

# CATALOG

2011-12



Emmanuel

C O L L E G E

*Georgia • 1919*

**EMMANUEL COLLEGE  
FRANKLIN SPRINGS, GEORGIA 30639**

**Emmanuel College is accredited by  
The Commission on Colleges  
of the Southern Association of Colleges and Schools  
to award the associate and baccalaureate degrees.  
1866 Southern Lane, Decatur, Georgia 30033-4097:  
Telephone number 404-679-4501  
Website: [www.sacscoc.org](http://www.sacscoc.org)**

# ACADEMIC CALENDAR

## FALL SEMESTER

	<b>2011</b>
FACULTY WORKSHOP	AUGUST 3-5, 8-9
RESIDENCE HALLS OPEN	AUGUST 11
NEW STUDENT/TRANSFER ORIENTATION	AUGUST 11-12
RETURNEE STUDENT REGISTRATION	AUGUST 11-12
CLASSES BEGIN	AUGUST 15
ALPHA WEEKEND	AUGUST 18-21
DROP-ADD PERIOD	AUGUST 15-19
LABOR DAY BREAK (NO CLASSES)	SEPTEMBER 5
FEAST OF INGATHERING	OCTOBER 7
E. C. BOARD MEETING	OCTOBER 7, 8
HOMECOMING WEEKEND	OCTOBER 7, 8
MID-TERM	OCTOBER 5
LAST DATE TO WITHDRAW	OCTOBER 12
FALL BREAK (NO CLASSES)	OCTOBER 20-23
THANKSGIVING BREAK (NO CLASSES)	NOVEMBER 23-27
FINAL EXAMINATIONS	DECEMBER 5-8
CHRISTMAS BREAK	DECEMBER 10-JANUARY 4

## SPRING SEMESTER

	<b>2012</b>
NEW STUDENT ORIENTATION/REGISTRATION	JANUARY 9, 10
RETURNEE STUDENT REGISTRATION	JANUARY 9, 10
CLASSES BEGIN	JANUARY 11
DROP-ADD PERIOD	JANUARY 11-18
MLK MEMORIAL HOLIDAY (NO CLASSES)	JANUARY 16
MONDAY CLASSES MEET ON TUESDAY	JANUARY 17
NEW BEGINNINGS WEEKEND	JANUARY 19-22
MID-TERM	MARCH 2
E.C. BOARD MEETING	MARCH 2, 3
SPRING BREAK	MARCH 3-11
LAST DATE TO WITHDRAW	MARCH 16
EASTER BREAK	APRIL 6-9
FINAL EXAMINATIONS	MAY 7-10
HONORS NIGHT	MAY 11
GRADUATION	MAY 12

## SUMMER SEMESTER

	<b>2012</b>
REGISTRATION/CLASSES BEGIN MAY TERM	MAY 14
MEMORIAL DAY HOLIDAY (NO CLASSES)	MAY 28
MAY TERM ENDS	JUNE 1
REGISTRATION/CLASSES BEGIN JUNE TERM	JUNE 4
FOUR WEEK CLASSES END	JUNE 29
INDEPENDENCE DAY HOLIDAY (WEDNESDAY)	JULY 4
SIX WEEK CLASSES END	JULY 13

# TABLE OF CONTENTS

I.	<a href="#">History of the College</a> .....	5
II.	<a href="#">The College</a> .....	6
III.	<a href="#">Admissions</a> .....	9
IV.	<a href="#">Academic Policies and Services</a> .....	16
V.	<a href="#">Student Costs</a> .....	27
VI.	<a href="#">Financial Aid</a> .....	30
VII.	<a href="#">Student Life</a> .....	37
VIII.	<a href="#">Programs of Study</a> .....	40
	Baccalaureate Degree Programs	
	<a href="#">School of Arts and Sciences</a> .....	45
	Biology .....	46
	Church Music.....	49
	English .....	52
	History .....	55
	Mathematics.....	58
	Music .....	60
	Pre-Law.....	68
	Pre-Professional .....	71
	Psychology.....	73
	<a href="#">School of Business</a> .....	77
	Business Administration .....	78
	Business Management .....	79
	Computer Information Systems .....	80
	Communication Studies .....	82
	Multimedia Communication .....	82
	Corporate/Organizational Communication .....	83
	Kinesiology.....	88
	Sports Management .....	91
	<a href="#">School of Christian Ministries</a> .....	93
	Christian Ministries.....	97
	Worship and Music Ministry .....	100
	<a href="#">School of Education</a> .....	104
	Early Childhood Education.....	108
	Middle Grades Education .....	109
	Secondary Education .....	111
	Business Education.....	111
	English Education.....	112
	Health and Physical Education.....	114
	History Education.....	115
	Mathematics Education .....	116
	Music Education (K-12).....	117

	<a href="#">Associate Degree Program</a> .....	118
	General Education.....	119
	Allied Health.....	120
	Business Administration .....	122
	Pre-Pharmacy.....	124
IX.	<a href="#">Courses of Instruction</a> .....	125
X.	<a href="#">College Register</a> .....	157
	Board of Education .....	157
	Administration .....	158
	Faculty .....	159
XI.	<a href="#">Index</a> .....	161

## I. HISTORY OF THE COLLEGE

Emmanuel College first opened on January 1, 1919, under the name of Franklin Springs Institute. During its first year, the institution offered the first eleven grades of school and a Biblical Department for prospective ministers. The founder of the school was the Reverend George Floyd Taylor, a North Carolinian who long had desired to begin such an institution. The campus had for over a century been used as a health resort centering around several mineral springs. Fifty students enrolled the first year; therefore not all of the old wooden resort buildings were used. By 1922, however, the school was opened free of charge and the buildings were filled to capacity. Throughout the early years, G. F. Taylor was president except for the years of 1926-27 when the Reverend B. A. Jones was president. Because of the Great Depression, the school closed temporarily in 1931.

In 1933, the school was reopened as a high school and junior college with the Reverend Thomas Lee Aaron as president. Under President Aaron's leadership, the school gradually progressed from a small community school to a modern influential junior college. In 1939, the name of the institution was changed to "Emmanuel," which means "God with us." Upon Reverend Aaron's death in January 1951, Mr. Woodard Glenn Drum, former dean of the college, became president.

The administration of President Drum saw the completion of the present campus quadrangle, the recruitment of an excellent faculty, and the gaining of full accreditation by the Southern Association of Colleges and Schools in 1967. The high school department, which had earlier been fully accredited by the Southern Association, was discontinued in 1963. With the retirement of President Drum in January 1970, Dr. Culbreth Young Melton became the sixth president of the institution.

Under Dr. Melton's administration a four-year School of Christian Ministries was inaugurated and accredited by the American Association of Bible Colleges, a new Learning Resources Center was constructed, and the overall quality of the institution was improved. Upon Dr. Melton's retirement, Dr. David Roger Hopkins became the seventh president in June 1983.

Many campus improvements are credited to Dr. Hopkins' leadership, including the construction of the Student Activities Center, two new residence halls, the Wellons Science Resources Center, and acquisition of the John W. Swails Convocation Center. Major changes in curricular offerings also accompanied accreditation as a four-year institution by the Southern Association of Colleges and Schools in 1991. During the 1992-93 academic year, the consolidation of the two- and four-year programs was completed as Emmanuel began offering many new baccalaureate degree programs.

Upon the retirement of Dr. Hopkins in 2005, Reverend Michael S. Stewart was inaugurated as the eighth president of Emmanuel College. The college moves into the future with new leadership and fresh vision. Under Dr. Stewart's leadership, Emmanuel College has continued to strive for excellence in order to attract outstanding young men and women who seek Christian higher education. In the fall of 2011, a new state-of-the-art residence hall, Roberson Hall, will open to house the growing student population.

Along with the growth of its academic programs and physical plant has been a concomitant emphasis on religious and spiritual values. Emmanuel finds much of its justification for existence in its purpose of attempting to offer education of high academic quality in a Christian environment. The successful performance of the students who have completed Emmanuel's degree programs and later transferred to other institutions of higher learning reflects the quality of Emmanuel's academic efforts. The lives of the alumni speak of the quality of the Christian academic opportunities which they have received. Through its program of Christian higher education, Emmanuel College has attempted to provide students with academic and spiritual values which will enrich their lives and in turn lead them to enrich the lives of others in the highest Christian tradition.

## II. THE COLLEGE

Emmanuel College has been meeting the needs of students for over eighty years and today is equipped better than ever to prepare men and women for the future. Graduates of Emmanuel can be found around the world serving in diverse professions.

As a private, non-profit, co-educational, four-year college, Emmanuel strives to nurture and cultivate the unique qualities of each student through a challenging curriculum in an inspiring environment under the leadership of exemplary faculty and staff.

Excellence in instruction, quality resources, a friendly atmosphere, and exciting activities are just a few of the strengths of Emmanuel's environment. Class size is small ensuring that students receive individual attention. In addition, there are multiple opportunities for spiritual growth ranging from stimulating lecture programs with nationally-acclaimed speakers to gospel concerts with award-winning artists.

Compared to the national average of costs for private college education in America, Emmanuel's low tuition saves students thousands of dollars over the course of a college education. Also, the majority of students at Emmanuel are eligible for a wide variety of student financial aid. Financial resources include the major federal and state programs as well as numerous institutional aid funds.

College students are active people, and Emmanuel has over fourteen clubs and organizations that encourage student involvement. There are intercollegiate and intramural athletics, racquetball, swimming, missions groups, ministry organizations, student government and more.

In today's world, the benefits of a college education are priceless. Emmanuel College is committed to helping students reach their fullest potential and, in doing so, is producing leaders for a better tomorrow.

### PHILOSOPHY

Emmanuel College is an academic community dedicated to intellectual, physical, personal, and spiritual growth within the context of a liberal arts education and an environment of Christian concern. We believe that God is the personal Creator and Ruler of all time, space, and matter and that a true understanding of all things must involve a knowledge of His revealed purposes. We further believe that the fullest information concerning God comes from the person of Jesus Christ and the revelation of His redemptive works as recorded in the Holy Bible through the inspiration of the Holy Spirit. All creation derives value and significance from God revealed in Christ. Through Jesus Christ people are able to live as redeemed, regenerated, and cleansed members of society through the indwelling of the Holy Spirit.

We believe that education based upon these principles is the best possible method of preparing students for and involving them in lasting service to God and others—service noted for integrity, intelligence, and devotion. We further believe that a college experience in a Christian environment will enable students to develop lifelong spiritual and social values. We believe that all truth is God's truth and that opportunities should be provided for students to integrate faith and learning, to synthesize their understanding of God's purpose in Christ with their view of the worth of persons as well as the worth of the scientific method in improving life.

### INSTITUTIONAL MISSION

Emmanuel College is a Christ-centered, liberal arts institution which strives to prepare students to become Christ-like disciples who integrate faith, learning, and living for effective careers, scholarship and service.

### CORE VALUES

Christ-Centered Higher Education

(The Integration of Faith and Learning)

Christ-Centered Individuals

(The Worth of Every Single Person)

Christ-Centered Community

(Uplifting the Body of Christ)

Our Pentecostal/Evangelical Tradition

(Valuing our Christian Heritage)

## **INSTITUTIONAL AIMS**

More specifically, in accordance with this overall mission and philosophical framework, Emmanuel College seeks to fulfill the following institutional aims:

1. To provide strong Christian witness to students and to the constituents who are served and to help students develop Christian values and character which are demonstrated in their lives.
2. To provide the following programs:
  - a. Associate degree programs in General Education, Pre-Pharmacy, Allied Health, and Business Administration for students planning to enter four-year programs at Emmanuel College or other colleges.
  - b. Baccalaureate programs in Biology, Business Administration, Christian Ministries, Church Music, Communication Studies, Early Childhood Education, English, History, Kinesiology, Mathematics, Middle Grades Education, Music, Pre-Law, Pre-Professional Studies, Psychology, Sports Management, Worship and Music Ministries and Secondary Education.
  - c. Evening or specially designed courses which respond to the needs of residents of the surrounding counties and cities of Northeast Georgia.
3. To provide opportunities for students to develop the general competencies necessary for earning a livelihood and functioning in society as productive citizens.
4. To provide developmental opportunities in reading, writing, and mathematics for marginally prepared students.
5. To provide opportunities for students to develop intellectual curiosity, an enduring desire for knowledge, the habit of diligent, honest inquiry and critical thinking, and a genuine interest in spiritual, intellectual, and aesthetic matters sufficient to motivate continuing self-education.

6. To provide cultural enrichment for the student body and surrounding community through scheduled courses, lectures, art exhibits, and musical performances.

7. To provide opportunities for students to participate in creative experiences through in-class and out-of-class activities.

8. To provide experiences which enhance students' understanding of responsible citizenship, knowledge of and participation in government, and active involvement in improvement of the political system in America and the world.

9. To provide multicultural experiences for students to acquire an understanding of and an appreciation for diverse cultures and values so that students can better evaluate and appreciate their own values and communicate more effectively with people from other cultural perspectives.

10. To provide classroom and extra-class activities which promote biblical family values such as parental responsibility for the welfare and unity of the family.

11. To provide a full student-life program as resources permit which will offer spiritual, recreational, interpersonal, cultural, and leisure-time experiences that will enrich campus life, help students to develop a disciplined life, and make more meaningful use of time.

12. To provide physical activities directed toward the maintenance of physical wellness and recreation for the present and throughout life.

## **EDUCATIONAL GOALS**

1. An educated person has competence to communicate effectively through writing, speaking, reading, and listening.

2. An educated person has computational skills necessary for effective functioning in contemporary society.

3. An educated person understands how physical fitness is needed for work and leisure activity and has knowledge of the basics necessary for health and fitness for the present and future.

4. An educated person has knowledge of civilization through the study of various traditions, history, religion, government, social institutions, and world cultures.

5. An educated person is aware of key aspects of Biblical history and literature since the Bible constitutes a significant cornerstone in Western spiritual, intellectual, and literary traditions.

6. An educated person has the ability to think critically about important matters, particularly about those fundamental issues related to personal and social moral decision-making within a contemporary world in pluralism and relativism.

7. An educated person has a knowledge of the basic Biblical principles of responsible relationships and for establishing and maintaining a home.

8. An educated person has an acquaintance with the arts and a knowledge of significant literary works.

9. An educated person has an understanding of the scientific method and the findings of scientific inquiry.

10. An educated person has a knowledge of one's own personal qualities, goals, and creativeness, and the forces which have shaped these.

11. An educated person seeks personal discipline and maintains an appropriate balance between work and leisure as a productive member of society.

12. An educated person has a commitment to lifelong learning.

#### **ACCREDITATION**

Emmanuel College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate and baccalaureate degrees. Inquiries regarding the accreditation status of Emmanuel College may be made directly to the Commission on Colleges, using the following methods:

Mail: 866 Southern Lane,

Decatur, Georgia 30033-4097

Telephone: 404-679-4501

Website: [www.sacsoc.org](http://www.sacsoc.org)

Inquiries regarding anything other than accreditation status (such as admission standards or financial aid) should be made directly to the appropriate Emmanuel College office.

#### **COMPLIANCE WITH FEDERAL STATUTES**

Emmanuel College is in compliance with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, creed, color or national origin, and is also in compliance with the provisions of Title IX of the Educational Amendments of 1972 which prohibit discrimination on the basis of sex and Section 504 of the Rehabilitation Act of 1973 which prohibits discrimination on the basis of disability.

Students, who have special needs as addressed by Section 504 of the Rehabilitation Act, may contact a counselor in the Student Life Office at ext. 2881. After proper documentation is on file, reasonable efforts will be made to accommodate those special needs.

#### **CHURCH AFFILIATION**

The College is sponsored by the International Pentecostal Holiness Church, Inc., with General Headquarters in Oklahoma City, Oklahoma.

The College is an affiliated member of the Council of Christian Colleges and Universities.

#### **LOCATION AND TRANSPORTATION**

Emmanuel College is located in Franklin Springs in Northeast Georgia near the Blue Ridge Mountains, 2 miles south of Royston, Georgia, on U.S. Highway 29 and approximately 15 miles from U. S. Interstate 85. The College is about 30 miles north of Athens, Georgia, 35 miles south of Anderson, South Carolina, and about 100 miles northeast of Atlanta, Georgia.

All mail should be addressed to P.O. Box 129, Franklin Springs, Georgia 30639. Those from outside the Franklin Springs area who desire to communicate with college personnel by telephone should contact the College through the toll-free number: 1-800-860-8800 (Local calls: 706-245-7226).

The College web site contains much relative information for prospective students and other interested persons: [www.ec.edu](http://www.ec.edu).



## III. ADMISSIONS

**Admissions Policies contained herein will apply to those applicants for admission to Emmanuel College from August 1, 2011 to July 31, 2012.**

Students are admitted to Emmanuel College without discrimination on the basis of race, color, nationality, creed, or sex, providing they agree to abide by the academic and behavioral standards of Emmanuel College.

