul, Crown College offers a place of retreat for learning and growth.

Today Crown College is a recognized leader in biblical higher education, offering programs that prepare students for professions in a variety of fields. Each Crown College degree is paired with a core of Christian Studies. The College continues to dedicate itself to the pursuit of educational excellence and to the perpetuation of spiritual fervency.

It is the conviction of the College that the truth of God’s Word is an absolutely essential ingredient in education. Students not only learn about life, they learn how to live. Crown College is a community of believers desiring to “grow in the grace and knowledge of our Lord and Savior Jesus Christ” (II Peter 3:18).
Welcome to The Center for Crown Adult Programs (CCAP). Crown College offers non-traditional education designed specifically for adult learners leading to associate’s, bachelor’s, and master’s degrees as well as several licensure/certificate programs. CCAP offers two educational format options: the classroom environment and online courses.

This handbook is designed to provide CCAP students with appropriate information about curriculum, faculty, policies and procedures, student services, and finances relating to the non-traditional program. Information about the traditional undergraduate program and its policies is available in the Undergraduate College Catalog.

**ACCREDITATION AND AFFILIATIONS**

Crown College is accredited by the Higher Learning Commission—a member of the North Central Association as well as by the Association for Biblical Higher Education (ABHE). The College is also a member of the Council for Christian Colleges and Universities (CCCU). Crown is the Midwest regional college of The Christian and Missionary Alliance, an extensive missionary denomination with national offices located in Colorado Springs, Colorado.

**MISSION STATEMENT**

The mission of Crown College is to provide a biblically-based education for Christian leadership in The Christian and Missionary Alliance, the church-at-large, and the world.

The mission of the Center for Crown Adult Programs is to provide the educational experience in an environment supportive of faith and learning that will encourage adult students to discover their destiny.

**WHAT ARE NON-TRADITIONAL PROGRAMS?**

Traditional programs usually refer to higher education offered primarily during the day to students who live in college residences. Classes in traditional programs often meet 2 or 3 times per week over a period of 12 to 16 weeks. On the other hand, non-traditional educational models are characterized by programs founded on the principles and practices of adult education, according to research which has been conducted throughout this last century. Because of this research, Crown is able to offer high quality education to an age-related group of people through classes or “modules” available on campus evenings or weekends. Online programs provide the flexibility to complete educational requirements entirely through the internet at the convenience of the student.

**WHAT ARE ASSOCIATE’S DEGREES?**

Associate’s degrees are generally two- or three-year programs of 60 credits or more. Associate’s degrees enable the student to complete a college’s General Education Requirements (GERs) while focusing on a particular area of concentrated study.

**WHAT IS A DEGREE COMPLETION PROGRAM?**

Degree completion programs are designed for students who have previously earned an associate’s degree or its equivalent (approximately 60-70 credits). These programs allow students to build on prior education to complete a bachelor’s degree.

**ACADEMIC CALENDAR**

The Center for Crown Adult Programs operates on a three-term calendar and credits are reported according to earned semester hours. The fall term begins in August, the spring term starts in January, and the summer term begins in May. Though start dates are flexible, student schedules will be arranged to conform to a three-term schedule. Breaks are scheduled around major holidays.
ADMISSION CRITERIA

CCAP welcomes all applicants regardless of race, color, age, handicap, and national or ethnic origin.

EXCEL

A candidate for the EXCEL program must be at least 23 years of age to be considered for admission. All program applicants must have a high school diploma or GED and have earned at least a cumulative 2.0 GPA (on a 4.0 scale) on all work transferred. Degree completion students must have completed approximately two years of college and have an acceptable plan to complete 36 credits of general education core requirements and any electives needed to obtain degree requirements (total of 125 minimum semester hours to graduate.) This can be done through previous college credit, Credit for Prior Learning (CPL), College Level Examination Program (CLEP) testing, or courses to be taken in the future.

Online

Associate’s degree candidates for the Online Program must have a high school diploma or GED, an ACT minimum composite score of 18 or SAT minimum combined score of 860 for students under age 21 with no college experience, and a minimum cumulative GPA of 2.0 (4.0 scale) in previous college work. Bachelor’s degree applicants must have completed approximately two years of college or an associate’s degree (60 or more credits) and have a minimum cumulative GPA of 2.0 (4.0 scale) on all transferred work applied to the degree.

Graduate Program

Admission to a master’s degree program (on campus or online) requires the completion of a bachelor’s degree at an accredited college or university with all corresponding transcripts on file with the CCAP Office. Unaccredited degrees are evaluated by the Graduate Admissions Committee. Applicants must also have twelve undergraduate semester credits in the chosen field of study and a minimum of 2.5 for all previous post-secondary academic studies. A GRE (Graduate Record Examination) may be required. Enter the Crown College code of 6639 when registering for the exam. The Admissions Committee assesses a GPA below 2.5 on a case by case basis.

Non-Degree

A non-degree seeking applicants must fill out an application, pay the application fee, and have one official transcript mailed to the College. If the student decides to enter a degree-seeking program, s/he must re-apply for that program and meet the qualifications for that program.

Teacher Licensure

Teacher Licensure students must have completed a bachelor’s degree at a regionally accredited college or university with a minimum GPA of 2.5. Official college transcripts for all previous undergraduate course work must be on file in order to begin the licensure program.

ADMISSION PROCEDURES

1. Complete and submit the application form with the application fee.
2. Submit an admission essay (details on application) or schedule an admission interview.
3. If a student is seeking an associate’s or bachelor’s degree, a high school transcript or GED verification is needed. All applicants must request original transcripts from each college or university previously attended to be sent directly to the CCAP Office. Check with the registrar at each institution for the appropriate transcript fee to enclose with each transcript request.
4. Distribute two reference forms (not required for teacher licensure applicants). Students pursuing an M.A. in Intercultural Leadership Studies, M.A. in Ministry Leadership, B.S. in Christian Ministry, or an A.S. in Christian Ministry must have one reference completed by a pastor or another church leader and also sign the College Statement of Faith.
5. After transcripts have been received at the College and evaluated, an educational plan will be created and an advisor will assist the student.
6. When all admission documents have been received, an acceptance decision will be made and the student will be notified of that decision.
7. Upon acceptance, a completed health history for is required.
8. New EXCEL, licensure, and graduate students must attend orientation prior to the beginning of the term. New online students must complete an orientation process online.

**HOME-EDUCATED CREDIT**

An official transcript for grades 9–12 is required. The transcript must include the course name, brief description, evaluation (letter grades preferred), the signature of the primary educator, and date of high school graduation.

**STUDENT CLASSIFICATION**

**Degree Students**

Students must satisfy all admission criteria and enroll in courses with the intention of completing a degree program.

**Non-Degree Students**

These students complete the non-degree application process and enroll without the intention of completing a degree at Crown. Students wishing only to audit courses also complete the non-degree application. Non-degree students may enroll for a maximum of nine graduate-level credits or an unlimited number of undergraduate credits. No financial aid is available.

**Provisional Status**

**Graduate Students:** Applicants who have not yet completed all the degree prerequisites (see specific degree program listings) but whose plan to complete the prerequisites satisfies the Graduate Studies Admission Committee may complete up to nine hours of graduate credit. For example, students who have completed a portion of the prerequisites may be permitted to enroll in a graduate course while concluding the necessary foundational studies requirements for the program.

Provisionally accepted students will have the details of their status clarified in writing by the Admissions Committee.

**Undergraduate Students:** Applicants who have not yet submitted one or more of the application documents may be permitted to begin their first class with the understanding that they cannot continue to a second class until the documents have been received by the CCAP Enrollment Office.

**Conditional Status**

Applicants whose grade point average (GPA) prior to studying at Crown is below the stated requirement (undergraduate degrees—2.0, nursing students, licensure, and graduate degrees—2.5) may be admitted under conditional status.

Conditionally accepted students must complete their first nine credits with improvement (at least a 2.0 for undergraduate degrees, 2.5 for Nursing—BSN Completion and teacher education, and 2.75 for graduate degrees) in order to move to regular student status and continue toward their degree.

**International Students**

CCAP welcomes international students who desire to further develop their leadership abilities. All incoming students whose first language is not English may be required to take the Test of English as a Foreign Language (TOEFL). If students are required to take the test, they must score at least 500 on the TOEFL to gain admission.

For information on the TOEFL exam, write TOEFL, Box 6155, Princeton, NJ 08541, or go to their website www.toefl.org. Because the TOEFL exam is given only a limited number of times each year, the applicant should allow sufficient time for the results to be included in the admission process.

International student applicants are expected to meet the same admission standards as other applicants. To determine equivalency of credit, CCAP uses a transcript evaluation service to evaluate foreign educational credit. International student applicants are required to submit their transcripts to the service.

International applicants who plan to study in the United States must have the financial resources to cover study and living expenses for the length of the entire degree program. For married students, this financial support must include the living expenses for all dependents as well. Once an applicant has been granted admission and provides documentation of adequate financial support for the entire length of the study program, the required U.S. Department of Immigration form I-20 will be sent to the student.

Crown College cannot issue I-20 forms to online students.
FINANCIAL INFORMATION

HEALTH HISTORY AND RECORDS

Accompanying the admission acceptance letter is a medical health history form to be completed by the applicant and returned to the Office of Admissions. This medical form is to be completed by all new students and by those who are returning to Crown College following an absence of more than two calendar years. Up-to-date immunizations and records are required by Minnesota State Law and must be documented before a student may register for classes. A doctor’s physical examination within six months prior to enrollment/participation is required if the student participates in intercollegiate athletics, is seeking exemption from physical education courses, or has chronic or serious conditions that present any potential need for health care.

NON-TRADITIONAL STUDIES ADMISSIONS COMMITTEE

The Non-Traditional Studies Admissions Committee is comprised of the dean of non-traditional programs, the vice president of enrollment, the vice president of academic affairs, and the registrar.

AUDITING

Students wishing to enroll in a course without credit may register to audit the course. Students auditing a course are considered participants in the class, though completion of written assignments or examinations is not required. Enrollment is restricted in some courses, and a grade or credit for the course is not granted. Audited classes may be repeated for credit.

Any student who has not been admitted as a degree-seeking student must apply for admission under the non-degree status in order to audit. Degree-seeking students must confer with their program advisor prior to auditing a course. Admission and registration forms are available from the CCAP Enrollment Office.

RE-ADMISSION

Application for re-admission is necessary after one year of inactivity. The student must submit an Application for Re-Admission, personal reference (pastoral reference for ministry degree programs), and transcripts for any post-secondary work not already on file. Academic standing will be a determining factor for considering re-admission. (See Academic Probation and Suspension section.)

FINANCES

FINANCIAL INFORMATION

COSTS

Tuition and Fees

Tuition and fees are paid at registration for each term. Current tuition costs can be found in the tuition schedule. Tuition costs are re-evaluated after each fiscal year ending June 30. Crown College reserves the right to adjust tuition each academic year and to adjust fees on a per-term basis. Each degree-seeking student in the EXCEL Program will be provided with a laptop computer.

Application Fee

The application fee must be received with the application.

Resource Fee

Some programs require a per-credit resource fee to cover the cost of hand-outs, curriculum guides, copyright permissions, and computer software. The resource fee in the EXCEL and licensure programs includes textbooks.

Registration Fee

CCAP students are assessed a registration fee each term. This fee is non-refundable and due at registration.

Graduation Fee

All degree candidates are assessed a graduation fee which is added to the student’s account in the last term of registration.

Optional CPL Fee

The fee for Credit for Prior Learning (CPL) is $50 for each semester credit. For example, if a student applies for 12 credits in CPL, the fee will be $600. However, receiving all 12 credits is not automatic, but is based upon an evaluation of the individual student’s work by a faculty evaluator in that field. If the evaluator awards fewer credits than were applied for, the fee will not be decreased.
FINANCIAL OBLIGATIONS

Financial obligations must be paid-in-full before a student is considered officially enrolled and starts attending classes. All students must communicate with the Student Billing Office regarding payment of their account. The Student Billing Office determines whether a student’s term obligations are paid-in-full.

The following forms of payment, when they equal or exceed the student’s total charges, will constitute payment-in-full:

1. Awarded grants and scholarships
2. Loans (A promissory note must be signed for a loan to count as payment. Loan eligibility is not counted as payment.)
3. Personal Funds (cash, check, Visa, Mastercard, Discover)
4. Crown College Deferred Payment Plan

Participating in the Crown College Deferred Payment Plan allows students to make monthly payments for the portion of their bill that is not covered by scholarships, grants, and loans. General terms of the plan include equal monthly payments that pay off the balance before the beginning of the last course of the term. Contact the Student Billing Office for specific details.

Crown does not accept students’ participation in a company reimbursement plan as a method of advance payment. Students whose employers reimburse educational cost must utilize the above methods of payment and seek reimbursement from their employer.

Transcripts will be held and enrollment denied to students whose account is not current.

EXCEL students must have completed the registration process including having made acceptable financial arrangements with the Student Billing Office in order to receive their laptop computer at orientation.

PAYMENT DUE DATES

First-term tuition and resource fees or a satisfactory financial arrangement are due at orientation. Future term arrangements are due on the respective registration dates.

REFUND AND FINANCIAL POLICIES

Completing educational goals is an important step in one’s personal and career development. This financial investment will likely provide dividends and opportunities that will be well worth the investment. Crown College has made a commitment to partner with students in this process by providing the research,
instructors, classrooms, resources, and administrative support to facilitate student success.

Attendance and full participation in the learning process is essential to achieve the desired outcomes. Part of this commitment includes paying for the educational services rendered; each student has a financial responsibility for the classes which s/he attends. In accordance with this financial commitment, students should be aware of the following:

1. Registration is for a full term of courses, so when a student decides not to finish a course, a change in financial aid is likely. Financial aid is adjusted to reflect the change in enrollment.

2. If a student registers for a term (nine credits for an undergraduate and six credits for a graduate student) and then drops out after the first module, the costs of that module become the student’s personal responsibility and his/her financial aid may be returned to the government. Students should always check with the Financial Aid Office before dropping a class to determine the financial consequences of their actions. Finishing the term is always a student’s best use of resources.

3. Dropping a class:

   DROP BEFORE: If a course is dropped from registration before the first class period, registration is invalidated and the course is removed from the registration. The course will not appear on the transcript and student will receive a full refund.

   DROP DURING: If a course is dropped from registration after attending the first class period but before the second class period, student will receive tuition refund, but the registration remains valid and a grade of “W” (withdrawn) is assigned to the transcript.

   DROP AFTER: If a course is dropped from registration after the second class period, the registration remains valid, a grade of “W” (withdrawn) is assigned to the transcript, and no refund is given.

   The drop is executed when the student notifies the CCAP Office and completes the necessary procedures. The drop date is the date of notification. Without notification, the class has not been dropped, unless an unofficial withdrawal has occurred (see #6).

4. The government bases its maximum financial responsibility toward a student on the amount of credits necessary to complete a bachelor’s degree. Courses that are failed and/or withdrawn from still count toward the total number of credits the government views as its responsibility. Repeated failures will ultimately cost a student financial aid dollars.

5. Grants and scholarships are applied to a student’s account about 30 days after the student’s first day of class. Loan funds are applied at the midpoint of the term. If a student withdraws before financial aid funds arrive, federal regulations require the College to complete a refund calculation to determine the amount of federal aid a student has earned. The student is financially responsible for any classes in which s/he was enrolled for at least two meetings/weeks. A student is enrolled in a class until s/he officially notifies the College of the intent to withdraw.

6. Withdrawals occur in two ways:

   a) Official withdrawal occurs when the student notifies the CCAP Office of his/her intent to withdraw and completes the necessary forms to consummate the withdrawal. The date of withdrawal is the date of notification. Until notification occurs, enrollment is considered to be active. Official withdrawals can be completed for a single class or for a term.

   b) Unofficial withdrawal occurs when a student stops attending class for 30 days. The last class of attendance is considered the date of withdrawal and the student is withdrawn from all the classes remaining in the term. If a student attended two classes of a module before the unofficial withdrawal date, the student is financially responsible for that module.

7. The CCAP Office realizes that there are a number of valid reasons why students withdraw from classes. In order to better understand the particular needs of the student and to keep improving the program, an exit interview is required.

8. Degree-seeking EXCEL students are given a laptop computer to use in the program, and are required to sign an equipment usage agreement when the computer is issued. If a student withdraws from the program, the computer must be returned within 30 days. No refund will be issued without the return of the computer and the student’s account will be charged for the cost of the computer if it is not returned in 30 days. If the student is dropping a single module and returns for the next module, the student may keep the computer. However, the student’s account will be charged for the use of the computer while the student is not in attendance.

9. Crown College is a tuition-funded institution. Student costs may increase as the cost of providing the services increases. The Office of Fiscal Operations reserves the right to make those changes accordingly.
FINANCIAL AID

Preparing for a college education requires a great deal of advance planning. In order to make appropriate financial preparations, consider these important topics. It would be helpful to make a checklist of those points which might require further attention.

GRANT ASSISTANCE

Federal and state grants are awarded based upon a variety of factors, but most often on the basis of the program and/or the demonstrated financial need. Unless otherwise noted by the donor, the student does not need to repay these funds.

Listed below are some of the most common forms of gift assistance:

- **Federal Pell Grant**: Based on financial need. Recipients must be enrolled as regular degree-seeking students in approved undergraduate programs.
- **Minnesota State Grant**: Available to Minnesota State Residents enrolled as regular degree-seeking students in approved undergraduate programs. This award is need based and prorated based on the number of credits in which a student is enrolled each term. For more information, visit the State Grant website at [www.ohe.state.mn.us](http://www.ohe.state.mn.us)
- **Minnesota National Guard Education Assistance Program**: Visit their website for more information. [www.minnesotanationalguard.org/education/scholarships.php](http://www.minnesotanationalguard.org/education/scholarships.php)
- **Veteran’s Benefits**: Eligibility is determined by the Veteran’s Administration. Potentially eligible students should contact their local Veteran’s Administration representative.
- **Employee Reimbursement Program**: Contact your company’s personnel office to investigate this source of financial assistance.

Students need to complete the Free Application for Federal Student Aid (FAFSA) to determine grant eligibility. Grants do not need to be repaid.

STUDENT LOANS

- **Federal Family Education Loan Program (FFEL)**
- **Federal Stafford Student Loan**: Available to undergraduate students.

Students need to complete Free Application for Federal Student Aid (FAFSA) to determine loan eligibility. Loans need to be repaid.

CROWN ADULT PROGRAMS SCHOLARSHIPS

The CHAD AND JO PIEHL ENDOWED SCHOLARSHIP is awarded to a CCAP student pursuing the Management and Ethics major. The award will be based upon academic performance. The student’s employer should not be providing all of the student’s educational costs.

The CROWN ADULT PROGRAMS ALUMNI ENDOWED SCHOLARSHIP is awarded to CCAP students enrolled full time in an undergraduate major. Preference will be given to students with financial need, a minimum 3.0 GPA, and demonstrated leadership.

The CROWN COLLEGE GRADUATE STUDIES INTERCULTURAL LEADERSHIP STUDIES ENDOWED SCHOLARSHIP is awarded to graduate students with financial need who are pursuing a graduate degree in Intercultural Leadership Studies. Considerations may be given to foreign students who demonstrate a call to cross-cultural ministry and who are pursuing a graduate degree in Ministry Leadership.

The CROWN COLLEGE ONLINE FOREIGN STUDENT CHRISTIAN MINISTRY ENDOWED SCHOLARSHIP is awarded to online students from foreign countries who demonstrate ministry potential, are pursuing an undergraduate degree in Christian Ministry, and have financial need.

The CCAP New Student Scholarship is for new degree-seeking and licensure CCAP students based on past academic performance, goals and aspirations, Christian commitment, and financial need. It is a one-time scholarship, good only for the term awarded and cannot be transferred to a future date. The deadline to apply is August 1 for the fall 2007 term.

A $100 CCAP Student Referral Scholarship is awarded to each current CCAP degree-seeking or licensure student as a thank you for referring a matriculating student to a CCAP degree or licensure program. The person who is referred must be an incoming degree-seeking student enrolling for the fall 2007 term. Eligibility is dependent on the referral being the student’s first point of contact with the College.

