



# Ouachita Hills College

2008 - 2010 STUDENT HANDBOOK

Ouachita Hills College  
Student Handbook  
2008–2010

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## GENERAL INFORMATION

### OUACHITA HILLS COLLEGE

There are many things to consider when choosing further education. Career advancement, job satisfaction, influence, and salary are often contemplated. Indeed, these are important considerations. Should they, however, be the primary reasons for receiving a college education?

The decision to go to college should be made taking eternity into consideration. "True education means more than the perusal of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man.... It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come." *Education*, 13. The benefits are twofold, for "no man can lay up treasure in heaven without finding his life on earth thereby enriched and ennobled." *Education*, 145.



Martin Luther once said, "Every institution in which men are not unceasingly occupied with the word of God must become corrupt." At Ouachita Hills College our goal is that students, while preparing for their life work, are immersed in the Word of God and enjoy a more vibrant walk with their Savior.

"The heaven-appointed purpose of giving the gospel to the world in this generation is the noblest that can appeal to any human being." *Education*, 262. At Ouachita Hills College, each student, regardless of his major, receives a thorough training, not only in the Word of God, but also in the science of soul winning. Whatever our profession, soul winning is our calling.

What is the benefit of having a core curriculum in which each student deeply studies the Word of God and also develops soul winning skills? Sharing the end-time truth with others helps to solidify it in our own minds, establishes the beauty and veracity of the Word of God in general, and confirms our hearts to the Adventist message in particular. Learning

how to meet objections and to give biblical answers is wonderful preparation for a life of rewarding witnessing. Ouachita Hills College graduates, by God's grace, will be rightly trained to use their God-given gifts to win souls for the Master, regardless of their chosen career or vocation.

### MISSION STATEMENT

Ouachita Hills College exists to hasten Christ's coming by providing a Christ-centered, character-oriented education which equips students to be successful in their chosen profession and to be active soul winners.

### VISION STATEMENT

The vision of Ouachita Hills College is to demonstrate the power of implementing God's counsel in the field of educational endeavor by providing an environment that fosters the rounded development described in those counsels. In addition to achieving educational excellence, our students are enabled to cultivate habits of deep Bible study, practical work, and compassionate witnessing.

### OBJECTIVES

Ouachita Hills College leadership and staff work together to reach the following objectives:

1. Provide excellence in academic standards without sacrificing principles.
2. Model dedication and self sacrifice.
3. Develop mentoring relationships between students and staff.
4. Engage every student in soul-winning experiences.
5. Deliver dependable biblical instruction.
6. Teach principles of reliable hermeneutics.
7. Blend structure and freedom to promote self-government honoring God as a school.
8. Supply opportunities for students to earn much of their tuition.

### OPERATING PRINCIPLES

Ouachita Hills College is operated by members of the Seventh-day Adventist Church. We accept the entire Bible as divinely inspired. We also believe in one God and accept Jesus Christ as the Savior of humankind. We honor the seventh-day Sabbath and await Christ's second return.



### DESCRIPTION OF OUR CAMPUS

Ouachita Hills College, operated by Ouachita Ministries, Inc. (a supporting ministry of the Seventh-day Adventist Church), is located on 381 acres on the outskirts of Amity, Arkansas. Ouachita Hills Academy also shares the campus. An orchard and a large garden beautify the grounds in the spring. The grounds are graced with several ponds, the Antoine River, a greenhouse, cabinet shop, auto shop, and other structures related to the practical arts. A thorough picture of the beauty of our home can only be gained by making a personal visit. All are welcome.



### AFFILIATION WITH GRIGGS UNIVERSITY

To provide additional educational opportunities Ouachita Hills College works with Griggs University, located in Silver Springs, Maryland, to offer courses and degree programs to Ouachita Hills College students. Courses taken at Ouachita Hills College are transferable to Griggs University.

Students interested in the above mentioned courses and degree programs should contact the Registrar.

### DEGREES OFFERED

The following degrees may be earned through Ouachita Hills College:

- Associate in Christian Media
- Associate in Personal Evangelism
- Bachelor in Biblical Studies
- Bachelor in Theology
- Bachelor in Christian Business Management
- Bachelor in Elementary Christian Education\*
- Bachelor in Secondary Christian Education\*

The establishment of schools of a different order is a fulfillment of prophecy (*Spalding and Magan Collection*, 119). The family of OHC, while striving for moral excellence, is conscious of its limitations. The faculty aims to prepare a class of students that will one day surpass their teachers in their

qualifications for ministry.

Our college has been given a focus. "Success in any line demands a definite aim. He who would achieve true success in life must keep steadily in view the aim worthy of his endeavor. Such an aim is set before the youth of today. The heaven-appointed purpose of taking the gospel to the world in this generation is the noblest that can appeal to any human being." *Education*, 262. This is our goal.

\* Completion of this program does not meet eligibility requirements for teacher certification in the State of Arkansas Public School System.



## ADMISSIONS INFORMATION

### GENERAL ADMISSIONS REQUIREMENTS

1. Desire on the part of the student to be a committed disciple of Jesus Christ.
2. Have completed one of the following:
  - Graduate from a secondary school
  - Possess an equivalent diploma
  - Successfully complete the U.S. General Education Development (GED) exam



with a minimum total of 450 and no score below 410 on any of the five tests.

3. Secondary school grade point average of a minimum of 2.0 on a 4.0 scale.
4. Minimum composite score of 17 on the Enhanced American College Test (ACT) or a minimum of 840 on the Scholastic Aptitude Test (SAT).
5. Students from foreign countries must meet one of the following:
  - A.) Completion of grades 7-12 in English in an English-speaking country.
  - B.) Have a minimum of one of the following:
    1. TOEFL score of 550 (190 on a computer based score or 79 on an internet based score).
    2. Michigan Test of English score of 80%.
    3. ACT English score of 17.

All students are expected to uphold the policies and standards of Ouachita Hills College as a Seventh-day Adventist institution. OHC reserves the right to deny admission based on its inability to meet the student's educational needs and objectives.

### NON-DISCRIMINATORY POLICY

Ouachita Hills College admits students of any race or color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the

school. No discrimination in the administration of educational policies, scholarships, vocational training, extracurricular activities, or other school-administered programs is allowed.

### ADMISSION OF HOMESCHOOLED STUDENTS

Home schooled students need to meet General Admissions Requirements 1, 3, 4, and 5. Applicants who have completed their high school education in a home school setting and who do not hold a GED must submit a portfolio, including an official transcript from a correspondence school or other high school including course descriptions, when the course was taken, as well as the grade received. For example, "Algebra I: Fall 2003, B." If the student was taught partially or completely at home, the portfolio must include a transcript of class work of the entire high school experience.

### ADMISSION OF TRANSFER STUDENTS

Students transferring from other recognized colleges or universities must have a combined cumulative grade point average of 2.0 or better. Students transferring to OHC with fewer than 24 semester credits (or 36 quarter credits) will be considered for admission on the basis of a combination of scores from their secondary school records and previous college work.

### ADMISSION STATUS CLARIFICATION

Provisional Status is a temporary admission that may be assigned by the Admissions Committee to a student who has submitted evidence of fulfilling all academic requirements but is in the process of completing his or her admissions file. Provisional Status is a conditional acceptance which is limited to two semesters.

1. A student's provisional status remains in effect until all official papers are received by OHC or until the conditional time period is concluded.
2. Acceptance will be withdrawn at the end of the conditional time period if OHC has not received all missing papers.
3. An unconditional acceptance will be granted when all admission requirements are met (official papers are received).
4. Ouachita Hills College will not issue transcripts or grade reports to a student on conditional acceptance status, even if the student's account is paid in full. Ouachita Hills College will not issue a transcript for any student (current or past) who is missing official transcripts.



Academic Probation Status is an admission status that may be assigned by the Admissions Committee to a student who has a below minimum GPA or ACT/SAT score. A student on Academic Probation Status may only take up to 12 hours until he has a current GPA of at least 2.50. After a student has obtained a GPA of 2.5, Academic Probation Status will automatically be removed.

#### **PROCEDURE TO APPLY FOR ADMISSION**

The Admissions Committee considers an applicant as soon as his application file is complete. A complete application will include the following:

1. A completed and signed application form (may be completed and submitted on-line).
2. Three references (Teacher, Pastor, Employer) (may be completed and submitted on-line).
3. Official secondary school transcript or GED. (Note: this is waived if the student has earned an associate or higher degree from a recognized college or university).
4. Official transcripts from each college or university attended. Official transcripts are those issued and sealed by the school, college or university and received by OHC in a sealed envelope. If the seal of the envelope is broken before reaching the admissions office, it is not considered to be an official transcript. Notarized or certified true-copy-of-original certificates or educational documents issued by a non-U.S. institution may be accepted. If the document is in a language other than English, a certified translation into English must be provided.

5. SAT or ACT scores.
6. English Test scores (TOEFL or Michigan Test of English or ACT) and a summary of the student's educational background if the student is from a non-English speaking country.
7. Mail all application materials (unless already completed and submitted online) to the address on the front cover. All materials submitted become the property of OHC and are not returnable nor forwardable to another institution.



#### **RETURNING STUDENTS**

Former OHC students wishing to return to OHC must reapply for admission. Former students are those who have not been in attendance for one or more semesters.

#### **VOCATIONAL TRAINING**

Students are required, as part of the curriculum, to participate in practical training for the equivalent of 20 hours per week per semester.



## ACADEMIC INFORMATION

“True education means more than taking a certain course of study. It is broad. It includes the harmonious development of all the physical powers and the mental faculties. It teaches the love and fear of God, and is a preparation for the faithful discharge of all of life’s duties.” – *Education*, 13.

### COURSE LOAD

Students pursuing a degree at OHC should complete 30-33 semester hours per year to finish their Associate program in two years or their Bachelor’s program in four.

It is recommended that ESL students take a lighter course load in the first semester at OHC in order to help them adjust to the language differences.

### TRANSFER CREDIT

Credits toward a degree may be granted for



satisfactory work completed at other accredited, degree-granting institutions. The Registrar of OHC must approve all credits. An official transcript must be submitted for transfer of credits. Only courses in which a student has received a grade of C or better are accepted. A maximum of 70 semester hours can be accepted from the community college level for students pursuing a Bachelor’s degree.

### ACADEMIC APPEALS PROCEDURE

Students who feel they have been treated unfairly in regard to their academic programs are entitled to an appeal for an impartial review and reconsideration of their cases. Procedures to be followed are

1. Students should first go to their teacher.
2. They may next appeal to the Registrar.
3. If a satisfactory decision has not been reached, the case may be presented to the OHC Academic Affairs Committee. Students will be invited to present their cases in writing. The decision of the committee is final.

### CHALLENGE EXAMS

With the approval of the OHC Academic Affairs Committee, students may be allowed to take challenge exams for certain courses. Up to 6 hours of credit may be granted for exams. This is in addition to hours granted for challenging classes in the practical arts. Challenge exams may be taken under any of the following conditions:

1. The student has already taken the course or similar courses at another institution
2. The student maintains at least a 3.75 GPA.

To take challenge exams, a letter requesting the exam and stating the reason must be made to the Academic Affairs Committee. A minimum score of 70% is required to receive credit. The fee for taking a challenge exam is \$50, and the recording fee for any credit granted is \$35 per semester hour.

### COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Ouachita Hills College makes provision for knowledge gained in other than traditional college course work. In such cases OHC accepts credit based on the results of various CLEP exams. A score at the 50th percentile or above is required for acceptance at OHC. The transcript will show the credit granted, and the grade will be recorded as “P” (pass). Students are advised to work closely with the Registrar prior to applying for these exams.

### CREDIT FOR LIFE EXPERIENCE

Students who have satisfactorily completed at least 24 semester hours with Ouachita Hills College may apply for credit for life experience by submitting a portfolio, along with a nonrefundable portfolio evaluation fee. Students must prepare a portfolio in accordance with the criteria established in the Student Portfolio Manual. The portfolio must show evidence of student learning gained through experience over a reasonable period of time which is relevant to the student’s academic goals. Credits awarded for life





experience are limited to a maximum of 24 semester hours for baccalaureate degrees and 12 semester hours for associate degrees. Credits granted based on a combination of portfolio and challenge examinations may not exceed 30 hours for baccalaureate degrees and 18 hours for associate degrees. Life experience credits will be recorded as “pass” credits. For more information, please contact the OHC Registrar. There is a Portfolio Assessment Fee of \$50 and a recording fee (per hour awarded) \$35.