### **ADMISSION CLASSIFICATIONS**

All applications will be reviewed by the Office of Enrollment Management staff. Acceptance is granted under one of the following classifications. Please contact the Office of Enrollment Management if you have any questions about your eligibility to enroll.

#### **Regular Acceptance**

Emmanuel considers multiple factors for regular acceptance, including high school GPA, previous course work, and standardized exams.

#### **Conditional Acceptance**

Those first-time freshmen who do not meet the minimum academic requirements for regular admission will be invited to pursue the **CONDITIONAL ACCEPTANCE PROCESS** as printed in this catalog. If admitted via this process, these students will be enrolled on conditional acceptance.

#### **Probationary Acceptance**

Transfer students who have an overall GPA below 2.0 may be considered for admission under probationary acceptance. For those granted probationary acceptance, continued enrollment at Emmanuel will depend upon their meeting the requirements of the Academic Probation/Suspension policies in this Catalog.

#### **Special Acceptance**

Part-time students and concurrently enrolled high school students may be granted special acceptance. Students admitted under this classification must apply for regular acceptance if they desire to attend full-time or enter a degree program after high school graduation.

### **ADMISSION CATEGORIES AND PROCEDURES**

All applicants should consider the importance of applying early. Priority is given in the areas of housing, scholarships, grants, and campus employment to those who apply early.

For purposes of determining application requirements, applicants are divided into nine categories. Students should find the category below which best describes their situation and submit the materials indicated.

#### **Category 1: Students Entering From High School**

Any high school graduate is eligible to apply for admission to Emmanuel. The following materials must be submitted by students entering from high school who wish to enroll full-time at Emmanuel College:

1. Emmanuel College Application Form
2. Application fee of \$25 (waived for those who apply online)
3. Official high school transcript showing grade point average (GPA), class rank, and graduation date
4. SAT or ACT scores (unless student has been out of high school for more than 5 years) (See Provisional Acceptance below.)
5. Official transcript(s) from each college (if any) where courses were taken during high school

#### **Provisional Acceptance**

A student who meets all other admissions requirements but he/she has not yet taken the SAT or ACT, and the last national test date before the semester begins has already passed may be admitted on a Provisional Acceptance.

The student must provide all information necessary before they can be fully accepted. The student must register and provide proof of registration for and take either the SAT or ACT at the first national test date during their first semester of enrollment. The resulting SAT or ACT score

may result in the student being changed to conditionally accepted status for their second semester of enrollment.

### **Category 2: Students Transferring From Another College/University**

Students may transfer from another college or university to Emmanuel College. Advanced standing will be determined from all transcripts received.

#### **Full and Accurate Disclosure**

Students who have attended another college or university must disclose that information and submit transcripts from every school previously attended. Failure to report and submit all transcripts or paperwork from previous institutions by the start of the drop/add period for the student's first semester and/or submission of fraudulent transcripts may result in dismissal from Emmanuel College.

#### **Accepted Institutions**

Emmanuel College's academic integrity demands that the quality of the coursework from other institutions be equivalent to that provided by its faculty. Therefore, a student in good standing at another regionally accredited institution of higher education will be admitted without condition and credit granted for courses which are comparable to courses offered by Emmanuel College. A minimum of 35 semester hours must be completed at Emmanuel College in order for a transfer student to earn an associate or a baccalaureate degree from Emmanuel College.

Transfer students who have been placed on academic probation/dismissal at their previous institution will be considered for admission in accordance with the same policies applied to Emmanuel College students who have been placed on academic probation/suspension.

#### **Non-Collegiate Work:**

Credit for veterans' training and other non-collegiate work is given in accordance with the credit recommendations published by the American Council on Education.

#### **Transfer of D's:**

Emmanuel will post to student transcripts only courses in which a "C-" or higher has been earned. Students may petition the registrar to transfer in "D" grades up to 25% of the total number of transfer hours.

"D" grades may not be used to satisfy requirements in Freshman Composition I or II, CM 130, or any course required in the major or minor.

#### **Liberal Arts Core: Christian Ministries Requirements**

Students entering Emmanuel College with sophomore standing (30 or more semester hours) will be required to complete one Bible survey course (BI 112), Gospel of John (BI 300), and Christian Ethics (TH 237) at Emmanuel College unless these courses have already been completed successfully at a previous institution.

#### **Non-Accredited Schools/International Institutions:**

Course work from an institution that is not accredited by a regional accrediting agency will be considered on a case by case basis. Furthermore, Emmanuel College reserves the right to deny admission to any student based on transcripts which are received from institutions deemed "degree mills" by the US Department of Education Council for Higher Education Accreditation [www.chea.org](http://www.chea.org).

Work from non-accredited schools may be considered for transfer credit subject to the following conditions:

1. The satisfactory completion of 12 credit hours of coursework at Emmanuel, with a grade point average of 2.0 or better.
2. The credit is applicable toward a degree or program that the student is pursuing at Emmanuel College.

#### **Experiential Learning:**

With the exception of granting credit for ED101 to education para-professionals, Emmanuel does not typically grant college credit for experiential learning.

#### **Transfer Course Evaluation:**

Transfer course work will be evaluated by the registrar in consultation with the appropriate division chairs (as needed). Transfer students assume responsibility for the submission of an official transcript from EACH of the institutions previously attended. (See Full and Accurate Disclosure statement above.)

The following materials must be submitted by transfer students:

1. Emmanuel College Application Form
2. Application fee of \$25 (waived for those who apply online)
3. Official high school transcript showing grade point average (GPA), class rank, and graduation date (only for those who have attempted fewer than 18 hours)
4. SAT or ACT scores (only for those who have attempted fewer than 18 credit hours) (See Provisional Acceptance above.)
5. Official transcript(s) from each college/university attended

### **Second Bachelor Degree**

Students transferring to Emmanuel College who have completed a Bachelor of Arts or a Bachelor of Science at another regionally accredited institution must have the following courses completed in order to waive the Liberal Arts Core:

English Composition I	1 course
English Composition II	1 course
Intro to Communication	1 course
Mathematics	1 course
History	1 course
Social/Behavioral Science (not History)	1 course
Literature/Fine Arts	1 course
Natural Science with lab	1 course

If these course requirements have not been met, the student must complete these requirements in order to graduate from Emmanuel College. Lower division and upper division courses specific to the student's chosen degree program must also be completed including one Bible survey course (BI 112), Gospel of John (BI 300), and Christian Ethics (TH 237). Transfer credit will be granted for courses completed at a previous institution that meet these requirements. Credits earned outside of these requirements will not generally be granted for Liberal Arts Core courses for students with a BA/BS degree.

### **Category 3: Students Applying for Admission by Exam or Special Approval**

Adults whose high school preparation is incomplete may be admitted on the basis of their scores on the

General Education Development Test (GED) provided that:

- a. that their GED Composite Score is 250 or higher, and
- b. that each GED section score is 45 or higher.

The following materials must be submitted by students who are entering by examination or by special approval:

1. Emmanuel College Application Form
2. Application fee of \$25 (waived for those who apply online)
3. Official results of GED test
4. High school transcripts which show work completed
5. SAT or ACT scores (required if the applicant is 22 years of age or less) (See Provisional Acceptance above.)

### **Category 4: Students Applying for Admission from Home-Schooling**

Students who have been home-schooled must be at least 16 years old to apply for admission.

The following materials must be submitted by students who have been home-schooled:

1. Emmanuel College Application Form
2. Application fee of \$25 (waived for those who apply online)
3. Official high school transcript showing grade point average (GPA) and graduation date OR an official score report for the GED.
4. If an official transcript is unavailable, the following must be provided: a typed list of classes taken through home school, the grade in which they were taken, the grade the student made in the class and the curriculum used, if available. Transcripts must be signed by the primary teacher of the student (most likely a parent).

5. SAT or ACT scores (unless student has been out of high school for more than 5 years). (See Provisional Acceptance above.)

6. Official transcript(s) from each college (if any) where courses were taken during home-schooling

**Category 5: Students Applying for Part-Time Admission**

Students wishing to enroll part-time at Emmanuel College should submit materials for whichever category above best describes their status.

**Category 6: Students Applying for Concurrent Enrollment**

High school students in their junior or senior year may, with the approval of their high school counselor, enroll in a combined number of high school and college courses per semester not to exceed a full-time college load of 15 semester hours. (Concurrent students who are being home-schooled must be at least 16 years old.)

Georgia public high school End of Course Tests and Georgia High School Graduation Test requirements must be met by ACCEL students.

ACCEL classes count against the HOPE Scholarship hours cap; but are not calculated in the student's grade point average for HOPE Scholarship after high school.

High school juniors or seniors who wish to enroll concurrently at Emmanuel College should submit the following materials:

1. ACCEL Application

The high school counselor will assist in completing all necessary paperwork if the student is eligible for the ACCEL program from the Georgia Department of Education. This paperwork must be submitted online directly to the Georgia Department of Education (<http://gacollege411.org/AdmissionsApp/AccelProgram/default.asp>) by the student.

2. Emmanuel College Application Form

3. Application fee is waived for ACCEL applicants

4. Official high school transcript (must have at least a "B" GPA)

5. SAT or ACT scores (21 ACT or 970 SAT recommended)

A complete list of approved courses is available in the Registrar's Office or from a high school counselor.

**Category 7: Move On When Ready Students**

Georgia high school students in their junior or senior year may enroll in the Move On When Ready (MOWR) program of the Georgia Department of Education.

Participants must meet with their high school counselor to discuss the guidelines and responsibilities of the program. Students will receive high school credit and college credit simultaneously while attending college classes on the college campus, as a full-time student in twelve (12) semester hours. (Students must be at least 16 years old.)

Tuition is paid through local school system funds. Materials, supplies, books, food, and transportation are the responsibility of the student. Student who wish to enroll in more than twelve (12) hours, will be responsible for the additional tuition at the current part-time hourly tuition rate. Students who are enrolled in the MOWR program will not be permitted to reside on campus if they are under the age of seventeen (17).

Georgia public high school End of Course Tests and Georgia High School Graduation Test requirements must be met by MOWR students.

MOWR classes do not count against the HOPE Scholarship or HOPE Grant hours.

High school juniors or seniors who wish to enroll at Emmanuel College in MOWR should submit the following materials:

1. Emmanuel College Application Form

2. MOWR Application completed by the student's High School Counselor

3. Application fee is waived for MOWR applicants

4. Official high school transcript (must have at least a "B" GPA)

5. SAT or ACT scores (21 ACT or 970 SAT recommended)

A complete list of approved courses is available in the Registrar's Office or from a high school counselor.

### **Category 8: International Students**

International students who wish to enroll at Emmanuel College must submit the following materials:

1. Emmanuel College Application Form
2. Application fee of \$50 US (waived if submitted on-line)
3. Proof of Financial Support for one year (\$20,550 for 2011-12)
4. Results of the TOEFL (Test of English as a Foreign Language)—only if English is not primary language. Students may be accepted if they have earned a TOEFL score of 550 or higher on a paper exam; a computer TOEFL score of 213; or an internet based TOEFL exam score of 79-80. SAT or ACT scores may be submitted in lieu of the TOEFL if the student's primary language is English.
5. Official transcripts from any secondary school or college attended (must be translated into English)

No international applications for admission will be considered until all required documents have been received. International applicants may not consider themselves admitted to Emmanuel College until they have received an official letter of acceptance and an I-20 form for submission to the appropriate INS officials.

### **Category 9: Students Applying for Re-Admission**

Students who wish to re-enroll after an absence of one semester or more may do so under the following conditions:

1. Each student seeking to re-enroll must fill out an Intent to Re-Enroll Application and present it to the registrar. The registrar will guide the students through Steps 2 through 6 below in this process. The student will not be registered for classes until this application has been reviewed and approved by appropriate college personnel (see Intent to Re-enroll Application).

2. Former Emmanuel College students seeking re-enrollment who were academically suspended must have their Intent to Re-Enroll Application reviewed and approved by the vice president for academic affairs prior to progressing further in the approval process.

3. Once the student is cleared academically, then the student must be approved to enroll by the vice president for student life, who will, among other things, ensure that the student is in good standing with the college, as determined by the Emmanuel College *Student Handbook*.

4. Next, the student must be cleared by the vice president for finance, or his/her designee in the Business Office, to ensure that all financial obligations are settled prior to the student re-enrolling in college including library obligations or other fines which may have been incurred during the previous enrollment. Further clearance must be obtained from the director of financial aid to ensure that all financial aid obligations and/or concerns are properly addressed.

5. If any questions arise which are not satisfactorily addressed in the above steps, an interview with the Admissions Appeals Committee may be requested by the vice president for enrollment management to determine the student's eligibility to re-enroll. As part of this interview, additional documentation and/or testing may be requested of the student to help the committee in its decision-making process. The decision of the Admissions Appeals Committee to allow/not allow the student to re-enroll is final.

6. Once the student has been approved for re-enrollment to Emmanuel College, the student will then be registered for classes by the registrar or his/her designee. Official transcript(s) from each college/university attended since leaving Emmanuel College must be submitted prior to registration for classes.

7. Students accepted for re-enrollment who have been away from Emmanuel College two years (four consecutive semesters) or more will re-enroll under the program of study curriculum as reflected in the Emmanuel College *Catalog* in effect at the time of their re-entry.

### Category 10: Non-Degree Seeking Students

#### Audit/Non-Credit Student

Applicants who wish to enroll in classes on an audit/non-credit basis must submit an application for non-credit with personal information. No other application materials will be required.

#### Transient Student

Students who wish to enroll at Emmanuel College as a transient student from another college should contact the Registrar's Office at their current institution and request a Transient Letter of Permission. This should be sent directly to the Registrar's Office at Emmanuel College. No other application materials will be required.

### PLACEMENT TESTING

Emmanuel uses the SAT/ACT to determine the need for English placement testing for incoming freshmen. The ACCUPLACER exam is given to students with ACT English score of 16 or below; or SAT verbal of 450 or below, to determine the need for placement in EN 090 Basic English and/or RD 097/098 College Skills.

To ensure proper placement, most Emmanuel College students are required to take the Mathematics Placement Exam (MPE) before being allowed to register for any math courses at Emmanuel.

### CONDITIONAL ACCEPTANCE PROCESS

When an application is received that does not meet minimum regular admission requirements the applicant is invited to appeal for conditional admission. All decisions on conditional acceptance applications are made by the Admissions Appeals Committee. As the basis for the Admissions Appeals Committee's decision, these additional items will be made available to the Appeals Committee prior to any meeting:

- a. Recommendation from minister (or other character reference, if not available)
- b. Two academic recommendations
- c. A 200-word essay signed by the applicant stating why they want to attend Emmanuel as well as an explanation for their poor GPA and their plans to insure academic success

The Admissions Appeals Committee may require a personal or phone interview with the applicant before making a decision. Similarly, the applicant may request

to meet with the Committee. The decision of the Admissions Appeals Committee is final.

Students who apply for conditional admission and are accepted will be enrolled on Conditional Acceptance status. Their academic load for the first semester will be limited to 12-13 hours; they may be required to enroll in one or more developmental studies courses; and their continued enrollment will be dependent upon their adherence to an Academic Development Plan (see Catalog for further details). Failure to earn at least a 2.0 GPA will result in their placement on Academic Probation.

### CREDIT BY EXAMINATION

Credit is granted for acceptable scores on tests administered through the College Level Examination Program (CLEP) and Advanced Placement Program (AP) of the College Board. An official score report from the College Board is required for granting credit. A maximum of 24 semester hours of credit may be acquired through this process.

Credit will be granted only for courses offered by Emmanuel College and in accordance with guidelines set forth by the American Council on Education (ACE) for the granting of credit through CLEP, AP, and other advanced placement agencies. No duplicate credits will be awarded. Additional information regarding credit by examination may be obtained from the Registrar's Office.

Specifically, the Emmanuel College English department has established the following criteria for acceptance of English credits by CLEP or AP exam:

CLEP TEST	Score	Equivalent
College Composition	50	EN 101
Analyzing and Interpreting Literature	50	EN 200
AP TEST	Score	Equivalent
Language and Composition	4 or higher	EN 101
Literature and Composition	4 or higher	EN 200

Emmanuel College offers computerized CLEP testing from the College Board. Individual appointments for testing may be scheduled by contacting the Registrar's Office. More information concerning this program is

available from the Registrar's Office and from the College Board at [www.collegeboard.com](http://www.collegeboard.com).

### **EVENING CLASSES**

Evening classes are offered as a community service to the Northeast Georgia area. These evening classes may lead toward an Associate of Arts degree in General Education and are foundational for most baccalaureate degrees at Emmanuel College or other colleges. The admissions policies for evening classes are identical to those for day classes.

### **FULL AND ACCURATE DISCLOSURE**

Failure to report and submit all transcripts or paperwork from previous institutions (including high school records) by the start of the drop/add period of the student's first semester and/or submission of fraudulent transcripts may result in dismissal from Emmanuel College.