CCAP Alumni Referral Scholarships are awarded to new CCAP students referred to the program by CCAP alumni. Eligibility is dependent on the alumni referral being the student’s first point of
contact with the College. The scholarships are for incoming degree-seeking or licensure students in the CCAP program. The total amount of the 2007 scholarship is $500.00.

INSTITUTIONAL AID

Ministry Matching Scholarship for Online Students

Crown College provides a ministry matching scholarship for students pursuing ministry degrees online. To utilize the scholarship, a student contacts his or her local church and/or district office to determine if funds are available to assist in tuition. If either office or a combination of both has funds available, the student can then apply for matching assistance from Crown College. Crown College will match dollar-for-dollar whatever the church gives up to 25% of the student’s tuition rate. For Ministry Matching Scholarship application forms contact the Crown Online Office at 952-446-4354 or toll-free 866-CROWN-OL.

C&MA Credentialed Worker Grant

A 10% reduction in tuition is granted to students who are credentialed workers with The Christian and Missionary Alliance. The C&MA worker grant cannot be used in conjunction with any other institutional grant or scholarship.

International Student Grant

A 25% reduction in tuition is granted to CCAP students not residing in the USA or its territories.

Tuition Grant Program

This grant is available for individuals who are members of a church participating in the Crown College Tuition Grant Program. As part of this program, the home church gives an amount equivalent to 1–3% of its general operating budget for the fiscal year to Crown College and students receive grants based on the percentage of their church’s contribution. Churches wishing to enroll in the College Tuition Grant Program should communicate with the Church Relations Office to receive the necessary orientation and forms for enrollment. Online students are not eligible for this grant.

Church Matching Scholarship Grant

This grant is available for individuals whose church participates in the Church Matching Scholarship Program. As part of this program, the home church awards scholarship monies to the student. Crown College matches fund from the local church providing up to $100 matching grant for spring and fall terms for graduate students, and up to $250 for fall and spring terms for undergraduate students. Student must be enrolled for at least six credits per term in the graduate program or nine credits per term in the undergraduate program to be eligible to receive funds. Church Matching information is available online at www.crown.edu/finaid.

FINANCIAL AID PROCESS

In order to receive the financial aid package before classes start, begin paperwork at least six weeks before registration.

Step One—Apply for Admission to Crown College.

• Financial aid awards are only issued to accepted students.

Step Two—Apply for Department of Education PIN at www.pin.ed.gov

• Students use this PIN to sign their FAFSA and later on the Master Promissory Note (MPN) if they choose to borrow loans.

Step Three—Apply for Financial Aid

• All students applying for financial aid must complete the Free Application for Federal Student Aid (FAFSA). The FASFA can be found at www.fafsa.ed.gov.

    The Department of Education selects approximately 30% of financial aid applicants for a process called verification. Students selected for verification will be notified by the College and must complete a Verification Worksheet which Crown provides (available online) and submit a signed copy of their federal income tax return and W-2s to the Crown College Financial Aid Office.

Step Four—Financial Aid Notification

    Accepted students who complete the financial aid application process will receive a financial aid award package. Students should carefully review all information included in the award package and promptly complete the necessary documents.

        To apply for a Federal Stafford Loan, the following forms must be completed:

        • Financial Aid Award Letter Copy—enclosed in Financial Aid Package

        • FEDERAL STAFFORD LOAN MASTER PROMISSORY NOTE (MPN), which should be completed online at www.crown.edu/finaid

        • Loan Entrance Counseling, which should be completed online at www.mapping-your-future.org. Select “Student Loan Counseling Interview,” then “Stafford Entrance.”
Step Five—Begin Classes

Students who register or begin classes before completing the Financial Aid process should be prepared to make other arrangements for payment. Contact the Student Billing Office at 952-446-4126 for information about payment options.

STUDENT LOAN EXIT COUNSELING

Students who borrowed through a Federal Loan Program are required to complete Student Loan Exit Counseling when they graduate, withdraw, or drop below half-time status.

Contact the Financial Aid Office at 952-446-4177 or via e-mail at finaid@crown.edu for additional information.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal regulations require that all financial aid recipients progress at a reasonable rate and make satisfactory progress toward achieving a certificate or degree. This requirement applies to all terms regardless of whether or not the student received financial aid. For undergraduate students, satisfactory progress is measured by (1) the student’s cumulative grade point average, (2) the number of credits earned in relation to those attempted, and (3) the maximum time frame allowed to complete the academic program.

1. Cumulative Grade Point Average. Grade point average is calculated by the Registrar’s Office. Students who drop below the following minimum cumulative GPA will be placed on Financial Aid Probation:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Minimum Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-16</td>
<td>1.70</td>
</tr>
<tr>
<td>17-32</td>
<td>1.75</td>
</tr>
<tr>
<td>33-48</td>
<td>1.80</td>
</tr>
<tr>
<td>49-64</td>
<td>1.90</td>
</tr>
<tr>
<td>65 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

2. Cumulative Credits Earned. Students who fail to complete the required percent of credits as defined below will be placed on Financial Aid Probation.

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Required Completion %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 60</td>
<td>60%</td>
</tr>
<tr>
<td>60-89</td>
<td>65%</td>
</tr>
<tr>
<td>90 and above</td>
<td>67%</td>
</tr>
</tbody>
</table>

3. Maximum time frame. Students must complete their degree within the following maximum number of attempted credits:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Max. Attempted Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate</td>
<td>48 credits</td>
</tr>
<tr>
<td>Associate’s Degree</td>
<td>99 credits</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>187 credits</td>
</tr>
</tbody>
</table>

Students will not be considered to reach or exceed the maximum number of attempted credit hours until after the term in which they reach or exceed their respective limit. Students are no longer eligible to receive financial aid after they reach these maximums.

TRANSFER STUDENTS

All transfer credits accepted by Crown will be used in determining when the maximum time frame requirement has been reached. Students may, however, appeal to have only the credits accepted toward their Crown degree included in the maximum time frame calculation. Transfer credits are also used when calculating the required completion percentage.

SECOND DEGREE STUDENTS

Students who have already earned a first baccalaureate degree are eligible for loans if they are pursuing an initial teacher licensure or a second degree (i.e. they have a B.A., and are now seeking a B.S.). These students have up to an additional 187 attempted hours before exceeding the maximum time frame.

FINANCIAL AID PROBATION

At the end of each academic year, students will be officially evaluated for satisfactory progress. Students who fail to meet any of the above standards of satisfactory progress will be placed on financial aid probation for the following academic term. Students may receive financial aid during the probation period.

TERMINATION OF FINANCIAL AID

Following the probationary period students will be evaluated for satisfactory progress. If the student is not meeting the standards of satisfactory academic progress at the end of the probation period, financial aid will be terminated. If the student is making satisfactory academic progress the student will be removed from financial aid probation. Students who are academically suspended (and not reinstated on appeal) are immediately terminated from financial aid, without a probation period.
FINANCIAL AID APPEALS

Students whose financial aid is terminated due to lack of satisfactory progress may appeal this decision. The appeal must be presented in writing and should be accompanied with supporting documentation. Appeals should be sent to the Crown College Financial Aid Office and will be reviewed by the Director of Financial Aid. Acceptable reasons for appeal include injury or illness of the student, illness or death of an immediate relative of the student, or other extenuating circumstances beyond the student’s control.

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY

Students whose financial aid was terminated due to lack of satisfactory academic progress may choose to enroll without benefit of financial aid. Such students may request a review of their academic record after any probationary term to determine whether they have met the satisfactory academic progress standards. If the standards are met, financial aid eligibility is restored for subsequent terms of enrollment.

Students who withdraw from Crown College after their financial aid was terminated due to lack of satisfactory academic progress, may apply for financial aid after earning the equivalent of at least 24 semester hours with a minimum cumulative grade point average of 2.0 at another post-secondary institution. Students should contact the Financial Aid Office if they have questions about this policy, the appeal process, or reinstatement of financial aid eligibility.

ACCREDITATION AND ACADEMIC RECOGNITION

Crown College is accredited by The Higher Learning Commission—a member of the North Central Association (NCA, 30 No. LaSalle St., Chicago, IL 60602) and by the Association for Biblical Higher Education (ABHE, 5890 S. Semoram Boulevard, PO Box 780339, Orlando, FL 32826). Due to this excellent accreditation status, credits and degrees earned at Crown are transferable and recognized by public and private colleges and universities throughout the world.

The College has been accredited by the Association for Biblical Higher Education (ABHE) since 1950 and has been a member of the North Central Association since 1980. Candidate status with NCA was granted in July of 1974. In addition, the College is chartered by the Minnesota Department of Education as a degree-granting institution. Veterans attending Crown College are eligible to use their veterans’ education benefits. The College is authorized under federal law to enroll non-immigrant alien students.

PROFESSIONAL ORGANIZATIONS

GENERAL ACADEMIC INFORMATION

Administers, North American Coalition for Christian Admissions Professionals, Upper Midwest Association of College Registrars and Admissions Officers.

ACADEMIC ADVISOR

Students enrolling in CCAP are assigned an academic advisor who will review transfer credits and assist students in the registration and graduation processes. Academic advisors are available for conferences when the students need advice. Students are encouraged to communicate with their advisor to complete their degree in a timely manner.

REGISTRATION

Registration for EXCEL students who are continuing their studies at Crown is held twice each year. Students will be notified regarding upcoming registration dates and must register during the designated time. Students may be able to register their registration at other times if necessary. Financial arrangements should be completed prior to registration. Tuition and fees are paid at registration.

Graduate, licensure, and online students may register at any time after the posting of term schedules. Students are encouraged to register at least three weeks prior to the beginning of the class to allow time for obtaining textbooks and completing pre-class assignments. Online students will be given log-in instructions for the Crown Online registration site and complete the process online.

Students who wish to register for more than 12 credits per semester must contact their advisor and petition to do so.

EDUCATIONAL PLAN

Students will receive an educational plan upon acceptance to the program. This plan will demonstrate the transfer credits that apply to the program as well as the credits needed to graduate with the desired degree. Students will review their educational plan continually with their academic advisor for registration and graduation process.

TRANSFER CREDIT

Undergraduate students who have completed courses at colleges, either regionally accredited or by the Association for Biblical Higher Education, may receive up to 95 semester hours of transfer credit. Graduate students may transfer six credit hours to Crown College. The number of credits, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses, grade received (C or higher for undergraduate and B or higher for graduate work,) and the type of institution. An applicant who has attended any college or university after graduation from high school must request to have an official transcript sent to Crown College from each institution. Evaluations will be under the supervision of the Registrar.

PROFICIENCY CREDIT BY EXAMINATION AND CREDIT FOR PRIOR LEARNING

Matriculated students at Crown College may earn up to 30 semester credits toward program requirements through the taking of standardized exams or completing a Credit for Prior Learning (CPL) portfolio. Testing includes Advanced Placement, CLEP (College Level Examination Program), DANTES, and Crown College Computer Proficiency Examinations. Brief details of these options are listed below. The total amount of credits earned through standardized exams, credit for prior learning, and transfer course work can not exceed 95 credits. These programs can not be used to fulfill the Crown College residency requirement of 30 credits (see “Residency Requirements).

Credits earned by examination or Credit for Prior Learning may not be used to raise a grade or remove a failing grade in courses already taken at Crown College. Students cannot receive proficiency credit for subjects that duplicate credit previously earned.

Students should consult with the advisor to determine which options would work the best. These options should be pursued in the early stages of the program. Proficiency Credit by Examination and Credit for Prior learning are available for students in the EXCEL and Online Undergraduate Programs. However, up to twelve credits may be earned toward prerequisite requirements for the Graduate Program.

1. Advanced Placement Examinations of the College Entrance Examination Board (CEEB) with a grade of three or better may be applied depending on the program requirements. An official transcript from Advanced Placement must be sent to Crown College.

2. College Level Examination Program (CLEP) exams are administered to prospective and current Crown College Students through the Registrar’s Office. CLEP subject examinations are recommended for students with extensive preparation and advanced knowledge in subject fields. If taken at Crown, the cost is $80 per exam ($65 CLEP charge and $15 processing fee). The list of approved CLEP exams and needed scores are listed in Appendix A. If the exam was taken at another location, please request that an official transcript be sent from CLEP to
Crown College. If the test is taken at Crown College, please request the results be sent to Crown College.

3. The DANTES (Defense Activity for Non-Traditional Education Support) provides opportunity for people to earn college credit for what they have learned outside the traditional classroom. Accepted or administered at over 1,900 college and universities nationwide and approved by ACE (American Council on Education), the DSST program enables people to use their knowledge acquired outside the classroom to accomplish their education and professional goals.

4. Proficiency in Computers—Exams in Introduction to Computers, Introduction to the Internet, Introduction to Spreadsheet Concepts, and Introduction to Databases are available through the College. Matriculated students who pass the exam receive proficiency credit on their transcript. This proficiency credit is not transferable to other institutions. A one-time fee of $40 for proficiency tests will be charged. Additional information including the retake policy is available through the CCAP Office.

CREDIT FOR PRIOR LEARNING (CPL)

In some situations, students may receive college credit for life experiences and other non-academic experiences through the submission of a portfolio. The guidelines and processes for pursuing this option are different for each program. Credits can be acquired from a number of different sources, including workshops, seminars, self-study, non-credit classes, training programs, and other work experiences. Please note that prior learning from these sources must be documented and evaluated by a faculty member in the relevant field in order for credit to be awarded. A CPL informational packet can be obtained by request from the Crown Online Office.

RESIDENCY REQUIREMENTS

Residency Requirement

In order to graduate from the Center for Crown Adult Programs with a bachelor’s or associate’s degree, students must successfully complete at least 30 semester credit hours at Crown College including a minimum of 24 credit hours in the major area of study. Credits earned by examination or Credit for Prior Learning may not be used to fulfill the residency requirement. Students earning a master’s degree or certificate must earn a minimum of 24 credits from the College.

GRADUATION HONORS

Undergraduate students who meet certain criteria may be eligible for graduation honors. Graduation honors are based on the following cumulative grade point averages:

- Summa Cum Laude .................. 3.95–4.0
- Magna Cum Laude ................. 3.85–3.94
- Cum Laude .......................... 3.70–3.84

Students graduating with a baccalaureate degree who have completed at least four semesters with a minimum of eight credits each and have a minimum of 45 seated credits will be awarded graduation honors based on the Crown College cumulative GPA. A full honors policy may be obtained through the Registrar’s Office.

GRADING

A student’s grade point average (GPA) is calculated by dividing the total grade points earned by the total credit hours attempted in graded courses. Courses which are assigned a Satisfactory (S) grade are not computed in the grade point average. Grades of transfer courses are not included in GPA calculation. Grade reports are prepared at the conclusion of each class and students will be able to obtain a final grade report at the end of each term.

GRADE POINT SCALE

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A–</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B–</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
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<tr>
<td>C</td>
<td>2.0</td>
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<tr>
<td>C–</td>
<td>1.7</td>
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<tr>
<td>D+</td>
<td>1.3</td>
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<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D–</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>U</td>
<td>0.0</td>
</tr>
</tbody>
</table>

INCOMPLETE GRADES

All work for each module must be completed within 30 days of the last class meeting. However, a student may appeal to the professor for an Incomplete (“I”) to be entered at that time. The appeal will only be granted at the professor’s discretion. If the appeal is granted, the student will have an additional 30 days to
complete work for the module (60 days from the last class meeting). If work is still not completed, the student will receive an “F” for the module, or the grade representing the amount of work completed for that module.

The student can re-take a module in an effort to replace the failing grade with a passing grade. If the student’s reasons for failure were due to extenuating circumstances, the student may file an academic petition to re-take the course at a later date under the guidance of the professor. In such cases the student will be responsible for the costs of an independent or guided study. If the student did not have extenuating circumstances, s/he will need to re-register and re-pay for the entire cost of the module.

DOUBLE MAJORS AND DOUBLE DEGREES

When a student pursues a double major and the same course is required, the requirement for both majors is fulfilled by completing the course once (i.e. no additional credits or course substitute requirements are necessary). Similarly, when the same course is required in a major and a minor, the requirement is fulfilled for both by taking the course once.

The institutional minimum number of credits required to earn a baccalaureate degree is 125 semester credits. Double majors may be earned when the student meets all the requirements for both majors. Double baccalaureate degrees may be earned when the student meets all the requirements for both majors and earns a minimum of 155 semester credits.

ACADEMIC PROBATION AND SUSPENSION

Undergraduate Policy

Undergraduate students whose cumulative grade point average (including transfer credits) falls within the range listed below will be placed on academic probation:

<table>
<thead>
<tr>
<th>Accumulated Credits</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29 credits</td>
<td>Below 1.65 GPA</td>
</tr>
<tr>
<td>30-59 credits</td>
<td>Below 1.80 GPA</td>
</tr>
<tr>
<td>60-71 credits</td>
<td>Below 1.90 GPA</td>
</tr>
<tr>
<td>72+ credits</td>
<td>Below 2.00 GPA</td>
</tr>
</tbody>
</table>

Students on academic probation:

1. will have limitations on their academic load.
2. must retake all required courses in which they have a grade of “F” in the first available term.
3. will develop and follow an academic improvement plan with their academic advisor.

Students will have two consecutive terms to raise their cumulative grade point average to an appropriate level. Students who have been suspended for academic reasons may appeal the suspension if they have earned an average of at least 2.00 for the term immediately preceding the possibility of suspension. The appeal should be addressed to the dean of non-traditional programs.

If the appeal is not successful, students will need to withdraw from the classes for which they are registered. Academic suspension means that students are not permitted to enroll for the next semester. Students wishing to return at a later time must re-apply for admission to the Center for Crown Adult Programs. Applications of academically suspended students must be reviewed and approved by the admissions council.

Graduate Policy

Graduate students with a GPA lower than 2.75 at any time after having finished nine (9) credits of course work will be placed on academic probation and notified by the Registrar’s Office. Any graduate student on academic probation who receives a grade lower than a B, will face dismissal. Students should be aware that academic probation might affect their financial aid status.

VETERANS

Crown College is approved for veterans education training by the Minnesota State Approving Agency. Applicants who are veterans should check with the Veterans Administration regarding their eligibility for benefits before requesting the Registrar’s Office to process the necessary papers for payment benefits. Veterans who have completed Basic Military Training will be granted proficiency credit for the physical education requirements upon receipt of the DD214. Additional information is available on the registrar’s web site at www.crown.edu/registrar.

TRANSCRIPTS

The Registrar’s Office keeps on file the permanent record of all credits earned by each student. No transcript will be issued unless all financial obligations owed by the student to the College have been fulfilled. The student’s written request including full name, maiden name, current address, phone number, dates of attendance, student ID or social security number, birth date, address where transcript is to be sent, and the student’s signature are required for all transcript requests. Written requests may be received via letter, fax (952)-446-4329, or transcript request form. There is no charge for up to 15 transcripts per month. A two dollar fee per transcript will be assessed thereafter. Typical processing time is two working days. A $10 fee will be assessed for rush requests.
FACULTY

CCAP faculty, both full time and adjunct, are all committed Christians. Many have experience in either non-profit or for-profit organizations in the community.

CLASS ATTENDANCE

Due to the concentrated format and schedule of on-campus classes as well as the emphasis upon participatory learning, students need to be in attendance every week. Absence due to illness or other emergency situations must be made up through activities required by the faculty member in that module. Professors should always be contacted when an absence becomes necessary. Each professor is responsible for his/her own attendance policy. It may or may not be possible to make up course work to satisfy completion of the course requirements.

Online courses require student participation through the internet at least weekly.

ACADEMIC INTEGRITY

Each student is responsible for his or her own work, and is expected to remain honest in all academic activity. Scholastic dishonesty is a serious violation of both academic standards and biblical teaching. Academic dishonesty includes:

- Cheating on assignments and tests.
- Plagiarism. The student is responsible for knowing the legitimate use of source material in written papers.
- Submitting a paper or project in which someone else did a part or the entirety (excluding group assignments in which the student is a participant).
- Submitting the same (or essentially the same) paper or project in more than one course without prior consent of the instructors.
- Any act which violates the rights of other students from completing their academic assignments (e.g. deliberate withholding of necessary academic material, and/or willful harm to another student’s work).

Students found involved in academic dishonesty will be penalized by the instructor. The penalty may include reduced credit or no credit on the assignment/test, and additional assignments or other measures deemed appropriate by the instructor.