Experiential, challenge, CLEP, and other credits of this type do not count toward the 30 semester-hours of OHC coursework required as a minimum for an OHC graduation.

### REGISTRATION

Students are expected to register during the scheduled registration periods designated in the school calendar. Registration is complete only after they have finished all procedures and returned registration forms to the Registrar’s Office. All students are required to participate in the orientation activities.

Late registration. Permission to register late must be obtained from the Academic Affairs Committee. Students failing to register during the scheduled registration periods may be charged a late registration fee. The course load of a late registrant may be reduced according to the amount of class work missed. No student may register after two weeks of the semester have elapsed. Exceptions may be made for the intensive classes which have not begun prior to the late registration deadline.

Changes in registration. To avoid changes in registration, students should carefully consider the program of courses necessary to meet their objectives. To avoid subsequent adjustments, a balance should be maintained between the course load, vocational program, and extracurricular activities.

To make program changes, students must obtain the appropriate change of registration form at the Registrar’s Office, obtain the necessary signatures indicating approval of the change, and return the form to the Registrar’s Office.

When a student drops a class during the first six periods of the class, the class is deleted off the student’s record. A grade of “W” is issued when a student drops the class after the 6th class period of the semester. A student may withdraw from a class up to the midterm and receive a grade of “W.” A student withdrawing from a class after the midterm and up to two weeks before the last day of

classes will be assigned a grade of “W” or “WF” by the teacher. The grade for any withdrawal during the final two weeks of the semester will automatically be “F.”



### GRADING SYSTEM

OHC uses the semester system. Grade points are awarded for each class that has been passed. Grade points for a given class are the product of the grade, on a four point scale as noted below, and the semester hours earned in the class. The key below will help you interpret your grade report and to evaluate your grade-point average (GPA).

A	4.00	C	2.00	I	Incomplete
A-	3.67	C-	1.67	W	Withdrawal
B+	3.33	D+	1.33	NC	Non-credit
B	3.00	D	1.00	P	Pass
B-	2.67	D-	.67	AU	Audit
C+	2.33	F	0.00		

### ACADEMIC PROBATION

A student whose cumulative grade point average falls below 2.00 will be placed on academic probation. While on probation the student will be allowed to enroll for no more than an additional 24 hours (with not more than 12 hours per semester). When he has completed the 24 hours and the cumulative grade point average is at 2.00 or above, academic probation will be removed. However, if the problem is not corrected within that period, dismissal procedures may be implemented. The Academic Affairs Committee may review individual cases to determine the action most appropriate to the student’s situation.



### REPEATING A COURSE

All grade point averages for admission, academic standing, and graduation are calculated based on hours attempted, except that a student may repeat a course in which he or she has received a grade of D or F. In such cases, when calculating the grade point average, the hours and quality points earned on the second effort will be used.

A course in which a student has earned a C may be repeated only with permission of that department chair and the Academic Affairs Committee. A student who has earned a grade of D in a major or minor must repeat the course, or, with the consent of the major advisor, take another course in the same area. If a student takes a course and then repeats it, only the last grade earned will be used in calculating the GPA. Except as specified in certain course descriptions, students may not receive credit for a course more than once.

### GRADE CHANGE

A grade may be changed by the teacher during a 6-months period from the date the grade was issued. Grades are changed only to correct an error made in determining or recording the grade. If a student is not satisfied with the grade he received for a class, the student has 90 days to contest the grade. After that time the grade will be final.

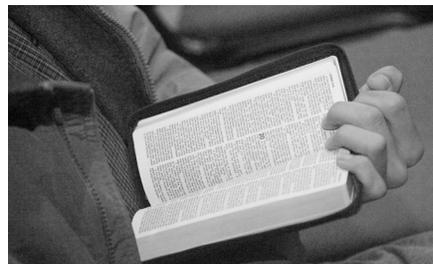
### HONESTY

Using the work of another student or allowing work to be used by another student jeopardizes not only the teacher-student relationship but also the student's academic standing at OHC. Lessons may be discussed with other students; tutors may help to guide a student's work; and textbooks, encyclopedias, and other resource materials may be used for additional assistance; but the actual response must be the student's own work.



Exams must be completed in the presence of an approved supervisor without the assistance of books, notes, devices, or outward help unless otherwise specified in the exam directions. The student should have no access to the exam either before or after it is taken. A student who gives information to another student to be used in a

dishonest way is equally guilty of dishonesty. Any violation of this policy will be taken before the OHC Academic Affairs Committee for appropriate punitive action.



### CLASS SCHEDULE

Although every effort is made to be accurate in listing course offerings, OHC reserves the right to make essential course changes, to discontinue any course for which an insufficient number of students register, or to change the semester in which a course is offered.

### COURSE LOAD:

Part-time	1-5 credit hours
Half-time	6-11 credit hours
Full-time	12-17 credit hours
Overload*	18 or more credit hours

\*Students wishing to take an overload of 18 hours or more must have a minimum GPA of 3.0 for the previous semester and obtain permission by petitioning the Academic Affairs Committee.

### ACADEMIC ADVISING

Academic advisors assist individual students and help them understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling the requirements. If requirements are not satisfied, the degree will be withheld pending adequate fulfillment. Thus, it is essential that students become familiar with all requirements and remain currently informed throughout their college career.

### WITHDRAWAL FROM A COURSE

To officially withdraw from a course, students must obtain a Class Withdrawal form from the Registrar, and have it signed by their academic advisor and the course professor. The signed form will become effective on the date it is returned to the Registrar. In order for the withdrawal to be "official" this process must be completed by the last published date allowing withdrawal from a class. Grades for



“unofficial” course withdrawals will be recorded as an F on the academic transcript.

### **GRADE REPORTS**

Grade reports are given to students at the end of each semester. Students should check their grade reports carefully. If a student believes any part of the report is incorrect, he or she has three months to appeal. Appeals should be made first to the instructor, and then, as necessary, to the Academic Affairs Committee. Only the end-of-semester grades are recorded on the permanent grade transcript. Semester grade reports will only be released to students who have regular admission status.

### **INCOMPLETE GRADES**

An incomplete grade, recorded as an “I”, indicates the student was unable to complete class work because of illness or other unavoidable circumstances. Grades of “I” are not given because the class work was unsatisfactory or because the student simply neglected to complete scheduled assignments. When an “I” is received, the work necessary to complete the class must be finished within two weeks from the end of the semester. If the makeup work is of such a nature that additional time is required, the student must seek approval of the instructor and request permission from the Academic Affairs Committee (Forms for this request may be obtained in the Registrar’s Office.) An incomplete grade will become an F if the class work is not finished in the prescribed time.

### **CONCURRENT ENROLLMENT**

Any course taken at another institution while a student is enrolled at OHC (by correspondence or through summer school, as examples) must have prior approval of the Registrar if the student would be certain that the credits will aid him in fulfilling OHC degree requirements.

### **AUDITING**

In some instances, a student may want to audit a course. If space is available, the student may attend the class and listen to the lectures and discussions. No exams, quizzes, papers or projects will be required of an auditing student except at the discretion of the teacher. No credit is given. No change from credit to audit may be made after the last day to withdraw from a course.

Some courses may be audited only at the full tuition rate. Where a course has enrollment limits, students taking the course for credit will be given priority. Auditing students must understand the instructor is under no obligation to evaluate their

work and/or performance. Audits may be recorded on transcripts. Proficiency exams may not be taken after a course is audited.

### **STUDY LOAD**

One semester hour equals fifteen 50-minute class periods per semester. (Three clock hours of laboratory work is equivalent to one 50-minute class period.) For each semester hour of academic work earned, a student may be expected to spend up to two hours per class period in outside preparation.

### **CLASSIFICATION OF STUDENTS**

Class standing is determined at the beginning of each semester as follows:

Freshmen: have completed 0-23 hours

Sophomores: have completed 24-55 hours

Juniors: have completed 56-89 hours

Seniors: have completed 90+ hours

### **DOUBLE MAJOR**

Although students are encouraged to seek a broad educational experience at OHC, approval to earn a double major is not automatic. In some cases, receiving a double major may require actually earning two degrees (See Concurrent Bachelor’s Degree below.) Because the requirements of some



majors are complex, students wishing to pursue more than one major should investigate major degree requirements early in their career at OHC. To pursue a double major, written application must be filed with the Registrar’s Office.

### **CONCURRENT BACHELOR’S DEGREES**

An OHC student who wishes to pursue two bachelor’s degrees concurrently must (1) file a written application and all degree plans prior to completing the last 15 hours of the first degree; (2) fulfill all specific major, minor, and college degree requirements in force at the time of his



initial enrollment, and (3) successfully complete 30 hours in each of the majors. A minimum of 158 cumulative semester hours is required to earn two bachelor's degrees.

### **FINAL EXAMINATIONS**

In order to complete the semester, each student must take final examinations as scheduled.

It is the student's responsibility to arrange travel in a manner that will not interfere with the examination schedule. Requests for modification for a student's final examination schedule, because of unforeseen emergencies, must be arranged through the Academic Affairs Committee. A form may be obtained from the Registrar's Office.



### **A GRADUATION CONTRACT**

All graduates are expected to participate in the commencement exercises unless given permission by the Academic Affairs Committee to graduate in absentia.

### **PRIVACY OF STUDENT RECORDS**

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

Students have the right to inspect and review their academic records as kept by the college.

### **PHOTO RELEASE**

By registering at Ouachita Hills College, students authorize the use and reproduction by OHC or anyone authorized by OHC, of any pictorial images (including conventional, video, and digital photography) taken of them while enrolled at Ouachita Hills College, without compensation. All negatives, positives, and prints shall constitute Ouachita Hills College property, solely and completely.

### **STANDARDS OF CONDUCT**

In harmony with the objectives of the college, high standards of behavior are maintained to encourage the development of genuine Christian character. Mature Christian students of sound spiritual and social integrity appreciate standards that elevate and ennoble. Admission to Ouachita Hills College is a privilege that requires the acceptance of and compliance with published and announced regulations. Only those whose principles and interests are in harmony with the ideals of the college and who willingly subscribe to the social program as ordered are welcomed. It follows that since students at Ouachita Hills College engage actively in the ministry of the Seventh-day Adventist Church, those who engage in activities determined to be detrimental to the church on or off campus will not be knowingly accepted or retained.

A student who is out of harmony with the social policies of the college, who is uncooperative, and whose attitude gives evidence of an unresponsive nature may be asked to withdraw without specific charge.

Each student is expected to become acquainted with the standards of conduct published in the Ouachita Hills College Handbook. Interim announcements of policies adopted by the administration are of equal force with those listed in the official publications.

### **DEFERRED GRADUATION**

Students ordinarily graduate under the requirements of the catalog of the year in which they enter OHC. Students who are studying for a baccalaureate degree and fail to graduate within six calendar years (four years for an associate degree), must conform to the current catalog. Students who have not attended for more than one calendar year, must conform to the current catalog at the time of re-entry.

Seniors must file an application for graduation at the fall registration of their senior year. Previous to their senior year students should check periodically with the Registrar's Office to determine whether they are meeting all curriculum requirements satisfactorily.



## ABSENCES

Attendance at class and laboratory appointments is expected. Teachers prepare an absence policy for each class, which includes an explanation of penalties, if any, for absences, and the procedure for making up work, if such is allowed. It is the responsibility of teachers to publish their policies for each class at the beginning of each semester, but it is the students' responsibility to familiarize themselves with the practices of each teacher from whom they are taking classes.



## FINANCIAL INFORMATION

### INTRODUCTION

Ouachita Hills College is a nonprofit institution sponsored and operated by Ouachita Ministries, Inc. OHC supports its operations strictly through tuition income, its industries, and contributions. OHC does not participate in any state or federal educational assistance programs or veterans assistance programs.

### ROOM, BOARD AND TUITION CHARGES

Students are billed for room and board on a per-semester basis. Absences from the dorm or from meals for portions of the semester do not affect the charge for rooming and boarding privileges. Rooming charges entitle the student to a shared, furnished room. There is a non-refundable room deposit of \$50, payable each summer for the following school year.