Emmanuel College reserves the right to deny admission to any student based on transcripts which are received from institutions deemed "degree mills" by the US Department of Education Council for Higher Education Accreditation [www.chea.org](http://www.chea.org).

## IV. ACADEMIC POLICIES AND SERVICES

### **ORIENTATION, TESTING, AND REGISTRATION**

All new students (first time and transfer students) must report to the campus on the date indicated on the academic calendar to begin orientation and testing in preparation for registration. A student who fails to report on the date scheduled to complete placement testing and orientation may be denied admission. Official notification of time and place of orientation is sent by e-mail and/or U.S. Mail to all students who are anticipated for enrollment.

During orientation, students are introduced to the College and given assistance by faculty advisors in their selection of appropriate courses. At registration, a student selects a schedule of classes with the help of the academic advisor to whom he/she has been assigned.

### **LATE REGISTRATION**

No student may register for a term later than five class days after the term begins.

### **CLASS ATTENDANCE POLICY**

#### **Attendance**

The faculty of Emmanuel College believes that (in the college context) loving God with the whole mind entails faithful class attendance and that faithful class attendance promotes academic success. Therefore, students are expected to be present for all meetings of classes in which they are enrolled unless they have an Officially Excused Absence (see definition below).

#### **Course Policies**

Faculty members are at liberty to develop their own attendance policies for individual courses so long as those policies are reasonable, clearly defined in the syllabus, do not conflict with this institutional policy, and do not reduce students' grades or fail students on account of Officially Excused Absences.

#### **Officially Excused Absences**

Officially Excused Absences include officially representing the college in college-sponsored activities

and other documented excused absences (illness with a doctor's note, serious illness of a family member with doctor's or hospital's note, mandatory court appearances with an official note from the court, and death of a family member with a funeral program). Official college representation includes absences necessitated by such activities as performances, presentations, or athletic events which benefit both the student and the institution. To be excused, such absences must be verified in writing by the official college sponsor or athletic coach prior to the event.

When Officially Excused Absences prevent a student's being present in class, the student must arrange beforehand to complete any required work at the discretion of the faculty member. The student is thus responsible for completing all course work in a timely manner regardless of the nature of his/her absence. Further, the student is responsible for reporting his/her Officially Excused Absence to his/her instructor.

#### **Appeals**

With the written approval of the course instructor, students may appeal course/institutional attendance policies to the instructor's school dean (who has the authority to grant exceptions). If the instructor's approval cannot be secured, if the student wishes to appeal the dean's decision, or if the definition of "officially representing the college" is in question, appeals can be made to the vice president for academic affairs (or the VPAA's designee). Appeals will only be considered if significant extenuating circumstances can be demonstrated by the student, including, but not limited to extensive documented illnesses. The decision of the VPAA (or the VPAA's designee) is final.

#### **Coaches/Sponsors**

Coaches and sponsors of college-approved activities are required to schedule those activities so that participating students will not be forced to miss more than 20% of any class scheduled.



### Attendance Policy Addendum

Faculty will allow students to miss class due to the flu without fear of failure provided students e-mail or call their instructors to let them know they will miss class due to the flu. Students who have the flu are encouraged to make every attempt to offer proof of this from a doctor, parent, RD, RAC, or the like. Students who must miss class due to the flu are also required to notify the registrar. Upon returning to classes, the student is required to make arrangements with faculty for any missed work within one week of returning. Students are encouraged to maintain contact with the faculty concerning their illness and attempt to complete and turn in via e-mail or NetLearn any available coursework while away from class.

### ACADEMIC INTEGRITY

Honesty, trust, and integrity are fundamental to all human relations. The Statement of Academic Integrity developed by the Emmanuel College students, staff, and faculty shows the essential place of integrity in academic pursuits, personal character, and college community life. Formal academic disciplines and interpersonal relationships can only function in an atmosphere of honesty, trust, and integrity.

Emmanuel College is committed to seeking the highest standards of academic honesty and integrity, not only in the academic community, but in all areas of student life. While the principles, policies, and procedures described within the Statement of Academic Integrity focus on academic situations, the College expects that these same principles will inform all behavior. All college members must remain aware that they are representative of Emmanuel College, whether on or off campus, and must, therefore, behave with honesty and integrity so as to bring respect to themselves and the College.

During their first registration, each student must agree either electronically or by physical signature to abide by the principles set forth in the Code of Honor, which is part of the Statement of Academic Integrity. A complete copy of the Statement of Academic Integrity is published in the Student Handbook.

### GRADING SYSTEM

Letter	%	%	QP
A	93%	--100%	4.00
A-	90%	- 92%	3.75
B+	87%	- 89%	3.25
B	83%	- 86%	3.00
B-	80%	- 82%	2.75
C+	77%	- 79%	2.25
C	73%	- 76%	2.00
C-	70%	- 72%	1.75
D+	67%	- 69%	1.25
D	63%	- 66%	1.00
D-	60%	- 62%	.75
F	59%	or below	0

**I- Incomplete.** Incomplete work must be made up within five weeks of the end of the term. (See Incomplete Grade Policy.)

**CS-Continuing Status.** This grade indicates that the student put forth appropriate effort and reasonable progress was made, but the student must continue his/her enrollment in order to satisfactorily complete all course goals. This grade is given only in developmental level courses (EN 090, RD 097, RD 098, MA 095, MA 099). A grade of "CS" indicates that the student may continue work in a sequence of the course. A student may be given a continuing status (CS) grade only once per course. The next semester following the "CS" grade, the student must re-enroll in the course in which the "CS" was granted or the "CS" becomes an "F."

**W-Withdrawn** (See Withdrawal from Class and Withdrawal from College below.)

### INCOMPLETE GRADE POLICY

An incomplete grade ("I") may be given when a student has done satisfactory work in a class but has been unable to complete all the required work because of extenuating circumstances, such as extended illness. An "I" may not be given to allow a student additional time for the purpose of raising a grade.

In order to receive an "I," written permission must be obtained by the student from both the instructor and the vice president for academic affairs and must be filed with the registrar. Under such circumstances, the work shall be made up within five full weeks from the end of the

term (i.e., end of final exam period) during which the incomplete occurred. Upon the student's completion of the work, the instructor will submit an appropriate grade to the registrar. If the work is not completed in the prescribed time, the instructor will complete the Incomplete Grade Form with the appropriate grade, which may be an "F."

### **DROP-ADD PERIOD**

The drop-add period will extend five class days from the first day of classes. During this period a course may be dropped and/or added with the permission of the faculty advisor and the instructor. A charge of \$5.00 is assessed for each form processed. A student who simply stops attending class and does not complete the drop-add paperwork will receive an "F" for that course.

### **WITHDRAWAL FROM COLLEGE**

In order to withdraw from the College, a student must complete the withdrawal procedure as outlined on the form supplied by the registrar. Completion of the form includes securing necessary signatures and the return of the form to the registrar for processing. A student will be entitled to no refund of monies paid or financial aid unless the proper withdrawal procedure is followed. Grades for those withdrawing from the College will be assigned on the following basis:

1. A student who withdraws from the College prior to the expiration of one week past mid-semester will receive a "W" (withdrawn from class) in all courses.
2. If, due to unavoidable circumstances, a student finds it necessary to withdraw from the College after the expiration of one week past mid-semester, he/she will receive a "W" in each course in which he/she is performing satisfactorily at the time of withdrawal and an "F" in each course in which his/her performance is not satisfactory. ("W's" are not counted in the calculation of grade point averages.)
3. A student who is assigned a grade of "F" at the time of withdrawal may appeal to the vice president for academic affairs to have that grade changed to a "W" if the student believes there are extenuating circumstances that would warrant such a grade change. The vice president shall consider the merits of the appeal and make a decision based on his/her best professional judgment.

The decision of the vice president for academic affairs shall be final.

4. Students who are mandatorily withdrawn due to expulsion or suspension will be assigned a "W" or "F" in accordance with the policy set forth in the Student Handbook. In such cases, the decision of the vice president for student life shall be final.

5. Failure to follow prescribed withdrawal procedures will result in an "F" in each course in which the student is enrolled.

### **WITHDRAWAL FROM CLASS**

A student may be permitted to withdraw from a course with the approval of the instructor, academic advisor, and registrar prior to the expiration of one week past mid-semester. A "W" will be recorded on the student's academic record. A student who is permitted by the instructor and registrar to withdraw from a course following the expiration of one week past mid-semester will automatically receive an "F" in the course. The student may appeal to the vice president for academic affairs to receive a "W" in the course if satisfactory work is being done in the course at the time of withdrawal and/or the student believes there are extenuating circumstances that would warrant such a grade change. If there is an appeal made, appeals will be considered on an individual basis. The vice president shall consider the merits of the appeal and make a decision on his/her best professional judgment. The decision of the vice president for academic affairs shall be final.

### **MILITARY CALL TO ACTIVE DUTY**

Students who are called to active military duty will be allowed to withdraw without penalty from Emmanuel College and receive a 100% tuition reimbursement upon presenting an original copy of their orders to the Registrar's Office. If, however, the student wishes to take incompletes and if the student can secure the permission of the instructor(s) and the vice president for academic affairs, a grade of "I" (incomplete) will be recorded and no tuition will be reimbursed. The student will be allowed to complete the coursework according to the agreement made with the instructor(s) and the vice president for academic affairs.

## **REPEATING A COURSE**

A student who fails a course may retake the course at an appropriate time after consultation with his/her academic advisor. Each retake will be so indicated on the transcript with an "R" by the original grade. A course may be repeated for academic forgiveness no more than one time after the initial enrollment in the class. If a course is successfully retaken, the original grade will not be factored into the student's cumulative GPA. A student's semester GPA will not be changed by this process.

If a student makes a "D" in a course the same procedure will apply. The student is responsible to make application for a retake to the registrar and the paperwork must be signed by the student's academic advisor. Application for a retake must be completed by mid-term in the semester in which the course is being taken.

Currently enrolled students who have retaken courses prior to fall 1997 in which they initially received a failing grade or grade of "D" may appeal to have these retakes recorded on their transcript. They must appeal through their academic advisor and the registrar and complete the retake form in the Student Records Office in order for the appeal to be granted.

This policy does not cover courses which the student may take at another institution for transfer back to Emmanuel College.

## **DIRECTED STUDY**

Directed study is defined as a course listed in the catalog which is taken on an individualized basis with the supervising instructor providing a complete syllabus. Directed studies should begin and end at the same time as fall, spring, or summer term. Any students wishing a directed study for the same course during the same term must be grouped together as a single directed study cohort. This also applies to students wishing to take directed studies during the summer (May or June) term. Typically, when more than three students need the same directed study course during the same term, an effort will be made to teach the course on a regular schedule (rather than as a directed study). The course content shall be at least equivalent to that taught in the traditional classroom. Contact hours between the instructor and student should be a minimum of 1/3 of the normal contact hours for that course.

The student must submit the request to the instructor who will teach the course. If agreeable, the instructor shall complete a form (available from the registrar) which must be signed by the student's academic advisor, the chair of the department in which the course is listed, and the vice president for academic affairs. The completed form shall be submitted to the registrar before the end of the appropriate drop/add period in order to complete registration.

The cost of a directed study is in addition to the regular tuition during the enrollment period. The course (whether taken in the fall, spring, or summer) will be charged at the full Directed Study Rate as published in the Catalog (along with any fees that may be specified in the Catalog pertaining to that course) and those monies are payable prior to the beginning of the course/term. All Catalog policies relating to withdrawal and refunds also apply to directed studies, meaning (among other things) that a student is not officially withdrawn until the appropriate paperwork has been filed with the registrar. Any refunds will be based upon the official withdrawal date.

Directed studies should be used only when unusual, extenuating circumstances exist and after all other options for earning the needed credit have been exhausted. It is the responsibility of the advisor and the student to carefully follow program checklists. Directed studies are not intended to be used to correct advising problems or refusal of the student to follow advisor's recommendations. Therefore, the student will be permitted to take no more than one directed study for every two semesters enrolled, with a limit of three within a degree program.

The student must have completed at least sixty (60) semester hours of work before being permitted to take a course by directed study. A cumulative GPA of at least 2.00 is required before a request for directed study will be considered. Any exceptions to these directed study policies must be approved by the vice president for academic affairs.

## THE HONORS PROGRAM

“Engaging Minds, Spirits, and Relationships”

The Honors Program is a special program designed for twenty-four creative, original thinkers with qualifying SAT scores, GPA, and interview, by invitation of the honors faculty. Each year, freshmen are selected to become part of this special group who will participate together in 17-24 hours of honors sections of core classes at Emmanuel College. These classes are engaging, enriching, and intellectually stimulating, and are shared with the same group for four years of college. Classes are designed to develop higher-level critical thinking skills, using techniques of writing, discussion, seminars, projects, and other activities. At the end of completing the 17-24 hours, students who are successful will receive special honors at graduation and an annotated diploma, all of which afford excellent opportunities for post-graduate work and vocational advancement. This program ministers to the honors students in academics with classes especially tailored for them; in spirit with special mentoring from the honors faculty; in relationships with peers who enjoy intellectual challenges, service projects, and seminars together over the four-year college experience.

For up to three courses, students may contract for honors credit in a regular course by arrangement with the professor and the Honors Committee. While specific requirements for honors credit must be negotiated between the student and instructor, most contracts will involve independent research and/or writing in addition to or instead of the normal requirements of the course. Students are encouraged to propose a specific honors project to their professor. The best honors work will result in a “product” that strengthens the student’s aptitudes and makes a substantive addition to his/her coursework or to the learning community. The contract must be submitted to the committee by the first meeting of the new semester (*Emmanuel College Honors Program Handbook* 200410-11).

## ACADEMIC HONORS

In order to be valedictorian of a graduating class, a student must have completed at least 35 hours of required course work at Emmanuel College and attended for two consecutive semesters immediately prior to completion of graduation requirements. The valedictorian will be the

graduate(s) with the highest academic average for the associate or baccalaureate degree. This policy allows that there may be more than one valedictorian in any given graduating class.

Graduates who have distinguished themselves through outstanding academic performance will be graduated with honor. Graduates receiving the associate degree who have earned a grade point average of 3.60 or above will be designated as honor graduates. Graduates receiving the baccalaureate degree will be honored according to the following standard:

GPA	Honor
3.60-3.74	Cum Laude (with Honor)
3.75-3.89	Magna Cum Laude (with High Honor)
3.90-4.00	Summa Cum Laude (with Highest Honor)

For purposes of the graduation ceremony, these honors will be determined based upon the cumulative GPA at the end of the fall semester immediately preceding graduation. For purposes of final transcripts, these honors will be determined based upon all coursework completed for the degree. (See Requirements for Graduation for description of method used to calculate graduation GPA. Pre-transfer averages will be considered in the calculation of graduation honors, as will courses repeated under the Academic Forgiveness Policy.)

A full-time student who earns a quality point average of 4.00 during fall or spring semester shall have his/her name placed on the President’s List. A full-time student who earns a quality point average of 3.60 or above during fall or spring semester shall have his/her name placed on the Dean’s List.

## MAXIMUM LOAD

A student who has earned a “C-” average (or higher) with no “F’s” for the preceding semester will be permitted to register for a maximum of 18 hours. Following the first semester of enrollment, a student with a cumulative grade point average of “B” or above may register for more than 18 hours with the permission of the vice president for academic affairs. If a student fails to maintain a “B” average, this privilege will be withdrawn. No student will be permitted to register for more than 3 hours in May term, or more than 6 hours in June/July term without permission from the instructors and the vice president for academic affairs.

The number of hours for which first semester freshmen will be permitted to enroll will be determined by their qualifications as shown on their high school transcripts, SAT/ACT scores, and the placement examinations administered by the College.

A student living in a residence hall must maintain a minimum of 12 semester hours of coursework per semester unless approval for fewer hours is granted by the vice president for student life.

### **GRADE REPORTS**

Instructors inform students at mid-semester if they are not performing satisfactorily in a course. These notifications are recorded in the CRIS system. Grade reports are not mailed to students at the end of each semester, but are available through the student's personal information page within the Emmanuel College registration system. Grades are assigned by instructors according to the system outlined under the section of this Catalog entitled Grading System.

### **STUDENT GRADE APPEAL PROCESS**

Should a student believe that his/her grades have been reported incorrectly, the student has the right to question the assigned grade.

Students have the right to appeal a grade only during the three month period immediately following the posting of a course grade to CRIS. The appeal process listed below is based upon the principles outlined in Matthew 18:15-17. Students wishing to appeal should use as many of the following steps as they desire, but the steps must be used in the order listed below:

1. Appeal to Faculty Member: The student should first appeal to the faculty member to make sure no clerical mistakes have been made and to obtain a clear understanding for the basis of the grade being appealed.
2. Appeal to Department Chair and Dean of the School: If step "1" does not result in a satisfactory resolution, the student should request a meeting with the faculty member, the chair of the department and the School Dean to discuss the appeal.
3. Appeal to Vice President for Academic Affairs: If step "2" does not result in a satisfactory resolution, the student should request a meeting with the faculty member

and the vice president for academic affairs. (The department chair and school dean should be invited, but are not required to attend the meeting.)