The instructor may refer a student directly to the dean of non-traditional programs, who may invoke a penalty that could include academic failure in the course, suspension from the College, or dismissal.

TEXTBOOKS

Online and Graduate Programs

Obtaining textbooks for Online and Graduate courses is the student’s responsibility. The CCAP office strongly encourages students to purchase their books from the CCAP Online Bookstore at www.crown.edu/textbooks. Students should purchase textbooks three to four weeks before the course begins, to allow time for shipping and class preparation.

EXCEL and Licensure Programs

Textbooks for the EXCEL and licensure programs are provided through the resource fee that students pay each term. The CCAP Office notifies students when and where to pick up books for each session.

LAPTOP COMPUTERS

In the past, each student in the EXCEL program was required to participate in a laptop computer program. Starting fall 2007, Crown is phasing out the required laptop program. Students entering the program in fall 2007 have the choice to opt out of the laptop program with a $20.00 per credit reduction in the resource fee.

Students choosing to participate in the laptop program will commit to fulfilling their degree-length obligation of paying full laptop resource fees until they have met the 50-credit minimum buyout requirement, at which time they may purchase the computer for $1. Once the computer has been bought out, the resource fee will be reduced to the opt-out level.

Students who discontinue their studies and do not meet the 50-credit minimum requirement must return the laptop in satisfactory condition or contact the CCAP office for buy-out options. Students who are currently participating in the laptop program, including those who choose to participate beginning in the fall term of 2007, must continue the option for the duration of their studies or until they meet the 50-credit minimum requirement.

Effective in the spring term of 2008, Crown College will no longer provide a laptop program. Technical support for laptop program participants will be provided through the spring term of 2010.
TERM PAPER STYLE

Documentation for term papers for the various majors will follow in either the APA or MLA (subject to the professor’s preference.) These formats serve as the faculty’s reference for evaluation purposes.

PRIVACY RIGHTS

Crown College complies with federal and state laws governing the privacy of education records including FERPA (Federal Education Rights and Privacy Act). A copy of Crown College’s policy pertaining to the privacy of such records is available from the Registrar’s Office and can be viewed online at www.crown.edu/registrar.

GRIEVANCE POLICY

A grievance is a complaint of alleged unfair or discriminatory practice or decision by faculty, administration, or administrative staff. The central focus of a grievance is not a policy but rather the action of the one against whom the grievance is filed. A grievance must be supported by evidence that the unfavorable decision is in violation of institutional policy or practice, or that the person has been treated in a different way than other persons in similar circumstances have been treated.

Any student wishing to file a grievance may do so by using the following procedure:

1. The student shall submit the grievance on the appropriate form requesting reconsideration of an unfavorable decision to the faculty member or administrator in question. A written response must be mailed to the student no later than ten working days after receipt of the grievance petition.

2. If the student is not satisfied after step one, s/he may submit the original grievance petition to the immediate supervisor of the faculty member or administrator. The immediate supervisor must respond by mail no later than ten working days after receipt of the grievance letter.

3. If the student is not satisfied after step two and if the grievance petition has not yet involved the Academic Committee of the Professional Learning Community, s/he may file the original grievance petition with the Academic Committee. The Academic Committee must respond by mail no later than ten working days after receipt of the grievance petition. The decision of the Academic Committee shall be final.

4. The aggrieved student who receives no response within ten days at any level in the grievance process may appeal to the next higher level. Those hearing the grievance at the higher level shall secure the written opinion of those who failed to respond at the lower level.

APPEALS POLICY

An appeal is a request to waive a policy, which has been or will be applied. The central focus of an appeal is the institutional policy and the considered merits of its waiver.

Appeals may concern academics, student life, financial affairs, policies and regulations, admission to and retention of students in academic programs, academic inequities, and forms of academic discipline. At each level of appeal, both the appeal and the decision must be in writing on the appropriate form. The investigation may include personal appearances by the parties involved in the appeal.

ASSESSMENT

Crown College values the needs and concerns of its students. As such, the Center for Crown Adult Programs is committed to the ongoing process of assessment through evaluating professors and course effectiveness. Students are required to complete course evaluations near the end of each course. Academic advisors and other administrators are always available for further consultation.
Facilities on the main campus for CCAP students include classrooms, dining room, Storm Café, Coffee Shoppe, Student Center, student union, library, computer labs, Crown Study Lab, study areas, bookstore, mail center, life fitness center, athletic center, tennis courts, parking, and athletic fields. Students who are moving to the area may be able to secure long-term housing on campus.

RECEPTION DESK

The reception desk, open daily, is located in the Main Building lobby. The reception desk serves as an information source and provides copy and fax services. The reception desk can be reached from any campus phone by dialing 0, or from off-campus by calling 952-446-4100.

COMPUTER LAB

There are Windows-based computers in two computer labs as well as a Macintosh lab in the library. Computer labs are open both day and evening; specific hours are posted at the lab. Students will be provided a user name and password by the Technology Services Department, which will give them access to any of the computers in the labs as well as Internet access. The standard word processing program used at Crown College is Microsoft Word.

ATHLETIC FACILITIES

The athletic center, life-fitness center, and weight room have posted hours for general use by all students.

HOUSING

Crown College’s campus includes the Faith Village apartment complex offering rent levels below the market rate for apartments in the area. The apartments range in size from one to three bedrooms. Students interested in renting in Faith Village should inquire directly with their enrollment counselor concerning availability and current rental fee. Although occupants meet their own utility costs, the energy-efficient, modern construction of the air-conditioned buildings keeps costs at a minimum. High demand for these apartments means there is a waiting list for occupancy, so applicants are encouraged to apply early in the admission process.

PARKING

Crown College has several parking lots and parking is free; however, students will be issued a parking pass that should be displayed when on campus.

POST OFFICE

Crown College maintains a complete Post Office, including UPS and Federal Express pickup. Inter-campus mail is delivered to CCAP students in the classroom as well as through email.

FOOD SERVICES

Food service is available on campus through the College Dining Room and/or the Storm Café. Prices are economical in both facilities. A coffee shop is located in the Student Center. Hours are posted.

BOOKSTORE

Reading and study materials, clothing and personal items, gifts, snacks, and beverages are sold in the bookstore.

LIBRARY RESOURCES

Among the resources currently available in the Watne Memorial Library are:

1. ATLAS, one of the world’s most comprehensive databases on Bible/theology, missions, ministry and world religions, indexing over 50 years of journals and providing more than 50,000 full-text articles.

2. e-HRAF, the most comprehensive intercultural studies database in existence containing more than 300,000 fulltext primary research studies on the world’s tribes and people groups.

3. LION Complete, one of the best literature resources available with over 330,000 full-text stories, plays, poems, articles and critical essays.

4. Databases, a full-text index of thousands of magazines and journals covering virtually any subject.
5. WorldCat, the world’s largest “card catalog” listing over 50 million resources.

6. ERIC, the most comprehensive education index in the world which is linked to a database of over 500 full-text education journals plus 100,000 full-text ERIC documents.

7. Over 50 other specialized databases in a wide variety of subjects.

Of course the library still has books—nearly 90,000 cataloged volumes and an additional 70,000 volume micro-card collection which contains virtually every book published in the United States from 1639 to 1820.

The library reference staff, in cooperation with the faculty who teach courses, are available for instruction in basic information gathering, including database searching. These life-long learning skills are essential preparation to effectively function in this information society. CCAP students are encouraged to utilize the services and resources of the library. Many of the library’s resources can be accessed online at www.crown.edu/library. Library hours are posted.

DISABILITY SERVICES

Although the main building was built prior to the passage of the Rehabilitation Act of 1973, Crown College is well suited to serve the needs of disabled individuals. The main building allows access to all basic student services and student life activities under one roof.

Students with disabilities or special needs are invited to visit with the director of academic success about academic accommodations and support available on campus through the study lab. Students, professors, and the director of academic success work together to make reasonable accommodations that compensate for learning disabilities. Testing services are provided for those needing a distraction-free place to take exams.

CROWN STUDY LAB

The mission of the Crown Study Lab is to provide support to earnest students who are committed to academic improvement. CCAP students are encouraged to visit with tutors who can help with rusty study skills, basic academic skills, encouragement and advice with their homework, or help with constructing and proof-reading papers. Lab services are free and hours are posted. For hours and more information, visit www.crown.edu/studylab.

CAREER SERVICES

The Career Services Office exists to assist students in exploring who they are, where their strengths and abilities lie, what they believe their calling is, and how these translate into future career possibilities. This is accomplished through career counsel and assessment, workshops on career-related topics, and the use of career books and an extensive web site.

COUNSELING SERVICES

The Christian formation staff is equipped to provide counseling for the growth and development of each student. A professional counselor is available on campus, and off-campus referrals are also possible.
Crown College embraces the following Statement of Faith:

There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit. Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the ground of His shed blood. He arose from the dead according to the Scripture. He is now at the right hand of the Majesty on high as our great High Priest. He will come again to establish His kingdom of righteousness and peace. The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, righteousness, and judgment.

The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of man. They constitute the divine and only rule of Christian faith and practice.

Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. The portion of the impenitent and unbelieving is existence forever in conscious torment; and that of the believer, in everlasting joy and bliss. Salvation has been provided through Jesus Christ for all men; and those who repent and believe are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.

It is the will of God that each believer should be filled with the Holy Spirit and sanctified wholly, being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service. This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body. Prayer for the sick and the anointing with oil are taught in the Scriptures and are privileges for the church in this present age.

The church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations.

The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observances of the ordinances of baptism and the Lord’s Supper. There shall be a bodily resurrection of the just and the unjust; for the former, a resurrection unto life; for the latter a resurrection unto judgment.

The second coming of the Lord Jesus Christ is imminent and will be personal, visible, and premillennial. This is the believer’s blessed hope and is a vital truth which is an incentive to holy living and faithful service.
EXCEL PROGRAM OFFERINGS

Associate's Degree Concentrations
- Business (A.S.)
- Christian Studies (A.A.)
- Early Childhood (A.S.)
- General Studies (A.A.)
- Network Administration (A.S.)
- Psychology (A.A.)

Bachelor's Degree Completion
- Christian Ministry (B.S.)
- Communication (B.A.)
- Early Childhood Education (B.S.)
- Elementary Education (B.S.)
- Management and Ethics (B.S.)
- Management and Network Administration (B.S.)
- Nursing (BSN Completion) (B.S.N.)
- Psychology/Counseling (B.S.)

GRADUATION REQUIREMENTS (EXCEL)

To graduate from Crown College through the EXCEL program, with a bachelor’s degree in Christian ministry, communication, early childhood education, elementary education, management and ethics, management and network administration, nursing, and psychology/counseling, the student must:

1. Complete all modules in the selected major with a cumulative 2.0 GPA or better on a 4.0 scale; education and nursing students must maintain an overall GPA of 2.5.
2. Have at least a 2.0 GPA (2.5 GPA for nursing majors) on a 4.0 scale on all transfer work being applied to the degree,
3. Complete at least 125 semester credits acceptable to Crown College with at least 15 credits in Humanities, 12 credits in Social Science, and 9 credits in Science, Math, Physical Education, and Business. Courses with an (*) are the preferred General Education Requirement courses, but others may occasionally be substituted to meet the requirement of the category.

   Humanities
   - Literature*
   - Philosophy*
   - College Composition*
   - Speech*
   - Music
   - Languages
   - Drama
   - Communication
   - Bible/Theology Electives

   Social Science
   - History*
   - Sociology*
   - Psychology*
   - Geography
   - Economics
   - Political Science
   - Anthropology Electives

   Science, Math, Etc.
   - Lab Science*
   - Math*
   - Computer Science*
   - Physical Education*
   - Health Electives

4. Nursing students must complete requirements in five years.
5. Meet all financial obligations to the College,
6. Have the recommendation of the faculty as to character and conduct. A student whose conduct proves unworthy may be deemed unworthy of graduation even though all other requirements have been met, and
7. Receive approval from the Board of Trustees.

Students who complete the Christian ministry, early childhood education, elementary education, management and ethics, management and network administration, nursing (BSN Completion), and psychology/counseling programs and the graduation requirements, will receive the Bachelor of Science degree. Students who complete the communication program will receive the Bachelor of Arts degree. Diplomas are issued 6-10 weeks after all requirements have been met. Students wishing to complete a second bachelor’s degree must meet all of the requirements above and have a minimum of 155 semester credits.
ASSOCIATE’S DEGREE PROGRAMS

Crown’s associate’s degrees are two-year programs of 65 semester credits or more which enable students to complete their General Education Requirements (GERs) as well as focus on a particular area of concentrated study. An associate’s degree can also prepare the way for continuing on toward a baccalaureate degree.

BUSINESS CONCENTRATION
—Associate of Science

Business firms need people with a diversity of educational backgrounds. This degree serves as a foundation for various careers in business such as accounting, finance, marketing, advertising, management, and computers.

With this Associate of Science degree, a student may enter the EXCEL Management and Ethics degree program to obtain a baccalaureate degree.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134 Methods of Bible Study</td>
<td>3</td>
</tr>
<tr>
<td>BIB 233 Gospel of John</td>
<td>3</td>
</tr>
<tr>
<td>HIS 135X Old Testament History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 136X New Testament History</td>
<td>3</td>
</tr>
<tr>
<td>THE 231 Christian Doctrine</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. General Studies</th>
<th>39 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 221 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 131 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132 Writing and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 133 Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 332 Christian Classics</td>
<td>3</td>
</tr>
<tr>
<td>HIS 130 Topics in Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIS 332 Church History</td>
<td>3</td>
</tr>
</tbody>
</table>

| IT 100 Introduction to Computers | 1 |
| IT 102 Introduction to the Internet | 1 |
| MAT 130 Mathematics Survey | 3 |
| PED 100 Lifetime Wellness | 1 |
| PSY 130 General Psychology | 3 |
| SCI 200 Ecology | 4 |
| SOC 101 Strategies for College Success | 2 |
| ECO 331 Principles of Macroeconomics | 3 |

<table>
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<tbody>
<tr>
<td>BUS 132 Introduction to Business</td>
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<tr>
<td>BUS 210 Concepts of Personal Finance</td>
<td>3</td>
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<tr>
<td>IT 226 Computer Information Systems</td>
<td>3</td>
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<tr>
<td>ACC 227 College Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL** | 66 Credits
CHRISTIAN STUDIES CONCENTRATION
—Associate of Arts

This degree is designed to give students a foundation in Christian Studies. The undesignated electives permit students to sample from other fields in order to experience a wide variety of ministry opportunities. The Christian Studies Concentration can also be used as a foundation for the EXCEL Christian Ministries degree.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134 Methods of Bible Study</td>
<td>3</td>
</tr>
<tr>
<td>BIB 233 Gospel of John</td>
<td>3</td>
</tr>
<tr>
<td>HIS 135X Old Testament History</td>
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</tr>
<tr>
<td>THE 231 Christian Doctrine</td>
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<table>
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<td>ENG 132 Writing and Literature</td>
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<tr>
<td>ENG 133 Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 332 Christian Classics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 339 Intercultural Communication or</td>
<td></td>
</tr>
<tr>
<td>ENG 224 Mass Media or</td>
<td></td>
</tr>
<tr>
<td>IT 100 Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>IT 102 Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>MAT 130 Mathematics Survey</td>
<td>3</td>
</tr>
<tr>
<td>PED 100 Lifetime Wellness</td>
<td>1</td>
</tr>
<tr>
<td>PSY 130 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 100 Ecology</td>
<td>4</td>
</tr>
<tr>
<td>SCI 131 Foundations of Biology</td>
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</tr>
<tr>
<td>SOC 101 Strategies for College Success</td>
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<tr>
<td>SOC 434 Marriage and the Family</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Determined by student’s educational plan and academic advisor.</td>
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</table>

TOTAL 66 Credits
The Early Childhood* degree provides a student with general studies courses, as well as a foundation for those who plan to work with early childhood groups (birth to grade 3). Students can find work with organizations which only require an associate’s degree, or they can continue on with their studies to receive their baccalaureate degree and a license in Early Childhood Education.

*This degree is also offered at the Owatonna, Minnesota, location.

### EARLY CHILDHOOD CONCENTRATION
---

**Associate of Science**

---

The Early Childhood* degree provides a student with general studies courses, as well as a foundation for those who plan to work with early childhood groups (birth to grade 3). Students can find work with organizations which only require an associate’s degree, or they can continue on with their studies to receive their baccalaureate degree and a license in Early Childhood Education.

*This degree is also offered at the Owatonna, Minnesota, location.

---

### I. Christian Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134</td>
<td>Methods of Bible Study</td>
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</tr>
<tr>
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<td>Old Testament History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 136X</td>
<td>New Testament History</td>
<td>3</td>
</tr>
<tr>
<td>THE 231</td>
<td>Christian Doctrine</td>
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### II. General Studies

<table>
<thead>
<tr>
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<th>Course Title</th>
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<tr>
<td>ENG 131</td>
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<td>ENG 132</td>
<td>Writing and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 133</td>
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</tr>
<tr>
<td>ENG 339</td>
<td>Intercultural Communication or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIS 130</td>
<td>Topics in Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIS 332</td>
<td>Church History</td>
<td>3</td>
</tr>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>ENG 339</td>
<td>Intercultural Communication or</td>
<td></td>
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### III. Concentration

<table>
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<td>SOC 325</td>
<td>Parent/Child Relationships</td>
<td>3</td>
</tr>
<tr>
<td>ECE 320</td>
<td>Development of Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EED 239</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>EDU 241</td>
<td>Foundations of Education</td>
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**TOTAL**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>68</td>
</tr>
</tbody>
</table>

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*This degree is also offered at the Owatonna, Minnesota, location.*
The General Studies curriculum is designed for students who desire to transfer into a bachelor’s degree program, and who want the flexibility to broaden or narrow their first two years of undergraduate education. Students, with the guidance of an academic advisor, can design a transfer curriculum to meet particular needs as well as the specific requirements of the institution to which they may transfer.

In addition, the General Studies program provides for students who want a two-year education designed to meet their goals in a degree program but who do not intend to transfer.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BIB 134</td>
<td>Methods of Bible Study</td>
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<tr>
<td>BIB 233</td>
<td>Gospel of John</td>
</tr>
<tr>
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<tr>
<td>HIS 136X</td>
<td>New Testament History</td>
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<tr>
<td>THE 231</td>
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</table>

<table>
<thead>
<tr>
<th>II. General Studies</th>
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<tbody>
<tr>
<td>ENG 131</td>
<td>English Composition</td>
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<tr>
<td>ENG 132</td>
<td>Writing and Literature</td>
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<tr>
<td>ENG 133</td>
<td>Speech</td>
</tr>
<tr>
<td>ENG 332</td>
<td>Christian Classics</td>
</tr>
<tr>
<td>ENG 339</td>
<td>Intercultural Communication or</td>
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<tr>
<td>ENG 224</td>
<td>Mass Media or</td>
</tr>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>PED 100</td>
<td>Lifetime Wellness</td>
</tr>
<tr>
<td>SCI 200</td>
<td>Ecology</td>
</tr>
<tr>
<td>SCI 131</td>
<td>Foundations of Biology</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Strategies for College Success</td>
</tr>
<tr>
<td>SOC/PSY</td>
<td>Social Science Elective</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>III. Concentration</th>
<th>9 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Take any of the concentration courses from the other concentrations. Consult with an academic advisor for options.</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL : 66 Credits
The Network Administration degree provides students with a background in computerized information processing systems and programs including spreadsheets, databases, network operating systems, directory services, and the current edition of Windows Operating Systems. Emphasis is upon essential knowledge of network systems, rather than deep-structure technical service.
PSYCHOLOGY CONCENTRATION
—Associate of Arts

The Associate of Arts with a concentration in psychology serves as a foundation for the discipline of psychology. The student will study principles, methods, vocabulary, and major theories in the study of human behavior.

All courses will apply toward a baccalaureate degree in psychology at Crown College and can serve as a foundation for any of the EXCEL degree completion majors for students who wish to continue.