2008-2009 (per semester charge):

Room Charge	\$ 682
Boarding Charge	\$1,306
Tuition (12-17 hrs)	\$3,122
Less than 12-hrs or greater than 17-hrs hour)	\$ 260 (per credit hour)

2009-2010 (per semester charge):

Room Charge	\$ 716
Boarding Charge	\$1,371
Tuition (12-17 hrs)	\$3,278
Less than 12-hrs or greater than 17-hrs hour)	\$ 273 (per credit hour)

Correspondence Course Cost: \$150 (per credit hour)

Contact Student Finance for other fees and rates.

### ADDITIONAL COSTS

- Textbooks
- Personal food (other than what is served in the dining hall)
- Toiletries
- Detergent and other laundering supplies
- Additional furniture
- Gasoline for personal vehicle



### **CANVASSING SCHOLARSHIP PROGRAM**

Students participating in the Canvassing Scholarship Program will work in OHC's canvassing programs during the summer and winter break for 10-weeks per year. In return for this work their canvassing earnings will be matched dollar for dollar up to \$1,000 per semester, provided payment of those earnings is paid directly to OHC. Students will receive money for living expenses, tithe, and offerings from the scholarship funds paid to OHC. The 10 weeks of canvassing in OHC's programs do not affect the account of the student unless earnings is paid directly to OHC. Students participating in the Canvassing Scholarship Program are required to participate in the OHC Canvassing Program during the first and second semester as part of their vocational training.



### **OTHER MATCHING SCHOLARSHIPS**

For non-literature evangelism ministries, OHC will match 25% of approved program earnings (maximum of \$500 in matching funds). This will be applied over two semesters and on the conditions that the student 1) releases the earnings being matched to OHC and 2) takes part in the OHC canvassing program during the school year.

### **STUDENT FINANCIAL RESPONSIBILITY**

OHC will assist students in their financial planning. However, responsibility for payment of college expenses rests with the student, regardless of any assistance which may be expected or received from parents, OHC, or other sources.

Before registering, each student must submit a Payment Contract to the Student Finance Office signed by the student indicating acknowledgment of this responsibility. Student financial responsibility includes awareness of information on student costs and means of paying those costs.

### **METHODS OF PAYMENT**

Students are expected to pay for each semester in advance at the time of registration. Any students not able to pay in advance will need to make acceptable financial arrangements with the Student Finance Office and will be expected to participate full-time in the OHC Canvassing program.

### **TUITION REFUND**

Tuition refunds are subject to various factors. For specific information concerning a tuition refund, please see personnel in the Student Finance Office.



## MINISTRY INFORMATION

### **SOUL-WINNING AT OHC**

OHC offers many ways to be personally involved in evangelism during the school year. Through the canvassing program, students find many people interested in understanding the Bible better. At times, students may follow up these interests by giving personal Bible studies while receiving helpful instruction from the experienced pastors and Bible workers on OHC's staff.

Many students have the opportunity to work with neighboring churches by preaching, giving Bible studies and working with the youth. Students are active in local churches with both English and Spanish speaking congregations. Our church involvement includes pre-work for evangelism and church planting.

Every graduate of OHC will have participated in at least one evangelistic series. The students take an active role in pre-work evangelism through door-to-door work, canvassing, and giving Bible studies, as well as in follow-up.

### **WHY IS CANVASSING EMPHASIZED AT OHC?**

The program at OHC prepares students to serve the Lord at home or abroad. Every gospel worker will benefit from the experience of selling Christian literature door-to-door. "Those who give evidence that they are truly converted, and who take up the canvassing work, will see that it is the best preparation for other lines of missionary labor." *Testimonies*, vol. 6, 330.



Evangelistic canvassing is especially valuable to those who are preparing to enter the Lord's work as pastors and evangelists. "Those who are fitting for the ministry can engage in no other work which will give them so large an experience as will the canvassing work. All who want an opportunity for true ministry, and who will give themselves unreservedly to the Lord, will find in the canvassing work opportunities to speak upon many things that

pertain to the future immortal life." *Review and Herald*, November 7, 1899.

For these reasons, canvassing is not just an extracurricular activity. All students are required to spend ten weeks in a canvassing program, either during one summer or one academic school year, prior to graduation. Those choosing a deeper level of involvement may find that they can graduate nearly debt-free.

### **MEDICAL MISSIONARY TRAINING**

We believe Christ has called His disciples to completely restore the image of God in man—soul, body and spirit (1 Thessalonians 5:23). For this reason, "every gospel worker should feel that to teach the principles of healthful living is a part of his appointed work." *Evangelism*, 526.

Because medical missionary work is the "right, helping hand of the gospel, to open doors for the proclamation of the message" (*Evangelism*, 526), it is our goal to enable students to incorporate health evangelism in their ministry.

While we do not offer a degree in health education at this time, health courses are offered. Further training is provided through active outreach in the community by conducting various health evangelism programs (Cooking Schools, Stress Seminars, Natural Healing Seminars).

### **MISSION TRIP PARTICIPATION**

OHC provides an opportunity each year during the winter break for students to participate in a mission trip. Because we believe this is an important opportunity, students participating in the Canvassing Scholarship Program would be exempt from the Winter L.E. program once during their college education without having to meet the required \$4,500 to register for the spring semester. This exemption would be allowed after the student has been in attendance for at least one full year.



## STUDENT LIFE

Ouachita Hills College will make a maximum contribution as a Seventh-day Adventist institution of higher learning when every member maintains high Christian standards of integrity, courtesy and accomplishment. In order to achieve this ideal, life-style and academic achievement should be consistent with Scriptural principles. All that is to be done should be done “heartily as to the Lord, and not unto men, knowing that of the Lord, ye shall receive the reward of the inheritance, for ye serve the Lord Christ.” Colossians 3:23-24.

OHC is a family school. As all families do, we have home rules. These policies promote harmony and order. We believe these principles reflect the love and holiness of the God we serve.

### GUIDELINES ON DRESS

“No education can be complete that does not teach right principles in regard to dress. Without such teaching, the work of education is too often retarded or perverted” -*Education*, 246



The aim of dress standards at OHC is to support the principle that what we wear influences the heart as well as reflects what is in it. We desire that each student and staff member dress in such a way as to reflect the righteousness of Christ. Clothing should therefore be neat, clean, modest and appropriate on or off campus. For “a person’s character is judged by his style of dress. In dress, as in all things, it is our privilege to honor our Creator.” *Education*, 248.

1. Church Attire: Men should wear dress or khaki type slacks, lapel collared shirts and ties. Suits are strongly recommended. Ladies should wear modest dresses or skirts. Shirts and blouses should have sleeves. Wear your very best for the King of kings and Lord of lords.
2. Classroom and Ministry Attire: Men should wear dress or khaki type slacks, lapel collared shirts, non-collared dress shirts or

sweaters. Ladies should wear modest dresses or skirts. All shirts and blouses worn should have sleeves.

3. Recreational Attire: Whether a student is in the residence hall or relaxing outdoors, he should follow heavenly principles that will please God and help other students avoid temptation through what they see others wearing. For inspirational guidelines in this area, please read *Messages to Young People*, 345-360. In most instances for ladies – skirts, dresses, and culottes are most desirable. For activities when a skirt would be immodest or provide inadequate protection for the legs, feminine style (non-jean type) slacks and long blouses are appropriate.
4. In order to uphold the Lord’s principles of modesty and simplicity in dress, no mini-attire is allowed on campus. Skirts should cover the entire knee when standing or sitting.
5. Choose the best when wearing T-shirts with designs or logos. Wear only those bearing slogans that are consistent with our high and holy calling as Seventh-day Adventist Christians. Undershirts are not appropriate to wear in public. If worn under a shirt, please keep the outer shirt buttoned.
6. Necklaces, rings, arm/leg bracelets, leather or string bands, earrings and similar kinds of jewelry and decorations are not to be worn. Colorful cosmetics and nail polish are not to be used. Hair should be its natural color.



“True education does not ignore the value of scientific knowledge or literary acquirements, but above information, it values power; above power, goodness; above intellectual acquirements, character”. –*Education*, 225



## SOCIAL RELATIONSHIPS

Ouachita Hills College fosters an atmosphere where social relationships are modest and honorable. We also maintain that God has a “time for everything,” including relationships with the opposite sex. Ellen White addressed this timing in *Fundamentals of Christian Education*, 62: “When a conference selects young men and women, and aids them in obtaining an education for the canvassing field or any other branch of the work, there should be an understanding as to what they propose to do, whether they design to engage in courtship and marriage, or to labor for the advancement of the cause of truth. It is no use to spend time and money in the education of workers who will fall in love before they complete their education.”

She was also given counsel regarding courtship in school in order to guide our colleges at Battle Creek and Avondale. When her son asked her about the validity of making general applications of these statements, she responded with the counsel found in *Counsels to Parents, Teachers and Students*, 101.



“In all our dealings with students, age and character must be taken into account. We cannot treat the young and old just alike. There are circumstances under which men and women of sound experience and good standing may be granted some privileges not given to the younger students. The age, the conditions and the turn of the mind must be taken into consideration. We must be wisely considerate in our work. But we must not lessen our firmness and vigilance in dealing with students of all ages, nor our strictness in forbidding the unprofitable and unwise association of young and immature students.”

However, while some privileges may be given to older men and women, it is still not wise to attempt to complete a college education and court at the same time, since both deserve sober and earnest attention. We strongly recommend that older students also “make haste slowly” while studying at OHC in order to prepare themselves as

gospel workers in the world church.

OHC encourages the building of strong friendships between all of its students, but because we want to help you best prepare for your future in God’s service as well as your future married life, we do not permit dating/courtship. Older students with life experience in ministry may be granted permission to continue their studies while engaged in courtship.

In addition to this policy, a few practical rules have been adopted:

1. In general, a young man and woman should not spend time alone either on or off campus. We understand that some exceptions may arise in which a young man and woman may be together unchaperoned, but as the Bible says, “avoid the appearance of evil” (1 Thessalonians 5:22).
2. Except as noted above, students who are already dating or courting before arriving on campus are expected to put their relationship on hold while studying here.

## MUSIC GUIDELINES

“Music was made to serve a holy purpose, to lift the thoughts to that which is pure, noble and elevating, and to awaken in the soul devotion and gratitude to God.” *Patriarchs and Prophets*, 594. In the area of music, as in every other facet of Christian living, our desire is to reach God’s ideal rather than settle for what the world offers or what makes us feel good. As you walk through the dormitory halls, we want you to be uplifted to “heavenly places” by any type of music that you hear.

We realize that we are all still growing in Christ and we may not all share the same views upon what it means in “making melody in your heart to the Lord.” Ephesians 5:19. Therefore, we ask that you show respect to those around you by refraining from playing any music that could possibly offend the consciences of other students or staff members. If there are differences in musical tastes between you and your roommate, please use earphones when listening to tapes or CDs.

Our minimum requirements regarding music include the following:

1. Please do not bring rock, rap, rhythm and blues or contemporary Christian music on campus.
2. Avoid music that features drums or that includes a swinging rhythm.



3. In the case of question or controversy concerning what is acceptable, the final decision will be made by the Administrative Committee.

To guide you as you continue your study of Christian music, we recommend these books:

1. *The Christian and Rock Music* by Samuele Bacchiocchi.
2. *Notes on Music* by Louis and Carol Torres.

Also prepare for the joy of learning Scripture songs while at Ouachita Hills College. They can be a power in your life as you seek to hide God's Word in your heart (see Psalm 119:11).



#### **HEALTH PRINCIPLES**

"What, know ye not that your body is the temple of the Holy Ghost, which is in you, which ye have of God, and ye are not your own?" 1 Corinthians 6:19.

"Youth who are kept in school and confined to close study, can not have sound health. The lesson must be often repeated, and pressed home to the conscience, that education will be of little value if there is no physical strength to use it after it is gained. Students should not be permitted to take so many studies that they will have no time for physical training. The health can not be preserved unless some portion of each day is given to muscular exertion in the open air. Stated hours should be devoted to manual labor of some kind,—anything which will call into action all parts of the body. When students leave college, they should have better health and a better understanding of the laws of life than when they entered it. The health should be as sacredly guarded as the character." *The Advocate*, March 3, 1900.

Ouachita Hills College believes that we should practice and teach health principles to glorify God. For this reason, physical exercise through manual labor is part of the daily schedule. Opportunities in landscaping, gardening, food service, construction and other forms of vocational training provide a healthful break from study, teaching necessary skills that will be of great benefit in mission service.