4. Appeal to the Faculty Senate: If Step "3" does not result in a satisfactory resolution, the student may request a hearing with the Faculty Senate. All appropriate parties will be invited to the hearing. If the department chair and/or the school dean sit on the Faculty Senate and were part of an earlier appeal, they shall not vote in this hearing.

5. Appeal to the President: If Step "4" does not result in a satisfactory resolution, the student may request a hearing with the president. The president will choose two faculty members who have not participated in any earlier appeal to participate in the hearing. The decision of this group shall be final.

### **CLASSROOM DISCIPLINE**

Faculty have the right to dismiss from the classroom students who are disruptive to the learning environment, make a nuisance of themselves, or refuse to cooperate. When this becomes necessary, the faculty member should arrange to meet with the student privately before the next class period to resolve any grievances in the spirit of Matthew 18:15-17. If terms on which the student can return to class cannot be satisfactorily arranged between the faculty member and the student, a meeting with the faculty member, student, and department chair should be arranged. If that fails, the school dean should be involved; if that fails, the vice president for academic affairs should be involved as a final arbiter or "witness." The vice president for academic affairs does have the power to administratively withdraw from a course any student who continues to disrupt the learning of other students.

### **FINAL EXAMINATIONS**

Final examinations are held at the end of each semester in accordance with the published schedule. Faculty may not re-schedule final exams for one or more courses sections unless authorized by the vice president for academic affairs and registrar. Although faculty are not required to do so, they do have the authority to schedule early/late final exams for individual students who have legitimate rescheduling needs. No students are exempt from final examinations. An unexcused absence

from a final examination constitutes an exam failure and may adversely affect the final grade for the course.

### **ACADEMIC PROBATION AND SUSPENSION POLICY**

Academic deficiency means the failure to maintain the minimum academic standards required to attend Emmanuel College. Students who are deemed to be academically deficient shall be placed on **Academic Probation** for the next semester of enrollment. The registrar shall determine the status of academically deficient students at the end of each semester, at admission, and at the matriculation of transferring students from other colleges.

A student is academically deficient if he or she has a previous semester grade point average (GPA) below 2.00 or has not completed required developmental courses with a "C-" and passed any developmental course exit exam within the first two semesters of enrollment at Emmanuel. (Exception: If a student places in MA 095, the student will have two additional semesters after completing MA 095 to pass MA 099 before being placed on probation.)

**Developmental Courses:** These courses are designed to remediate an academic deficiency which may seriously impair a student's ability to perform on a college level. Developmental courses are listed in the college catalog and suffixed with course sequence numbers below 100 (for example, MA099). Students are placed in developmental courses based on internal and/or external college exam results.

### **ACADEMIC PROBATION**

Academic Probation means a student is allowed to enroll in classes under the direct supervision of the vice president for academic affairs (VPAA) or a designee. The period for academic probation for full-time students is one semester. Students placed on academic probation shall follow a specific Academic Development Plan (ADP) with restrictions defined by the VPAA (or the VPAA's designee). The student agrees to comply with academic probation policy and acknowledges that failure to follow the ADP requirements may result in immediate academic suspension at the discretion of the VPAA, without the right to appeal.

### **Part-Time Enrollment**

Part-time students on academic probation are subject to the same requirements as full-time students and shall remain on academic probation for two semesters. The student must average a 2.00 GPA over both semesters or the student shall be academically suspended.

### **Academic Probation and Development Plan Restrictions (ADP):**

1. A student shall not enroll for more than 13 credit hours unless expressly allowed in the ADP.
2. A student shall not participate in extracurricular activities (including summer ministry teams) except by permission of the VPAA (or the VPAA's designee).
3. Individual student restrictions and obligations shall be defined within a student's ADP. The VPAA (or the VPAA's designee) may develop and execute individual academic development plans with respect to the following:
  - a. course enrollment
  - b. course grades
  - c. course assignments
  - d. course exams
  - e. class attendance
  - f. class conduct
  - g. tutoring
  - h. counseling
  - i. time management
  - j. performance and accountability reporting

### **Removal from Academic Probation**

Once the registrar determines that all academic deficiencies have been remediated, a student shall be removed from academic probation.

### **Escalation to Academic Suspension**

If the academic deficiency has not been remediated appropriately during the probationary period, the registrar shall notify the student of his or her academic suspension.

### **ACADEMIC SUSPENSION**

Academic Suspension means the revocation of the student's right to enroll in classes and to participate in Student Life activities at Emmanuel College. A student has the right to appeal the suspension before a sub-committee of the Faculty Senate.

#### Reasons for Academic Suspension:

1. For a deficiency in GPA, a probationary student who fails to improve his or her GPA by achieving a probation period GPA of 2.00 or higher.
2. For a failure to successfully complete a developmental course with a "C-" and pass any developmental course exit exam by the end of a probationary semester caused by failure to complete developmental requirements.

#### Term of Academic Suspension Period:

1. First suspension, one semester.
2. Second suspension, two consecutive semesters.
3. Third suspension, the student shall be permanently dismissed from Emmanuel College.

#### **ACADEMIC SUSPENSION APPEAL**

Academic Suspension Appeal means the student's right to formally request, in writing, a hearing before members of the Faculty Senate to be academically reinstated to attend classes under academic probation for one additional semester. Academic reinstatement does not remove the original academic suspension from the student's record.

#### **APPEALS PROCESS**

Appeals must be submitted in writing to the registrar by the deadline established by the registrar in the suspension notification. Written appeals shall include the student's plan to remedy his or her academic deficiency and may include any specific issues which may have contributed to the suspension. In addition to the written appeal, the student must be in good standing with the library and must have made a good faith effort (in the opinion of the VPAA) to settle his or her student account.

If the student satisfies these prerequisites for appeal, the registrar shall schedule the student for an academic suspension appeal hearing before a sub-committee of the Faculty Senate. The composition of a sub-committee shall be determined by the VPAA. A simple majority affirmative vote of the sub-committee is required to reinstate the student for one semester of probation. The

student's failure to appear at the hearing shall ratify the suspension. The sub-committee decision is final.

#### **POST-SUSPENSION REINSTATEMENT PROCESS**

Upon completion of the suspension period, a student may apply for academic probation reinstatement in the form of a written appeal to the VPAA. Students are encouraged during their suspension period to demonstrate their responsibility and readiness to return to full-time studies by such activities as taking a class at a local community college, finding employment, or completing volunteer service. Students are further encouraged to support their appeal for reinstatement with letters of reference from a professor, employer, and/or other supervisor. An academically-suspended student who is reinstated shall be placed on academic probation for the next semester of enrollment. (See INTENT TO RE-ENROLL PROCESS.)

#### **CLASS STANDING**

For the purpose of determining class standing, the following standards will be used.

<b>Classification</b>	<b>Semester Hours Earned</b>
Freshman	0-29
Sophomore	30-59
Junior	60-89
Senior	90+

#### **ELIGIBILITY FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

A cumulative GPA of 1.8 for freshmen and sophomores and 2.00 for juniors and seniors must be maintained by students who represent the College individually or as members of groups (such as Emmanuel Singers, Emmanuel Players, intercollegiate athletics) or who wish to participate in other extra-curricular activities which require more than three hours of participation per week.

Scholarships awarded for any extracurricular activities (such as music or intercollegiate athletics) become invalid once the student becomes ineligible to participate.

#### **REQUIREMENTS FOR GRADUATION**

In order to graduate from Emmanuel College and receive a diploma, a student must complete the degree requirements set forth in this Catalog, earn a cumulative

GPA of at least 2.0, earn a “C-” or higher in all major and/or minor coursework, and be present and participate in graduation ceremonies. Pre-transfer averages are considered in the calculation of graduation honors, as are courses repeated under the Academic Forgiveness Policy

Departmental requirements must also be completed as well as the required number of Cultural Awareness Events as determined by the registrar.

#### DEPARTMENTAL GPA REQUIREMENTS

Biology	2.50
Communication	2.50
Education	2.50
English	2.50
Mathematics	2.50
Music	2.50
Pre-Professional	2.50
Psychology	2.50

The number of hours required for graduation varies by department. A student who is required to enroll in developmental courses must complete these in addition to the courses required in the curriculum in which he/she is enrolled. These courses do not qualify as elective credits. However, the hours and quality points earned in developmental courses will be included in the calculation of the overall grade point average.

A transfer student must take a minimum of 35 hours, including core curriculum requirements, in order to graduate from Emmanuel College. A student who transfers as a sophomore may exempt BI 111 in consultation with his/her academic advisor and the registrar. However, BI 112 will be required as a prerequisite for BI 300 and TH 237. School of Christian Ministries students are not eligible for this exemption. A minimum of twenty (20) semester hours of upper division courses are required in the student’s major. (Also see Education Major requirements.)

Students must take their last semester at Emmanuel College plus meet other requirements in the liberal arts core in order to graduate from Emmanuel College. Course work must meet the requirements in one of the curricula listed in this or a previous catalog. Course titles and semester hours accepted from other institutions will be entered on the student’s permanent record. (Transfer

students with a BA/BS degree see Second Bachelor Degree section of Admissions Requirements.)

Emmanuel students who take courses (as transient students) at other colleges prior to their graduating from Emmanuel College should have approval from the registrar before enrolling in these courses. Otherwise, credit may not be granted toward meeting Emmanuel’s graduation requirements. No more than 6 hours of the last semester of credit may be earned at another institution. Transient permission letters are mailed directly to the transient institution; and it is the student’s responsibility to complete any additional requirements of that institution. Transcripts must be forwarded to Emmanuel College after completion of the transient work.

Baccalaureate degree students who need two or fewer courses and who can demonstrate they can meet requirements for graduation in the following summer, may (with permission of the vice president for academic affairs and the registrar) participate in the graduation ceremony. Their graduation will be posted and diplomas distributed upon completion of the required course work.

Students should apply to the Student Records Office for graduation by the deadline announced by that office.

Students who complete graduation requirements in December will have their graduation date and degree posted to their transcripts at the end of fall semester. These students may request their diplomas from the registrar prior to the May ceremony by completing the required paperwork with that office.

#### **CULTURAL AWARENESS PROGRAM**

In an effort to provide cultural enrichment for the student body, the College has developed the Cultural Awareness Program. Events sponsored by Emmanuel College under the Cultural Awareness Program will include, but not be limited to, lectures, music, art, and drama presentations.

CAP events do not usually include convocation/chapel and other special Spiritual Life programs. A list of events which are approved for the Cultural Awareness Program will be distributed at the beginning of each semester. CAP credits will not be granted for off-campus events without prior approval from the Cultural Awareness Committee.



Verification of attendance at CAP events will be made and records maintained in the Student Records Office. The complete CAP purpose, policy, and etiquette statements are available on the Cultural Awareness Program website.

Graduates of Emmanuel College must complete the required number of Cultural Awareness Events as determined by the registrar in accordance with the Core Curriculum Requirements as stated in this Catalog.

### **FRESHMAN SEMINAR**

All first-year students at Emmanuel College, including transfer students with fewer than 12 hours, will participate in Freshman Seminar. The Freshman Seminar is designed to help students new to the Emmanuel campus connect with others and make a successful transition from home to college. Enrollment in FS 101, a 2-hour course, is required during the student's initial semester at Emmanuel College.

### **TRANSCRIPTS**

Transcript requests must be made in writing. Telephone calls and e-mail requests cannot be accepted. A transcript release form is available from the Student Records Office, from the Emmanuel website or a simple letter signed by the student is acceptable. The request should be mailed via the US Postal Service or may be faxed to the Student Records Office at 706-245-2893.

No transcripts will be released if the student has not met all financial obligations to the College, including library obligations and fines.

There is a fee of \$5.00 for all transcripts requested. If express mail service is requested the requestor will be assessed charges at prevailing rates. Please contact the Student Records Office for more information.

### **ACADEMIC SUPPORT SERVICES**

#### **SHAW-LESLIE LIBRARY**

The Shaw-Leslie Library contains holdings comprised of over 90,000 volumes (including over 43,000 books) which are accessed by the on-line catalog. Periodical resources include paper subscriptions and microfiche. Full text electronic periodicals are available through GALILEO (Georgia Library Learning Online) which provides access to many databases and hundreds of

journals. Other resources include CD-ROMs, music CDs, DVDs, videocassettes, audiotapes, and music scores. Audiovisual equipment such as video and DVD players are available for viewing in the library. Internet resources, including electronic books and other information databases, are available through the campus computer network and available off-campus via passwords.

Emmanuel College holds membership in the Georgia On-Line Database (GOLD), an interlibrary service which enables students who are enrolled in member institutions to access the extensive resources available in libraries of participating colleges and universities. The Library also participates in other cooperative agreements that enable it to borrow resources from libraries outside of Georgia if necessary.

### **THE STUDENT SUCCESS CENTER**

The Student Success Center offers free tutoring in most of the liberal arts core subjects to all students. The center also offers writing tutoring for students at all ability levels and at all stages of the writing process. Appointments are encouraged, but walk-ins are welcome. The Student Success Center is located on the second floor of the Aaron Building.

### **COMPUTER RESOURCES**

Emmanuel College is committed to providing students with access to computer resources. The computer labs in Aaron Building and the Learning Resources Center are available for student use. The Student Success Center is also equipped with computer stations and printers.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended governs the right to access to educational records and is designed to protect students' and parents' privacy regarding school records. Any student enrolled, or formerly enrolled at Emmanuel College has rights under the law. Applicants for admission to Emmanuel College do not have FERPA rights, since they are not "students" under the Act's definition. Parents have a right to records until a student reaches the age of 18; then the right passes to the student—unless the student is a dependent of the parents for income tax purposes. In that case, both the student

and the parents have rights under the Act. In addition to the opportunity to view covered records, students can request an explanation or interpretation of records. Students have access to their covered records maintained by Emmanuel College even if the records originally came from other sources, such as transcripts from other institutions. The Act makes clear that while students can review the materials, Emmanuel College is not required to release records from another agency to third parties (students).

Annually, Emmanuel College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act.

Emmanuel College designates the following items as Directory Information and may release, without consent the following information unless specifically requested by the student: a student's name, campus addresses, grade classification, photographs, home address, date of birth, telephone number, rosters and results of athletic teams (including height and weight of student-athletes), academic achievements, acknowledgements of participation in music and drama events, participation in graduation, achievements in campus organizations, courses of study (majors, minors, etc.), dates of attendance, enrollment status (full- or part-time), e-mail addresses, class rosters, class schedules, advisor, and graduation date, along with other similar information. Emmanuel College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the student by the end of drop-add period each semester.

The Registrar's Office provides a waiver form for students to complete which lists those individuals who may have access to the student's academic, financial and health records. These forms are kept in the student's record within the CRIS system and are valid until such a time as the student may request their removal.

## **RIGHTS TO INTELLECTUAL FREEDOM**

Students are free to examine all potential data, question assumptions, be guided by the evidence of scholarly research and to study the substance of a given discipline. This is not intended to permit students to be delinquent regarding fulfillment of course requirements in which diverse views may exist.

## **INSTRUCTIONAL COPYRIGHT POLICY**

Course content (lectures, materials, and instruction) are copyrighted by the course instructor, Emmanuel College, or the textbook publisher. It is the policy of Emmanuel College to allow students to reasonably record or document classroom lectures and instruction for private note-taking purposes not intended for reproduction or distribution. Any reproduction in part or entirety of course content shall not be distributed in any form of media unless the author provides express permission or otherwise allowed by law. All rights are reserved.

## **E-MAIL COMMUNICATION POLICY**

All students and employees are provided an Emmanuel e-mail account, which is one of the College's official methods of communicating important and time-sensitive information. This is also the official system through which students are to forward to faculty communication/assignments which faculty may require to be e-mailed. (Faculty are not obligated to accept e-mail from any other e-mail system for official course business.) Students and employees are expected to check the e-mail sent to this account on a frequent and consistent basis, and to respond to official communications from Emmanuel College personnel in a timely manner. Students and employees are responsible for monitoring this account and for the consequences of missing important and time-sensitive messages.

## V. STUDENT COSTS

### SCHEDULE OF CHARGES FOR ACADEMIC YEAR 2011-2012

(3% discount available – see Early Payment Discount section below.)

**Application Fee:** \$25.00

<b>Resident Students</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
Tuition	\$ 7,275	\$ 7,275
Residence Charge <sup>1</sup>	\$ <u>3,050</u>	\$ <u>3,050</u>
<b>Total</b>	<b>\$10,325</b>	<b>\$10,325</b>

<sup>1</sup> All resident students must be enrolled in a minimum of twelve (12) credit hours. The Residence Charge includes an unlimited meal plan. The full Residence Charge will apply regardless of student's utilization of the meal plan. An additional fee of \$125 per semester will be incurred by students who choose to reside in Roberson Residence Hall. A student who, at his/her request, occupies a double occupancy room alone in any residence hall will pay an additional room charge of \$250 per semester.