<table>
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<th>I. Christian Studies</th>
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</tr>
</thead>
<tbody>
<tr>
<td>BIB 134 Methods of Bible Study</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>ENG 131 English Composition</td>
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<td>ENG 132 Writing and Literature</td>
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<td>ENG 133 Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 332 Christian Classics</td>
<td>3</td>
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<tr>
<td>ENG 339 Intercultural Communication or</td>
<td></td>
</tr>
<tr>
<td>Humanities Elective</td>
<td>3</td>
</tr>
<tr>
<td>HIS 130 Topics in Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIS 332 Church History</td>
<td>3</td>
</tr>
<tr>
<td>IT 100 Introduction to Computers</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III. Concentration</th>
<th>9 Credits</th>
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<tbody>
<tr>
<td>PSY 236 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 332 Educational Psychology</td>
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<tr>
<td>PSY 330 Counseling Psychology</td>
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</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>66 Credits</th>
</tr>
</thead>
</table>
The curriculum in the degree completion program at Crown College is designed to provide students who have previously attended two or more years of college the opportunity to complete their baccalaureate degree. This is accomplished through instructional modules offered one evening per week.

CHRISTIAN MINISTRY

—Bachelor of Science

The Christian Ministry* degree features a core of biblical studies to prepare leaders to grow healthy disciples and healthy churches. Leadership, preaching, evangelism, counseling, and discipleship ministries are common threads. Ministry internships provide practical ministry experience.

*This degree is also offered at the Owatonna, Minnesota, location.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FND 360</td>
<td>Biblical Concepts of Leadership</td>
</tr>
<tr>
<td>FND 370</td>
<td>Interpretation of the Old Testament</td>
</tr>
<tr>
<td>FND 374</td>
<td>Jesus and the Gospels</td>
</tr>
<tr>
<td>FND 474</td>
<td>Current Issues in Theology</td>
</tr>
<tr>
<td>FND 476</td>
<td>Interpreting Romans</td>
</tr>
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</table>

<table>
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<tr>
<th>II. General Studies</th>
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<tbody>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
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<tr>
<td>IT 102</td>
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<table>
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<tr>
<th>III. Christian Ministry Core</th>
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<tbody>
<tr>
<td>CM 350</td>
<td>Biblical and Historical Foundations for Ministry</td>
</tr>
<tr>
<td>CM 358</td>
<td>Making of the Modern Mind</td>
</tr>
<tr>
<td>CM 376</td>
<td>Theology of Evangelism</td>
</tr>
<tr>
<td>CM 380</td>
<td>Public Speaking in Ministry</td>
</tr>
<tr>
<td>CM 394</td>
<td>Ministry Internship I</td>
</tr>
<tr>
<td>CM 450</td>
<td>Human Diversity</td>
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<tr>
<td>CM 454</td>
<td>Biblical Perspectives of Worship</td>
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<tr>
<td>CM 480</td>
<td>Nurture and Discipleship</td>
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<tr>
<td>CM 482</td>
<td>Educational Ministry</td>
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<tr>
<td>CM 484</td>
<td>Counseling for Ministers and Church Leaders</td>
</tr>
<tr>
<td>CM 494</td>
<td>Ministry Internship II</td>
</tr>
</tbody>
</table>

TOTAL | 50 Credits |
COMMUNICATION

—Bachelor of Arts

The Communication degree is designed to prepare students whose career goals include written, verbal, human, or media communication. Students are enabled to apply critical thinking skills and appropriate application of biblical principles to the field of communication.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FND 360 Biblical Concepts of Leadership</td>
<td>3</td>
</tr>
<tr>
<td>FND 370 Interpretation of the Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>FND 374 Jesus and the Gospels</td>
<td>3</td>
</tr>
<tr>
<td>FND 474 Current Issues in Theology</td>
<td>3</td>
</tr>
<tr>
<td>FND 476 Interpreting Romans</td>
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</table>

<table>
<thead>
<tr>
<th>II. General Studies</th>
<th>2 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT 100 Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>IT 102 Introduction to the Internet</td>
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</table>

<table>
<thead>
<tr>
<th>III. Communication Core</th>
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</thead>
<tbody>
<tr>
<td>COM 140 Perspectives in Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 150 Writing in Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 224 Mass Media Literacy</td>
<td>3</td>
</tr>
<tr>
<td>COM 247 Introduction to Media Production</td>
<td>3</td>
</tr>
<tr>
<td>COM 310 Persuasive Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 315 Media and Culture</td>
<td>3</td>
</tr>
<tr>
<td>COM 330 Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 352 Communication Ethics</td>
<td>3</td>
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<tr>
<td>COM 356 Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>COM 448 Advanced Writing in Mass Media</td>
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<tr>
<td>COM 456 Organizational Communication</td>
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</tbody>
</table>

**TOTAL .................................................. 50 Credits**
EARLY CHILDHOOD EDUCATION

—Bachelor of Science

The Early Childhood Education* degree leads to an Early Childhood Licensure (birth–age 8). This licensure program is approved by the Minnesota Department of Education. Graduates can receive the necessary credentials to teach in public and private schools.

Students are required to take the Praxis I before they can apply for entrance to the Teacher Education Department of Crown College. Successful completion of the Praxis I & II is required for state licensure.

*This degree is also offered at the Owatonna, Minnesota, extension site.

I. Christian Studies . . . . . . . . . . . . . . . . . . . . . . 15 Credits
   EDU 460X Faith Integration Seminar 3
   FND 370 Interpretation of the Old Testament 3
   FND 374 Jesus and the Gospels 3
   FND 474 Current Issues in Theology 3
   FND 476 Interpreting Romans 3

II. General Studies . . . . . . . . . . . . . . . . . . . . . . . . 2 Credits
   IT 100 Introduction to Computers 1
   IT 102 Introduction to the Internet 1

III. Early Childhood Education Core . . . . . . . . . . . . . . . . . . . 53 Credits
   ECE 320 Development of Young Children 3
   ECE 330 Infant and Toddler Curriculum and Methods 3
   ECE 331 Pre-Primary Curriculum and Methods 3
   ECE 332 Kindergarten and Primary Curriculum and Methods 5
   ECE 440 Student Teaching: Infants and Toddlers 2
   ECE 442 Student Teaching: Pre-Primary 4
   EDU 210 Media and Technology 2
   EDU 241 Foundations of Education 3
   EDU 310 Planning and Assessment 3
   EDU 330 Introduction to the Exceptional Learner 2
   EDU 405 Classroom Environment 2
   EED 239 Children’s Literature 3
   EED 336 Reading and Communication Arts 6
   EED 445 Student Teaching: Kindergarten and Primary 4
   HEA 221 Personal and Community Health 2
   PSY 332 Educational Psychology 3
   SOC 325 Parent/Child Relationships 3

TOTAL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 70 Credits
# ELEMENTARY EDUCATION

—*Bachelor of Science*

The Elementary Education* degree leads to an Elementary Education Licensure with either an Pre-Primary or Middle School Concentration. The Minnesota Board of Teaching through the Minnesota Department of Education has approved these licensure programs. Students must meet all requirements to be accepted into the Teacher Education Department. A prerequisite for acceptance into the Teacher Education Department is the completion of the Praxis I. Successful completion of the Praxis I & II is required for state licensure.

*This degree is also offered at the Owatonna, Minnesota, location.

## I. Christian Studies .......................... 15 Credits

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>EDU 460X</td>
<td>Faith Integration Seminar</td>
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</tr>
<tr>
<td>FND 370</td>
<td>Interpretation of the Old Testament</td>
<td>3</td>
</tr>
<tr>
<td>FND 374</td>
<td>Jesus and the Gospels</td>
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</tr>
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<td>FND 476</td>
<td>Interpreting Romans</td>
<td>3</td>
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## II. General Studies ............................. 2 Credits

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</tr>
<tr>
<td>IT 102</td>
<td>Introduction to the Internet</td>
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## III. Education Core ............................... 43 Credits

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EDU 210</td>
<td>Media and Technology</td>
<td>2</td>
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<tr>
<td>EDU 241</td>
<td>Foundations of Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU 310</td>
<td>Planning and Assessment</td>
<td>3</td>
</tr>
<tr>
<td>EDU 330</td>
<td>Introduction to the Exceptional Learner</td>
<td>2</td>
</tr>
<tr>
<td>EDU 405</td>
<td>Classroom Environment</td>
<td>2</td>
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<tr>
<td>EED 239</td>
<td>Children’s Literature</td>
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</tr>
<tr>
<td>EED 310</td>
<td>Elementary Fine Arts</td>
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<tr>
<td>EED 336</td>
<td>Reading and Communication Arts</td>
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<tr>
<td>EED 344</td>
<td>Elementary Mathematics</td>
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<tr>
<td>EED 345</td>
<td>Elementary Science <em>and</em> Health</td>
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<td>EED 346</td>
<td>Elementary Social Studies</td>
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<tr>
<td>EED 448</td>
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<tr>
<td>HEA 221</td>
<td>Personal and Community Health</td>
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<tr>
<td>PSY 332</td>
<td>Educational Psychology</td>
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## IV. Concentrations

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Courses and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Primary Concentration</strong></td>
<td></td>
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<tr>
<td>ECE 320 Development of Young Children</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Courses and Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Middle School Concentrations</strong></td>
<td></td>
</tr>
<tr>
<td>A. Communication Arts and Literature Concentration</td>
<td></td>
</tr>
<tr>
<td>ENG Literature or Writing Elective</td>
<td>3</td>
</tr>
<tr>
<td>MED 432 Communication Arts and Literature Methods:</td>
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<tr>
<td>Middle School</td>
<td>3</td>
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<tr>
<td>MED 450 Student Teaching: Middle School</td>
<td>4</td>
</tr>
<tr>
<td>PSY 236 Developmental Psychology</td>
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</table>

<table>
<thead>
<tr>
<th>Concentration</th>
<th>Courses and Credits</th>
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<tbody>
<tr>
<td>B. Social Studies Concentration</td>
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<tr>
<td>MED 431 Social Studies Methods:</td>
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<tr>
<td>Middle School</td>
<td>3</td>
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<tr>
<td>MED 450 Student Teaching: Middle School</td>
<td>4</td>
</tr>
<tr>
<td>PSY 236 Developmental Psychology</td>
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<tr>
<td>SCI Social Science Elective</td>
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<th>Courses and Credits</th>
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<tbody>
<tr>
<td>C. Science Concentration</td>
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<tr>
<td>MED 430 Science Methods: Middle School</td>
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<tr>
<td>MED 450 Student Teaching: Middle School</td>
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</tr>
<tr>
<td>PSY 236 Developmental Psychology</td>
<td>3</td>
</tr>
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</table>

**TOTAL ........................................... 68–78 Credits**

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1. Social Science electives may be chosen from courses in the following disciplines: History, Sociology, Psychology, Geography, Economics, Political Science, and Anthropology.
MANAGEMENT AND ETHICS
—Bachelor of Science

This major integrates biblical studies, business and managerial preparation, and liberal arts courses with the goal of developing vocational competence and an appreciation for the ethical and moral dimension of decision making. The program provides future leaders with knowledge of the methods and processes of professional management and an understanding of the complex and evolving social system within which they will apply this knowledge.

I. Christian Studies ........................................ 15 Credits
   FND 360 Biblical Concepts of Leadership 3
   FND 370 Interpretation of the Old Testament 3
   FND 374 Jesus and the Gospels 3
   FND 474 Current Issues in Theology 3
   FND 476 Interpreting Romans 3
II. General Studies ........................................ 2 Credits
   IT 100 Introduction to Computers 1
   IT 102 Introduction to the Internet 1
III. Management and Ethics Core .................... 33 Credits
   ME 350 Goals, Priorities, and Attitudes 3
   ME 354 Management Principles 3
   ME 380 Communication Concepts 3
   ME 390 Statistics 3
   ME 394 Senior Thesis I 3
   ME 450 Accounting for Managers 3
   ME 460 Economics for Managers 3
   ME 466 Marketing in a Global Economy 3
   ME 470 Christian Ethics 3
   ME 480 Case Studies in Ethics 3
   ME 494 Senior Thesis II 3

TOTAL ....................................................... 50 Credits
The Management and Network Administration degree provides students with Microsoft-based computer systems administrative skills. Courses include spreadsheet, database, network operating systems, directory services, and the current editions of the Windows Operating Systems.
The Nursing–BSN Completion program will provide the registered nurse with a Christian Studies foundation through which professional nursing care can be delivered. Students will acquire competency through the implementation of theory and research in clinical settings. The Nursing–BSN Completion program will allow the student to develop their understanding of the incorporation of critical thinking, communication, assessment, and technical skills in professional nursing practice. Courses and clinical experiences will emphasize the role of advocate and leader in biblically-based professional nursing care.

Applicants must have a cumulative GPA of 2.5 in previous college work and hold unencumbered registered nursing license.

*This degree is also offered at the Owatonna, Minnesota, location.

---

**NURSING (BSN COMPLETION)**

—*Bachelor of Science in Nursing*

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<table>
<thead>
<tr>
<th>I. Christian Studies .......................... 15 Credits</th>
<th></th>
<th>NUR 415</th>
<th>Community Health Nursing</th>
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<tbody>
<tr>
<td>FND 360</td>
<td>Biblical Concepts of Leadership</td>
<td>...</td>
<td>NUR 425</td>
<td>Nursing Research</td>
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<tr>
<td>FND 370</td>
<td>Interpretation of the Old Testament</td>
<td>...</td>
<td>NUR 435</td>
<td>Nursing Leadership and Management</td>
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<tr>
<td>FND 374</td>
<td>Jesus and the Gospels</td>
<td>...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FND 474</td>
<td>Current Issues in Theology</td>
<td>...</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FND 476</td>
<td>Interpreting Romans</td>
<td>...</td>
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</table>

<table>
<thead>
<tr>
<th>II. General Studies .......................... 2 Credits</th>
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</thead>
<tbody>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
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<tr>
<td>IT 102</td>
<td>Introduction to the Internet</td>
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<table>
<thead>
<tr>
<th>III. Nursing Core ............................ 33 Credits</th>
<th></th>
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<tr>
<td>NUR 220</td>
<td>The Role of the Professional Nurse</td>
<td>3</td>
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<tr>
<td>NUR 305</td>
<td>Theoretical Foundations of Nursing</td>
<td>3</td>
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<tr>
<td>NUR 310</td>
<td>Physical Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NUR 312</td>
<td>Pathophysiology</td>
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<tr>
<td>NUR 330</td>
<td>Nursing of the Older Adult</td>
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<tr>
<td>NUR 349</td>
<td>Transcultural Nursing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NUR 315</td>
<td>Pharmacology</td>
<td>3</td>
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</table>
PSYCHOLOGY/COUNSELING CONCENTRATION

—Bachelor of Science

The Psychology* degree with a Counseling Concentration has been designed with an emphasis on counseling and psychology content. The curriculum focuses on issues of development, diversity, and human behavior and is designed for students desiring entry-level positions or continuing with graduate work.

*This degree is also offered at the Owatonna, Minnesota, location.

I. Christian Studies .......................... 15 Credits
FND 360  Biblical Concepts of Leadership 3
FND 370  Interpretation of the Old Testament 3
FND 374  Jesus and the Gospels 3
FND 474  Current Issues in Theology 3
FND 476  Interpreting Romans 3

II. General Studies .......................... 2 Credits
IT 100  Introduction to Computers 1
IT 102  Introduction to the Internet 1

III. Psychology/Counseling Core ............ 33 Credits
PSY 225  Statistics 3
PSY 240  Social Science Research Methods 3
PSY 331  Personality Theories 3
PSY 336  Abnormal Psychology 3
PSY 338  Theories of Counseling and Psychotherapy 3
PSY 342  Methods of Counseling 3
PSY 360  Diversity Issues in Counseling 3
PSY 431  Social Psychology 3
PSY 433  Group Dynamics 3
PSY 442  Marriage and Family Counseling 3
PSY 446  Crisis Intervention 3

TOTAL ................................. 50 Credits
CERTIFICATE PROGRAMS

MICROSOFT CERTIFIED SYSTEMS ADMINISTRATOR PROGRAM

—Network Administration Certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>IT 100</td>
<td>Introduction to Computers</td>
<td>1</td>
</tr>
<tr>
<td>IT 102</td>
<td>Introduction to the Internet</td>
<td>1</td>
</tr>
<tr>
<td>IT 105</td>
<td>Introduction to Spreadsheets</td>
<td>1</td>
</tr>
<tr>
<td>IT 202</td>
<td>Introduction to Database Applications</td>
<td>1</td>
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</table>
| IT 240A    | Introduction to Network Operating Systems
      Administration                             | 4       |
| IT 230A    | Windows Operating Systems I                      | 4       |
| IT 310A    | Windows Operating Systems II                      | 4       |
| IT 320A    | Introduction to Directory Services                | 4       |
| IT 330A    | Directory Service I                               | 3       |
| IT 420A    | Directory Service II                              | 3       |
| IT 400A    | Advance Seminar I                                 | 4       |
| IT 410A    | Advance Seminar II                                | 4       |
| ME 350     | Goals, Priorities, and Attitudes                  | 3       |

Total Credits Required . . . . . . . . . . . . . . . . . . . 33 Credits

* General Electives can be chosen from a variety of courses offered through Crown Adult Programs and are chosen in consultation with an academic advisor according to the student’s needs and interests.

ONE-YEAR BIBLE PROGRAM

—Bible Certificate

The Bible Certificate, which can be earned in three semesters, is designed for students who desire to be more effective in volunteer positions in their church or for personal spiritual development. It can also be added to a previously earned bachelor’s degree as a solid undergraduate foundation for theological education at the graduate level.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131</td>
<td>English Composition</td>
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</tr>
<tr>
<td>HIS 135X</td>
<td>Old Testament History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 136X</td>
<td>New Testament History</td>
<td>3</td>
</tr>
<tr>
<td>BIB 134</td>
<td>Methods of Bible Study</td>
<td>3</td>
</tr>
<tr>
<td>BIB 233</td>
<td>Gospel of John</td>
<td>3</td>
</tr>
<tr>
<td>THE 231</td>
<td>Christian Doctrine</td>
<td>3</td>
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<tr>
<td>CM 376</td>
<td>Theology of Evangelism</td>
<td>3</td>
</tr>
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<td>BIB/THE</td>
<td>Bible/Theology Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>* General Electives</td>
<td>9</td>
</tr>
</tbody>
</table>

Total Credits Required . . . . . . . . . . . . . . . . . . . 33 Credits

* General Electives can be chosen from a variety of courses offered through Crown Adult Programs and are chosen in consultation with an academic advisor according to the student’s needs and interests.
PROMISE PROGRAM

—*Office Administration Certificate*

The Promise Program is a business skills and personal development program for women started in 1973 by the Union Gospel Mission of St. Paul. In 1988, Crown College joined forces with the Mission in order to offer the added dimension of post-secondary accreditation to the program. Students take six months of classroom at the Promise facility in St. Paul, followed by a two-month internship. Some graduates have used the 30 credits earned through the Promise Program as a foundation for further education. For additional information call the director at 651-224-3024.
The CCAP Teacher Education Licensure Program offers adults who have already earned a bachelor’s degree in another field the opportunity to earn a Minnesota Teaching Licensure. Licensure programs are available in Elementary Education (license for K–6) with Pre-Primary or Middle School Content Concentrations and Early Childhood Education (license for birth through grade 3.) Although the class sessions are held conveniently for adults, students must have some flexibility in scheduling to allow for observation hours during the school day.