The use of alcoholic beverages, illegal drugs, tobacco products and the abuse of prescription drugs are forbidden on or off campus. Violation of this policy will be dealt with immediately by the administration.

The practice of health principles also includes our diet. It is part of the education at OHC to learn to enjoy a total vegetarian cuisine. Although a student kitchen is available in each residence hall, students are encouraged to eat the majority of their meals during regular mealtimes in the cafeteria.

Three meals are served daily in the dining hall. At registration students will be given a schedule detailing the hours that the cafeteria will serve these meals.

Students who wish to follow a two meal a day plan are free to skip the last meal of the day. Students are strongly encouraged to eat a good breakfast daily.

#### **MEDICAL CARE**

Accidents that result in injury or illness should be reported immediately to the men's or women's dean. They will determine the seriousness of the injury/illness and whether professional medical help should be obtained.

Our philosophy is to use God's natural remedies for healing as the primary method of the treatment of illness.



## SABBATH OBSERVANCE

“The value of the Sabbath as a means of education is beyond estimate. Since the Sabbath is a memorial of creative power, it is the day above all others when we should acquaint ourselves with God through His works.” *Education*, 250-251.

Students and faculty worship the Creator every Sabbath in fellowship with believers at one of the many Seventh-day Adventist churches in the area. In this way, we may be a blessing to a local congregation and put into practice the principles



and skills we are learning in evangelism. Many students use Sabbath afternoon for outreach activities, such as visiting missing members, giving Bible studies, working with youth groups, and conducting programs at various churches. There are ample opportunities for service during these sacred hours.

We ask that all students plan their week so as to be ready in plenty of time for the opening of Sabbath. Rooms should be clean, clothing prepared, showers taken, hearts softened and subdued before the sun approaches the horizon.

We meet together, as a college body, to welcome the Sabbath. The timing and location of these meetings varies with the timing of the sunset. Students are responsible to note the announced scheduled time and location for our Welcome Sabbath meetings.

## RESIDENCE HALL RULES

1. Men are not to be in the ladies' living quarters or women in the men's living quarters at any time unless a staff sponsored activity is scheduled there.
2. Student rooms are to be kept in a neat and orderly fashion. Residence hall deans and assistants will periodically check the order of rooms, especially in preparation for the Sabbath.
3. Eating is not permitted in the living area at any time.
4. It is the responsibility of every student and staff member to keep the college and its

premises neat and clean. Students should not leave books, clothing and other personal items in any public room of the residence halls.

5. Every Friday, the dormitories and all other rooms of the college will have a special Sabbath cleaning. All students will work together to prepare the building and grounds for God's holy Sabbath.
6. Television and video viewing is not permitted in the residence halls although students may watch any of the educational videos found in the OHC library.
7. The CDs in the computer lab are for student and staff use in the computer lab only. Please do not take any to be used in your room.
8. Internet access is available for student use in the dormitories, computer lab, and other school buildings. The computers in the offices are reserved for school business only.
9. The public rooms of the residence halls will be closed at 9:30 each evening. We encourage all students and staff to get adequate sleep by the following this counsel:  
“In regulating the hours for sleep, there should be no haphazard work. Students should not form the habit of burning the midnight oil and taking the hours of the day for sleep. If they have been accustomed to doing this at home, they should correct the habit, going to bed at a seasonable hour. They will then rise in the morning, refreshed for the duties of the day. In our schools, the lights should be put out at half past nine.”  
*Counsels to Parents, Teachers and Students*, 297.

Students should be in their respective dormitory rooms at 9:30 pm. At this time, all public rooms in the residence hall will be closed, as well as the computer lab.



### **WORSHIP ATTENDANCE**

Students are expected to attend morning and evening worships. They are permitted to miss up to three (3) worships per semester without a penalty.

### **ADMINISTRATION OF STUDENT LIFE POLICIES**

The Administrative Committee of OHC is responsible to see that all of the student life policies are maintained. When either students or faculty disregard these policies, the Committee will advise and discipline as it deems necessary. The administration also reserves the right, without parental consent, to perform any of the following measures:

1. Question a student regarding his or her behavior on or off campus.
2. Inspect a student's room.
3. Inspect a student's car (with the student present).
4. Arrange for the conducting of alcohol and drug testing.
5. Require counseling, education or treatment programs as necessary.
6. Ask a student to withdraw from school if at any time the student's conduct, influence, or attitude is not in harmony with the philosophy and guidelines of the college and that student is not willing to change his or her behavior.



### **WHAT TO BRING WITH YOU**

Each room at OHC is supplied with a twin bed, mattress, dresser, desk and chair. Students may want to bring extra shelving with them for books and other personal items. Bedding and linens are not supplied. Please bring towels, washcloths, sheets, blankets and a pillow with you. OHC is located in the southern United States, but still experiences a cool autumn and a cold winter even though snow is minimal. As you pack, include warm clothing (i.e. winter coat and gloves) and bedding.



## CURRICULA

### ASSOCIATE IN CHRISTIAN MEDIA

#### RELIGION . . . . . 10 HOURS

- RELB 180 The Gospel & the Individual . . . . . 2
- RELT 235 Principles of Bible Instruction . . . . . 3
- RELT 250 Principles of Christian Faith . . . . . 3
- RELT 380 Issues in Contemporary Theology . . . . . 2

#### SOCIAL SCIENCE / HISTORY / HEALTH . . . . . 8 HOURS

- HIST 404 Adventist Heritage and Mission . . . . . 3
- EDUC 210 Philosophy of Adventist Education . . . . . 3
- HLSC 110 Healthier Living . . . . . 2

#### ENGLISH/COMMUNICATION . . . . . 6 HOURS

- ENGL 101 Composition . . . . . 3
- ENGL 102 Research and Literature . . . . . 3

#### PRACTICAL / APPLIED ARTS . . . . . 5 HOURS

- AGRI 110 Agricultural Arts . . . . . 2
- CPTR 107 Introduction to Computers . . . . . 3
- TECH 250 Auto Mechanics . . . . . 2
- FDNR 115 Food/Nutrition Arts . . . . . 2

#### CORE COURSES . . . . . 35 HOURS

- CPTR 108 Presentation Technology . . . . . 1
- MDIA 290 Practicum: Christian Media Technology . . . . . 2
- CMME 106 Intro to Mass Communication . . . . . 3
- JOUR 225 Principles of Photography . . . . . 3
- JOUR 280 Publication Tools & Techniques . . . . . 3
- GRPH 245 Graphic Production . . . . . 3
- MDIA 201 Foundations of Christian Broadcasting . . . . . 2
- MDIA 202 Christian Digital Audio Production . . . . . 3
- MDIA 230 Christian TV Studio Production . . . . . 3
- MDIA 325 Christian Digital Video Production . . . . . 3
- GRPH 330 Digital Imaging . . . . . 3
- CPTR 235 Web Design/Development . . . . . 3
- CPTR 236 Web Programming for Christian Organization . . . . . 3

Total . . . . . 64 Hours

### ASSOCIATE OF PERSONAL EVANGELISM

#### RELIGION . . . . . 32 HOURS

- RELB 160 Jesus and the Gospels . . . . . 3
- RELT 235 Principles of Bible Instruction . . . . . 3
- RELT 250 Principles of the Christian Faith . . . . . 3
- RELT 295 Christian Sales . . . . . 3
- RELT 296 Colporteur Instruction with Field Service I . . . . . 3
- RELT 298 Colporteur Instruction with Field Service II . . . . . 3
- RELT 297 Philosophy of Student Canvassing Ministries . . . . . 3
- RELT 308 Homiletics (Biblical Preaching) . . . . . 3
- RELT 321 Personal Evangelism with Field Service I . . . . . 3
- RELT 322 Personal Evangelism with Field Service II . . . . . 2
- RELB 420 Jewish Apocalyptic Writings: Daniel . . . . . 3

#### SOCIAL SCIENCES / HISTORY . . . . . 15 HOURS

- HIST 325 History of Christianity I . . . . . 3
- HIST 326 History of Christianity II . . . . . 3
- HIST 404 Adventist Heritage and Mission . . . . . 3
- PSYC 105 Introduction to Psychology . . . . . 3
- SOCI 212 Sociology of the Family . . . . . 3

#### ENGLISH/COMMUNICATION . . . . . 6 HOURS

- ENGL 101 Composition . . . . . 3
- ENGL 102 Research and Literature . . . . . 3

#### SCIENCE . . . . . 6 HOURS

- BIOL 140 The Human Body in Health and Disease . . . . . 4
- BIOL 311 A Scientific Study of Creation . . . . . 2

#### EDUCATION . . . . . 3 HOURS

- EDUC 210 Philosophy of Adventist Education . . . . . 3

#### PRACTICAL/APPLIED ARTS . . . . . 4-5 HOURS

- AGRI 110 Agricultural Arts . . . . . 2
- CPTR 107 Introduction to Computers . . . . . 3
- TECH 250 Auto Mechanics . . . . . 2
- FDNR 115 Foods/Nutrition Arts . . . . . 2

Total . . . . . 66 hours



## BACHELOR OF BIBLICAL STUDIES

### GENERAL EDUCATION REQUIREMENTS

#### RELIGION . . . . . 21 HOURS

RELB 160	Jesus and the Gospels . . . . .	3
RELT 180	The Gospel and the Individual . . . . .	2
RELT 235	Principles of Bible Instruction . . . . .	3
RELT 250	Principles of Christian Faith . . . . .	3
RELT 270	Adventist Heritage and Mission . . . . .	3
RELT 296	Colporteur Instruction with Field Service . . . . .	3
RELT 380	Issues in Contemporary Theology . . . . .	2
RLGN 360	Prophetic Guidance . . . . .	2

#### SOCIAL SCIENCES . . . . . 12 HOURS

HIST 325	Hist of Christianity I . . . . .	3
HIST 326	Hist of Christianity II . . . . .	3
PSYC 105	Introduction to Psychology . . . . .	3
SOCI 212	Sociology of the Family . . . . .	3

#### ENGLISH/COMMUNICATION . . . . . 12 HOURS

CMME 105	Intro to Oral Communication . . . . .	3
ENGL 101	Composition . . . . .	3
ENGL 102	Research and Literature . . . . .	3
ENGL 330	Advanced Expository Writing . . . . .	3

#### SCIENCES & MATHEMATICS . . . . . 8 HOURS

*BIOL 140	The Human Body in Health and Disease <b>or</b> . . . . .	4
*HLSC 110	Healthier Living . . . . .	2
BIOL 311	A Scientific Study of Creation . . . . .	2
MATH 115	Personal Finance . . . . .	1
MATH 114	Survey of Mathematics . . . . .	3

#### HUMANITIES . . . . . 11 HOURS

EDUC 210	Philosophy of Adventist Education . . . . .	3
MUHL 211	Music in the Church . . . . .	3
ENGL 252	Comparative Literature . . . . .	3
RELT 385	Christian Ethics . . . . .	2

#### PRACTICAL/APPLIED ARTS . . . . . 7 HOURS

(Required courses, or life experience/challenge exams)

AGRI 110	Agricultural Arts . . . . .	2
CPTR 107	Introduction to Computers . . . . .	3
FDNR 115	Foods/Nutrition Arts . . . . .	2
TECH 250	Auto Mechanics . . . . .	2

#### TOTAL . . . . . 71 HOURS

\*Both required for a Griggs University Diploma

### CORE REQUIREMENTS

#### RELIGION . . . . . 27 HOURS

RELB 307	Exile & Return: Intro to Old Testament . . . . .	3
RELB 310	Hebrew Prophets . . . . .	3
RELB 345	Worship & Witness: Intro to the New Testament 3	
RELB 420	Jewish Apocalyptic Writings: Daniel . . . . .	3
RELB 425	Christian Apocalyptic Writings: Revelation . . . . .	3
RELT 290	Introduction to Pastoral Counseling . . . . .	3
RELT 335	Pauline Theology . . . . .	3
RELT 315	Pastoral Field Experience . . . . .	6

#### COGNATES . . . . . 5 HOURS

EDUC 244	Intro to Teaching in the Christian School . . . . .	3
EDUC 313	Secondary Methods in Teaching Bible . . . . .	2

#### ELECTIVES . . . . . 17-22 HOURS (depending on minor chosen)

**\*\*Electives must include a minor of at least 18 hours**

\*\*Religion, Math, English, Social Studies, Business, General Science, Biology, Chemistry.