<b>Commuting Students</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
Full-time Tuition	\$ 7,275	\$ 7,275

#### Other Tuition-based Charges

- **Part-Time:** Tuition per hour (11 hours or less per semester) \$600
- **Overload:** Tuition per hour (hours in excess of 18 hours per semester)\$600
- **Directed Study:** Tuition per hour \$600
- **Summer School:** Tuition per hour (2012) \$450
- **Applied Music:** Tuition per hour \$170
- **Auditing/Non-Credit Fee:** Tuition per hour \$110

\*The College reserves the right to change charges, fees, and methods of payment prior to the printing of a new catalog.

## CHARGES NOT INCLUDED IN TUITION

### Athletic Health Insurance

Any student athlete who cannot provide proof of health insurance coverage will be required to purchase a policy through the Emmanuel College Athletic Department.

### Enrollment Deposits

<b>Commuting Students:</b>	\$ 50
<b>Resident Students<sup>2</sup>:</b>	\$200

<sup>2</sup> An additional charge of \$50 will be added to the Resident Student Deposit for students who choose to reside in Roberson Residence Hall.

The amount of the deposit will be credited to the student's account at the time of receipt. Students who decide not to enroll may cancel their reservation and receive a full refund of their deposit up to, but no later than, May 1<sup>st</sup> for fall semester and October 1<sup>st</sup> for spring semester. If a student is unable to attend for the semester originally indicated, the deposit, upon request, can be applied to the next semester only. Returning students will pay the established room reservation fee each spring for the coming academic year which shall be refundable up to, but no later than, June 1<sup>st</sup>.

### BILLING PROCEDURE

Students can view their accounts online by going to [www.ec.edu](http://www.ec.edu) and logging into "MyEC." Payments may be submitted directly online using a debit or credit card, in person at the Cashier's Office, or mailed to Emmanuel College, P.O. Box 129, Franklin Springs, GA, 30639. Interest-free payment plan enrollment option is also available online. Paper statements will not be mailed unless a specific need exists.

### PAYMENT OF ACCOUNTS

In order for a student to be activated for a particular semester, the total charges for the semester, including any balance remaining from a previous semester, must be covered by some combination of the following by August 1<sup>st</sup> for fall semester and by December 15<sup>th</sup> for spring semester:

1. Finalized financial aid, including all loans, grants, and scholarships. (Please note, the amount of financial aid received may not be sufficient to cover total charges for the semester.)
2. A signed and approved EMMANUEL COLLEGE PAYMENT PLAN contract accepted by Emmanuel College. (Emmanuel College maintains sole discretion to determine if payments under the plan are reasonable and likely to be paid.)
3. Payment on account by cash, check, money order, or approved charge to a valid debit or credit card.

If the student's financial aid is not finalized by August 1<sup>st</sup> for fall semester and by December 15<sup>th</sup> for spring semester, then in order to be activated, the student must cover all semester charges, including any prior balance, by some acceptable combination of items 2 and 3 above by August 1<sup>st</sup> for fall semester and by December 15<sup>th</sup> for spring semester. If financial aid is subsequently finalized, then one or more of the items used to cover the charges may be reduced or refunded to the student.

### EARLY PAYMENT DISCOUNT

**If a student's account for fall semester is settled in full by July 1<sup>st</sup> or for spring semester by November 15<sup>th</sup>, Tuition and Residence Charges will be discounted by 3% for that semester, not to exceed the total amount covered by loans, payment plans, or out-of-pocket payments.**

### FAILURE TO COVER CHARGES

If a student fails to cover the charges for a semester by the date specified above, the following procedures will apply:

1. The student will not be activated and will not be allowed to attend classes.
2. If a resident student, the student will not be allowed to move into the residence hall.
3. The student's transcript will not reflect enrollment or registration for the semester.
4. Charges and financial aid for the semester will be removed from the student's account.

## **DEFAULT ON EMMANUEL COLLEGE PAYMENT PLANS**

If a student fails to fund a monthly payment on their EMMANUEL COLLEGE PAYMENT PLAN, the student may be administratively withdrawn from school for that semester and the following procedures shall apply:

1. If a resident student, the student must move out of the residence hall by midnight of the Sunday following the administrative withdrawal.
2. The student's transcript will reflect the withdrawal for the semester.
3. Charges and financial aid for the semester will be prorated according to the Federal Withdrawal Calculation.

## **FINANCE CHARGES**

Any time a balance exists after August 1 for fall semester or after December 15 for spring semester, a FINANCE CHARGE OF 1.5% PER MONTH will be applied to any past due balances. This is an ANNUAL PERCENTAGE RATE OF 18%. If a student's account must be submitted to a collection agency for collection, all costs of collection will be added to the account and must be paid in order to settle the account.

Emmanuel College reserves the right to suspend and/or dismiss a student for nonpayment of amounts due. In the case of a suspension, a fee of \$100.00 will be charged for reinstatement after the account is paid in full. Diplomas and/or transcripts will not be released until all outstanding balances on accounts with the College have been settled.

## **REFUND POLICY**

Emmanuel College, like most colleges, must make commitments in advance for faculty, staff, equipment, supplies, utilities, and other operating expenses for the entire year. Therefore, the college policy considers the acceptance of registration as a contract binding student and parents for charges for the entire semester.

However, when it becomes necessary to withdraw from school, reduction in tuition and residence charges will be made according to the refund policy as outlined by Federal Law. Emmanuel College has adopted the Federal Policy as the official refund policy of the college. To be eligible for a refund of tuition and residence charges, a

student must complete the official withdrawal process or be administratively withdrawn.

Depending on when a student becomes no longer enrolled, the law may provide for a refund of unearned tuition, fees, and residence charges for students who withdraw, drop out, are expelled, fail to return from an approved leave of absence, or fail to complete the period of enrollment for which they were charged.

The Federal Refund Policy mandates that the College calculate the cancellation of tuition and fees and refunds of Title IV funds based on the percentage of the semester the student has completed. Any student who has completed more than sixty percent (60%) of the semester will not be eligible for any refund. More details may be obtained from the Office of Student Accounts or Financial Aid Office.

## VI. FINANCIAL AID

### FINANCIAL AID PROCEDURES

#### FINANCIAL AID FORMS

Emmanuel College (EC) requires students seeking Federal financial aid to submit a Free Application for Federal Student Aid (FAFSA) available on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and the Emmanuel College Application for Financial Aid (ECAFA) at <http://www.ec.edu/aid/financial-aid-application> each year of attendance. Students need information from the previous year's U.S. income taxes to complete the FAFSA. Federal and state agencies may use the information provided on the FAFSA to determine eligibility for certain types of financial aid. For all other applicants, you must complete the FAFSA Waiver at <http://www.ec.edu/aid/fafsa-waiver>.

#### PRIORITY APPLICATION DATES

Students can file the FAFSA as early as January 1 for the next academic year. Students must apply every year and list Emmanuel College on the FAFSA. The federal school code for EC is 001563. Non-degree seeking and audit students may not be eligible for certain types of federal, state, or institutional financial aid. Due to limited funds, some financial aid programs, such as Federal Supplemental Educational Opportunity Grant (SEOG), **Leveraging Education Assistance Program Grant (LEAP Grant)** and Federal and Institutional Work-Study, are awarded on a first-come, first-serve basis. Early application is the key.

Students and parents are encouraged to complete their tax return prior to filling out the FAFSA. If a FAFSA contains estimated tax information, an award letter will not be generated until the tax information has been finalized on the FAFSA.

#### TRANSFER STUDENTS

Students transferring to EC for the spring semester must ensure that they submit the results of the FAFSA to the college. Students who submitted the FAFSA without listing Emmanuel College can go to [www.fafsa.gov](http://www.fafsa.gov) to add our school code 001563

#### NEED ANALYSIS

The Department of Education uses the information from the FAFSA in a formula, established by the United States Congress, to calculate the student's Expected Family Contribution (EFC) toward the student's education. They send a Student Aid Report (SAR) to the student and each of the colleges listed on the FAFSA. The college then uses the EFC in an equation to determine the student's financial need. The cost of attendance (tuition, housing, meals, books, etc.) minus the EFC and all financial aid equals the financial need.

#### VERIFICATION

Approximately thirty percent of all FAFSA applications are selected by the U.S. Department of Education for a process called verification. During this process, the Office of Financial Aid will be comparing information from your application with signed copies of federal tax forms, and/or other financial documents. If there are differences between your FAFSA information and your financial documents, the Office of Financial Aid will send corrections electronically, to have your application reprocessed.

#### CALCULATION AND NOTIFICATION OF AWARDS

The Office of Financial Aid completes the financial aid award once it determines the student's financial need. The college notifies the student by email when an award letter is ready for student confirmation. The award letter indicates the various types of aid the student is eligible to receive. Students must view the award letter online on our financial aid student portal, NetPartner, and indicate whether they accept or decline each type of financial aid. Therefore, it is important for students to review the information carefully to understand the exact amount and type of financial aid offered.

Financial aid awards are made only to students who have been accepted for admission to Emmanuel College or are enrolled at the time of application. The requirement of "full-time" status to qualify for most aid sources is twelve (12) semester hours, with "half-time" requiring six (6)

semester hours. Only the first thirty (30) attempted hours of non-degree credit course work, primarily Developmental Studies, will be allowed in determining Pell Grant eligibility.

Generally, most awards are made on an academic year basis (two semesters). Award payments are made to the student's account in two equal installments during the year; one in the fall semester and one in the spring semester. An exception to this process is the earnings from the Federal Work-Study program which are disbursed to students at the close of each month for actual hours worked.

Financial aid is typically "packaged." Therefore, most awards are a combination of scholarships, loans, and work-study determined by the eligibility of the student and the availability of funds. Financial aid will be used for the payment of tuition, room, board, lab fees, instructional supplies, materials, and books. Work study cannot be used to settle your student account.

Any financial aid a student receives or expects to receive from a confirmed source other than Emmanuel College must be reported to the Office of Financial Aid. This includes scholarships, grants, and loans. This reporting is required by federal law and may result in recalculation of eligibility which could mean a reduction, cancellations, or repayment of need-based aid, such as Federal Subsidized Stafford Loans and Federal Work-Study.

### **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (SAP) is defined as the minimum requirement a student must meet or exceed in order to receive federal, state, and/or institutional financial aid. Some financial aid programs may require more than the minimum SAP requirements.

The Office of Financial Aid determines SAP by evaluating the cumulative grade point average (CGPA) on a four-point scale based upon credit hours attempted.

<b>CREDIT HOURS ATTEMPTED</b>	<b>CUMULATIVE GPA REQUIRED</b>
0 – 29.9	1.60
30 – 59.9	1.75
60 and above	2.00

The following grades are used in computing a cumulative GPA and course work completed: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Course repeats may also impact the cumulative GPA.

In addition to maintaining the above GPA requirements, the student must successfully complete at least 75% of all hours attempted. The following grades are used in computing the percentage of course work completed: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. The following grades will not be used in computing the percentage of course work completed: CS, W, and I.

A continuing status, designated by a "CS," requires that the student re-enroll the following semester. GPA and hours earned will be determined by the performance in that following semester. "CS" indicates performance has not reached the level required for completing the course. It is limited to developmental courses, which carry institutional credit only.

There are no limits on the number of developmental courses in which a student may enroll. Non-credit developmental courses are not offered. Developmental courses do not count toward the successful number of hours passed for graduation requirements.

A withdrawal, designated by a "W," will not affect the cumulative grade point average or quantitative standard. A "W" removes the student from the class along with the hours attempted. It is only available until one week after mid-term.

An incomplete course, designated by an "I," will not affect the CGPA or the quantitative standard, although it may cause a student to remain on academic probation from a previous semester. Incompletes must be completed within the specified time period. If a course with an "I" is not completed within the specified time period, the incomplete will be changed to a grade of "F." The failing

grade will affect both the qualitative and quantitative standards. Once an incomplete is changed to a letter grade, it will be calculated into the CGPA at the next evaluation checkpoint.

The maximum time frame in which a student is eligible for financial aid while completing a bachelor's degree is 150% of their program hours. For example, if a student's program requires them to complete 120 credit hours to obtain their bachelor's degree, they can attempt up to 180 (120 x 150%) credit hours before the maximum time frame is reached. The maximum time frame in which a student is eligible for financial aid while completing an associate's degree is 150% of their program hours. For example, if a student's program requires them to complete 60 credit hours to obtain their associate's degree, they can attempt up to 90 (60 x 150%) credit hours before the maximum time frame is reached.

Any transfer courses that have been accepted by Emmanuel College will affect both the qualitative and quantitative standards.

The Office of Financial Aid conducts the SAP assessment at the conclusion of each spring semester. The college places a student who does not meet the minimum requirements for SAP on financial aid probation beginning the fall semester of the next academic year. Students who are attending summer school prior to the ineligibility period will still be allowed to receive financial aid. The student is ineligible to regain financial aid until the student achieves SAP. This means that the student will have to bear the full cost of their education without financial aid until the student achieves SAP.

The evaluation period includes the summer semester and the following fall and spring semesters.

The student may appeal a loss of financial aid for one semester by submitting required SAP appeal documents to the Director of Financial Aid for the Financial Aid Appeals Committee to consider cases of extreme and unusual circumstances.

Financial aid may be reinstated when the student meets the required cumulative GPA and/or when the student successfully completes at least 75% of all hours attempted. Students are encouraged to meet with the Registrar and/or Academic Advisor to ensure that proper action is being taken to regain eligibility.

## **FEDERAL AID PROGRAMS**

### **FEDERAL AID ELIGIBILITY**

Students must meet the following criteria to be eligible for Federal (Title IV) student aid programs:

1. Have financial need, except for some loan programs.
2. Have a high school diploma or GED certificate.
3. Be enrolled or accepted as a degree-seeking student
4. Be a U.S. citizen or eligible non-citizen.
5. Have a valid Social Security Number.
6. Make Satisfactory Academic Progress (SAP).
7. Sign a statement on the FAFSA certifying that the student will use federal student aid only for educational purposes and that the student is not in default on a federal student loan and does not owe any money on a federal student grant.

### **FEDERAL PELL GRANT**

The Federal Pell Grant is awarded to undergraduate students who have not earned a bachelor's or a professional degree. The current 2011-2012 award amount ranges from \$278 to \$2,775 per semester or \$555 to \$5,550 per year. The amount of the award is based on the cost of attendance, the EFC, enrollment status (full-time or part-time) and the number of semesters attended in the academic year. Students do not have to repay a Federal Pell Grant.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need. Due to limited funds, Pell Grant recipients with "00000" EFCs and complete financial aid files will be among the first to be considered for the FSEOG. The award ranges from \$250 to \$500 per semester or \$500 to \$1,000 per year. The amount of the award is based on the EFC and enrollment status (full-time or part-time). Like the Pell Grant, students do not have to repay FSEOG.

### **WORK-STUDY PROGRAMS**

Federal Work-Study (FWS) - Eligibility for this federally subsidized program is based on established financial need (FAFSA). Students who apply may be assigned employment on campus according to need, skills, and college requirements. A limited number of positions on campus are available. Assigned work is scheduled not



to interfere with class. For more information, visit <http://www.ec.edu/aid/work-study>.

Institutional Work-Study (IWS) - A limited number of positions on campus are available to students without regard to need. Various offices require student assistance for availability at different hours of work and with special skills.

## **FEDERAL FAMILY EDUCATION LOAN PROGRAM**

### **SUBSIDIZED STAFFORD LOAN**

The subsidized loan is a low interest student loan, funded by the Department of Education and awarded on the basis of financial need. The federal government does not charge interest on subsidized loans while borrowers are enrolled at an eligible school at least half time. The federal government pays the interest to the lender until the borrower begins repayment. The Office of Financial Aid awards subsidized loans based on financial need. The maximum amount a student may borrow in any single year as a subsidized loan is equal to the cost of attendance minus the sum of all forms of financial aid already awarded minus the EFC, not to exceed the limits outlined below.

### **UNSUBSIDIZED STAFFORD LOAN**

The unsubsidized loan is a low interest loan for students who do not meet the financial need criteria for a subsidized loan. The Office of Financial Aid may award unsubsidized loans based on the cost of attendance. The borrower is responsible for all interest charges on the loan, which is funded by the Department of Education. The lender charges interest to the borrower from the time the lender disburses the loan until the student pays it in full. The maximum a student may borrow in a single year is equal to the cost of attendance minus the sum of all forms of financial aid already awarded, not to exceed the limits outlined below.