Core Requirements ........................................ 32 Credits
EDU241 Foundations of Education 3
PSY332 Educational Psychology 3
EDU210 Media and Technology 2
EDU310 Planning and Assessment 3
HEA221 Personal and Community Health 2
EED239 Children’s Literature 3
ECE320 Development of Young Children 3
EDU405 Classroom Environment 2
EDU330 Introduction to the Exceptional Learner 2
EED336 Reading and Communication Arts 6
EDU460X Faith Integration Seminar 3

Early Childhood Licensure ............................ 24 Credits
ECE331 Pre-Primary Curriculum and Methods 3
SOC325 Parent/Child Relationships 3
ECE330 Infant/Toddler Curriculum Methods 3
ECE332 K and Primary Curriculum and Methods 5
ECE440 Student Teaching: Infant/Toddler 2
ECE442 Student Teaching: Pre-Primary 4
EED445 Student Teaching: K and Primary 4

Elementary Education Licensure ............... 19 Credits
EED310 Elementary Fine Arts 2
EED344 Elementary Mathematics 3
EED345 Elementary Science 2
EED346 Elementary Social Studies 2
EED448 Student Teaching: K–6 8
ECE441 Student Teaching: Pre-Primary 2

Pre-Primary Concentration ..................... 8 Credits
ECE 320 Development of Young Children 3
ECE 331 Pre-Primary Curriculum and Methods 3
ECE 442 Student Teaching: Pre-Primary 2

Middle School Concentrations .............. 13-18 Credits
A. Communication Arts and Literature Concentration
ENG  Literature or Writing Elective 3
MED 432 Communication Arts and Literature Methods: Middle School 3
MED 450 Student Teaching: Middle School 4
PSY 236 Developmental Psychology 3

B. Social Studies Concentration
MED 431 Social Studies Methods: Middle School 3
MED 450 Student Teaching: Middle School 4
PSY 236 Developmental Psychology 3

C. Science Concentration
MED 430 Science Methods: Middle School 3
MED 450 Student Teaching: Middle School 4
PSY 236 Developmental Psychology 3
SCI  Science Elective 6-8

TOTAL ....................................................... 56–69 Credits
GRADUATE PROGRAM

• M.A. in Educational Leadership
• M.A. in Intercultural Leadership Studies
• M.A. in Ministry Leadership
• M.A. in Organizational Leadership

GRADUATE PROGRAM PREREQUISITES

Student entering the Master of Arts program must meet the following undergraduate prerequisites:

• Educational Leadership requires 12 undergraduate credits in education
• Intercultural Leadership Studies requires 12 undergraduate credits in biblical and theological studies
• Ministry Leadership requires 12 undergraduate credits in biblical and theological studies
• Organizational Leadership requires 12 undergraduate credits in business and management, or two years of full-time work in a business setting

These undergraduate prerequisites can be fulfilled through previous college work or Credit for Prior Learning (CPL).

GRADUATION REQUIREMENTS (GRADUATE)

Graduates from the master’s degree program must satisfy the following requirements:

• Completion of all course requirements for the desired degree within a period of seven years. (Petitions to extend this time can be submitted to the Graduate Studies Advisory Committee.)
• A minimum cumulative GPA of 3.0
• Satisfaction of all financial obligations with Crown College
• Recommendation of the faculty
• Approval of the Board of Trustees

The Graduate Program is a blended model featuring in-classroom and online classes. Depending on class size, concentration classes may meet on campus or online to enable students to complete degrees in a timely manner. Both venues offer professors who are experienced in their fields and committed to excellence.
EDUCATIONAL LEADERSHIP

—Master of Arts

The Master of Arts in Educational Leadership is designed to:

1. Prepare graduates for leadership roles in public and private organizations
2. Develop an understanding of learning as it relates to the classroom setting
3. Integrate the models of leadership with faith, educational environments and human resources
4. Promote performance and effectiveness in designing, managing, and evaluating the educational setting

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Educational Leadership requires twelve undergraduate semester credits in education.

<table>
<thead>
<tr>
<th>Core Phase</th>
<th>12 Credits</th>
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<tbody>
<tr>
<td>GRD 501 Spiritual Foundations for Leadership</td>
<td>3</td>
</tr>
<tr>
<td>GRD 502 Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>GRD 503 Leadership and Culture</td>
<td>3</td>
</tr>
<tr>
<td>GRD 504 Organizational Communication</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Research Core</th>
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<tbody>
<tr>
<td>GRD 505 Introduction to Social Science Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>GRD 506 Data Driven Decisions</td>
<td>3</td>
</tr>
<tr>
<td>GRD 507 Integrated Area of Study Major Project</td>
<td>3</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>EDU 551 Improving Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDU 552 Designing Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDU 553 Managing Classrooms</td>
<td>3</td>
</tr>
<tr>
<td>EDU 554 Measuring and Assessing</td>
<td>3</td>
</tr>
<tr>
<td>Elective (consult with advisor)</td>
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</tr>
</tbody>
</table>

| TOTAL | 36 Credits |
The Master of Arts in Intercultural Leadership Studies is designed to:

1. Prepare students for cross-cultural ministry under missionary sending agencies and denominations, such as The Christian and Missionary Alliance
2. Integrate missiological theory and practice
3. Facilitate a comprehension of culture in general
4. Promote an understanding of the interplay among culture, gospel, and ministry

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Intercultural Leadership Studies requires twelve undergraduate semester credits of biblical and theological studies.

**Core Phase**
- GRD 501 Spiritual Foundations for Leadership 3
- GRD 502 Strategic Planning 3
- GRD 503 Leadership and Culture 3
- GRD 504 Organizational Communication 3

**Research Core**
- GRD 505 Introduction to Social Science Research Methods 3
- GRD 506 Data Driven Decisions 3
- GRD 507 Integrated Area of Study Major Project 3

**Concentration**
- ICS 551 Contemporary Issues in Missions 3
- ICS 552 Intercultural Team Building 3
- ICS 553 World Church Growth Principles and Strategies 3
- ICS 554 Intercultural Communication 3
- Elective (consult with advisor) 3

**TOTAL** 36 Credits
MINISTRY LEadersHIP

—Master of Arts

The Master of Arts in Ministry Leadership is designed to:

1. Prepare men and women for leadership positions in local church and church related ministries
2. Integrate theory and practice with an intercultural studies component
3. Equip church leaders to study and engage a changing culture with the good news of Jesus Christ

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Ministry Leadership requires twelve undergraduate semester credits of biblical and theological studies.

Three areas of emphasis—youth, pastoral counseling, and church multiplication—are available for the Ministry Leadership degree through online course work.

**Core Phase**

GRD 501 Spiritual Foundations for Leadership 3
GRD 502 Strategic Planning 3
GRD 503 Leadership and Culture 3
GRD 504 Organizational Communication 3

**Research Core**

GRD 505 Introduction to Social Science Research Methods 3
GRD 506 Data Driven Decisions 3
GRD 507 Integrated Area of Study Major Project 3

**Concentration**

MIN 551 The Biblical Communicator 3
MIN 552 Facilitating Spiritual Formation 3
MIN 553 Outreach Oriented Leader 3
MIN Electives (consult with advisor) 6

**TOTAL** 36 Credits

*Not required for students choosing the youth emphasis; an elective for those choosing the pastoral counseling emphasis.*
ORGANIZATIONAL LEADERSHIP

—Master of Arts

The Master of Arts in Organizational Leadership is designed to:

1. Integrate knowledge and skills within the context of management and leadership
2. Prepare leaders to meet the challenges of a changing administrative environment
3. Promote leadership styles that will produce effective organizations
4. Facilitate learning that will allow students to develop an understanding of the needs for leadership in different types of organizations

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Organizational Leadership requires twelve semester credits of business, accounting, or management.

<table>
<thead>
<tr>
<th>Core Phase</th>
<th>12 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRD 501</td>
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</tr>
<tr>
<td>GRD 502</td>
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<tr>
<td>GRD 503</td>
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<table>
<thead>
<tr>
<th>Research Core</th>
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<tbody>
<tr>
<td>GRD 505</td>
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<tr>
<td>GRD 506</td>
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<td>GRD 507</td>
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<table>
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<tr>
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<td>ORG 551</td>
<td>3</td>
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<td>ORG 552</td>
<td>3</td>
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<tr>
<td>ORG 553</td>
<td>3</td>
</tr>
<tr>
<td>ORG 554</td>
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</tbody>
</table>

Elective (consult with advisor)
Crown Online is an extension of the College mission designed for those who are unable to relocate or maintain a consistent class schedule, but still want to pursue higher education. The online program incorporates the most current research and practice in adult and distance education. The curriculum is designed by professors who are experts in their field.

ONLINE DEGREES

Distant learners have several options depending upon their previous educational experience.

An Associate of Science in Christian Ministry is available for students with a high school diploma or GED and little or no college experience.

The Bachelor of Science in Christian Ministry serves students with an associate’s degree or two years of college credits. A Bachelor of Science in Nursing provides the course work for RNs to complete a BSN degree.

There are four areas of study for those who wish to pursue a master’s degree. A Master of Arts in Ministry Leadership prepares students for Christian ministry leadership roles as pastors, church staff, Christian education and youth leaders, or parachurch ministry leadership. A Master of Arts in Intercultural Leadership Studies equips students for both overseas and domestic mission work. A Master of Arts in Educational Leadership is designed for those involved in the teaching profession to enhance performance and effectiveness in the classroom. A Master of Arts in Organizational Leadership is designed for business professionals desiring to increase their effectiveness in the workplace and those who aspire to organizational management.

GRADUATION REQUIREMENTS (ONLINE)

To graduate from the Crown Online program a student must:
1. Complete all modules in the selected program.
2. Undergraduate students must have a 2.0 cumulative GPA (2.5 GPA for nursing majors) or better (on a 4.0 scale) and graduate students must have a 3.0.
3. Transfer credits for undergraduate students must be 2.0 or better and 3.0 or better for graduate students.
4. Complete the minimum credit requirements for the degree sought:
   - Associate’s—65 undergraduate credits
   - Bachelor’s—125 undergraduate credits
   - Master’s—36 graduate credits (must be completed within a seven year period)
5. Meet all financial obligations to the College.
6. Have the recommendation of the faculty as to character and conduct. A student whose conduct proves unworthy may be
deemed unworthy of graduation even though all other requirements have been met.

7. Receive approval from the Board of Trustees.

Students who complete the required courses for their program and meet all the stipulations listed above will be eligible to receive their degree.

**ONLINE STUDENT CONDUCT**

Online students are expected, in all instances, to interact with one another in a respectful, professional manner. Proper student conduct includes:

1. Maintaining appropriate internet communication by upholding Christian character and maturity.

2. Confining posted discussion groups or classmate contacts to class-related issues.

3. Petitioning or appealing academic or disciplinary decisions in an appropriate manner.

Crown Online reserves the right to take disciplinary action against students practicing misconduct, which may include course and/or program dismissal. Appeals or special circumstances will be dealt with on an individual basis.
CHRISTIAN MINISTRY
—Associate of Science

This degree is a 65-credit program designed for students with a high school diploma or GED and little or no college experience. It provides a firm foundation of general education and biblical studies.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 134 Method of Bible Study</td>
<td>3</td>
</tr>
<tr>
<td>BIB 233 Gospel of John</td>
<td>3</td>
</tr>
<tr>
<td>HIS 135X Old Testament History</td>
<td>3</td>
</tr>
<tr>
<td>HIS 136X New Testament History</td>
<td>3</td>
</tr>
<tr>
<td>THE 231 Christian Doctrine</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>II. General Studies</th>
<th>41 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 131 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG 132 Writing and Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG 133 Speech</td>
<td>3</td>
</tr>
<tr>
<td>ENG 233 American Literature</td>
<td>3</td>
</tr>
<tr>
<td>HIS 130 Topics in Western Civilization</td>
<td>3</td>
</tr>
<tr>
<td>HIS 332 Church History</td>
<td>3</td>
</tr>
<tr>
<td>IT 103 Introduction to Online Computing</td>
<td>2</td>
</tr>
<tr>
<td>MAT 130 Math Survey</td>
<td>3</td>
</tr>
<tr>
<td>PED 100 Lifetime Wellness</td>
<td>1</td>
</tr>
<tr>
<td>PSY 130 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 236 Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 131 Foundations of Biology</td>
<td>3</td>
</tr>
<tr>
<td>SCI 205 Ecology Online</td>
<td>3</td>
</tr>
<tr>
<td>SOC 101 Strategies for College Success</td>
<td>2</td>
</tr>
<tr>
<td>SOC 230 Sociology</td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>III. Christian Ministry</th>
<th>9 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICS 131 Missions in Perspective</td>
<td>3</td>
</tr>
<tr>
<td>CED 232 Methods of Discipling Youth or</td>
<td></td>
</tr>
<tr>
<td>CED 336X Dynamics of Small Groups</td>
<td>3</td>
</tr>
<tr>
<td>CHM 300 Spiritual and Personal Formation</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 65 Credits

1 Spiritual and Personal Formation may also be taken over a three-module spread as one-credit courses CHM 303, 304, and 305.
CHRIStIAN MINISTRY
—Bachelor of Science

The Bachelor of Science in Christian Ministry is designed to equip men and women as leaders to make disciples at all age levels. Matthew 28:19-20 provides the mandate to prepare vocational leaders for the local church and church-related ministries. The core of our education is biblical studies with options for leaders to make healthy disciples and healthy churches.

<table>
<thead>
<tr>
<th>I. Christian Studies</th>
<th>CM 494</th>
<th>Ministry Internship II</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>FND 360</td>
<td>Biblical Concepts of Leadership</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FND 370</td>
<td>Interpretation of the Old Testament</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FND 374</td>
<td>Jesus and the Gospels</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FND 474</td>
<td>Current Issues in Theology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>FND 476</td>
<td>Interpreting Romans</td>
<td>3</td>
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</tr>
<tr>
<td>II. Christian Ministry Core</td>
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<td>48 Credits</td>
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</tr>
<tr>
<td>CM 350</td>
<td>Biblical and Historical Foundations for Ministry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 358</td>
<td>Making of the Modern Mind</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 376</td>
<td>Theology of Evangelism</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 380</td>
<td>Public Speaking in Ministry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 394</td>
<td>Ministry Internship I</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 450</td>
<td>Human Diversity</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 454</td>
<td>Biblical Perspectives of Worship</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 480</td>
<td>Nurture and Discipleship</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 482</td>
<td>Educational Ministry</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CM 484</td>
<td>Counseling for Ministers</td>
<td>3</td>
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</tbody>
</table>
* This is a two-year program if you have sufficient electives to bring your credit total to 125.
NURSING (BSN COMPLETION)
—Bachelor of Science in Nursing

The Nursing–BSN Completion program will provide the registered nurse with a Christian Studies foundation through which professional nursing care can be delivered. Students will acquire competency through the implementation of theory and research in clinical settings. The Nursing–BSN Completion program will allow the student to develop their understanding of the incorporation of critical thinking, communication, assessment, and technical skills in professional nursing practice. Courses and clinical experiences will emphasize the role of advocate and leader in biblically-based professional nursing care.

I. Christian Studies ................................. 15 Credits
   FND 360  Biblical Concepts of Leadership  3
   FND 370  Interpretation of the Old Testament  3
   FND 374  Jesus and the Gospels  3
   FND 474  Current Issues in Theology  3
   FND 476  Interpreting Romans  3

II. General Studies ................................. 2 Credits
   IT 103  Introduction to Online Computing  2

III. Nursing Core ................................. 33 Credits
   NUR 220  The Role of the Professional Nurse  3
   NUR 305  Theoretical Foundations of Nursing  3
   NUR 310  Physical Assessment  3
   NUR 312  Pathophysiology  3
   NUR 330  Nursing of the Older Adult  4
   NUR 349  Transcultural Nursing Concepts  3
   NUR 315  Pharmacology  3
   NUR 415  Community Health Nursing  4
   NUR 425  Nursing Research  3
   NUR 435  Nursing Leadership and Management  4

TOTAL ............................................. 50 Credits
EDUCATIONAL LEADERSHIP
—Master of Arts

The Master of Arts in Educational Leadership is designed to:

- Prepare graduates for leadership roles in public and private organizations
- Develop an understanding of relationship of learning as it relates to the classroom setting
- Integrate the models of leadership with faith, educational environments and human resources
- Promote performance and effectiveness in designing, managing, and evaluating the educational setting

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Educational Leadership requires twelve semester credits in education.

<table>
<thead>
<tr>
<th>Core Phase</th>
<th>12 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRD 501 Spiritual Foundations for Leadership</td>
<td>3</td>
</tr>
<tr>
<td>GRD 502 Strategic Planning</td>
<td>3</td>
</tr>
<tr>
<td>GRD 503 Leadership and Culture</td>
<td>3</td>
</tr>
<tr>
<td>GRD 504 Organizational Communication</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Core.</th>
<th>9 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRD 505 Introduction to Social Science Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>GRD 506 Data Driven Decisions</td>
<td>3</td>
</tr>
<tr>
<td>GRD 507 Integrated Area of Study Major Project</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 551 Improving Instruction</td>
<td>3</td>
</tr>
<tr>
<td>EDU 552 Designing Curriculum</td>
<td>3</td>
</tr>
<tr>
<td>EDU 553 Managing Classrooms</td>
<td>3</td>
</tr>
<tr>
<td>EDU 554 Measuring and Assessing</td>
<td>3</td>
</tr>
<tr>
<td>EDU Elective (consult w/advisor)</td>
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<table>
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<tr>
<th>Total.</th>
<th>36 Credits</th>
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</table>
INTERCULTURAL LEADERSHIP STUDIES

—Master of Arts

The Master of Arts in Intercultural Leadership Studies is designed to:

- Prepare students for cross-cultural ministry under missionary sending agencies and denominations, such as The Christian and Missionary Alliance
- Integrate missiological theory and practice
- Facilitate a comprehension of culture in general
- Promote an understanding of the interplay among culture, gospel, and ministry

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Intercultural Leadership Studies requires twelve semester credits of biblical and theological studies.

<table>
<thead>
<tr>
<th>Core Phase</th>
<th>12 Credits</th>
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<tbody>
<tr>
<td>GRD 501</td>
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<tr>
<td>GRD 502</td>
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<td>GRD 503</td>
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<td>GRD 504</td>
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</table>

<table>
<thead>
<tr>
<th>Research Core</th>
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<tbody>
<tr>
<td>GRD 505</td>
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<tr>
<td>GRD 506</td>
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<td>GRD 507</td>
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<table>
<thead>
<tr>
<th>Concentration</th>
<th>15 Credits</th>
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<tbody>
<tr>
<td>ICS 551</td>
<td></td>
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<td>ICS 552</td>
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<td>ICS 553</td>
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<td>ICS 554</td>
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<tr>
<th>Elective</th>
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<tr>
<th>Total</th>
<th>36 Credits</th>
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</thead>
</table>
MINISTRY LEADERSHIP

—Master of Arts

The Master of Arts in Ministry Leadership is designed to:

- Prepare men and women for leadership positions in local church and church related ministries
- Integrate theory and practice with an Intercultural Leadership Studies component
- Equip church leaders to study and engage a changing culture with the good news of Jesus Christ

Three areas of emphasis are available in the Ministry Leadership program: Youth, Pastoral Counseling, and Church Multiplication.

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Ministry Leadership requires twelve semester credits of biblical and theological studies.

<table>
<thead>
<tr>
<th>Core Phase</th>
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<tbody>
<tr>
<td>GRD 501 Spiritual Foundations for Leadership</td>
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<table>
<thead>
<tr>
<th>Concentration</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIN 551 The Biblical Communicator</td>
<td>3</td>
</tr>
<tr>
<td>MIN 552 Facilitating Spiritual Formation</td>
<td>3</td>
</tr>
<tr>
<td>MIN 553 Outreach Oriented Leaders</td>
<td>3</td>
</tr>
<tr>
<td>MIN 554 Managing Change and Conflict*</td>
<td>3</td>
</tr>
<tr>
<td>MIN Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

| Total                                           | 36 Credits |

*Not required for students choosing the youth emphasis; an elective for those choosing the pastoral counseling emphasis.
Three courses are required to earn each emphasis. Two of the courses listed can be taken as the allowable electives, and one must be taken in addition to the standard requirements for the Ministry Leadership program, bringing the total credit requirement to 39 credits.

**CHURCH MULTIPLICATION EMPHASIS**

This emphasis is designed to enhance the student's understanding of and participation in church planting ministry. Coursework focuses on spiritual preparation, leadership, strategy, growth, and reproduction of the church multiplication cycle.

**Church Multiplication Emphasis Core.**  
MIN 530 Foundations of Church Planting 3 Credits  
MIN 531 Church Health & Multiplication 3 Credits  
MIN 532 Leadership for Church Planting 3 Credits

**PASTORAL COUNSELING EMPHASIS**

The Pastoral Counseling emphasis is designed to equip students to assist people through transitional life stages and personal crisis situations, prepare students to identify and deal with core problems, and provide students with the ability to discern which people need professional help and which need spiritual counsel.