#### TOTAL . . . . . 120-125 HOURS



## BACHELOR IN THEOLOGY

### GENERAL EDUCATION REQUIREMENTS

#### RELIGION . . . . . 21 HOURS

RELB 160	Jesus and the Gospels. . . . .	3
RELT 180	The Gospel and the Individual . . . . .	2
RELT 235	Principles of Bible Instruction . . . . .	3
RELT 250	Principles of Christian Faith . . . . .	3
RELT 270	Adventist Heritage and Mission . . . . .	3
RELT 296	Colporteur Instruction with Field Service . . . . .	3
RELT 380	Issues in Contemporary Theology . . . . .	2
RLGN 360	Prophetic Guidance . . . . .	2

#### SOCIAL SCIENCES . . . . . 12 HOURS

HIST 325	Hist of Christianity I . . . . .	3
HIST 326	Hist of Christianity II . . . . .	3
PSYC 105	Introduction to Psychology. . . . .	3
SOCI 212	Sociology of the Family . . . . .	3

#### ENGLISH/COMMUNICATION . . . . . 12 HOURS

CMME 105	Intro to Oral Communication . . . . .	3
ENGL 101	Composition. . . . .	3
ENGL 102	Research and Literature . . . . .	3
ENGL 330	Advanced Expository Writing. . . . .	3

#### SCIENCES & MATHEMATICS . . . . . 8 HOURS

*BIOL 140	The Human Body in Health and Disease <b>or</b> . . . . .	4
*HLSC 110	Healthier Living . . . . .	2
BIOL 311	A Scientific Study of Creation . . . . .	2
MATH 115	Personal Finance . . . . .	1
MATH 114	Survey of Mathematics . . . . .	3

#### HUMANITIES . . . . . 11 HOURS

EDUC 210	Philosophy of Adventist Education . . . . .	3
MUHL 211	Music in the Church . . . . .	3
ENGL 252	Comparative Literature . . . . .	3
RELT 385	Christian Ethics . . . . .	2

#### PRACTICAL/APPLIED ARTS . . . . . 7 HOURS

(Required courses, or life experience/challenge exams)

AGRI 110	Agricultural Arts . . . . .	2
CPTR 107	Introduction to Computers. . . . .	3
FDNR 115	Foods/Nutrition Arts. . . . .	2
TECH 250	Auto Mechanics . . . . .	2

#### TOTAL . . . . . 71 HOURS

\*Both required for a Griggs University Diploma

### CORE REQUIREMENTS

#### RELIGION . . . . . 56 HOURS

GREK 201	New Testament Greek I . . . . .	4
GREK 202	New Testament Greek II . . . . .	4
BIBL 211	Biblical Hebrew I. . . . .	3
BIBL 212	Biblical Hebrew II . . . . .	3
RELB 307	Exile and Return: Intro to the Old Testament . . . . .	3
RELB 310	Hebrew Prophets . . . . .	3
RELB 345	Worship & Witness: Intro to the New Testament . . . . .	3
RELB 403	Acts and General Epistles . . . . .	3
RELB 420	Jewish Apocalyptic Writings: Daniel . . . . .	3
RELB 425	Christian Apocalyptic Writings: Revelation . . . . .	3
RELT 290	Introduction to Pastoral Counseling . . . . .	3
RELT 255	Church Leadership and Management. . . . .	3
RELT 285	Biblical Theology and the Sanctuary . . . . .	3
RELT 308	Homiletics (Biblical Preaching). . . . .	3
RELT 315	Pastoral Field Experience . . . . .	6
RELT 330	Public Evangelism . . . . .	3
RELT 335	Pauline Theology . . . . .	3

#### TOTAL . . . . . 127 HOURS



**BACHELOR IN CHRISTIAN BUSINESS  
MANAGEMENT**

**GENERAL EDUCATION REQUIREMENTS**

**RELIGION . . . . . 21 HOURS**

RELB 160	Jesus and the Gospels . . . . .	3
RELT 180	The Gospel and the Individual . . . . .	2
RELT 235	Principles of Bible Instruction . . . . .	3
RELT 250	Principles of Christian Faith . . . . .	3
RELT 270	Adventist Heritage and Mission . . . . .	3
RELT 296	Colporteur Instruction with Field Service . . . . .	3
RELT 380	Issues in Contemporary Theology . . . . .	2
RLGN 360	Prophetic Guidance . . . . .	2

**SOCIAL SCIENCES . . . . . 12 HOURS**

HIST 325	Hist of Christianity I . . . . .	3
HIST 326	Hist of Christianity II . . . . .	3
PSYC 105	Introduction to Psychology . . . . .	3
SOCI 212	Sociology of the Family . . . . .	3

**ENGLISH/COMMUNICATION . . . . . 12 HOURS**

CMME 105	Intro to Oral Communication . . . . .	3
ENGL 101	Composition . . . . .	3
ENGL 102	Research and Literature . . . . .	3
ENGL 330	Advanced Expository Writing . . . . .	3

**SCIENCES & MATHEMATICS . . . . . 8 HOURS**

*BIOL 140	The Human Body in Health and Disease <b>or</b> . . . . .	4
*HLSC 110	Healthier Living . . . . .	2
BIOL 311	A Scientific Study of Creation . . . . .	2
MATH 115	Personal Finance . . . . .	1
MATH 114	Survey of Mathematics . . . . .	3

**HUMANITIES . . . . . 11 HOURS**

EDUC 210	Philosophy of Adventist Education . . . . .	3
MUHL 211	Music in the Church . . . . .	3
ENGL 252	Comparative Literature . . . . .	3
RELT 385	Christian Ethics . . . . .	2

**PRACTICAL/APPLIED ARTS . . . . . 7 HOURS**

(Required courses, or life experience/challenge exams)

AGRI 110	Agricultural Arts . . . . .	2
CPTR 107	Introduction to Computers . . . . .	3
FDNR 115	Foods/Nutrition Arts . . . . .	2
TECH 250	Auto Mechanics . . . . .	2

**TOTAL . . . . . 71 HOURS**

\*Both required for a Griggs University Diploma

**CORE REQUIREMENTS**

**BUSINESS . . . . . 36 HOURS**

ACCT 211	Principles of Accounting I . . . . .	3
ACCT 212	Principles of Accounting II . . . . .	3
ACCT 305	Cost and Managerial Accounting . . . . .	3
BUAD 375	Business Law . . . . .	3
CPTR 210	Computer Application to Business . . . . .	3
ECON 265	Principles of Economics I-Macro . . . . .	3
ECON 266	Principles of Economics II-Micro . . . . .	3
FNCE 290	Christian Business Finance . . . . .	3
MGMT 330	Principles of Christian Management . . . . .	3
MGMT 333	Christian Personnel Management . . . . .	3
MGMT 485	Bus. Strat. & Policy for the Christian Mngmt . . . . .	3
MKTG 210	Christian Principles of Marketing . . . . .	3

**COGNATES . . . . . 11 HOURS**

MATH 110	Probability and Statistics . . . . .	4
MATH 121	College Algebra . . . . .	4
RELT 255	Church Leadership and Management . . . . .	3

**ELECTIVES (UPPER DIVISION) . . . . . 6 HOURS**

**TOTAL . . . . . 124 HOURS**



**BACHELOR IN SECONDARY CHRISTIAN EDUCATION\***

(Two Minors Required)

**GENERAL EDUCATION REQUIREMENTS**

**RELIGION . . . . . 21 HOURS**

- RELB 160 Jesus and the Gospels . . . . . 3
- RELT 180 The Gospel and the Individual . . . . . 2
- RELT 235 Principles of Bible Instruction . . . . . 3
- RELT 250 Principles of Christian Faith . . . . . 3
- RELT 270 Adventist Heritage and Mission . . . . . 3
- RELT 296 Colporteur Instruction with Field Service . . . . . 3
- RELT 380 Issues in Contemporary Theology . . . . . 2
- RLGN 360 Prophetic Guidance . . . . . 2

**SOCIAL SCIENCES . . . . . 12 HOURS**

- HIST 325 Hist of Christianity I . . . . . 3
- HIST 326 Hist of Christianity II . . . . . 3
- PSYC 105 Introduction to Psychology . . . . . 3
- SOCI 212 Sociology of the Family . . . . . 3

**ENGLISH/COMMUNICATION . . . . . 12 HOURS**

- CMME 105 Intro to Oral Communication . . . . . 3
- ENGL 101 Composition . . . . . 3
- ENGL 102 Research and Literature . . . . . 3
- ENGL 330 Advanced Expository Writing . . . . . 3

**SCIENCES & MATHEMATICS . . . . . 8 HOURS**

- \*BIOL 140 The Human Body in Health and Disease **or** . . . 4
- \*HLSC 110 Healthier Living . . . . . 2
- BIOL 311 A Scientific Study of Creation . . . . . 2
- MATH 115 Personal Finance . . . . . 1
- MATH 114 Survey of Mathematics . . . . . 3

**HUMANITIES . . . . . 11 HOURS**

- EDUC 210 Philosophy of Adventist Education . . . . . 3
- MUHL 211 Music in the Church . . . . . 3
- ENGL 252 Comparative Literature . . . . . 3
- RELT 385 Christian Ethics . . . . . 2

**PRACTICAL/APPLIED ARTS . . . . . 7 HOURS**

- (Required courses, or life experience/challenge exams)
- AGRI 110 Agricultural Arts . . . . . 2
- CPTR 107 Introduction to Computers . . . . . 3
- FDNR 115 Foods/Nutrition Arts . . . . . 2
- TECH 250 Auto Mechanics . . . . . 2

**TOTAL . . . . . 71 HOURS**

\*Both required for a Griggs University Diploma

**CORE REQUIREMENTS**

**EDUCATION . . . . . 30 HOURS**

- EDUC 244 Introduction to Teaching in the Christian School 3
- EDUC 313 Secondary Methods in Teaching Bible . . . . . 2
- EDUC 323 Teaching in the Christian Sec. Classroom. . . . . 3
- EDUC 353 Sec. Reading Methods in the Christian School . 2
- EDUC 320 Integrating Tech. in the Christian Curriculum . . 2
- EDUC 324 Developmental and Educational Psychology . . 3
- EDUC 360 Evaluation in Teaching . . . . . 3
- EDUC 410 Teaching the Exceptional Child . . . . . 2
- EDUC 334 Dir. Teaching in the Christian Sec. Classroom . 10

Minor 1 (Depending on minor chosen) . up to 22 add'l hours

Minor 2 (Depending on minor chosen) . up to 22 add'l hours

**\*\*Electives to complete a minimum total of 120 hours**

**TOTAL . . . . . 120-144 HOURS**

\*\*Religion, Math, English, Social Studies, Business, General Science, Biology, Chemistry

\*This curriculum is designed to prepare teachers for denominational certification for Adventist elementary and secondary schools. Completion of this program does not meet eligibility requirements for teacher certification in the State of Arkansas Public School System.