### **STAFFORD LOAN AMOUNTS AND LIMITS**

Eligible students enrolled at least half-time may qualify for a Federal Stafford Loan. Dependent students, as determined by the FAFSA, can borrow up to \$3,500 per year as a freshman, \$4,500 per year as a sophomore and \$5,500 per year as a junior or senior. The cumulative maximum for dependent students is \$23,000. The maximum amount independent or dependent students whose parents are not eligible for a PLUS loan, can

borrow is \$9,500 (up to \$3,500 of this may be subsidized) per year for freshmen, \$10,500 (up to \$4,500 of this may be subsidized) for sophomores, and \$12,500 (up to \$5,500 of this may be subsidized) for juniors and seniors. The cumulative maximum for independent students or dependent students whose parents are not eligible for a PLUS Loan is \$57,500 (up to \$23,000 of this may be subsidized). The interest rate is up to 6.8%. Repayment begins six months after a student graduates, withdraws, or drops below half time enrollment. The processing fee for Stafford loans is up to 1.5%.

### **FEDERAL PLUS (PARENT) LOAN**

A parent of a dependent student enrolled at least half-time is eligible to apply for a PLUS loan. The parent applying for the loan must also be a citizen or resident of the United States, pass a credit check, and not be in default or owe a refund to any student financial assistance program. Repayment begins within 60 days after the lender disburses the final portion of the loan. The yearly limit on a PLUS loan is equal to the cost of attendance minus the sum of all other forms of financial aid already awarded. The interest rate is a fixed rate of 7.9% and begins to accrue as soon as the lender disburses the loan. The processing fee is up to 4%, depending on the lender.

## **STATE OF GEORGIA STUDENT AID PROGRAMS**

### **GEORGIA TUITION EQUALIZATION GRANT (GTEG)**

Students who are full-time may also be eligible to receive the Georgia Tuition Equalization Grant. The 2010-2011 amount of the grant is \$750 per academic year or \$375 per semester. This amount is subject to change for 2011-2012.

### **HOPE SCHOLARSHIP**

Students who have achieved a 3.00 average in the core curriculum and have been declared HOPE Scholars by the State may apply. Students enrolled on a full-time basis (12 or more hours) and meet eligibility requirements as defined by the Georgia Student Finance Commission will receive \$4,000 per academic year or \$2,000 per semester. Students enrolled in at least 6 hours but less than 12 hours may receive \$2,000 per academic year or \$1,000 per semester.

### LEVERAGING EDUCATION ASSISTANCE PROGRAM GRANT (LEAP Grant)

This educational grant does not have to be repaid. Due to limited funding, priority given to students who are at residents of the State of Georgia, Federal Pell Grant eligible and have a “00000” Expected Family Contribution. Eligible applicants can receive up to \$500 per semester or up to \$1,000 per year. The amount of the grant is pro-rated for an enrollment status of less than full-time. The FAFSA is the application for the LEAP Grant. The FAFSA must be completed annually to determine eligibility. Eligible applicants may receive this grant each year provided they maintained SAP.

### INSTITUTIONAL SCHOLARSHIPS/DISCOUNTS

#### VALEDICTORIAN SCHOLARSHIPS

The Valedictorian Scholarship is provided to **full-time, degree-seeking** to recognize superior academic performance. The Valedictorian Scholarship is an institutional program that recognizes superior academic performance. Incoming freshmen and transfer freshmen who have attempted less than 18 credit hours in college, selected as valedictorian of their graduating class, and are entering a degree program at Emmanuel College are eligible for this scholarship. (The graduating class must have at least ten graduates.)

Incoming transfer students who have attempted 18 or more credit hours in college with a 3.65 cumulative GPA or higher for all coursework attempted, selected as valedictorian of their high school graduating class, and are entering a degree program at Emmanuel College are eligible for this scholarship. (The graduating class must have at least 10 graduates.)

The scholarship award is up to \$7,275 per semester or \$14,550 per year. Students beginning enrollment during the Spring Semester are eligible to receive this scholarship. This scholarship is non-transferable, not available during the Summer Semester, and not redeemable for cash.

The student must maintain a 3.65 cumulative GPA for all coursework attempted to renew this scholarship. The Office of Financial Aid determines continuing eligibility for the next award year at the close of each spring semester.

### ACADEMIC SCHOLARSHIPS

Academic Scholarships are provided to **full-time, degree-seeking** students who on their ACT/SAT scores and/or grade point average (GPA). The amount of these scholarships range from \$7,000 to \$2,000 per year. Scholarships are renewable each year of attendance (up to four years) provided the recipient maintains a 2.00 or higher cumulative GPA for all coursework **attempted**. Students receiving a Valedictorian Scholarship are not eligible to receive an academic scholarship. For more information, please visit <http://www.ec.edu/aid/ec-scholarships/academic-scholarships>.

### ATHLETIC SCHOLARSHIPS

The college coaches, through the athletic director, award a limited number of scholarships to student athletes in women’s intercollegiate basketball, soccer, softball, cross country, golf, track and field, cheer and tennis; and in men’s intercollegiate basketball, soccer, baseball, cross country, golf, track and field and tennis. Inquiries and awards are handled by the athletic director.

### CHURCH MATCHING SCHOLARSHIP

A matching scholarship is provided to **full-time, degree-seeking** students who receive a contribution from their local church (any denomination). The recipient must regularly attend their local church. (It is the student’s responsibility to inform his or her church of any guidelines pertaining to this scholarship.) Emmanuel College will match up to \$500 per year (see chart below for guidelines):

Student Attending	Church Contribution	College Matches	Deadline For Check
Fall and Spring	\$500	\$500	May 15 <sup>th</sup>
Fall Only	\$250	\$250	May 15 <sup>th</sup>
Spring Only	\$250	\$250	October

The contribution must be at least \$500. While larger contributions to a student’s account are welcomed and encouraged, only the first \$500 will be matched. Contributions of less than \$500 will not be matched. (Exception: If the student is attending only one semester of the academic year, the college will match a \$250 contribution.) Contributions received after the deadline may not be fully matched.

Students are eligible to receive this scholarship each year, provided that they maintained SAP. If the student does not meet the SAP requirements, the church's contribution will not be matched and will be considered an "Unmatched Church Scholarship."

### **MINISTERIAL SCHOLARSHIP**

Emmanuel College provides financial assistance to **full-time degree-seeking** students who are dependents of a full-time minister, according to the following categories: a) pastor, b) missionary, c) evangelist, d) International Pentecostal Holiness Church/Congregational Holiness Church conference or general official. The award is \$500 per semester or \$1,000 per year. It is renewable each year of attendance (up to four years) provided the recipient maintains above criteria as well as SAP. Students must complete a onetime Founder Scholarship application. This application can be found online at <http://www.ec.edu/aid/ministerial-scholarship-application>.

### **FOUNDER'S SCHOLARSHIP**

A scholarship is given to **full-time, degree-seeking** students enrolling for the first time, who are currently attending an International Pentecostal Holiness Church (IPHC) or Congregational Holiness Church (CHC). Any eligible applicant can receive up to \$1,250 per semester or up to \$2,500 per year. This scholarship is not available during the summer semester. It is renewable for each year of attendance (up to four years) provided the recipient is enrolled full-time and maintains a 2.0 cumulative average. Students must complete a onetime Founder Scholarship application. This application can be found online at <http://www.ec.edu/aid/founders-scholarship-application>.

### **IPHC TALENT QUEST SCHOLARSHIP (TEEN TALENT, BIBLE QUEST AND ROYAL RANGERS)**

A scholarship is given to **full-time, degree-seeking** students who have first place winnings on the conference and/or national level from International Pentecostal Holiness Church Talent Quest competitions (Teen Talent, Bible Quest and Royal Rangers) sponsored by the General Department of Discipleship Ministries. For each **first-place** conference win, the student receives a \$300 scholarship to be divided over two semesters at \$150 per semester. For each **first-place** national win, the student receives a \$1,400 scholarship (which includes the \$300 scholarship for the conference win that allowed the student to go to nationals) to be divided over eight semesters at

\$175 per semester. It is renewable each year of attendance provided the recipient maintains SAP. The student must provide official verification of the winnings to the Office of Financial Aid. This includes the award certificates received for each category or a letter from the Discipleship Ministries Director's Office verifying the years and categories won.

### **FAMILY DISCOUNT**

A discount is given to **full-time, degree-seeking** students at Emmanuel College where two or more immediate family members in the same household are enrolled simultaneously. This includes dependent siblings, parents of dependent students, and/or married couples. Joint enrolled students are not eligible to receive this scholarship. The discount is \$300 per semester or \$600 per year for each student. This discount is available to students for the summer semester providing that all family members are enrolled full-time. It is renewable each year provided the recipient maintains above criteria as well as SAP.

### **SENIOR CITIZEN DISCOUNT**

This discount is available to students who are 65 years of age or older. The amount of the discount is tuition and fees minus all federal and state scholarships/grants. This discount is available for all semesters that the student is enrolled. It is renewable each year provided the recipient maintains above criteria as well as SAP.

### **MUSIC SCHOLARSHIPS**

The Music Department offers several scholarships to music majors who demonstrate excellence in musical abilities and show outstanding promise. Scholarships are awarded on the basis of auditions, interviews and scholastic achievement. For more information please contact the Music Department.

### **ENDOWED AND FUNDED SCHOLARSHIPS**

Emmanuel College has over 80 institutional scholarships. Due to the current national and global economic crisis and the effect of that crisis on the United States Market, awards from Emmanuel's Endowed and Funded Scholarships will not be available for the 2011 - 2012 academic year. Institutional scholarships will still be available.

**OTHER SOURCES OF FINANCIAL AID**

Numerous types of student financial aid are available through public agencies, local industries, civic organizations, church groups and special interest groups. Students should explore these sources of financial assistance by contacting these agencies directly. Often, help is as close as the local library which has listings of such help. The school counselor is a great source for local assistance. Many employers, such as Wal-Mart and Chick-fil-A participate in scholarship programs.

**BENEFITS THROUGH THE  
VETERANS ADMINISTRATION**

Emmanuel College is approved for the training of veterans and other eligible persons under the various educational benefits programs offered by the Veterans Administration. Students having questions concerning their eligibility for these programs may contact the Registrar's Office at Emmanuel College or the Regional Office of the Veterans Administration in Atlanta, Georgia.

## VII. STUDENT LIFE

### MISSION

“Student Life furthers the learning process by providing co-curricular experiences to enable the holistic development of students. Together with students, faculty, and staff we seek to challenge and support one another in the pursuit of mature relationships with God, self, and others.”

At Emmanuel College, opportunities for growth and learning extend beyond the classroom. The entire college experience provides students with valuable opportunities for personal, social, and spiritual growth. It is the intention of the institution to assist students in their personal development and to encourage lifestyles that exhibit responsible living in relation to God, other individuals, and the community at large.

Though it is experienced as a whole, life at Emmanuel can be described as falling into a number of categories. These include community life, residence life, academic pursuits, and spiritual growth experiences. Various programs and services provided by the College help to combine these into a total growth experience. The following section provides a brief description of these areas of student life. A more detailed description is presented in the Student Handbook.

### COMMUNITY LIFE

The student body, the faculty, and staff members of the College comprise a community of believers who must cooperate with and care for one another. It is in this context that students develop responsible behavior patterns which indicate deepening levels of growth and maturity. Building relationships, scheduling one’s time, faithfully executing one’s duties, completing work assignments—these and much more are all a part of the life of a student.

Since all students who enroll do not bring the same level of maturity to the college experience, regulations have been developed to clearly stipulate the standards of conduct expected by the institution. Emmanuel College endeavors to promote and maintain social and ethical standards that are consistent with the highest Christian

values. The Community Life section of the Student Handbook along with other policies set forth the essence of responsible Christian living. By signing the application for admission, each student commits himself/herself to abide by the regulations of the College and support the Christian ideals to which the College is committed.

### STUDENT HONOR SYSTEM

At Emmanuel College, an important part of student life is the honor system. This system is based upon the assumption that the fundamental principle of honesty pervades all aspects of student life. It creates a campus-wide atmosphere of trust not only from all persons attending Emmanuel College pledging not to lie, cheat, or steal, but also from mutual respect of the system by the faculty, the administration, and the student body. Students found guilty of a breach of the honor system or Lifestyle Standards may be suspended from the College. Detailed information about the Academic Honor Code can be found in the Student Handbook.

### GENERAL RULES

Practices which are known to be morally wrong by Biblical teachings are not acceptable for members of the Emmanuel College community. Included are specifics such as drunkenness, stealing, the use of slanderous or profane language, cheating, dishonesty, occult practices, and sexual sins such as premarital sex, adultery, and homosexual behavior.

The College also recognizes that, while the Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or is offensive to others. Consequently, the College has chosen to adopt certain rules which will contribute to an environment which is appropriate to its objectives and goals and requires students to refrain from gambling, and the purchase, possession or use of alcoholic beverages, tobacco products, and illegal drugs. Abusive use of legal drugs is also prohibited.

All of the above apply to all students enrolled at Emmanuel College whether they are on or off the campus.

Students involved in violations of the student conduct code will be subject to disciplinary action including possible suspension or expulsion from the college. The College reserves the right to establish additional policies and regulations as needed and to interpret existing policies and regulations.

### **CLUBS AND ORGANIZATIONS**

Numerous student clubs, organizations and committees provide opportunities for involvement in a broad range of student interest areas. These include community service, ministry, music, drama, social events, academic honor organizations, and Student Government. Some organizations are open to all students while others require stated qualifications for membership. A complete listing of clubs and organizations is included in the Student Handbook.

### **SPECIAL EVENTS**

The college hosts a number of events each year which are attended by people from across the United States. These events feature prominent individuals whose presentations from their various areas of expertise contribute a valuable dimension to the student's experience. Annual events include Alpha Weekend, New Beginnings Weekend and SEND Missions Conference. Other special events include the Spring Formal, at which Miss Emmanuel is crowned, RESFEST, The Dirty Pig Feast, special banquets and a variety of musical and fine arts concerts.

### **ATHLETICS**

Emmanuel College provides opportunities for men and women in athletics through intercollegiate basketball, baseball, soccer, tennis and softball. A well-organized and competitive intramural program is also available. The intercollegiate teams compete in the National Christian College Athletic Association and the National Association of Intercollegiate Athletics. All students can sign up for the intramural draft in the fall. Students are drafted by one of several intramural teams and may then participate in any of the variety of sports which make up the intramural program during the year.

### **SPIRITUAL LIFE**

Emmanuel College is a private, church-sponsored institution with clearly stated spiritual goals with which every student who enrolls should be acquainted. Working in an evangelical Christian context, the College places

great importance on assisting students in the development of personal relationships with God. The priority given to spiritual growth and understanding is reflected in the numerous religious activities and programs sponsored by the College throughout the year.

### **CONVOCATION AND CHAPEL ATTENDANCE**

Spiritual life at Emmanuel College is an integral part of the overall mission of the institution. Therefore, required attendance has been established for all full-time students. The policies pertaining to Convocation and Chapel attendance is included in the Emmanuel College Student Handbook.

### **CHURCH ATTENDANCE**

All resident students are expected to attend Sunday services. The Student Handbook relays further details concerning Convocation, Chapel, and Church attendance.

### **RESIDENCE LIFE**

The College philosophy of residence hall living can be succinctly stated as follows: The residence hall is a place that will add to the quality of life of the student, a place where ideas are sharpened, goals are focused, and personal identity in Jesus Christ is solidified. Developing and strengthening relationships is a key aspect of residence hall living as friendships are forged that will last a lifetime.

The College maintains specific housing criteria that students must adhere to. Students under a certain age are required to live in college housing except those living at home with parents or spouses (see Residence Life Guide for specific age requirement). Exceptions are made on a case by case basis and must be cleared by the Office of Student Life. Students should reference the Residence Life Guide concerning College Housing and Off-Campus Living.

### **ACCOMMODATIONS**

Each year a student must complete a Housing Request Form, available through the Office of Residence Life. In addition to the Housing Request Form, an annual deposit will be required at the time the form is submitted. Returning students will complete the form on a date determined by the director of residence life in the spring semester prior to the new school year. New/transfer students will complete this form and submit it to the Admissions Office by July 1. Deposits are non-

refundable after July 1 for new/transfer students and June 1 for returning students. Returning students are defined as students who were enrolled full-time the preceding academic term (excluding summer school).

Special housing requests will be considered but cannot be guaranteed.

College housing is double occupancy unless space allows. In any residence hall a student who occupies a room alone, at his/her request, will pay one and one-half times the regular room charges.

### **FACILITIES**

Laundry facilities as well as a variety of vending machines are located throughout the campus in residence halls. Other facilities include lounges, prayer rooms, lobbies, and kitchens. Telephone service is available in each residence hall.

### **COUNSELING & CAREER SERVICES**

Counseling services are available regarding any area of personal concern including social, premarital, family, emotional, spiritual, physical, academic, and career planning areas. In addition, programs are held during the academic year on various topics that typically reflect areas of student need. Career services supports students in the areas of building resumes, exploring career options, developing pre-employment skills, securing internships, and applying to graduate schools.