**Pastoral Counseling Emphasis Core.**  
Choose three of the following courses:  
MIN 554 Managing Change and Conflict 3 Credits  
MIN 571 Ministry of Counseling 3 Credits  
MIN 572 Premarital and Marital Counseling 3 Credits  
MIN 573 Crisis Counseling 3 Credits

**YOUTH EMPHASIS**

The emphasis in Youth Ministry is designed to familiarize students with the unique needs of youth in today's culture, prepare students to establish effective ministry programs specifically for junior high and high school aged youth, and equip students to integrate youth ministry with the overall ministry of the church.

**Youth Emphasis Core**  
MIN 561 Youth Ministry Development 3 Credits  
MIN 562 Meeting the Developmental Needs of Adolescents 3 Credits  
MIN 563 Counseling Adolescents and Their Parents 3 Credits
ORGANIZATIONAL LEADERSHIP, M.A.—ONLINE

—Master of Arts

The Master of Arts in Organizational Leadership is designed to:

• Integrate knowledge and skills within the context of management and leadership
• Prepare leaders to meet the challenges of a changing administrative environment
• Promote leadership styles that will produce effective organizations
• Facilitate learning that will allow students to develop an understanding of the needs for leadership in different types of organizations

Prerequisites: To take full advantage of course content and learning potential, enrollment in the Master of Arts in Organizational Leadership requires twelve semester credits of business, accounting, or management; or two years of full-time work in a business setting.

<table>
<thead>
<tr>
<th>Core Phase</th>
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<tbody>
<tr>
<td>GRD 501 Spiritual Foundations for Leadership</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>GRD 505 Introduction to Social Science Research Methods</td>
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</tr>
<tr>
<td>GRD 506 Data Driven Decisions</td>
<td>3</td>
</tr>
<tr>
<td>GRD 507 Integrated Area of Study Major Project or Elective</td>
<td>3</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Concentration</th>
<th>15 Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORG 551 Foundations of Organization Theory</td>
<td>3</td>
</tr>
<tr>
<td>ORG 552 Organizational Behavior</td>
<td>3</td>
</tr>
<tr>
<td>ORG 553 Organizational Development</td>
<td>3</td>
</tr>
<tr>
<td>ORG 554 Ethical Leadership</td>
<td>3</td>
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<td>Elective (consult w/advisor)</td>
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</table>

<table>
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<th>Total</th>
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</table>
ACC—ACCOUNTING

ACC 227 College Accounting 3 Credits
This course is designed to acquaint students with the principles of accounting theory and practice, and emphasizes the accounting cycle, financial statement preparation, accounting techniques, and their role in decision making.

BIB—BIBLE

BIB 134 Methods of Bible Study 3 Credits
The aim of this study is to give the student practical experience in personal Bible study. Different methodologies are used in a discovery process with emphasis on inductive Bible study. A biblical book is used for demonstrating these methods.

BIB 233 Gospel of John 3 Credits
The fourth Gospel will be examined as to its background, teaching, and theological themes and compared with the synoptic Gospels. In addition, the relevance of the text will be explored for personal growth, teaching, and preaching.

BIB 238 Acts/Pastoral Epistles 3 Credits
This course is an examination of the expansion and problems of the early church through a chapter-by-chapter study of Acts, Titus, and I and II Timothy, as well as a study of the internal and external threats to the church and the emergence of a strengthened leadership to meet the challenge.

BUS—BUSINESS

BUS 132 Introduction to Business 3 Credits
This course is an introduction to the role of business in our society. Areas of study include the structure of business, its principal activities, and the environment within which it operates.

BUS 210 Concepts of Personal Finance 3 Credits
A practical study of what Scripture says about financial stewardship, tithing, giving, investing, and the use of debt. Students will develop personal budgets and financial goals. Discussion will also include the use of various types of credit and insurance.

BUS 221 Business Communications 3 Credits
This course is designed to help students develop and strengthen skills of effective business and professional communication in written, oral, and non-verbal modes. Students learn to apply specific reasoned, practical, and ethical business communication principles to composing and delivering typical business and professional messages. Students’ awareness of communication contexts and practices in other cultures is enhanced.

BUS 372X Workplace Communication I: Principles
This course is a thorough introduction to the principles and best practices of effective workplace communication. It focuses on an understanding of language selection, message construction, methods and mediums adapted to various audiences, and desired outcomes. Students will be provided content that will help them to strengthen skills in written and oral methods of communication and be presented with relevant topics, examples and concepts that can be utilized in “real-world” business/organizational settings.

BUS 373X Workplace Communication II: Practice
This course provides an analytical and practical understanding of the process of the effective use of spoken and written language with visuals to accomplish communication objectives in the workplace. The course helps students to develop the ability to utilize their own insight into workplace communication by applying the latest theory and best practices of effective workplace communication. Students will apply the knowledge and skills
developed in Workplace Communication I: Principles and this course to their individual work environments.

Prerequisite: BUS 372X/COM 372X Workplace Communication I

<table>
<thead>
<tr>
<th>CED—CHRISTIAN EDUCATION</th>
</tr>
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<tbody>
<tr>
<td>CED 232 Methods of Discipling Youth 3 Credits</td>
</tr>
<tr>
<td>A study of the nature and needs of youth in early, middle and later adolescence. Methods of teaching, counseling, and program building for age levels are studied.</td>
</tr>
<tr>
<td>CED 336X Dynamics of Small Groups 3 Credits</td>
</tr>
<tr>
<td>Integrates biblical directives with small group dynamics, emphasizing ministry within a relational model of the group. This course aims to develop skills and attributes for both leadership and participation. Students will participate in a small group process throughout the course.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>CM—CHRISTIAN MINISTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM 300 Spiritual and Personal Formation 3 Credits</td>
</tr>
<tr>
<td>This course focuses on the spiritual development of the individual, especially reading from the modern classics in spiritual formation. Biblical principles and spiritual disciplines that govern the character and conduct of Christians will be addressed. The course also considers issues of personal formation. (Only available in through Online program.)</td>
</tr>
<tr>
<td>CM 350 Biblical and Historical Foundations for Ministry 3 Credits</td>
</tr>
<tr>
<td>The nature of ministry is studied from both the biblical and historical perspectives as a basis for understanding the role of the church leader today. Study includes an in-depth exploration of the call to ministry, the minister’s character and identity, spiritual formation, and philosophy of ministry.</td>
</tr>
<tr>
<td>CM 358 Making of the Modern Mind 3 Credits</td>
</tr>
<tr>
<td>In this course, students gain an understanding philosophical concepts, including Christian thought, beginning with the Greeks through Augustine, and concluding with the significant philosophical systems of the western world. Included is an evaluation of these systems relative to personal faith and values and the development of a personal statement of philosophy.</td>
</tr>
<tr>
<td>CM 376 Theology of Evangelism 3 Credits</td>
</tr>
<tr>
<td>Development of a biblical theology of evangelism, including the place of God and His Word in evangelism, the gift of and the call to evangelism, biblical considerations of components of personal evangelism and the importance of proper follow-up through a careful study of the Scriptures. Includes field experience and Scripture memory.</td>
</tr>
</tbody>
</table>

| CM 380 Public Speaking in Ministry 3 Credits |
| CM 394 Ministry Internship I 3 Credits |
| Student enters into a mentoring relationship with a capable minister and arranges to participate in a wide range of church activities. Students are introduced to the plan, process and expectations of the internship experience. Satisfactory/Unsatisfactory grading only. |
| CM 450 Human Diversity 3 Credits |
| Study of the various applications of ministry between people who are different from one another. Applies models of the intercultural person to multicultural and intergenerational relationships. |
| CM 454 Biblical Perspectives of Worship 3 Credits |
| Study of worship focusing on the contrasts of true, false, and vain worship as seen in a survey of biblical examples from the Old and New Testaments. Emphasis is placed on the development of creativity and balance in the corporate worship experience. |
| CM 480 Nurture and Discipleship 3 Credits |
| Study of the nature of spiritual formation and discipleship. Development of models for ministries to a selected group (families, youth, children, singles, etc.) based on the needs of that particular group and principles of effective guidance for that group. |
| CM 482 Educational Ministry 3 Credits |
| Study of the process of teaching and learning as it relates to using the Bible to bring about life changes. Included is an overview of the program of Christian Education as it is found in the local church. |
| CM 484 Counseling for Ministers and Church Leaders 3 Credits |
| Designed to provide a basis for counseling by ministers and other church leaders. Various counseling styles and methods are considered and related to typical situations faced in church ministry. Counseling ethics, referral, and the integration of counseling with other forms of pastoral staff care are emphasized (e.g. premarital, personal/family crisis, guidance, grief, death, and dying). |
CM 494 Ministry Internship II 3 Credits
Analysis of internship experience in light of the training received in the program training and the preparation of oral and written presentations evaluating learning. Satisfactory/Unsatisfactory grading only.
Prerequisite: CM 394

COM—COMMUNICATION

COM 140 Perspectives on Communication 3 Credits
A foundational course that explores patterns and processes of human communication as they are relevant to daily life. Objectives include the analysis and improvement of communication and interpersonal, intercultural, group, organizational, and speaker-audience settings. Foundations for non-mediated communications are established.

COM 150 Writing in Communication 3 Credits
The practical, hands-on study of effective writing which occurs in basic human communication and various forms of mediated communication in contemporary society. From a foundation of successful writing and interpersonal and group contexts, students will then discuss and acquire writing skills relevant to the media industries: newspapers, magazines, radio, television, cinema, and internet.

COM 224 Mass Media Literacy 3 Credits
The foundational course for the study of mediated communication. Objectives include an understanding and critical evaluation of how the media industries and supporting industries function, and a discussion of the roles Christians can play in media careers and ministries.

COM 247 Introduction to Media Production 3 Credits
Examines the principles and practices of media creation for today’s society. Special consideration will be given to storytelling as a basis for mediated messages. Other topics will include developmental strategies for audio/visual communication and an overview of the broadcast industry.

COM 310 Persuasive Communication 3 Credits
Focuses in the dual responsibilities of creation and reception in persuasive messages. Theoretical considerations include credibility, proofs and argumentation. Practical applications will highlight personal influence, public campaigns and media techniques. Ethical standards for persuasion will also be probed.

COM 315 Media and Culture 3 Credits
An in-depth exploration of how the media of mass communication both reflect and influence our culture. The relationship between our environment, our social interaction and various communication channels will be examined. Students will be challenged with the task of using communication forms to transform popular culture rather than being uncritically transformed by it.

COM 330 Interpersonal Communication 3 Credits
The study of face-to-face interaction and the creation of meaningful relationships. Students will study the roles of communication in family systems, self-identity, intimate relationships, gender issues, and non-verbal contexts. Evaluation of personal interaction skills is emphasized.

COM 352 Communication Ethics 3 Credits
An introductory study of ethical approaches to human and mediated communication. On a case by case basis, issues such as fairness, privacy, and taste are explored from biblical perspectives on right and wrong behavior within communication contexts.

COM 356 Small Group Communication 3 Credits
An integration of theory, research, and practice related to the structure and function of groups. Topics addressed will include group member roles, decision making, problem solving, and other variables contributing to effective communication within a group.

COM 372X Workplace Communication I—Principles
This course is a thorough introduction to the principles and best practices of effective workplace communication. It focuses on an understanding of language selection, message construction, methods and mediums adapted to various audiences and desired outcomes. Students will be provided content that will help them to strengthen skills in written and oral methods of communication and be presented with relevant topics, examples and concepts that can be utilized in "real-world" business/organizational settings.

COM 373X Workplace Communication II: Practice
This course provides an analytical and practical understanding of the process of the effective use of spoken and written language with visuals to accomplish communication objectives in the workplace. The course helps students to develop the ability to utilize their own insight into workplace communication by applying the latest theory and best practices of effective workplace communication. Students will apply the knowledge and skills developed in Workplace Communication I: Principles and this course to their individual work environments.

Prerequisite: BUS 372X, COM 372X Workplace Communication
COM 448 Advanced Writing for Media 3 Credits
A senior-level course emphasizing advanced research, writing, editing, and production techniques for the mass media. Beyond the employment of techniques and disciplines common to all media writing, students will then design an intensive project which builds off their unique media interests. The complete development of this project, from research through production, will be the practical requirement.

COM 457 Organizational Communication 3 Credits
Acknowledge research and theories which account for the communication process in complex planned, deliberately structured, goal directed, and culturally unique social systems. Questions relevant to the role of communication in defining organizational structures and in the achievement of personal and organizational goals are explored.

ECE—EARLY CHILDHOOD EDUCATION

ECE 320 Development of Young Children 3 Credits
Principles and theories of early childhood development and learning will be studied. Focus will be on a holistic view of development, prenatal through eight years of age, with emphasis on major developmental domain: physical, cognitive, social, emotional, and creative. Strategies for assessing young children will be explored. Consideration will be given to the adult’s role in supporting the development and learning of young children.

ECE 330 Infant and Toddler Curriculum and Methods 3 Credits
Course content includes the interaction between organic, emotional, and cognitive factors within the first 36 months of a child’s life. Research on brain development studies, family development, parent/child relations, parenting skills, family systems, structure, and function are addressed. Other topics include significance of attachment, language development, sensory motor development, theories of cognitive development, ways to develop values and character, and age-appropriate learning environments and activities. (Portfolio and field experience requirements.)

Prerequisites: ECE 320, Edu310 and admission to the Teacher Education Department

ECE 331 Pre-Primary Curriculum and Methods 3 Credits
This course provides the theoretical and practical framework of how children ages 3–5 learn. Age-appropriate methods of teaching, process education through exposure to appropriate materials and procedures, and child-centered curriculum are emphasized. Science, social studies, math, language arts, and creative arts are understood through the schema of a 3 to 5 year-old child’s needs. Focus is on assessment and evaluation of the young child’s progress in all areas of learning, including the building of values and character. (Portfolio and field experience requirements.)

Prerequisites: ECE 320, Edu 310, and admission to the Teacher Education Department

ECE 332 Kindergarten and Primary Curriculum and Methods 5 Credits
This course provides the theoretical and practical framework of how kindergarten through grade 3 children learn. Age-appropriate methods of teaching and the process of education, as reflected through sharing appropriate materials and procedures, are emphasized. The course is designed to meet the same criteria as the Elementary Education major’s study of K–3 teaching methods in fine arts, health, math, science, and social studies. (Portfolio and field experience requirements.)

Prerequisites: ECE 320, Edu 310, and admission to the Teacher Education Department

ECE 440 Student Teaching: Infants and Toddlers 2 Credits
Direct teaching experience in an approved infant-toddler program. Additional time may be required if needed to meet competencies. Students observe, participate, teach, and investigate relevant teaching resources and information regarding infants and toddlers. Emphasis is also on communicating with parents by using active listening. Satisfactory/Unsatisfactory grading only. Fee. (Portfolio requirement.)

Prerequisites: ECE 330 and admission to student teaching

ECE 441 Student Teaching: Pre-Primary 2 Credits
Direct teaching experience in an approved pre-kindergarten program for Elementary Education majors with an Early Childhood Concentration. Students observe, participate, teach, and engage in extra-class activities with 3–5 year-old children. Satisfactory/Unsatisfactory grading only. Fee. (Portfolio requirement.)

Prerequisites: ECE 331 and admission to student teaching

ECE 442 Student Teaching: Pre-Primary 4 Credits
Direct teaching experience in an approved pre-primary program for 190 hours or 5 weeks. Students observe, participate, teach, and engage in extra-class activities with children ages three to five. Open to accepted Early Childhood Education majors only. Satisfactory/Unsatisfactory grading only. Fee. (Portfolio requirement.)
Prerequisites: ECE 331 and admission to student teaching.

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**ECO—ECONOMICS**

**ECO 331 Macroeconomics** 3 Credits

A course in the fundamental principles regarding production, distribution, consumption, and exchange of wealth—dealing specifically with macroeconomics. Consideration is given to national income, money and banking, including the role of government with respect to fiscal and monetary policies.

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**EDU—EDUCATION**

**EDU 210 Media and Technology** 2 Credits

This course develops techniques for using both simple and complex media formats in the classroom. Emphasis is on effective use of computer hardware and software for lesson design, portfolio development, curriculum delivery, and classroom administration. (Portfolio requirement.)

**EDU 241 Foundations of Education** 3 Credits

Examination of information from the fields of history, philosophy, and sociology which is relevant to the understanding of the teaching profession, development of school policy, and current educational issues. (Portfolio and field experience requirement.)

**EDU 310 Planning and Assessment** 3 Credits

This course provides the theoretical and practical foundation for the design and management of instruction and for the use of formal and informal assessment strategies. The course provides the prospective teacher with the opportunity to plan instructional units and to assess learning based on knowledge of subject matter, students, the community, and curricular goals. (Portfolio requirement.)

Prerequisites: EDU 241, PSY 332

**EDU 330 Introduction to the Exceptional Learner** 2 Credits

This course provides an understanding of the exceptional learner, and of the rapidly changing field of special education. Topics include special education categories and terminology, current issues and laws, alternative program designs for meeting exceptional needs (mainstreaming, integration, and inclusion), the Individualized Education Plan (IEP) and assessment, school responsibilities, parent rights, the roles of the regular teacher and the special educator, the origin and nature of exceptionalities, and instructional strategies for the exceptional learner. Observation is required in appropriate school settings. (Portfolio requirement.)

Prerequisite: EDU 310

**EDU 405 Classroom Environment** 2 Credits

This course explores teaching as a matter of relationships among individuals. Students explore these relationships to discover their need to be grounded in rapport and mutual respect between teacher and students, and among students. Important ideas covered are how group motivation and effective classroom management create an environment that encourages positive social interaction, active engagement in learning, and self-motivation. (Portfolio requirement.)

**EDU 460X Faith Integration Seminar** 3 Credits

In this capstone course, students are given the opportunity to reflect upon and articulate aspects of Christian world views, and relate the core values of their majors. In small groups, students will be required to demonstrate and defend their own integration of faith and learning. (Portfolio requirement.)

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**EED—ELEMENTARY EDUCATION**

**EED 239 Children’s Literature** 3 Credits

A study of a broad range of literature for children from prekindergarten through junior high school age. Sources and criteria for book selection such as authors, illustrators, and titles in the field of children’s literature based on Newbery, Caldecott, and other awards are studied. Children’s and adolescents’ reading interests and tastes are examined, with emphasis on the proper use of literature in meeting their personal and spiritual needs.

**EED 310 Elementary Fine Arts** 2 Credits

This course introduces and develops skills needed to teach art and music in the elementary classroom. Music content includes fundamentals such as notation and the piano keyboard, as well as instructional techniques for classroom music. Art content includes two- and three-dimensional art processes, basic elements of art, and use of media and materials suitable for teaching children. Appreciation for the arts is cultivated through one or more field trips. Field experience in approved site required. Fee.

Prerequisites: EED 336, EDU 330, EDU 405, and admission to Teacher Education Department.

**EED 336 Elementary Reading and Communication Arts** 6 Credits

Presents an integrated model of communication and uses a constructivist approach. Students learn the various methods,
techniques, and materials needed for developing all of the communication skills—listening, speaking, reading, and writing—for children from birth through grade six. Needs of the exceptional child are considered, and emphasis is on issues, research, and current practices in reading and the communication arts. Field experience in approved site includes diagnostic testing and instruction. Fee. (Portfolio and field experience requirements.)

Prerequisites: EED 239, EDU 405 and admission to Teacher Education Department.

**EED 344 Elementary Mathematics** 3 Credits
This course involves learning methods and techniques of teaching mathematics for levels K–6. Emphasis is on application of learning theory to teaching mathematics. Students receive instruction in teaching strategies, models, and materials. They produce lessons and materials and use them during an extensive field experience in approved site. This course is based on the NTCM and Minnesota Graduation Standards.

Prerequisites: EDU 330, EDU 405, EED 336 and admission to Teacher Education Department.

**EED 345 Elementary Science** 2 Credits
Methods and techniques of teaching science and health K–6, with emphasis on national science standards. Use and production of educational media, micro-teaching, and classroom field experience in approved site are included. Consideration is given to teaching the exceptional child.

Prerequisite: EDU 330, EDU 405, EED 336, and admission to Teacher Education Department.

**EED 346 Elementary Social Studies** 2 Credits
Methods and techniques of teaching social studies K–6. Focus is on curriculum planning and content, as well as on materials and resources appropriate to the field. Some attention is given to computer applications and to classroom diversity. Peer teaching and classroom field experience in approved sites are included. (Portfolio requirement.)