**BACHELOR IN ELEMENTARY CHRISTIAN EDUCATION\***

(One Minor Required)

**GENERAL EDUCATION REQUIREMENTS**

**RELIGION . . . . . 21 HOURS**

- RELB 160 Jesus and the Gospels . . . . . 3
- RELT 180 The Gospel and the Individual . . . . . 2
- RELT 235 Principles of Bible Instruction . . . . . 3
- RELT 250 Principles of Christian Faith . . . . . 3
- RELT 270 Adventist Heritage and Mission . . . . . 3
- RELT 296 Colporteur Instruction with Field Service . . . . . 3
- RELT 380 Issues in Contemporary Theology . . . . . 2
- RLGN 360 Prophetic Guidance . . . . . 2

**SOCIAL SCIENCES . . . . . 12 HOURS**

- HIST 325 Hist of Christianity I . . . . . 3
- HIST 326 Hist of Christianity II . . . . . 3
- PSYC 105 Introduction to Psychology . . . . . 3
- SOCI 212 Sociology of the Family . . . . . 3

**ENGLISH/COMMUNICATION . . . . . 12 HOURS**

- CMME 105 Intro to Oral Communication . . . . . 3
- ENGL 101 Composition . . . . . 3
- ENGL 102 Research and Literature . . . . . 3
- ENGL 330 Advanced Expository Writing . . . . . 3

**SCIENCES & MATHEMATICS . . . . . 8 HOURS**

- \*BIOL 140 The Human Body in Health and Disease or . . . . . 4
- \*HLSC 110 Healthier Living . . . . . 2
- BIOL 311 A Scientific Study of Creation . . . . . 2
- MATH 115 Personal Finance . . . . . 1
- MATH 114 Survey of Mathematics . . . . . 3

**HUMANITIES . . . . . 11 HOURS**

- EDUC 210 Philosophy of Adventist Education . . . . . 3
- MUHL 211 Music in the Church . . . . . 3
- ENGL 252 Comparative Literature . . . . . 3
- RELT 385 Christian Ethics . . . . . 2

**PRACTICAL/APPLIED ARTS . . . . . 7 HOURS**

- (Required courses, or life experience/challenge exams)
- AGRI 110 Agricultural Arts . . . . . 2
  - CPTR 107 Introduction to Computers . . . . . 3
  - FDNR 115 Foods/Nutrition Arts . . . . . 2
  - TECH 250 Auto Mechanics . . . . . 2

**TOTAL . . . . . 71 HOURS**

\*Both required for a Griggs University Diploma

**CORE REQUIREMENTS**

**EDUCATION . . . . . 34 HOURS**

- EDUC 244 Intro to Teaching in the Christian School . . . . . 3
- EDUC 310 Methods in Teaching Language Arts . . . . . 2
- EDUC 312 Methods in Teaching Bible/Social Studies . . . . . 2
- EDUC 315 Methods for Teaching Reading . . . . . 2
- EDUC 317 Methods in Teaching Elementary Science/Math 3
- EDUC 320 Integrating Technology in the Curriculum . . . . . 2
- EDUC 322 Multi-grade Classroom Techniques . . . . . 2
- EDUC 324 Developmental and Educational Psychology . . . . . 3
- EDUC 360 Evaluation in Teaching . . . . . 3
- EDUC 410 Teaching the Exceptional Child . . . . . 2
- EDUC 332 Dir Teaching in the Christian Elem Classroom . . . . . 10

Minor (Depending on minor chosen) . . . up to 22 add'l hours

**\*\*Electives to complete a minimum total of 120 hours**

**TOTAL . . . . . 120-127 HOURS**

\*\*Religion, Math, English, Social Studies, Business, General Science, Biology, Chemistry

\*This curriculum is designated to prepare teachers for denominational certification for Adventist elementary and secondary schools. Completion of this program does not meet eligibility requirements for teacher certification in the State of Arkansas Public School System.



**LIST OF SUGGESTED MINORS**

**RELIGION MINOR . . . . . HOURS**

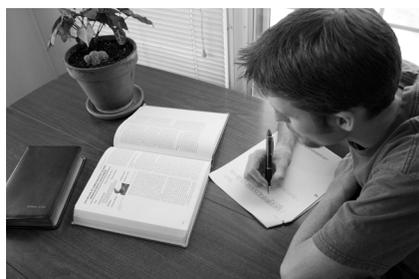
RELB 160	Jesus and the Gospels . . . . .	3
RELT 180	The Gospel and the Individual . . . . .	2
RELT 235	Principles of Bible Instruction . . . . .	3
RELT 250	Principles of Christian Faith . . . . .	3
RELT 270	Adventist Heritage and Mission . . . . .	3
RLGN 360	Prophetic Guidance . . . . .	2

**BIOLOGY MINOR . . . . . 20 HOURS**

BIOL 151	General Biology I (or Zoology) . . . . .	4
BIOL 152	General Biology II (or Botany) . . . . .	4
BIOL 101	Anatomy & Physiology I . . . . .	4
BIOL 102	Anatomy & Physiology II . . . . .	4
BIOL 240	Microbiology. . . . .	4

**CHEMISTRY MINOR . . . . . 20 HOURS**

CHEM 101	General Chemistry I . . . . .	4
CHEM 102	General Chemistry II . . . . .	4
CHEM 211	Organic Chemistry I . . . . .	4
CHEM 212	Organic Chemistry II . . . . .	4
CHEM 350	Bio Chemistry . . . . .	4



**GENERAL SCIENCE MINOR . . . . . 22 HOURS**

BIOL 151	General Biology I (or Zoology) . . . . .	4
BIOL 152	General Biology II (or Botany) . . . . .	4
CHEM 101	General Chemistry I . . . . .	4
CHEM 102	General Chemistry II . . . . .	4
PHYS 101	General Physics I . . . . .	3
PHYS 102	General Physics II . . . . .	3

**MATHEMATICS MINOR . . . . . 20 HOURS**

MATH 110	Probability and Statistics . . . . .	4
MATH 121	College Algebra . . . . .	4
MATH 123	Geometry . . . . .	3
MATH 125	Pre-Calculus. . . . .	3
MATH 170	Calculus. . . . .	3
Math Elective	. . . . .	3

**SOCIAL STUDIES MINOR . . . . . 18 HOURS**

GEOG 280	Cultural Geography . . . . .	3
HIST 275	American Civilization I . . . . .	3
HIST 276	American Civilization II. . . . .	3
HIST 325	History of Christianity I. . . . .	3
HIST 326	History of Christianity II . . . . .	3
PLST 250	American Government . . . . .	3

**ENGLISH MINOR . . . . . 21 HOURS**

CMME 105	Intro to Oral Communication . . . . .	3
ENGL 101	Composition. . . . .	3
ENGL 102	Research and Literature . . . . .	3
ENGL 148	Advanced Grammar . . . . .	3
ENGL 252	Comparative Literature . . . . .	3
ENGL 330	Advanced Expository Writing. . . . .	3
JOUR 250	Christian Journalism . . . . .	3

**BUSINESS MINOR. . . . . 21 HOURS**

ACCT 211	Accounting I. . . . .	3
ACCT 212	Accounting II . . . . .	3
CPTR 210	Computer Application to Business . . . . .	3
MGMT 330	Christian Management. . . . .	3
MGMT 333	Christian Personnel Management . . . . .	3
MKTG 210	Christian Principles of Marketing. . . . .	3
ECON 266	Economics II-Micro . . . . .	3



## COURSE DESCRIPTIONS

### BUSINESS CLASSES

#### [ACCT 211] PRINCIPLES OF ACCOUNTING I (3)

This course examines and applies fundamental principles of accounting for sole proprietorships and corporations.

#### [ACCT 212] PRINCIPLES OF ACCOUNTING II (3)

In this class the student will examine and apply the fundamental principles for partnerships, corporations, and industrial enterprises.

#### [ACCT 305] COST AND MANAGERIAL ACCOUNTING (3)

The emphasis on this course is on costing concepts as applied to manufactured products and services, systems, historical and standard costs, and accumulation and distribution of overhead.

#### [BUAD 375] BUSINESS LAW (3)

Business Law I is a survey course designed to introduce legal topics and concepts that can and will affect individuals throughout both their personal and business lives. Students will explore the legal environment, torts, business crimes, contracts, property, and estate planning.



#### [CPTR 210] COMPUTER APPLICATION TO BUSINESS (3)

The development of intermediate-level skills in business operating systems, word processing and spreadsheet software, and the use of the Internet are goals of this course. Also included are computer and data security issues, and computer ethics.

#### [ECON 265] PRINCIPLES OF ECONOMICS I [MACRO] (3)

An introductory course that explores topics such as economic growth, inflation, unemployment, fiscal

and monetary policies, money supply, banking and the central banking system within the context of major economic theories.

#### [ECON 266] PRINCIPLES OF ECONOMICS II [MICRO] (3)

Microeconomics examines the factors that influence individual economic choices and how the choices of various decision makers are coordinated by markets. Topics include supply, demand, equilibrium, elasticity, costs, and competition models and their impact on markets; antitrust and mergers, and income distribution.

#### [FNCE 290] CHRISTIAN BUSINESS FINANCE (3)

Prerequisite: ACCT 212 The source and uses of funds required by a business is a theoretical framework that the financial manager can use to reach decisions within the realities of the financial world. Topics include biblical ethics & principles of financial analysis, estimation funds requirements, short and long-term loan arrangements, capital structure planning, and securities issues. Emphasis will also be placed on the management of finances in supporting ministry organizations of the Seventh-day Adventist Church.

#### [MGMT 330] PRINCIPLES OF CHRISTIAN MANAGEMENT (3)

This class incorporates Christian principles of managing and accomplishing organizational goals through the cooperation of other people. Learn about functions of managers, principles of management, decision making, and analysis of problems central to management. Special emphasis will be given to management of Christian schools and organizations.

#### [MGMT 333] CHRISTIAN PERSONNEL MANAGEMENT (3)

This course incorporates the Christian principles, methods, and practices of administering a personnel program for the business organization with emphasis on the leadership methods Christ used.

#### [MGMT 485] BUSINESS STRATEGY AND POLICY FOR CHRISTIAN MANAGERS (3)

The case method is used to analyze policies, problems, and strategy formulation of the functional areas of the organization from a Christian perspective.



### **[MKTG 210] CHRISTIAN PRINCIPLES OF MARKETING (3)**

Principles and practices of the marketing system, analysis of markets, consumer motivation, product decision, pricing policies, distribution, promotion, and selling to customers. Emphasis will be given to developing biblically based marketing methods.

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## **COMPUTERS**

### **[CPTR 107] INTRODUCTION TO COMPUTERS (3)**

This course examines computer technology and assists in the development of important computer competencies including understanding how the history of computers and the Internet can aid in our capability to prepare for future changes in computing technology, the ability to appreciate the potential and limitations of computers and the Internet, and how to use computers and the Internet safely, responsibly, and effectively. Personal productivity software is reviewed and introductory projects in word processing, spreadsheets, databases, and presentations software are incorporated.

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## **EDUCATION CLASSES\***

### **[EDUC 210] PHILOSOPHY OF ADVENTIST EDUCATION (3)**

A study of educational philosophy as presented in the Bible and the writings of Ellen G. White. Emphasis is placed on its relevance to the Seventh-day Adventist school and church.

### **[EDUC 244] INTRODUCTION TO TEACHING IN THE CHRISTIAN SCHOOL (3)**

An introduction to the teaching profession which includes best practices, skills and tools requisite to teaching, characteristics of the Christian teacher, and teaching as a soul-winning ministry. Students will also spend time in observation and participation in actual classrooms.

### **[EDUC 310] METHODS IN TEACHING ELEMENTARY LANGUAGE ARTS (2)**

This course is a study of methods and materials used in teaching reading, language, spelling, and handwriting in the primary grades. Materials will be collected and evaluated from both an educational and a biblical perspective. Unit plans as well as a

study of individual needs will be conducted. Field experience included.

### **[EDUC 312] METHODS IN TEACHING ELEMENTARY BIBLE/SOCIAL STUDIES (2)**

This is a course designed to provide theory and methodology in the Bible and social studies areas. It emphasizes the use of the unit plan and development of creative strategies in teaching both subject areas. In addition, in the Bible area emphasis is placed on how to help students fall in love with Jesus while learning to recognize the relevancy of His Word, its accuracy in predicting historical events, and the necessity of applying its principles in daily living. Field experience included.

### **[EDUC 313] SECONDARY METHODS IN TEACHING BIBLE (2)**

This is a course designed to provide theory and methodology in teaching the Bible. It emphasizes the use of the unit plan and development of creative strategies in teaching. In addition, emphasis is placed on how to help students fall in love with Jesus while learning to recognize the relevancy of His Word, its accuracy in predicting historical events, and the necessity of applying its principles in daily living. Field experience included.

### **[EDUC 315] METHODS FOR TEACHING ELEMENTARY READING (2)**

Varied approaches and resources for teaching reading with application opportunities in classroom settings are studied. Emphasis is on the scope and sequence of teaching various reading skills as well as the biblical principles to use when choosing reading materials for the classroom. Field experience included.

### **[EDUC 317] METHODS IN TEACHING ELEMENTARY SCIENCE/HEALTH IN THE CHRISTIAN SCHOOL (2)**

Emphasis is placed on understanding science from personal and social perspective. Use of the unit plan, problem-solving, learning center approaches, and creation-science models are stressed for the teaching of science. Field experience included.

### **[EDUC 318] METHODS IN TEACHING ELEMENTARY SCIENCE/MATH (3)**

This class emphasizes the understanding of science and math from a personal and social perspective. Use of the unit plan, problem-solving, learning center approaches, and creation-science models are stressed for the teaching.