### **CAMPUS SAFETY**

The institution takes significant steps to provide a healthy, safe, and secure environment. Emmanuel has an extensive Health and Safety Plan to address major health and safety issues for students, employees, and visitors. To insure that all personnel evacuate to safe locations in the case of an emergency, all buildings have posted evacuation plans.

Emmanuel College is located in a small, rural setting in Northeast Georgia, which has a very low occurrence of crime. Furthermore, local law enforcement, fire and EMS facilities are adjacent to the campus. A hospital with an Emergency Room and air evacuation capabilities is located less than two miles from campus. Campus safety personnel monitor the security of campus buildings and parking areas. The combination of campus curfews and

the lock-down of all buildings after curfew provide additional student security.

### **FOOD SERVICES**

All students living in college residence halls have included in the residence fee, a meal plan of 20 meals per week. Off-Campus students and students in college apartments or houses may purchase a meal plan. The student ID card is required to eat in the Emmanuel College dining hall.

### **HEALTH AWARENESS AND ASSISTANCE**

Students enrolled full-time are covered by a student accident and health insurance policy. The premium for this insurance is included in the cost of tuition.

Several physicians and a hospital are available in Royston, approximately two miles from the campus and contact information is posted in numerous locations around campus. Students also have access to medicine vending machines located at different locations on campus.

## VIII. PROGRAMS OF STUDY

### PURPOSE AND EXPLANATION OF THE LIBERAL ARTS (GENERAL EDUCATION) CORE

As a Christian liberal arts college, Emmanuel provides educational opportunities that go beyond job training in marketable skills for employment. Studying liberal arts is not synonymous with career preparation. The liberal arts core is designed to help develop the person as a holistic individual in society. It seeks to help the student make a life and not just a living. A person's career may change, but a liberal arts education can be of enduring value. It is in this sense that a liberal arts education, while not being a form of job training, is highly valuable for career preparation.

Course work and educational experiences in Emmanuel College's liberal arts core fall into five areas. These five components are not to be viewed merely as five different subject areas, but as five dimensions of a process which are nurtured over the student's program of study and which contribute toward lifelong learning for an educated person. An explanation of these five areas of liberal arts study and the rationale for various courses required in each area follow in the ensuing paragraphs.

#### Area One:

##### Developing Personal Skills

Although personal skills are nurtured through a variety of courses taken throughout the baccalaureate program, a particular set of these skills are targeted in specific liberal arts core classes, as follows:

- **Communication Skills**—An educated person has competence to communicate effectively through writing, speaking, reading and listening. Thus, two courses in English provide the foundation every college student needs to write clearly and effectively, conduct and present research, and develop critical thinking skills. A course in communication helps the student develop oral communication competencies essential to effective functioning in today's society.
- **Mathematical Reasoning**—An educated person has computational skills necessary for effective functioning in contemporary society. Courses in

math also help the student achieve the related ability to think critically.

- **Physical Wellness**—An educated person understands how physical fitness is needed for work and leisure activity and has knowledge of the basics necessary for health and fitness for the present and future. Courses in physical education also help the student achieve an understanding of the appropriate balance between work and leisure.

#### Area Two:

##### Understanding Cultural and Philosophical Foundations

With regard to understanding cultural and philosophical foundations, an educated person has knowledge of civilization through the study of various traditions, history, religion, government, social institutions, and world cultures. Such knowledge recognizes the fact of cultural diversity in human history as well as in contemporary society. Thus, a liberal arts education opens the possibility of appreciating other cultures and underscores an obligation to share in the universal task of empowering others with human rights and dignity, regardless of ethnic or religious identity. Further, this fact of diversity encourages a student's choice in exploring the intellectual, moral, religious or artistic legacy of his/her own national, ethnic, religious, or family tradition. Accordingly, the task of self-understanding and self-criticism requires a student to examine his/her philosophical tradition and to assess its strengths and weaknesses. Towards these ends, Emmanuel's liberal arts core includes an examination of the Judeo-Christian heritage and Biblical values with a view toward appreciating its contribution to civilization in the past as well as examining its relevance to the contemporary world. The student is invited to explore various elements of a Christian world-view that are foundational for Christian personal and social morality. Thus the following areas of study allow for this to occur:

- **Biblical Foundations**-- An educated person is aware of key aspects of Biblical history and literature since the Bible constitutes a significant cornerstone in Western spiritual, intellectual and literary traditions. Two courses taken by the



student in Bible survey and interpretation help provide knowledge of Biblical history and literature, along with an understanding of how biblical literature can be correctly interpreted. A course in the Gospel of John presents the life and teachings of Jesus as well as providing further opportunity to reinforce various interpretive methods for reading and interpreting Biblical literature.

- **Theological and Philosophical Foundations**—An educated person has the ability to think critically about important matters, particularly about those fundamental issues related to individual and societal moral decision-making within a contemporary world of pluralism and relativism. The student is thus required to take a course in the area of ethics which gives attention to the fact that an educated person has a knowledge of basic Biblical principles of responsible relationships and among other things, for establishing and maintaining a home.
- **Individual and Social Dimensions of Culture.** Emmanuel students are required to take one course in history which helps provide a framework to investigate ideas, concepts, and trends which have characterized the collective experience and expression of mankind through the ages. One course is to be elected from the areas of political science, psychology, sociology, economics, or geography. Understanding the larger system of which each individual or group is a part reveals the shaping influences upon an individual.

### **Area Three:**

#### **Appreciating Artistic and Literary Dimensions of Culture**

An educated person has an acquaintance with the arts and a knowledge of significant literary works. Thus, with regard to appreciation of cultural artistic and literary dimensions, the following courses are required:

- **Literature**—Every student must take a course in literature in which he/she might discover more fully the existence of and value of non-material realities through reading and interacting with works of fiction, poetry, and drama.
- **The Humanities**— Musical, visual, and literary arts provide access to realms of creativity,

imagination, and feeling that explore and enlarge the meaning of life. Thus, one other course is to be chosen from the following: art/music appreciation, introduction to acting, foreign language, literature elective, philosophy, religion and culture, religion and philosophy, special topics in humanities, and theater appreciation. (NOTE: Not all courses in this set are guaranteed to be available in a given academic year).

- **Cultural Awareness**—In addition to the academic courses, Emmanuel students are required to participate in the Cultural Awareness Program consisting of a minimum of three(3) approved CAP events for each academic year (2 full-time terms) a student is enrolled at Emmanuel leading up to graduation. Thus, the student is required to take part in no more than twelve (12) such events. These events include (but are not limited to) lectures, art exhibits, and musical performances.

### **Area Four:**

#### **Understanding the Natural World**

An educated person has an understanding of the scientific method and the findings of scientific inquiry. The course(s) required in science within the liberal arts core provide a way of looking at man and the world through seeing natural phenomena within the context of a theistic universe. Scientific literacy contributes toward critical thinking, provides a tool to interpret reality, helps motivate intellectual curiosity about the universe, and helps understand the role of technology in society. As such, a student is required to take the following:

- Science class with a lab component

### **Area Five:**

#### **Integrating a Personal Liberal Arts Perspective**

Through the process of taking courses in the liberal arts core at Emmanuel, a student is presented opportunities to see a variety of ideas and issues from different perspectives. The interaction between old and new ideas presents opportunities for a student to synthesize thinking at a new level for understanding the world. While a student explores a variety of ideas and is not required to espouse any of them, there is an emphasis at Emmanuel that the Christian faith touches the entire range of life and learning to which a liberal arts education exposes a student. Thus, the encompassing nature of a Christian world-view calls upon a student to integrate Christian faith and learning.

This integration is not to be seen as the achievement of a single course but an intellectual and spiritual activity that includes every dimension of a person's life and character and will continue as long as a person continues to learn. Through various experiences, including hearing certain ideas in chapel services, the student is encouraged to see that integration of faith and learning involves (among other things) a knowledge of his/her own personal qualities, goals, and creativeness, and the forces which have shaped these; personal discipline and an appropriate balance between work and leisure as a productive member of society; and a commitment to lifelong learning.

Thus the following courses in the liberal arts core are designed to help students achieve this integration:

- Freshman Seminar. This course is designed among other things to enhance the student's transition from high school to college, to help ensure his/her academic success, and lay the foundation for the integration of faith and learning.
- Senior Seminar. Although no single course or experience at Emmanuel specifically seeks to complete the process of integrating faith and learning, the Senior Seminar is a capstone course which provides a forum for a student to reflect upon experiences which have or have not contributed to such integration. Hopefully, through the projects of self-reflection in the Senior Seminar, the student will be able to observe personal progress toward framing their own Christian world view.

### **LIBERAL ARTS (GENERAL EDUCATION) CORE COMPETENCIES**

Building on the purpose and requirements of the liberal arts (general education) core and the mission of Emmanuel College, upon graduation, students should be able to:

- Communicate effectively through writing and speaking
- Think critically to evaluate the quality or credibility of any subject under consideration
- Develop a global perspective reflecting awareness and sensitivity to people of varied cultural backgrounds

- Articulate a Christ-centered worldview within one's academic discipline and towards contemporary issues
- Demonstrate proficiency in the use of technology

### **LIBERAL ARTS (GENERAL EDUCATION) CORE CURRICULUM**

Students in all bachelor degree programs are required to take the following comprehensive group of courses designed to assist them in achieving the liberal arts core (general education) competencies described above. These courses are also designed to open new dimensions of learning and personal growth. The core curriculum is foundational for all bachelor degree programs. Its broad range of developmental and cultural experiences helps empower the student both to understand and live in the world.

#### **I. DEVELOPING PERSONAL SKILLS**

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Mathematical Reasoning

Mathematics	3 hrs.
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##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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#### **II. UNDERSTANDING CULTURAL AND PHILOSOPHICAL FOUNDATIONS**

##### Biblical Foundations

BI 111 (Biblical Literature & History)*	3 hrs.
BI 112 (Reading/Interpreting Biblical Literature)*	3 hrs.
BI 300 <sup>1</sup> (Gospel of John)	3 hrs.

##### Theological and Philosophical Foundations

TH 237 <sup>1</sup> (Christian Ethics)	3 hrs.
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##### Individual and Social Dimensions of Culture

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

#### **III. APPRECIATING ARTISTIC AND LITERARY DIMENSIONS OF CULTURE**

EN 200 (Intro to Literature)	3 hrs.
Art & Music Appreciation/Philosophy/ Theater/Literature/Foreign Language	3 hrs.

##### Cultural Awareness Program

3 CAP Events for each two full-time terms

IV. UNDERSTANDING THE NATURAL WORLD	
Science (Lab course)	4 hrs.
V. INTEGRATING A LIBERAL	
ARTS PERSPECTIVE	
FS101 (Freshman Seminar)	2 hrs.
SS 400 <sup>1</sup> (Senior Seminar)	1 hr.
TOTAL	44 hrs.

<sup>1</sup>These courses are not required for the associate degree.

\*SCM students will not be required to take these courses, but will take BI 140 and BI 141 to fulfill this core requirement.

**The College reserves the right to change curricula and courses prior to issuing another Catalog.**

### ENROLLMENT REQUIREMENTS

Every student who enrolls at Emmanuel College must be enrolled in and working toward meeting the graduation requirements in one of the curricula outlined in this Catalog leading toward either the associate degree or the baccalaureate degree. Transient students and special students enrolled in a limited number of courses are excepted.

A minimum grade of “C-” must be earned in EN 101, EN 102, CM 130 and all major and minor lower- and upper-level courses in order to fulfill graduation requirements.

When the Mathematics Placement Exam (MPE) indicates that Introductory Algebra (MA 095) or Intermediate Algebra (MA 099) is required, this course must be completed successfully (with a “C-” or better) in the first two semesters of enrollment at Emmanuel College. Students not successfully completing this course within their first two semesters of enrollment will be placed on academic probation (See Academic Probation Policy). (Exception: If a student places in MA 095, s/he will have two additional semesters after completing MA 095 to pass MA 099 before being placed on probation.)

All curricula include two three-hour courses in Biblical Foundations. The courses must be completed in the prescribed sequence: BI 111 then, BI 112. BI 112 will have a prerequisite of BI 111. SCM students will take BI

140 and BI 141 to fulfill this Biblical Foundations requirement.

Transferees must meet core curriculum requirements and complete a minimum of 35 hours in order to graduate from Emmanuel College. A student who transfers as a sophomore may exempt BI 111 in consultation with his/her academic advisor and the registrar. However, BI 112 will be required as a prerequisite for BI 300 and TH 237. School of Christian Ministries students are not eligible for this exemption.

### ACADEMIC ADVISORS

Every student who enrolls at Emmanuel College is assigned to a faculty member who serves as the student’s academic advisor. A cumulative academic record which reflects the student’s progress toward completion of a chosen curriculum is maintained in the degree audit portion of the CRIS registration system. The academic advisor assists the student in the selection of appropriate courses in the appropriate sequence. The academic advisor, who is available at any time for consultation regarding the student’s academic program, meets with the student at registration time each semester and must approve the student’s schedule as part of the registration process.

Ultimately, it is the student’s responsibility (not the advisor’s) to make sure that the student enrolls for courses in the proper sequence. Failure of the student to follow the proper sequence in no way obligates the College to make special arrangements to insure that the student completes his/her chosen program in a timely manner.

### CURRICULA

Emmanuel College offers a number of curricula leading to the associate degree in addition to those leading to the baccalaureate degree. The two-year curricula meets the needs of students who wish to complete only the associate degree as well as those who wish to transfer to another four-year college or university after graduation. The four-year curricula meets the needs of students who wish to complete the baccalaureate degree with a Bachelor of Arts or Bachelor of Science from Emmanuel College.

Students who choose to change from one curriculum to another will complete the degree requirements shown in the current Catalog at the time the change is made.

### **COURSE SUBSTITUTION/WAIVER**

In general, freshman-level courses should be taken before sophomore-level, sophomore-level before junior-level, and junior-level before senior-level. Students who desire a change from the normal requirements of a degree program (e.g., a substitution or a waiver) must complete and file a Course Substitution/Waiver form with the registrar, who will make the appropriate notations in the CRIS registration system. Completion of the form will require the advisor to consult with the registrar and will require the student to obtain the signatures of the advisor and the department chair for any course from a different department from the student's major. The form must be returned to the Registrar's Office to complete the course substitution/waiver process. The vice president for academic affairs has final approval for all course substitutions and waivers.

### **MAJOR/MINOR CREDITS**

Courses that are required in a student's major will not meet a requirement in a student's minor. There can be no duplication of course work in a major/minor. If any of the courses are required by one's major, additional courses will need to be taken in their place to complete the minor. Substitution of courses in a major/minor will require the completion of a Course Substitution/Waiver form, as described previously in this catalog.

### **ON-LINE CLASS STUDENT PARTICIPATION POLICIES AND PROCEDURES**

Students who enroll in an online class at Emmanuel College must be able to access the internet on a personal computer at home, school, or work. Students should be self-motivated to learn and possess diligence and self-discipline in following through with this mode of learning.

Because of the nature of online courses, if a faculty member has any concerns that a student's work might not be his/her own, the College reserves the right to require any distance education student to take or re-take any quizzes or exams in a supervised setting. Furthermore, under such circumstances, the College reserves the right to base the entire course grade upon the results of a supervised comprehensive exam. Students refusing to take supervised quizzes/exams will be subject to administrative withdrawal from the course(s).

Attempts by any student to buy, borrow, or steal work from another individual for the purpose of submitting that work as one's own will be treated as the equivalent of actually having submitted that work and may result in failure of the assignment, failure of the course, and/or expulsion from the College.

## **SCHOOL OF ARTS AND SCIENCES**

**Dean: Dr. Leslie Boucher**

### **Programs of Study:**

#### **Biology**

**Minor in Biology**

**Minor in Chemistry**

#### **Church Music**

#### **English**

**Minor in English**

#### **History**

**Minor in History**

#### **Mathematics**

**Minor in Mathematics**

#### **Music**

**Music**

**Vocal Performance**

**Piano Performance**

**Instrumental Performance**

**Minor in Music**

#### **Pre-Law**

**Minor in Pre-Law**

#### **Pre-Professional Studies**

#### **Psychology**

**Minor in Psychology**

# BIOLOGY

## PURPOSE

Upon completion of the Biology Program at Emmanuel College our majors will be well prepared for graduate school, medical school, teaching, and careers with high-tech industries.

## GOALS & STUDENT LEARNING OUTCOMES

Upon completion of the Biology program, graduates should be able to demonstrate the following:

### I. Knowledge

1. Graduates will have a working knowledge of biological vocabulary
2. Graduates should be able to explain the concepts in the following six critical areas of biology in their own words: interaction and interdependence; genetic continuity and reproduction; growth, development, and differentiation; energy ; matter; and organization.
3. Graduates will be able to articulate what the scientific process means philosophically (i.e., be able to distinguish science from non-science).
4. Graduates will be able to describe the place of biology among other disciplines and the interactions between biology and society

### II. Use of technology to create knowledge

1. Graduates will know the scientific techniques of observation, measurement, sampling and analysis
2. Graduates will demonstrate a working knowledge of the various technological tools used in biological research.
3. Graduates will demonstrate an ability to use laboratory and computer technologies to gather information, analyze, and communicate findings.
4. Graduates will demonstrate a working knowledge of processes, protocols, and proper operation of instrumentation and software that provide them with information and analyses on biological phenomena.