Prerequisites: EDU 330, EDU 405, EED 336, and admission to Teacher Education Department.

**EED 445 Student Teaching: Kindergarten and Primary** 4 Credits
Direct teaching experience in an approved kindergarten through grade three setting. Students observe, participate, plan, and teach in an elementary school. Satisfactory/Unsatisfactory grading. Fee. (Portfolio requirement.)

Prerequisite: Admission to student teaching.

**EED 448 Student Teaching: K–6** 8 Credits
Direct teaching experience in kindergarten through grade six. Students observe, participate, plan, and teach in an elementary school. Satisfactory/Unsatisfactory grading. Fee. (Portfolio requirement.)

Prerequisite: Admission to student teaching.

**ENG—ENGLISH**

**ENG 131 English Composition** 3 Credits
In this course the fundamentals of effective writing are emphasized, along with the elements of rhetoric—audience, speaker, and purpose. Narrative, informative, and persuasive composition are studied.

**ENG 132 Writing and Literature** 3 Credits
Continued instruction and practice in academic writing is the focal point of this course, with emphasis on research techniques.

**ENG 133 Speech** 3 Credits
This course provides the student with an introduction to the theory of the communication process. Each student will prepare and deliver speeches and will be given opportunity to gain skills in small group discussion and oral interpretation.

**ENG 224 Introduction to Mass Media** 3 Credits
An introduction to the writing techniques, objectives, and effects of journalism. The course will focus on the writing skills of both objective and persuasive methods, their expression through mass media forms (newspapers, magazines, newsletters, radio, and television), and their impact on different audience levels.

**ENG 233 American Literature** 3 Credits
An overview of non-dramatic literature of the United States, showing its development from colonial times to the present. Students also work individually and collaboratively to explore topics, works, and authors representing multi-cultural voices in the changing canon of American literature.

**ENG 332 Christian Classics** 3 Credits
This is an overview of some of the most outstanding Christian literary works ranging from St. Augustine to C.S. Lewis. In a close study of Christian spiritual writings, the course demonstrates an effective integration of Christian faith and learning in literature.

**ENG 339 Intercultural Communication** 3 Credits
In every encounter between persons of different cultures, verbal and nonverbal factors facilitate or impede effective
communication. With a focus on observing, describing, and interpreting these factors, this course is designed for students who plan to minister in sub-cultures within North America as well as for those who plan a career in foreign missions.

**FND—BIBLICAL FOUNDATIONS**

**FND 360** Biblical Concepts of Leadership 3 Credits
Study the concepts of leadership in the context of Scriptures. Biblical foundation utilized to bring about the integration of models of excellence in Christian faith with modern concepts of leadership.

**FND 370** Interpretation of the Old Testament 3 Credits
Biblical interpretation of Old Testament literature with a view toward applying the teaching in contemporary ministry contexts.

**FND 374** Jesus and the Gospels 3 Credits
Exploration of the synoptic gospels utilizing the appropriate procedures of biblical interpretation. Emphasis placed upon the process of translating the life, ministry and teaching of Jesus into relevant ministry settings.

**FND 474** Current Issues in Theology 3 Credits
Study of Bible doctrines such as God, Christ, the Holy Spirit, man, sin, salvation and the relationship of doctrine to the ministry context of a church. Themes examined through a focus on New Testament literature, predominantly from the epistle.

**FND 476** Interpreting Romans 3 Credits
A historical and exegetical study of Paul’s epistle to the Romans with exposition and application of the book’s leading themes and as a model for the interpretation and study of other Pauline literature.

**HEA—HEALTH**

**HEA 221** Personal and Community Health 2 Credits
This course provides instruction on health and safety in the home, school, and community. Consideration is given to school health programs, mental health, disease, first aid (Red Cross certification), nutrition, and family life education. The physical, psychological, and sociological causes and effects of chemical dependency on tobacco, alcohol, and other drugs are studied.

**HIS—HISTORY**

**HIS 130** Topics in Western Civilization 3 Credits
This history survey course focuses on selected eras of our civilization from the ancient world to the twentieth century. The emphasis is on some of the most significant themes, events, and people in the Western tradition with particular attention to ideas of lasting importance.

**HIS 135X** Old Testament History 3 Credits
A study of the historical background and general content of the Old Testament books with a view to giving the student an overall perspective of the message of the Old Testament in the light of its contemporary setting.

**HIS 136X** New Testament History 3 Credits
A study of the historical background and general content of the New Testament books with a view to giving the student an overall perspective of the message of the New Testament in the light of its contemporary setting.

**HIS 332** Church History 3 Credits
A study of church history from the Apostolic church to the present. Topics considered will include the rise and growth of the early church, early theological controversies, the development and influence of the papacy, the schism between the Eastern and Western churches, the Reformation and the ensuing conflicts in Europe, religious factors in the colonization of the New World, the great revival movements, and modern Christianity.

**ICS—INTERCULTURAL STUDIES**

**ICS 131** Missions in Perspective 3 Credits
The course is designed to present basic concepts in missiological principles and practice. Areas of concern are the biblical basis of missions, the missionary call, the eternal condition of the unevangelized, the indigenous church, principles of church growth, and current issues in cross-cultural ministries.

**IT—INFORMATION TECHNOLOGY**

**IT 100** Introduction to Computers 1 Credit
An introductory “hands-on” course in computing literacy and terminology. This course will provide an introduction to basic computing skills and Microsoft Word.
IT 102  Introduction to the Internet  1 Credit
This course is a continuation of Introduction to Computers with attention to the current Windows operating system and the Internet.
Prerequisite: IT 100

IT 103  Introduction to Online Computing  2 Credits
An introduction course focusing on the uses of computer technology, specifically the Internet, as a tool to enrich the student’s personal and professional life. Emphasis will be given to practical applications of the computing tools covered in this course.

IT 105  Introduction to Spreadsheet Concepts  1 Credit
A “hands-on” introduction to the basic features of spreadsheet applications using Microsoft EXCEL. Topics demonstrated and practiced include: getting started with EXCEL, modifying an existing worksheet, building a worksheet, using worksheet shortcuts, enhancing worksheet appearance, and enhanced printed output.
Prerequisite: IT 102

IT 202  Introduction to Database Applications  1 Credit
A “hands-on” introduction to the basic feature of database applications using Microsoft Access. Topics demonstrated and practiced include getting started with Access, setting up a new database, creating a form/modifying and manipulating data, displaying selected records, creating a report, and additional Access features.
Prerequisite: IT 102

IT 226  Computer Information Systems  3 Credits
An introductory course designed to develop techniques for efficient operation of computer information systems and to acquaint students with information processing history, terminology, and concepts. Students will develop skill in applying computer information systems to common organized problems.

NOTE: The following courses (IT xxxA) are a series designed to fulfill the requirements of the B.S. in Management and Network Administration program. Students may register for the entire series, but not for individual courses. Exceptions to the policy must be approved by the course instructor and the CCAP Office.

IT 230A  Windows Operating Systems I  4 Credits
This course is designed to teach skills that will enable the student to install, customize, and configure Microsoft Windows Server and Windows Professional in a Windows network.

IT 240A  Introduction to Network Operating Systems Administration  4 Credits
This course is designed to teach students how to administer user accounts, groups, file resources, print resources and web resources, monitor network resources and back up and restore files and folders.

IT 310A  Windows Operating Systems II  4 Credits
This course is designed to teach students how to manage access to domain resources, implement groups in a multi-domain environment, administer Active Directory, use Group Policy, implement security, perform remote administration, and implement disaster procedure.

IT 320A  Introduction to Directory Services  4 Credits
This course is designed to teach students how to install, configure, implement, and administrate Active Directory in Windows.

IT 330A  Directory Service I  3 Credits
This course provides students with the knowledge and skills necessary to plan, design, and implement Windows networking components for enterprise networks. The networking technologies covered in the course include Remote Access Services and Virtual Private Networking.

IT 400A  Advanced Networking Seminar I  4 Credits
This course focuses on Cisco® router configuration procedures, IP and Dynamic IP routing, IP addressing and subnetting, and frame relay operating. This course will help prepare the student for the Cisco® Certified Network Associate exam.

IT 410A  Advanced Networking Seminar II  4 Credits
This course is designed to teach Visual Basic programmers how to write a Visual Basic application that accesses data from a database. The course will also cover skills needed to create Visual Basic 6 desktop applications.

IT 420A  Directory Service II  3 Credits
This course provides students with the knowledge and skills necessary to plan, design, and implement a change and configuration management infrastructure for Windows Professional. In the course, students will configure a user’s working environment.

MAT—MATHEMATICS

MAT 130  Mathematics Survey  3 Credits
A mathematics survey course for the liberal arts or general education purposes, including quantitative literacy and
mathematics competency. Course content includes problem solving and math modeling, sets, logic, algebra, geometry, probability, and consumer mathematics.

**MAT 130L Mathematics Survey Lab 1 Credit**

This is a one-credit lab focusing on the fundamentals of algebra. The lab addresses equations and inequalities, polynomials, and algebraic functions.

Most students whose majors require four credits of mathematics may complete this one credit lab during the same semester as MAT 130. The lab, however, may be taken during a subsequent semester when necessary.

This one credit will not be available to students that are currently registered in or have previous credit in college algebra.

Prerequisite or Corequisite: MAT 130 or consent of the instructor

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**ME—MANAGEMENT AND ETHICS**

**ME 350 Goals, Priorities, and Attitudes 3 Credits**

Focus is on developing personal and career goals, setting priorities, and building a positive self-concept and the attitudes necessary for realizing goals.

**ME 354 Management Principles 3 Credits**

Analysis of the five components of management: planning, organizing, staffing, leading, and controlling as applied in both for-profit and non-profit organizations.

**ME 380 Communication Concepts 3 Credits**

Development of effective oral and written communication skills within the context of personal exchanges, small groups, and organizational settings. Includes composition of business correspondence.

**ME 390 Statistics 3 Credits**

Foundational concepts of statistical analysis and research methodology are developed in the context of an independent study project chosen from the student’s work or vocational environment.

**ME 394 Senior Thesis I 3 Credits**

Introduction to the plan, process, and product of the senior project and the three options for student research: applied design intervention, grant proposal submission, or alternative policy decision. Skills in research and written presentation are also developed.

**ME 450 Accounting for Managers 3 Credits**

Application of basic accounting and financial concepts including ratio analysis, change in financial position, income statements, balance sheets, and cash flow analysis to the managerial decision-making process.

**ME 460 Economics for Managers 3 Credits**

Managers and supervisors in all fields are involved with pricing, the production process/input mix, output decisions, internal and external incentives, product quality, and horizontal/vertical merger decisions. While economic principles cannot provide the decisions, these very principles are the basic tools for analyzing business situations. The focus of this course is to provide the economic tools necessary to form sound managerial decisions.

**ME 466 Marketing in a Global Economy 3 Credits**

Introduction to marketing concepts from a global perspective including the influence of social, psychological, and political factors.

**ME 470 Christian Ethics 3 Credits**

Study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations, and opportunities.

**ME 480 Case Studies in Ethics 3 Credits**

Reading, discussion, and development of papers pertaining to actual situations involving ethical issues and problems.

**ME 494 Senior Thesis II 3 Credits**

Presentation of oral and written analysis of research project results with an emphasis on the application of module learning to the research process. Satisfactory/Unsatisfactory grading only.

Prerequisite: ME 394

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**MED—MIDDLE SCHOOL EDUCATION**

**MED 430 Science Methods: Middle School 3 CR**

Course content includes the philosophical and social aspects of teaching younger adolescents, as well as essential information about science curriculum and methodology. Understanding of middle school practices such as interdisciplinary teams, advisor periods, and classroom management will be developed. Simulation and micro-teaching with emphasis on inquiry and discovery included.

Prerequisite: Successful completion of student teaching.
MED 431  Social Studies Methods: Middle School  3 CR
Course content includes the philosophical and social aspects of teaching younger adolescents, as well as essential information about social studies curriculum and methodology. Understanding of middle school practices such as interdisciplinary teams, advisor periods, and classroom management will be developed. Simulation and micro-teaching included.
Prerequisite: Successful completion of student teaching.

MED 432  Communication Arts and Literature Methods: Middle School  3 CR
Course content includes the philosophical and social aspects of teaching younger adolescents, as well as essential information about communicative arts and literature curriculum and methodology. Understanding of middle school practices such as interdisciplinary teams, advisor periods, and classroom management will be developed. Simulation and micro-teaching included.
Prerequisite: Successful completion of student teaching.

MED 450  Student Teaching: Middle School  4 CR
Direct teaching experience in either grades 5-6 (for secondary education majors) or 7-8 (for elementary education majors). Students observe, participate, teach, and engage in extra-class activities under the supervision of selected cooperating teachers and a teacher education faculty member in an approved middle school.
Prerequisites: Successful completion of either elementary or secondary student teaching.

NUR—NURSING

NUR 220  The Role of the Professional Nurse  3 Credits
This course will facilitate the student’s critical evaluation of the effect that biblically-based professional nurses have on society. Practice in skills and attitudes of the professional nurse will allow students to articulate a personal paradigm for Christian professional nursing. Students will synthesize this learning in such a way that supports their current and future development as a lifelong learner.
Prerequisite: Acceptance to the Nursing Department and NUR 220

NUR 305  Theoretical Foundations of Nursing  3 Credits
This course allows the students to critically evaluate the use of nursing-related theory in professional Christian nursing practice. Students will focus on the Neuman Systems Model as a basis for providing care for individuals and aggregates. Students will apply nursing theory to develop effective biblically-based professional nursing characteristics.
Prerequisite: Acceptance to the Nursing Department and NUR 220

NUR 310  Physical Assessment  3 Credits
This course will focus on the student’s ability to perform a comprehensive health history and physical examination. History-taking and physical-examination techniques presented in the course will help the student to develop strong skills to assess the physical, spiritual, and psychosocial aspects of the individual. These skills will provide a basis upon which further nursing knowledge and practice will be built.
Prerequisite: Acceptance to the Nursing Department and NUR 220.

NUR 312  Pathophysiology  3 Credits
This course will introduce the altered health states and patterns of illness in the individual. Alterations in cell physiology, immune, cardiovascular, respiratory, neurological, renal, endocrine, and gastrointestinal systems will be covered. Content in this course builds upon previous knowledge of the natural sciences.

NUR 315  Pharmacology  3 Credits
This course will focus upon the principles of pharmacology. Students will learn drug prototypes from major categories, their actions, therapeutic use, and adverse effects. Nursing implications will be integrated to reinforce the relationship between pharmacologic knowledge and nursing practice.

NUR 330  Nursing of the Older Adult  4 Credits
This course will provide an overview of health, wellness, and changes in health in older adults. Emphasis will be placed on understanding the concepts of aging as they relate to preventing illness while promoting and restoring health. Students will be prepared to provide quality nursing care to older adults and their families in a variety of clinical/community settings.
Prerequisite: Acceptance to the Nursing Department and NUR 220

NUR 349  Transcultural Nursing Concepts  3 Credits
This course will focus on the analysis of theories, principles, and research related to transcultural health care. Students will develop an awareness of the biological, psychological, spiritual, and sociological aspects of clients from multiple cultural groups and identify their specific health care values and practices.
Prerequisite: Acceptance to the Nursing Department and NUR 220
NUR 375  Clinical Internship  1 Credit
This course will provide an opportunity for learning in a focused area of professional nursing practice. Students will provide care to clients using the nursing process and the Neuman Model to operate within the scope and standards of professional nursing practice. Faculty and preceptors will assist the student in developing an optimal learning experience.
Prerequisite: Acceptance to the Nursing Department

NUR 415  Community Health Nursing  4 Credit
This course will focus on the health of communities and populations. Theories and concepts of community health nursing related to health promotion and illness prevention of families and populations will be presented. Using the Neuman Model and nursing process, students will assess, plan, implement and evaluate care of clients and families in a variety of community-based settings.
Prerequisite: Acceptance to the Nursing Department and NUR 220

NUR 425  Nursing Research  3 Credits
This course will introduce students to scientific inquiry in the discipline of nursing. Students will be provided with a basic foundation of the research process including an overview of nursing research, steps in the research process, research designs, research methodology, data collection and analysis, ethical issues related to human research, and utilization of research in nursing practice. Emphasis will be placed on developing students as effective consumers of research.
Prerequisite: Acceptance to the Nursing Department and NUR 220

NUR 435  Nursing Leadership and Management  4 Credits
This course will explore theories of leadership and management, and the role of the nurse manager/leader in the health care system. Concepts related to change, communication, conflict, organizational effectiveness, and professional nursing practice are presented. Special emphasis will be given to the biblical view of successful leadership/management. Clinical experiences will provide students the opportunity to assume professional nursing roles under the supervision of faculty, RN preceptors, clinical specialists and/or various levels of nurse managers in their clinical area of choice.
Prerequisite: Senior standing and successful completion of all courses (may take concurrently with NUR 425)

PED—PHYSICAL EDUCATION

PED 100  Lifetime Wellness  1 Credit
Focusing on the importance of wellness, this course examines from a spiritual base how individuals can achieve a state of wellness in their lives. Students are expected to engage in a program of regular physical activity during the term. Contents include the health-related components of physical fitness, nutrition, and stress management. Satisfactory/Unsatisfactory grading.

PSY—PSYCHOLOGY

PSY 130  General Psychology  3 Credits
In this introductory course to the discipline of Psychology, students study the principles, methods, vocabulary, and major theories of human behavior. Applications of psychology for life and ministry will be examined.

PSY 225  Statistics  3 Credits
The basic concepts and techniques of statistical inference are introduced. Topics include frequency distribution, central tendency, probability, standardized distributions, and hypothesis testing.
Prerequisite: PSY 130 General Psychology

PSY 236  Developmental Psychology  3 Credits
A study of human growth and development from conception to end of life. Consideration of physical, emotional, cognitive, social, moral, spiritual, and personality development and experiences in working with children are included.
Prerequisite: PSY 130 General Psychology

PSY 240  Social Science Research Methods  3 Credits
This course is the study of basic social science research methods, including experimental designs, observational studies, and surveys. Research design, research tools, data collection, analysis of data, and reporting of findings will be covered. Ethical issues in social research will be discussed. Prerequisite: General Psychology
Prerequisite: PSY 130 General Psychology

PSY 330  Counseling Psychology  3 Credits
This course is an introduction to the theory and practice of counseling, including a study of the major schools of
psychology and their theories of counseling. The perspective of
the course is a holistic biblical view of man.
Prerequisite: PSY 130 General Psychology

PSY 331 Personality Theories 3 Credits
Personality theory, development, assessment, and research are
studied. Selected theories of personality will be reviewed, and
research on personality dimensions and development will be
explored.
Prerequisite: PSY 130 General Psychology

PSY 332 Educational Psychology 3 Credits
A study of psychological facts and principles as applied to the
problems of education with emphasis upon the psychology of
learning and individual differences. Sixteen clock hours of field
experience at a school site is required for education majors only.
(Field experience and portfolio requirements.)
Prerequisite: PSY 130 General Psychology

PSY 336 Abnormal Psychology 3 Credits
The nature of abnormal behavior and mental illness is studied.
Diagnosis, treatment, and prevention of abnormal behavior are
discussed.
Prerequisite: PSY 130 General Psychology

PSY 338 Theories of Counseling and Psychotherapy 3 Credits
An introduction or survey of the major schools of thought and
approaches to counseling and psychotherapy, including theoretical
principles, techniques, and applications.
Prerequisite: PSY 130 General Psychology

PSY 342 Methods of Counseling 3 Credits
Designed to teach interviewing and basic counseling skills, this
course is practice-oriented. The application of counseling theory
and interpersonal dynamics to the counseling process will be
explained. Emphasis is placed on the acquisition of skills which
will enable the student to establish, guide the session, and define
the nature of the problem and goals for change, while monitoring
the essential components of the counseling relationship.
Prerequisite: PSY 338 Theories of Counseling and Psychotherapy

PSY 360 Diversity Issues in Counseling 3 Credits
A variety of issues will be discussed, including the possibility of
the following topics: oppression, cultural and ethnic diversity,
sexual relationships, gender roles, and violence issues. These will
be analyzed from a Christian perspective.