**[EDUC 319] METHODS IN TEACHING ELEMENTARY MATH IN THE CHRISTIAN SCHOOL (2)**

This course also includes curriculum organization, materials, methods, hands-on experience, and instructional aids with emphasis on multi-grade classrooms and individualized methods and materials. Field experience included.

**[EDUC 320] INTEGRATING TECHNOLOGY IN THE CURRICULUM (2)**

This course is designed to empower teachers to integrate modern technology in teaching areas. It includes the development and presentation of lesson plans utilizing multimedia materials, exploration of internet resources, and web and home page development.

**[EDUC 322] MULTI-GRADE CLASSROOM TECHNIQUES (2)**

This class focuses on techniques and management strategies to use in the multi-graded classroom. Field experience included.

**[EDUC 323] TEACHING IN THE CHRISTIAN SECONDARY CLASSROOM (3)**

This class focuses on the teacher's role in classroom management and design. It includes teaching techniques and evaluation of learning experiences in the Christian secondary school and methods of integrating spiritual lessons into the classroom. Field experience included.

**[EDUC 324] DEVELOPMENTAL & EDUCATIONAL PSYCHOLOGY (3)**

A study of psychology as it relates to the learning processes and to the teaching methods to be used with average as well as exceptional learners. It includes a study of the normal pattern of physical and emotional development. Varied psychological theories are reviewed and examined.

**[EDUC 332] DIRECTED TEACHING IN THE CHRISTIAN ELEMENTARY CLASSROOM (10)**

This course requires student teaching in an approved Christian elementary school in a multi-graded classroom for a full semester. Pre-requisite: All core education courses must be completed.

**[EDUC 334] DIRECTED TEACHING IN THE CHRISTIAN SECONDARY CLASSROOM (10)**

This class required students teaching for a full semester in an approved Christian secondary school setting under the supervision of supervising teachers. Pre-requisite: All core education courses must be completed.

**[EDUC 353] SECONDARY READING METHODS IN THE CHRISTIAN SCHOOL (2)**

Examines methods and materials of teaching reading in secondary content areas. Emphasis will be given to the use of biblical principles for selecting reading materials.

**[EDUC 360] EVALUATION IN TEACHING (3)**

Prerequisite: PSYC 105. Examines the relationship between teaching, learning, and evaluation; the uses of instructional objectives and standardized tests; and how to award fair grades and construct classroom tests and assessment tools to measure specific learning outcomes.

**[EDUC 410] TEACHING THE EXCEPTIONAL CHILD (2)**

A course designed to help the teacher understand the needs of children who deviate from the normal pattern of physical and emotional development. Included in the course is a survey of special education materials and methodology as well as the processes by which a teacher can assess, admit, review, and dismiss the exceptional child in his classroom.

\* Our Christian Education curriculum has been designed to fulfill the requirements for the SDA denominational teacher certification. Coursework for the Christian Education degree will not be accepted for teacher certification/license by the State of Arkansas.

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**ENGLISH AND COMMUNICATIONS**

**[CMME 105] INTRODUCTION TO ORAL COMMUNICATION (3)**

Study is of the basic levels and forms of communication. Instruction will be given in the processes of oral expression with practice in various aspects of public speaking within a ministry setting.

**[ENGL 101] COMPOSITION (3)**

A basic course in writing skills. It is designed to improve observation, thoughtfulness and organization through the study of essays.

**[ENGL 102] RESEARCH AND LITERATURE (3)**

Prerequisite: ENGL 101. A writing course designed to teach the student how to plan, organize and write a research paper using the MLA format.



**[ENGL 148] ADVANCED GRAMMAR (3)**

English syntax for students and future teachers, including grammatical terminology.

**[ENGL 252] COMPARATIVE BIBLICAL, AMERICAN, AND BRITISH LITERATURE (3)**

A survey of literature designed to provide the student with opportunity to read, analyze, evaluate, compare and discuss the works of American, English, and biblical authors.

**[ENGL 330] ADVANCED EXPOSITORY WRITING (3)**

An advanced writing course designed to improve critical reading, thinking and writing skills. Description, reporting, explanation, process analysis and persuasion will be explored.

**[JOUR 250] JOURNALISM (3)**

Basics of journalistic writing for various media (i.e. newspapers, radio, and television), public relations, press releases, basic features and editorials, the importance of the audience for any written communications as well as the values of timelines, objectivity, and fairness critical to any communication career. Prerequisite: Composition ENGL. 101.

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**HISTORY**

**[GEOG 280] CULTURAL GEOGRAPHY (3)**

A survey of major geographic perspectives: political, religious, and regional, with an emphasis on Christian missions.

**[HIST 275] AMERICAN CIVILIZATION I (3)**

A study of the rise and development of the United States from the American Indians and the arrival of the first immigrants through the Civil War and Reconstruction periods. Emphasis placed on the role of the United States in end time events.

**[HIST 276] AMERICAN CIVILIZATION II (3)**

This is the study of the development of the United States from the Reconstruction to the present. Emphasis placed on the role of the United States in end time events.

**[HIST 325] HISTORY OF CHRISTIANITY I: EARLY AND MEDIEVAL PERIODS (3)**

The significant trends and events in the development of Christianity from the time of Christ to the Reformation, including a study of the church in relation to the Roman Empire, the influence of the church fathers, Christological controversies,

and the rise of the papacy.

**[HIST 326] HISTORY OF CHRISTIANITY II: THE REFORMATION AND MODERN PERIODS (3)**

This course studies the church from pre-Reformation to the present time; its development in Europe and in America, including the main branches of Protestantism; their relation to the state; the Catholic counter reformation; and the evangelical movement.

**[HIST 404] ADVENTIST HERITAGE AND MISSION (3)**

This course investigates the Seventh-day Adventist church history with a preliminary review of the backgrounds and foundations of the Advent message from apostolic times. It concentrates on the church's beginnings in America, the 1844 experience, development of the Seventh-day Adventist denomination worldwide, with special attention being given to the writings of Ellen G. White. Cross-listed as RELT 270.

**[PLST 250] AMERICAN GOVERNMENT (3)**

An introduction to the forms, functions, and processes of the American local, state, and national government. This course also explores the development of political ideologies and influence groups.

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**MATHEMATICS**

**[MATH 110] PROBABILITY AND STATISTICS (4)**

This course includes the following concepts: descriptive statistics, elementary probability, Venn diagrams, discrete random variables, binomial and normal distributions, inferential statistics, sampling tests of hypotheses, regression, correlations, analysis of variance, chi square analysis.

**[MATH 114] SURVEY OF MATHEMATICS (4)**

This course focuses on practical mathematics that you can use in your everyday life and that will prepare student for further courses in mathematics. Emphasis on critical thinking skills, problem solving, and probability & statistics

**[MATH 115] PERSONAL FINANCE (1)**

This is a course in consumer finance that is concerned with the individual. Emphasis is placed on the biblical principles of debt, loans, and stewardship.

**[MATH 121] COLLEGE ALGEBRA (4)**

A course designed to prepare students to pursue degrees in mathematics, business or the sciences. Topics include: quadratic equations and equalities; polynomial, rational, exponential, and logarithmic functions; graphing functions; inverse functions; zeros of polynomial and rational functions with approximation techniques; solving systems of linear equations, linear inequalities, and non-linear equation; binomial theorem. Prerequisite: Intermediate Algebra or an ACT math score of 21 or higher.

**[MATH 123] GEOMETRY (3)**

This course teaches the basic theory in the foundations of geometry. Metric and non-metric properties of Euclidean, non-Euclidean, and projective geometries included. This is designed primarily for teachers of junior and senior high school geometry. Prerequisite: College Algebra.

**[MATH 125] PRE-CALCULUS (3)**

Topics in algebra and trigonometry included.

**[MATH 170] CALCULUS I (3)**

A study of functions of one variable, continuity, inequalities, differentiation, integration, exponential, logarithmic, and trigonometric functions.

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**PRACTICAL AND APPLIED ARTS/ HUMANITIES****[AGRI 110] AGRICULTURAL ARTS (3)**

This course will present basic needs of plants directed more toward vegetable and fruit gardens than on field crops. Other areas of agriculture will be presented so as to have the student aware of the general problems in the field of agriculture. The student will be encouraged to learn to think so as to solve life's problems.

**[MUHL 211] MUSIC IN THE CHURCH (3)**

Class is a review of basic music fundamentals, including notation, keys, scales, meter, rhythm, melody, and harmony. Emphasis is placed on the affect of music upon us and what principles a Christian should consult when choosing music.

**[RELT 385] CHRISTIAN ETHICS (3)**

This is the study of biblical principles and how they relate to ethical questions in the 21st century.

**[FDNR 115] FOOD/NUTRITION ARTS (2)****[TECH 250] AUTO MECHANICS (2)**

It includes how to do tune-ups, maintenance, and minor repairs.

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**PSYCHOLOGY AND SOCIOLOGY****[PSYC 105] INTRODUCTION TO PSYCHOLOGY (3)**

This course covers the basic principles and concepts in psychology, including the principles of motivation, learning and perception. Students will also be introduced to principles of Christian counseling.

**[SOCI 212] SOCIOLOGY OF THE FAMILY (3)**

Students will be familiar with the current state of the family in society and the Biblical ideal for families. Students will be introduced to key issues that present themselves at each stage of the family life cycle. They will also be introduced to key resources available.

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**RELIGION CLASSES****[BIBL 211, BIBL 212] BIBLICAL HEBREW I, II (4,4)**

Introduces the student to the elements of biblical Hebrew and equips him with knowledge of basic grammar and a working vocabulary. Biblical Hebrew II also includes interpretive translation of selected Old Testament passages.

**[GREK 201, GREK 202] ELEMENTARY GREEK I, II (4, 4)**

First semester focuses on grammar and vocabulary. Second semester continues with syntax and includes interpretive translation.

**[RELB 160] JESUS AND THE GOSPELS (3)**

A comprehensive study of the life and teachings of Jesus unfolded in the four gospels with analytic attention to the gospel writers and their writing in an attempt to reveal the impact of Christ's revelation on our world.



**[RELB 307] EXILE AND RETURN: INTRODUCTION TO THE OLD TESTAMENT (3)**

The narratives, sacred history and revealed religion of Israel are explored. A review of the Old Testament's uniqueness in providing an answer to man's inquiry into the past and its application to the contemporary world.

**[RELB 310] HEBREW PROPHETS (3)**

Generally introduce students to the origin and nature of Hebrew prophecy, the Old Testament prophets, their prophetic writings, and the major concepts and teachings and prophetic tradition. The message of individual prophets will be explored with their impact on the Christian today.

**[RELB 344] METHODS IN BIBLE STUDY AND HERMENEUTICS (2)**

Class focuses on two aspects of biblical study: Techniques and tools for rewarding personal Bible study, and principles for proper biblical interpretation.

**[RELB 345] WORSHIP AND WITNESS: INTRODUCTION TO THE NEW TESTAMENT (3)**

This class is an overview of the writings of Paul discussing the great themes of the gospel; the experience of righteousness by faith; and self-sustaining, replicable evangelism.

**[RELB 403] ACTS AND GENERAL EPISTLES (3)**

This class is an overview of the development of the Christian Church through the book of Acts, *Acts of the Apostles* by E. G. White and the letters of James, Peter, John, and Jude.

**[RELB 420] JEWISH APOCALYPTIC WRITINGS: DANIEL (3)**

Course is a critical and exegetical study of the book of Daniel. Special emphasis is placed on end-time eschatology and the role of the Seventh-day Adventist Church.

**[RELB 425] CHRISTIAN APOCALYPTIC WRITINGS: REVELATION (3)**

An in depth study of the prophetic book of Revelation. Special emphasis is placed on end-time eschatology and the role of the Seventh-day Adventist Church.

**[RELM 201] INTRODUCTION TO CHRISTIAN MISSIONS (2)**

Philosophy, ideals, and trends in Adventist mission with an overview of world cultures and religions. Intended to enhance cultural sensitivity and awareness and overcome cross-cultural challenges to sharing the Gospel.

**[RELT 180] THE GOSPEL AND THE INDIVIDUAL (2)**

A thoughtful class on the meaning of salvation, the practical application of the gospel in the life, and the daily experience of divine power, in the context of the freedom of choice and individuality made possible by the cross of Christ.