Prerequisite: PSY 130 General Psychology

PSY 431 Social Psychology 3 Credits
Social psychology is the scientific study of how people think
about, influence, and relate to one another. The course examines
key theoretical approaches in the field with emphasis upon their
application for people relating together in various contexts.
Prerequisite: PSY 130 General Psychology

PSY 433 Group Dynamics 3 Credits
Designed to give the student an opportunity to understand group
development, process, and dynamics, and to gain the skills
necessary to lead a counseling group. The development of
interpersonal group related skills is emphasized. Obstacles to
group development, as well as pitfalls, ethical issues, and
boundary issues involved in group counseling will be discussed.
Each student is expected to attend and/or participate in a therapy
or support group of some kind.
Prerequisite: PSY 338 Theories of Counseling and Psychotherapy

PSY 442 Marriage and Family Counseling 3 Credits
An introduction to the major theoretical approaches, strategies,
and techniques used in marriage and family therapy/counseling.
Focus is placed on normal developmental problems, rather than
on psychopathology. The course will be presented from the
systemic perspective. Each student is expected to interview a
“Marriage and Family Therapist” (one who is a clinical member of
AAMFT), to gain further understanding of this profession and
approach.
Prerequisite: PSY 342 Methods of Counseling

PSY 446 Crisis Intervention 3 Credits
An introduction to the theory of crisis intervention, with emphasis
on short-term crisis interviewing and counseling. Course content
covers crisis intervention models, some advanced interviewing
techniques, and assessment strategies for depression and suicide,
sexual and physical abuse, substance abuse, trauma, and abortion.
Each student is expected to participate in an applied learning
experience in a crisis agency of some kind.
Prerequisite: PSY 338 Theories of Counseling and Psychotherapy

SCI 131 Foundations of Biology 3 Credits
This course is designed to give insight, appreciation, and
understanding of the plant and animal world. Major concepts
covered include cellular biology, biochemistry, photosynthesis and respiration, genetics, and embryology.

**SCI 131L Foundations of Biology Lab**  
1 Credit  
This course is designed to give insight, appreciation, and understanding of the plant and animal world. Major concepts covered include cellular biology, biochemistry, photosynthesis and respiration, genetics, and embryology.

**SCI 200 Ecology**  
4 Credits  
A study of the structure of local ecosystems is undertaken in order to better understand the function and interaction of living things to their environment. Particular emphasis is on freshwater ecology, involving research projects on local lakes. Attention is given to the significance of human impact on ecosystems and the role of human stewardship in ecosystem management. Includes lab requirement.

**SCI 205 Ecology Online**  
3 Credits  
An online course designed to create awareness and understanding of the relationship of living things to their environment. Each student should not only gain a greater appreciation of God’s creation but should better understand his or her role in God’s creation.

**SCI 205L Ecology Lab**  
1 Credit  
An online course designed to create awareness and understanding of the relationship of living things to their environment. Each student should not only gain a greater appreciation of God’s creation but should better understand his or her role in God’s creation.

**SCI 4004 Black Hills Ecology**  
4 Credit  
This course is a study of ecosystems taken on location in the Black Hills of South Dakota. Students will gain an understanding of the principles of ecology through participation in various research projects and biological surveys. Attention is given to the significance of human impact on ecosystems and the role of human stewardship in ecosystem management. Offered on demand. Includes lab requirement. Fee.

**SOC 101 Strategies for College Success**  
2 Credits  
This course is designed to provide information that is foundational to college academic success and personal, social, and spiritual growth. Topics are focused in four areas: college-level academic skills, life management skills, relationship issues, and personal spiritual development.

**SOC 230 Sociology**  
3 Credits  
This is a survey course of the basic concepts in the sociological study of society, culture, personality, social organizations, the range of associational life, and social process.

**SOC 235 Human Relations**  
3 Credits  
This course includes the development of a positive self-concept to promote effective interpersonal relations, as well as recognizing and changing attitudes toward persons of different cultural and minority groups and lifestyles.

**SOC 325 Parent/Child Relationships**  
3 Credits  
A study of patterns of family dynamics and their influence on parental roles and child development. Emphasis is placed on biblical principles of the family structure and interpersonal communication skills. Theory and practice are combined to deal with issues such as discipline and sex education.

**THE 231 Christian Doctrine**  
3 Credits  
This course gives the student an introduction to major topics in Christian doctrine, emphasizing evangelical positions on questions concerning religious authority, God, Christ, humankind, sin, salvation, church, and end times.

**THE 460X Faith Integration Seminar**  
3 Credits  
In this capstone course, students are given the opportunity to reflect upon and articulate aspects of Christian world views, and relate the core values of their majors. In small groups, students will be required to demonstrate and defend their own integration of faith and learning. (Portfolio requirement.)
EDU—EDUCATION (EDU)

EDU 551  Improving Instruction 3 Credits
Accomplished teachers command specialized knowledge of how to convey and reveal subject matter to students. This class will cover the preconceptions and background knowledge that students typically bring to each subject and of strategies and instructional materials that can be of assistance. Improving Instruction will discuss how to understand where difficulties are likely to arise and how to modify their practice accordingly. The class will seek to increase students’ instructional repertoire to allow them to create multiple paths to the subjects they teach, and to become adept at teaching students how to pose and solve their own problems.

EDU 552  Designing Curriculum 3 Credits
Accomplished teachers create, enrich, and alter instructional settings to capture and sustain the interest of their students and to make the most effective use of time. The class will cover how to engage groups of students to ensure a disciplined learning environment, and how to organize instruction to allow the schools’ goals for students to be met. It will emphasize the importance of adapting and setting norms for social interaction among students and between students and teachers. The class will instruct participants on how to motivate students to learn and how to maintain their interest even in the face of temporary failure.

EDU 553  Managing Classrooms 3 Credits
Accomplished teachers know how to engage groups of students to ensure a disciplined learning environment, and how to organize instruction to allow schools’ goals to be met. The class will show how knowledge of human development, subject matter, and instruction, and their understanding of how their students interact to create a learning environment that is conducive to learning and high student achievement. The class will emphasize not only the literature, but also the individual experiences of the in-service teachers.

EDU 554  Measuring and Assessing 3 Credits
Accomplished teachers know how to measure and assess individual and groups of students. This class will cover the basics of measurement design. Measurement is critical to the success to in-service teachers. Validity, reliability, and construct validity will be discussed. The second part of the class deals with how to assess student work. Special attention will be given to Work Sampling and several work-sampling protocols that are available.

Prerequisite: Acceptance in the graduate program.

EDU 555  Using Educational Technology 3 Credits
Accomplished teachers know how to use and integrate technology into their classroom. The class will cover the different levels of integration of technology into the contemporary classroom. Special attention will be given to the practical guidelines on the use, evaluation, and integration of technology into the academic setting. The class will emphasize the creation of new applications as compared to the borrowing of existing applications.

GRD—GRADUATE STUDIES CORE

GRD 501  Spiritual Foundations for Leadership 3 Credits
This course is a study in the personal and spiritual formation of the leader. Topics include character development, integrity, time management, issues of personal brokenness, relationships, prayer, scripture reading, as well as spiritual discernment and warfare. Some discussion will be given to being mentored and mentoring others.

GRD 502  Strategic Planning 3 Credits
This course studies the leader’s role in strategic planning. Attention is given to developing vision and values, program development, allocating resources, and assessing effectiveness for improvement.

GRD 503  Leadership and Culture 3 Credits
This course is designed to equip the leader to understand, assess, and lead in a wide variety of cultural contexts including rural, suburban, and urban worlds, as well as complex cross-generational and ethnic settings.

GRD 504  Organizational Communication 3 Credits
This course is an introduction to the theories and practice of organizational communication with an emphasis on the themes of communication, empowerment, and technology and their impact on organizations.
GRD 505  Introduction to Social Science Research Methods 3 Credits
This course is designed to introduce students to “how to’s” and “wherefores” of social science research. Most of the class will be centered on the four most basic approaches to social research: experimentation, survey research, field research, and the use of available data. The class is designed to discuss the advantages and disadvantages of each, while suggesting that the approaches are complementary rather than mutually exclusive. This overall approach integrates data collection and interpretation so as to ensure a cohesive research plan.

GRD 506  Data Driven Decisions 3 Credits
This course is designed to apply the concepts and constructs of social science research to everyday decision making. The class will focus on the definition of research in its classical and contemporary forms. Students will discover the discipline of research. Ideas covered will include the general tools of research: the library, analytical software, applied statistics, classical measurement, validity and reliability. Also, emphasis will be placed on using a checklist of reflective questions to consider when evaluating research.

GRD 507  Integrated Area of Study Major Project 3 Credits
An integration of course work and personal research which addresses a particular issue. Students work with advisors to develop a specific program, innovation, or solution to enhance an area of interest. (Satisfactory/Unsatisfactory grading.)

ICS—INTERCULTURAL STUDIES

ICS 551  Contemporary Issues in Missions 3 Credits
This course examines contemporary issues presently impacting missions, such as cross-cultural leadership development, partnership with other agencies, missionary transitions and redeployment, stress in the missions’ context, dependency, and other themes pertinent to missions in the 21st Century.

ICS 552  Intercultural Team Building 3 Credits
In this course, students will study the various components that the intercultural worker will encounter in a team context. Emphasis is placed upon understanding major worldview themes that result in diversity among cultural groups, biblical role of teams, team dynamics and the resolution of conflict in intercultural settings.

ICS 553  World Church Growth Principles and Strategies 3 Credits
In this course students will examine biblical and cultural principles that facilitate the growth of church around the globe. Strategies will be shared for impacting responsive and resistant populations of the world for Christ. Attention will be given to the growth of the church in selected people groups and some of the methodologies used in the growth of responsive churches.

ICS 554  Intercultural Communication
In every encounter between persons of different cultures, verbal and nonverbal factors facilitate or impede effective communication. This course focuses on observing, describing and interpreting these factors, analyzing worldview themes, forming skills in ethnographic research and understanding stereotypes and prejudice. The course is designed for students who plan to minister in subcultures within North America as well as those who plan a career in an intercultural setting.

MIN—MINISTRY

MIN 530  Foundations of Church Planting 3 Credits
This course explores the biblical imperatives for church multiplication. It equips the student to investigate, analyze, and understand cultural settings in both contemporary and post modern America, as well as diverse overseas settings. This understanding is then applied to the construction of appropriate church planting strategies. Emphasis will be placed on devising strategy for church planting movements where churches continually plant churches.

MIN 531  Church Health & Multiplication 3 Credits
This course investigates the systematic development of a new church from conception through reproduction. Emphasis is placed on the systems and factors that contribute to health and multiplication. It addresses growth stages, growth issues, adding staff, accreditation, church management, facility needs and managing church finances. Various strategies and approaches for continually reproducing and multiplying will be addressed.

MIN 532  Leadership for Church Planting 3 Credits
This course begins with an examination of the various theories and theological understandings of the leadership task as it relates to church planting, assessment, mentoring, coaching, and prayer networks. Emphasis will be given to selecting, recruiting, and training potential planters from within the developing congregation.

MIN 551  The Biblical Communicator 3 Credits
Through this course students will develop their skills in interpreting Scripture and in communicating biblical truth one-on-one, in small groups/teams and in large groups. Attention will be given to the historical, grammatical and literary study of biblical
passages in their contexts and to the unique communication skills required for connecting one-on-one, with a small group and in large groups.

MIN 552 Facilitating Spiritual Formation 3 Credits
Through this course students will identify their place on the spiritual journey and develop skills to help people grow spiritually. Attention will be given to the divine dynamic of spiritual formation, to models of spiritual formation, to spiritual disciplines, and to tools for directing others in spiritual formation via one-on-one mentoring, small groups, and/or establishing a spiritual growth program.

MIN 553 Outreach Oriented Leader 3 Credits
Through this course students will develop some of the necessary skills for establishing an outreach-oriented ministry, for transitioning a ministry to be outreach oriented and for perpetuating an outreach oriented ministry. Attention will be given to the biblical basis for personal, local and global outreach, entrepreneurial leadership, transformational leadership and contextualized outreach.

MIN 554 Managing Change and Conflict 3 Credits
Through this course students will examine the role of the pastor as an agent of change. Emphasis will be upon change and its impact upon the church. Topics will include conflict management/resolution, criticism, etc. In addition, the cultural and religious changes occurring within society and the role of the church in addressing them will be discussed.

MIN 561 Youth Ministry Development 3 Credits
The course will include a step-by-step approach to the building of a youth ministry and developing an annual youth ministry program. The course will emphasize the development of community.

MIN 562 Meeting the Developmental Needs of Adolescents 3 Credits
The course provides a knowledge base on the developmental stages and current educational practices relevant to the teaching of junior high or senior high age students and their particular needs.

MIN 563 Counseling Adolescents and Their Parents 3 Credits
The course provides an overview of the issues related to providing pastoral counseling to adolescents and their parents including addictive behaviors, abnormal developmental concerns, interventions and enrichment counseling. Training will also include when and to whom to refer adolescents for professional therapy.

MIN 571 Ministry of Counseling 3 Credits
This course is an introduction to the different viewpoints and approaches to counseling. Application and implementation of a biblical model of counseling are considered.

MIN 572 Premarital and Marital Counseling
This course trains the student in counseling for marriage preparation and marital issues. A premarital methodology and models for marriage preparation will be presented. Biblical approaches to marriage counseling will be studied. This course will examine the more common marital issues facing couples today.

MIN 573 Crisis Counseling 3 Credits
This course is designed to train the student to respond cogently to people who are experiencing acute emotional, spiritual, and/or physical trauma or loss in their lives. The student will be trained to understand what the person being counseled is experiencing and how to respond appropriately in his or her role as pastoral counselor. The issues covered in this course include: death, divorce, loss of a child, abuse, addictions, financial destitution, infertility, job loss, illness, and disability. The student will be trained to learn the emotional, spiritual and physical aftermath from crisis and how to care for the individual through counsel, church care, teaching, and support groups.

ORG—ORGANIZATIONAL LEADERSHIP

ORG 551 Foundations of Organization Theory 3 Credits
Students will consider the foundational study of the major contemporary conceptual approaches to organizational structure, organizational culture, organizational change, and organizational processes. A case study approach will be used to demonstrate the application of abstract concepts of organizational theory to leadership practices.

ORG 552 Organizational Behavior 3 Credits
Students will study the behavior of individuals and groups in organizations. Major theoretical positions and research findings are examined with an emphasis on the implications for organizational design and management practice.

ORG 553 Organizational Development 3 Credits
This course focuses on the application of behavior science theory and research to the theory and practice of organizational change. Emphasis will be placed upon the management of change and the resistance to change at individual and group levels.
ORG 554  Ethical Leadership  3 Credits
This course examines from a Christian perspective basic ethical dilemmas and problems that have arisen in the practice of organizational leadership. The impact of ethics and values on leadership and organizational culture will be addressed.

ORG 555  Organizational Administration  3 Credits
Examines the various administrative functions that today’s organization leaders must perform in order to effectively and efficiently achieve organizational objectives. Attention will be given to management of financial and human resources.
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KORYN SMITH, Director of Owatonna Extension Site, Austin Area Vocational Technical Institute; A.A., Austin Community College; B.S., Pillsbury Baptist Bible College; M.S., Mankato State University; Ph.D., Walden University. 2004–

JAY F. STEELE, Chair, Business and Information Technology; Professor of Business. B.S., M.B.A., Baldwin-Wallace College; M.Div., Ashland Theological Seminary; Ph.D., University of Minnesota. 1986–
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Student Conduct</td>
<td>46</td>
</tr>
<tr>
<td>Optional CPL Fee</td>
<td>6</td>
</tr>
<tr>
<td>Organizational Leadership, M.A.</td>
<td>43</td>
</tr>
<tr>
<td>Organizational Leadership, M.A.—Online</td>
<td>54</td>
</tr>
<tr>
<td>Parking</td>
<td>18</td>
</tr>
<tr>
<td>Pastoral Counseling Emphasis</td>
<td>53</td>
</tr>
<tr>
<td>Payment Due Dates</td>
<td>7</td>
</tr>
<tr>
<td>Post Office</td>
<td>18</td>
</tr>
<tr>
<td>Privacy Rights</td>
<td>17</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>12</td>
</tr>
<tr>
<td>Proficiency Credit by Examination and Credit for Prior Learning</td>
<td>13</td>
</tr>
<tr>
<td>Promise Program</td>
<td>37</td>
</tr>
<tr>
<td>Provisional Status</td>
<td>5</td>
</tr>
<tr>
<td>Psychology Concentration, A.A.</td>
<td>27</td>
</tr>
<tr>
<td>Psychology/Counseling Concentration, B.S.</td>
<td>35</td>
</tr>
<tr>
<td>Re-Admission</td>
<td>6</td>
</tr>
<tr>
<td>Re-Establishing Financial Aid Eligibility</td>
<td>12</td>
</tr>
<tr>
<td>Reception Desk</td>
<td>18</td>
</tr>
<tr>
<td>Refund and Financial Policies</td>
<td>7</td>
</tr>
<tr>
<td>Registration</td>
<td>13</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>6</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>14</td>
</tr>
<tr>
<td>Resource Fee</td>
<td>6</td>
</tr>
<tr>
<td>Satisfactory Academic Progress Policy</td>
<td>11</td>
</tr>
<tr>
<td>Second Degree Students</td>
<td>11</td>
</tr>
<tr>
<td>Student Classification</td>
<td>5</td>
</tr>
<tr>
<td>Student Loan Exit Counseling</td>
<td>11</td>
</tr>
<tr>
<td>Student Loans</td>
<td>9</td>
</tr>
<tr>
<td>Term Paper Style</td>
<td>17</td>
</tr>
<tr>
<td>Termination of Financial Aid</td>
<td>11</td>
</tr>
<tr>
<td>Textbooks</td>
<td>16</td>
</tr>
<tr>
<td>Transcripts</td>
<td>15</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>13</td>
</tr>
<tr>
<td>Transfer Students</td>
<td>11</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>6</td>
</tr>
<tr>
<td>Tuition Grant Program</td>
<td>10</td>
</tr>
<tr>
<td>Veterans</td>
<td>15</td>
</tr>
<tr>
<td>Youth Emphasis</td>
<td>53</td>
</tr>
</tbody>
</table>
### Appendix A: CLEP Exam Listing

<table>
<thead>
<tr>
<th>CLEP EXAMINATION</th>
<th>SCORE</th>
<th>CROWN APPLICATION</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Composition and Literature</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENG 233 American Literature</td>
<td>3</td>
</tr>
<tr>
<td><em>Freshman College Composition</em></td>
<td>65</td>
<td>ENG 131 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 345 British Literature I</td>
<td>3</td>
</tr>
<tr>
<td><strong>Foreign Languages</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College French</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 1 (two semesters)</td>
<td>50</td>
<td>Language Electives</td>
<td>6</td>
</tr>
<tr>
<td>Level 2 (four semesters)</td>
<td>62</td>
<td>Language Electives</td>
<td>12</td>
</tr>
<tr>
<td>College German</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 1 (two semesters)</td>
<td>50</td>
<td>LAN 504E, 604E Language Electives</td>
<td>6</td>
</tr>
<tr>
<td>Level 2 (four semesters)</td>
<td>63</td>
<td>LAN 504E, 604E, 703E, 803E Language Electives</td>
<td>12</td>
</tr>
<tr>
<td>College Spanish</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Level 1 (two semesters)</td>
<td>50</td>
<td>LAN 245, 246 Spanish I &amp; II</td>
<td>6</td>
</tr>
<tr>
<td>Level 2 (four semesters)</td>
<td>66</td>
<td>LAN 245, 246, 335, 336 Spanish I-IV</td>
<td>12</td>
</tr>
<tr>
<td><strong>Social Sciences and History</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>POL 232 Introduction to Political Science</td>
<td>3</td>
</tr>
<tr>
<td>History of the U.S. I</td>
<td>50</td>
<td>HIS 231 American Civilization to 1877</td>
<td>3</td>
</tr>
<tr>
<td>History of the U.S. II</td>
<td>50</td>
<td>HIS 232 American Civilization since 1877</td>
<td>3</td>
</tr>
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*Submission of a research paper to the Registrar’s Office is required in addition to scoring 65 on the CLEP test.*