**[RELT 235] PRINCIPLES OF BIBLE INSTRUCTION (3)**

A study of the skills and principles needful in opening the Scriptures to individuals or groups in a Bible study setting.

**[RELT 250] PRINCIPLES OF THE CHRISTIAN FAITH (3)**

An intensive topical study of Bible truths that form the foundation and structure of Christian belief as understood by Seventh-day Adventists. Also involves committing Scripture texts to memory as an aid in evangelism.

**[RELT 255] CHURCH LEADERSHIP AND MANAGEMENT (3)**

Practical everyday tools and skills taught for the church pastor. Pointers on fiscal management, ethics, organization of duties and delegations, use of volunteers, leadership in committees and church-related boards, public relations and advertising, and developing and using lay leaders for long-term continuity of mission and stability included.

**[RELT 270] ADVENTIST HERITAGE AND MISSION (2)**

This course investigates the Seventh-day Adventist church history with a preliminary review of the backgrounds and foundations of the Advent message from apostolic times. It concentrates on the church's beginnings in America, the 1844 experience, development of the Seventh-day Adventist denomination worldwide, with special attention being given to the writings of Ellen G. White. Cross-listed as HIST 304.

**[RELT 285] BIBLICAL THEOLOGY AND THE SANCTUARY (3)**

The earthly sanctuary was a daily enactment of the plan of salvation. It is prophecy, eschatology, Christology, and a practical revelation of the gospel combined. Students learn the theology taught in the sanctuary service and will become familiar with the history of the sanctuary message in the development of the Seventh-day Adventist Church.



**[RELT 290] INTRODUCTION TO PASTORAL COUNSELING (3)**

A study of the ethics, principles, and methods involved in the counseling process from a Biblical perspective.

**[RELT 295] CHRISTIAN SALES (3)**

Class is designed to give hands-on field experience as well as theoretical instruction in the science of selling Christian literature. Emphasis is upon witnessing, sharing, and faith-building opportunities rather than on sales figures

**[RELT 297] PHILOSOPHY OF STUDENT CANVASSING MINISTRIES (3)**

General information on a wide variety of topics related to the contemporary rise and revival of student literature evangelism in North America. Lectures cover the nuts and bolts of running magabook teams, organizing programs, and implementing the information available in the book *Publishing Ministry*.

**[RELT 296, RELT 298] COLPORTEUR INSTRUCTION WITH FIELD SERVICE I, II (3, 3)**

An investigation into the skills of persuasion and making friends that contrasts these with manipulative and unethical methods often used. Studies in meeting people in various social contexts, and the very personal preparatory work necessary to doing effective evangelism of any sort. A careful study of the book *Colporteur Ministry* included.

**[RELT 308] HOMILETICS (BIBLICAL PREACHING) (3)**

Homiletics is the science of preparing sermons and the art of presenting them. This class is designed to prepare students to be effective communicators for Christ and lead audiences in public worship.

**[RELT 315] PASTORAL FIELD EXPERIENCE (6)**

Supervised field work under an experienced minister as coordinated by the department. The field work is designed to give practical experience in a wide variety of pastoral situations.

**[RELT 321; RELT 322] PERSONAL EVANGELISM WITH FIELD SERVICE I, II (3, 2)**

A practical introduction in soul-winning skills: winning friends for Christ, recognizing and meeting felt needs, seizing witnessing opportunities, and giving personal Bible studies and community seminars.

**[RELT 330] PUBLIC EVANGELISM (3)**

This class includes not only instruction by a successful Seventh-day Adventist evangelist, but also includes hands-on experience in planning, preparing for, and conducting an evangelistic effort.

**[RELT 335] PAULINE THEOLOGY (3)**

This class is an overview of the writings of Paul discussing the great themes of the gospel, the experience of righteousness by faith, and self-sustaining, replicable evangelism. Paul's influence on the development of Christian theology is also addressed.

**[RELT 380] ISSUES IN CONTEMPORARY THEOLOGY (2)**

Students explore today's theological landscape while particularly noting issues dividing academia in the Adventist community. Trends in doctrinal understandings related to the church polity, inspiration and corporate worship are critiqued. As taught from year-to-year, the class will vary in response to newly rising issues.

**[RLGN 360] PROPHETIC GUIDANCE (2)**

Students will undertake a careful study of the nature and roles of inspiration and revelation particularly through the gift of prophecy and the function of biblical and modern prophets. Special emphasis is given to understanding the role of Ellen G. White in the formation of Seventh-day Adventist beliefs, and the appropriate use of her writings today.

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**SCIENCES - BIOLOGY**

**[BIOL 151, BIOL 152] GENERAL BIOLOGY I; GENERAL BIOLOGY II (4, 4)**

Study covers general concepts in genetics, taxonomy, behavior, ecology, morphology, and physiology of organisms. It includes units contrasting creationistic and evolutionistic theories. Includes labs.

**[BIOL 105] GENERAL BOTANY (4)**

The study of plants using general principles of biology. Opportunity is given to draw personal and spiritual object lessons. Includes labs.



**[BIOL 140] THE HUMAN BODY IN HEALTH AND DISEASE (4)**

Study is of a survey of the structure, function, health and diseases of the human body. Emphasis is placed on the understanding of the physiologic mechanisms that maintain each body system. A general foundation in the vocabulary of anatomy and physiology is a primary part of the course. Normal body structure and function are used as the basis to present information on human health and disease principles. Emphasis is on the Christian's responsibility to care for his body temple.

**[BIOL240] MICROBIOLOGY (4)**

This is a study of microorganisms with emphasis on those of medical, industrial and environmental importance. Includes labs. Prerequisite: General Biology.

**[BIOL 311] A SCIENTIFIC STUDY OF CREATION (2)**

Class studies the evidences supporting a creation origin of the earth. The approach is scientific rather than biblical.

**[HLSC110] HEALTHIER LIVING (2)**

A study of the principles governing community and personal health, applying these to successful daily living. The course incorporates the Seventh-day Adventist philosophy of health as expressed in the writings of Ellen White.

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**SCIENCES - CHEMISTRY**

**[CHEM 101, CHEM 102] GENERAL CHEMISTRY I; GENERAL CHEMISTRY II (4, 4)**

Topics include stoichiometry, atomic and molecular structure, bonding, states of matter, solutions, chemical kinetics, chemical equilibrium, thermodynamics, acid and base chemistry, descriptive and nuclear chemistry. Includes labs. Prerequisite: College Algebra.

**[CHEM 211, CHEM 212] ORGANIC CHEMISTRY I; ORGANIC CHEMISTRY II (4, 4)**

Class explains the chemistry of carbon-containing compounds with emphasis on nomenclature, molecular structure, spectra-structure relationships, and a mechanistic approach to organic reactions. Includes labs. Prerequisite: General Chemistry I & II.

**[CHEM 350] BIOCHEMISTRY (4)**

Study of the fundamental principles of enzyme kinetics and mechanism based on the structure and chemistry of biomolecules including amino acids, carbohydrates, lipids, proteins, nucleotides, nucleic acids, and biological membranes. Includes labs. Prerequisite: General Chemistry, General Biology

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**SCIENCES - PHYSICS**

**[PHYS 101, PHYS 102] GENERAL PHYSICS I; GENERAL PHYSICS II (3, 3)**

The algebraic and trigonometric treatment of mechanics, heat, sound, light, electricity and magnetism, and "modern physics." Includes labs. Prerequisite: College Algebra.

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**CHRISTIAN MEDIA**

**[CPTR 108] PRESENTATION TECHNOLOGY (1)**

An investigation of presentation software and its use in making effective presentations. This course addresses general presentation design, graphics for presentations, use of animation, video and sound in presentations, and display technology. Students will know when electronic overheads are best suited for use and will design, create, enhance and use electronic overheads, outlines, speaker's notes, and audience handouts.

**[MDIA 290] PRACTICUM: CHRISTIAN MEDIA TECHNOLOGY (2)**

This course will allow students to put into practical use the diverse technical and theoretical knowledge and skills they have learned in their media technology studies.

**[CMME 106] INTRODUCTION TO MASS COMMUNICATION (3)**

Learn the history and characteristics of the mass communication media. This includes print and electronic media, hypermedia (www) and broadcasting (audio and video). Design effective mass communication by applying techniques to reach a very large audience.



### **[JOUR 280] PUBLICATION TOOLS AND TECHNIQUES (3)**

Learn how to assemble texts and graphics for Christian publication. Tools and techniques will be shown to create layouts in a variety of forms including reports, pamphlets, newspapers, and books. Learn how to produce advertisements and other documents combining text and pictures. This course will allow student to learn how to use Adobe In-Design software package.

### **[GRPH 245] GRAPHIC PRODUCTION (3)**

This course is designed to teach every aspect of print production, from the early stages of conception and planning to the technical stages of manufacturing and off press processing. Students will learn the essential aspects for a quality and cost effective printing work and to consider paper, printing technology, choice of a service provider and estimates.

### **[MDIA 201] FOUNDATIONS OF CHRISTIAN BROADCASTING (2)**

This course we will examine technical, legal, and economic aspects of broadcasting as well as the impact of new technology on our existing broadcasting systems. It will review how Christian broadcasting impacts society and learn basic techniques to develop effective Christian broadcasting programs.

### **[MDIA 202] CHRISTIAN DIGITAL AUDIO PRODUCTION (3)**

Explores the tools and techniques of digitized sound production. Covers sampling and field recording; sound editing and effects processing; looping; multitrack mixing and sequencing; software synthesis, patch programming, and virtual studio design; performance with digital audio software; live recording; and final editing and mastering. Over the course of the quarter, three different ways to produce sustained works will be explored: non-linear sound editing and effect processing; multitrack sequencing; and live sampling, synthesis, and patch programming. Includes strategies on how to use the digital audio production to share Christian faith.

### **[MDIA 230] CHRISTIAN TV STUDIO PRODUCTION (3)**

This hands-on production course will focus on television studio operations and production. Students will become proficient operating cameras, directing, mixing live audio, setting up studio lighting and audio equipment, as well as using a character generator and other studio equipment.

Students will learn to write scripts following sound Christian principles.

### **[MDIA 325] CHRISTIAN DIGITAL VIDEO PRODUCTION (3)**

This course introduces students to digital video field production techniques including camera operation, principles and techniques of lighting, sound, and scriptwriting, as well as editing and post-production using Apple Final Cut Studio and Adobe Creative Suite 3. Students will have the opportunity to learn and apply Christian principles as they write scripts and produce finished videos. There will be opportunities for students to collaborate and work on school projects during the course.

### **[GRPH 330] DIGITAL IMAGING (3)**

This class is designed to aid the student in developing creative skills with an emphasis on design principles. Students will use Adobe Photoshop to edit digital photos, including retouching, color-correction, and colorizing of black and white photos. Students will also use layers, adjustment layers, filters, vector paths, and complex masking techniques to build collage.

### **[CPTR 235] WEB DESIGN/DEVELOPMENT (3)**

This course will teach students how to design web pages starting with basic HTML coding and moving to more complex layouts using cascading style sheets and embedded graphic elements. It will cover existing and emerging web technology such as XHTML, XML, Javascript, AJAX, Flash and Flex, and how to implement these appropriately. It will focus on following web standards and keeping functionality and usability for the end-user in mind. Other topics included will be current web server and client technology. The student will have hands-on experience building a complete website.

### **[CPTR 236] WEB PROGRAMMING FOR THE CHRISTIAN ORGANIZATION (3)**

This course will teach students how to build web applications for Christian organizations using the latest client and server side technologies. While the course will focus primarily on open-source tools such as PHP, Java Server Pages, and Ruby on Rails, students will also become familiar with Microsoft ASP.net. During the course, students will have a chance to learn about coding tools and practices, application design, user interfaces and web forms, database connections and management, session persistence, and security.



This class provides the opportunity to create interactive web pages including database access and interaction. Students will learn to write scripts following sound Christian principles.

**[JOUR 225] PRINCIPLES OF PHOTOGRAPHY(3)**

This course is an overview of the history and basic concepts of photography and an introduction to photographic equipment and basic shooting techniques. Students will also gain an introduction to Adobe Photoshop CS3. Students must have their own 35mm film or digital camera (fully manual capable). Students must purchase some supplies.



*The Director of the Arkansas Department of Higher Education has determined that Ouachita Hills College does not offer courses and/or degree programs customarily offered at colleges and universities and has issued an Exemption from Certification for programs to be offered in Arkansas.*