### III. Communication of knowledge

1. Graduate will be able to clearly articulate the problem at hand or objective of study, and then analyze and discuss the available data, drawing conclusions warranted by the evidence
2. Graduates will be competent in scientific writing and oral communication. Graduates will know and be able to apply the scientific method (i.e., to understand procedural knowledge and skills so that one can carry out a scientific study as well as critically analyze the work of others -- part of structural biological literacy). This includes the ability to develop hypotheses and make predictions; design experiments to test hypotheses; and critically evaluate results and draw conclusions.
3. Graduates will be able to develop a clear, relevant research prospectus. The question should address precisely what the student wants to know. Properly formulated, a well constructed question will guide the student research process. The graduate will be able to communicate the research process and his/her conclusions. No research project is complete until the final product is disseminated in a format suitable for presentation to an interested community. A presentation may be written, visual, verbal or use other means consistent with professional norms as long as the final product adequately communicates to the intended audience.

## ADMISSION REQUIREMENTS

The student must have completed the core curriculum requirements and earned a cumulative grade point average of 2.0 or above on all work attempted. A minimum grade of "C-" is required in SC 111 and SC 112 for entry into the program.

## GRADUATION REQUIREMENTS

Completion of all basic requirements for graduation from Emmanuel College, including the Liberal Arts Core and the Major Lower and Upper Level courses specified for this major. A minimum cumulative grade point average of 2.5 is required for graduation with a Bachelor of Science in Biology.

**BIOLOGY MAJOR****BACHELOR OF SCIENCE****LIBERAL ARTS CORE**

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

## Social and Behavioral Science

History	3 hrs.
PY 210 (General Psychology)	3 hrs.

## Natural Science/Mathematical Reasoning

SC 101 (Scientific Reasoning)	1 hr.
SC 111, 112 (Biology I & II)	8 hrs.
MA 125 (Trigonometry)	3 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total 49 hrs.

**MAJOR LOWER AND UPPER LEVEL COURSES**

## Mathematics

MA 175 (Pre-Calculus) OR MA 200 (Statistics)	3-4 hrs.
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## Natural Sciences

SC 220, 221 (General Chemistry I & II)	8 hrs.
SC 240 (Physics I)	4 hrs.
SC 320, 321 (Organic Chemistry I & II)	8 hrs.

SC 330, 331 (Anatomy/Physiology I & II)	8 hrs.
SC 333 (Molecular Genetics)	3 hrs.
SC 334 (Molecular Biology Cell)	4 hrs.
SC 340 (Microbiology)	4 hrs.
SC 351 (Intro to Research)	2 hrs.
SC 352 (Directed Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	8 hrs.

## Guided Electives

Upper level courses from science, mathematics, education*, psychology.	15 hrs.
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General Electives 6 hrs.

TOTAL 124-125 hrs.

\*Students should contact the School of Education for information concerning Georgia broad field certification in Science. While the School of Education does not offer a secondary science program, they can advise students concerning alternatives regarding teacher certification.

**SCIENCE MINORS**

For non-Biology and non-Pre-Professional majors:

A grade of "C-" or higher is required in all coursework for a minor in Biology or Chemistry.

**BIOLOGY MINOR**

SC 111, 112 (Biology I & II)	8 hrs.
SC 220 (Chemistry I)	4 hrs.
Biology Electives (300 and above)	8 hrs.
Total	20 hrs.

**CHEMISTRY MINOR**

SC 220, 221 (Chemistry I & II)	8 hrs.
SC 320, 321 (Organic Chemistry I & II)	8 hrs.
SC 351 (Intro to Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	8 hrs.
Total	26 hrs.



# CHURCH MUSIC

## PURPOSE

The Bachelor of Arts degree in Music with a concentration in church music is offered for the purpose of training qualified students whose career goals include church music, teaching, and performance. A broad and thorough foundation is provided in music theory, music history, and literature. Church music directorship, leadership, and ministry is stressed through a sequence of several appropriate courses. Artistic competence and skills are stressed in the applied areas of voice, keyboard, and other instrument of choice, commensurate with student interest and ability.

## STUDENT LEARNING OUTCOMES

The Music Department shares Emmanuel College's commitment to a Christian liberal arts education, and functions as an integral part of that commitment: to enrich the cultural experiences of the general student body, and to prepare music students for the professional practice of music in worship, teaching, and performance. We are committed to develop musicians who possess knowledge, skills, and competence in the field.

Church music program graduates should be able to:

1. Understand theoretical functions, historical importance, and mechanics of music and their impact on the Christian church.
2. Understand the characteristics of tone production, expressiveness, articulation, various styles and practice of one's major applied music concentration and competence in one's minor instruments.
3. Plan and administer an effective full-time church music program and its components, including supervision and maintenance of an adequate church music library.
4. Plan and accurately lead meaningful, Christ-honoring worship, which is thematic and Scripture-based.
5. Plan for, train, rehearse, and implement graded choirs, hand bells, praise teams, instrumentalists, and various small ensembles in regular worship and special events.
6. Understand the importance and implication of music programming and worship planning in the context of the liturgical year.
7. Embrace a servant mentality by working effectively with a pastoral team in planning worship and ministering in other areas as needed.
8. Understand the diverse functions of hymnody in worship and usage of hymns effectively and appropriately in a variety of worship styles.
9. Understand and use music successfully in traditional, blended, and contemporary worship services.
10. Create, successfully implement, and work within the church music budget.
11. Understand and use appropriate technology in worship services.
12. Understand a history of non-Western musical styles, elements, performance media, and forms and their usage in the context of culturally diverse worship.

## ADMISSIONS REQUIREMENTS

1. Students must complete an application for admission to the major.
2. Students entering the program must have a minimum high school grade point average of 2.00.
3. An audition and admission interview with the music faculty will be scheduled prior to the first semester registration. Students entering the program must pass the entrance audition, demonstrating acceptable levels of proficiency on their chosen instruments, e.g. performing pitches and rhythms accurately.

Early audition during the senior year of high school is preferable. However, placement interviews and auditions will be held during New Student Orientation when arranged with the music faculty in advance. For specific information concerning interviews, auditions, repertoire, scholarships, or departmental requirements, contact the Music Faculty at the college telephone numbers.

Students who wish to audition for a music scholarship must complete the audition by March 1 to be considered for the fall semester. Contact the Student Financial Aid Office for more information.

4. Students not meeting the minimum standards of proficiency will be allowed to enter the program as a music minor. At the end of two semesters, students will be re-evaluated as to their progress in music theory and applied music. If an acceptable level of proficiency has been reached, the student will be admitted into the program as a music major. If not admitted, the student may remain as a music minor only.

#### **GENERAL REQUIREMENTS**

1. Complete and pass an audition in the primary applied music areas, for the purpose of classification.
2. Take a written placement test in music theory. Any student scoring below 75% will be required to enroll in MU 140I (Music Theory I Intensive).
3. Maintain an average grade of "B" in each major applied music course and a minimum grade of "C" in all other music courses.
4. Perform in Music Seminars and Department Recitals as scheduled.
5. Perform a final exam jury in each applied music course for which the student has registered.

#### **GRADUATION REQUIREMENTS**

Completion of required courses in the Bachelor of Arts Degree in Music and a minimum of 120 hours, depending on the particular emphasis, will qualify a student for graduation. Completion of required courses in the Bachelor of Arts Degree in Church Music and a minimum of 125

hours will qualify a student for graduation. A minimum grade point average of 2.50 is required.

The keyboard proficiency examination is a part of a continuing effort to prepare our graduates for their respective careers in the best and most thorough manner possible. It is included in the program because the development of basic keyboard skills is considered essential to success in all musical careers. Students should be able to demonstrate facility in the following areas: sight-reading, technique (scales, arpeggios & chord progressions), transposition, harmonization of a melody and score reading. The music faculty recommends that the keyboard proficiency exam be taken after four semesters of piano study. Satisfactory completion of this examination is required for graduation.

#### **ADDITIONAL MUSIC REQUIREMENTS**

MU 099 (Seminar) must be taken concurrently with every applied music course. Music Seminar, recital attendance, and recital performance are required of all Music Majors. The number of seminars and recitals is determined by the Music Faculty with regard to the number or required events and Cultural Awareness Concerts scheduled for the semester.

### **CHURCH MUSIC MAJOR**

#### **BACHELOR OF ARTS**

##### **LIBERAL ARTS CORE**

##### **Communication Skills**

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### **Humanities**

EN 200 (Intro to Literature)	3 hrs.
Foreign Language I (French, Spanish)	3 hrs.

##### **Social and Behavioral Science**

History	3 hrs.
Psychology/Sociology/Economics/ Political Science	3 hrs.

Natural Sciences/Mathematical Reasoning		Applied Music	
Science (Lab course)	4 hrs.	Piano	10 hrs.
Mathematics	3 hrs.	Guitar	1 hr.
		Voice*	4 hrs.
Christian Ministries		MU 099 (Music Seminar)	NC
BI 111 (Biblical Literature & History)	3 hrs.	Ensemble (Instrumental/Practicum)	1 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.	Ensemble (Chorale)	6 hrs.
BI 300 (Gospel of John)	3 hrs.	MU 495 (Senior Recital/Project/Production)	1 hr.
TH 237 (Christian Ethics)	3 hrs.		
		Total	123 hrs.
Physical Wellness			
PE 105 (Total Fitness)	1 hr.	*Voice requirement may be altered to suit student needs/interests.	
FS 101 (Freshman Seminar)	2 hrs.		
SS 400 (Senior Seminar)	1 hr.		
Total	44 hrs.		

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Humanities Courses

    Foreign Language II (French, Spanish)      3 hrs.

##### Music Core Courses

    MU 140, 141 (Music Theory I & II)      6 hrs.  
    MU 142, 143 (Sight Sing/Ear Train)      2 hrs.  
    MU 220 (Music History I)      3 hrs.  
    MU 240, 241 (Music Theory III & IV)      6 hrs.  
    MU 242, 243 (Sight Sing/Ear Train)      2 hrs.  
    MU 256, 296 (Instrumental Techniques)      4 hrs.  
    MU 300 (World Music)      2 hrs.  
    MU 301 (Hymnology)      2 hrs.  
    MU 305 (Church Music History)      3 hrs.  
    MU 310 (Methods/Materials I)      3 hrs.  
    MU 310P (Practicum I)      NC  
    MU 350 (Orchestration and Arranging)      2 hrs.  
    MU 400 (Conducting)      3 hrs.  
    MU 400P (Conducting Practicum)      NC  
    MU 410 (Methods/Materials II)      3 hrs.  
    MU 410P (Practicum II)      NC  
    MU 450 (Administration)      3 hrs.  
    MU 490 (Church Music Internship)      9 hrs.

# ENGLISH

## PURPOSE

The Bachelor of Arts degree in English is designed to lead students into greater appreciation for excellent writing and enhanced skill in written communication. As students read widely and probingly, they gain appreciation for the range of human experience and expression found in literature. A well-structured program sampling the masterpieces of Western and non-Western literature, especially those written in English, gives valuable preparation for anyone preparing to work with people. In addition, studies in the history of the English language and in the grammatical structure of English allow the students an expanded understanding of some of the literary and linguistic changes that have occurred. Through the process of exploring these various areas, students are challenged to develop their own writing skills, both in analyzing these writers and in capturing their own ideas and experiences in words.

## GOALS

The specific course requirements in sophomore, junior, and senior level English courses are designed to accomplish three goals:

1. Provide a solid base of understanding of major literary works written in English and the complexity of ideas expressed in them.
2. Provide a basic understanding of the history of the English language and the grammatical structure of English.
3. Provide the skills needed to use written English effectively.

## STUDENT LEARNING OUTCOMES

Graduates of the English program offered by the School of Arts and Sciences should possess the following knowledge and skills:

English graduates should know the following:

1. Fundamental literary devices, themes, forms, and genres.
2. Major periods, movements, authors and works in British, American, and World literature.

3. The basic structures and terminology of Standard English grammar.
4. Influences, changes, forms, and terminology of linguistics and the history of the English language.
5. The history, terminology, and theory of literary criticism

English graduates should be able to do the following:

1. Employ research methods appropriate to academic studies and incorporate research into writing.
2. Analyze literature by forming a thesis about a literary text and arguing persuasively for that thesis in a well-supported essay.
3. Write clearly and fluently, organize coherently and logically, and edit writing to conform to standard usage.

## ADMISSIONS REQUIREMENTS

Acceptance into the English Department includes submission of the following to the Chair of the English Department:

1. An application form.
2. An application letter which states the student's purpose, vision, or plan for use of the degree.
3. A portfolio containing writing samples from EN 101, EN 102, and EN 200.
4. A timed essay writing sample. Instructions for the essay may be obtained from the Department Chair.
5. An overall grade point average of 2.50.

Note: Any student who has been denied admission to the BA or BS in English Education programs because of failure to pass the GACE Basic Skills exam will not be accepted into the BA in English program until the student has successfully passed the GACE Basic Skills exam.

## GRADUATION REQUIREMENTS

Completion of all basic requirements for graduation from Emmanuel College includes completion of core curriculum and major requirements for the Bachelor of Arts in English and a minimum grade point average of 2.50.

Candidates for the Bachelor of Arts degree in English will submit a Senior Research Project to the English Department during their senior year. Candidates will determine between Options 1 and 2 (see course descriptions for EN 474 and EN 475 for details) and will submit a proposal to the department the semester prior to their last year. Information about project possibilities is available from the English Department Chair, currently Mrs. Barbara Goodwin. During the last two semesters of their program, majors will then enroll in Senior Research Project I and Senior Research Project II, during which they will work weekly with a major professor on a project which has been authorized by the entire department. Upon final departmental approval, the paper for Option I will be presented in a public venue. A hard copy of the final draft is due to the Department Chair during the last few weeks of the semester, subject to the English Department calendar.

In addition, the English faculty will conduct an exit interview of each candidate. The interview will provide an opportunity for both the faculty and the student to assess the effectiveness of the English program at Emmanuel College and assist the candidate in planning for the next step of his/her academic education or for the job market.

All students receiving an English or English Education degree are required to take a departmental exit exam during their final semester. The test will be used to assess the effectiveness of the English program.

## ENGLISH MAJOR

### BACHELOR OF ARTS

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

Humanities	
EN 200 (Intro. to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
Social and Behavioral Science	
History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.
Natural Science/Mathematical Reasoning	
Science (Lab course)	4 hrs.
Mathematics	3 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.
Total	44 hrs.

## MAJOR LOWER AND UPPER LEVEL COURSES

### Humanities Courses

Foreign Language	12 hrs.
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### English Content Courses

EN 260 (Advanced Grammar)	3 hrs.
EN 340 (Non-Western World Literature)	3 hrs.
EN 345 (Major American Authors I)	3 hrs.
EN 346 (Major American Authors II)	3 hrs.
EN 355 (Creative Writing Prose) OR EN 365 (Creative Writing Poetry)	3 hrs.
EN 370 (Advanced Composition) OR EN 302 (Technical Writing)	3 hrs.
EN 380 (History/English Language)	3 hrs.
EN 395 (Critical Theories)	3 hrs.
EN 445 (Major British Authors I)	3 hrs.
EN 446 (Major British Authors II)	3 hrs.
EN 447 (Major Western Authors I)	3 hrs.
EN 448 (Major Western Authors II)	3 hrs.
EN 490 (Shakespeare)	3 hrs.

EN 474 (Senior Research Project I)	1 hr.
EN 475 (Senior Research Project II)	1 hr.

Minor	18 hrs.
General Electives	6 hrs.
Majors may select courses from other departments on campus or from upper level English courses as available.	
TOTAL	121 hours

### ENGLISH MINOR

#### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and the requirements for a major in another area, the following courses must be taken to qualify as an English minor:

One of the following language courses:	3 hrs.
EN 260 (Advanced Grammar)	
EN 370 (Advanced Composition) OR	
EN 302 (Technical Writing)	
EN 380 (History of the English Language)	
Five upper level English courses <sup>1</sup>	15 hrs.
TOTAL	18 hrs.

<sup>1</sup>The student taking the English minor is strongly encouraged to select a course in Western World Literature if he/she does not include a course in world history (HY 110/111) in fulfillment of the liberal arts core.

### WRITING MINOR

#### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and the requirements for a major in another area, students will select 18 hours from the following courses. At least 12 of these 18 hours must be chosen from the list of Writing Intensive Courses. All courses must be taken in addition to any courses required for the student's major:

#### Writing Intensive Courses

BU 360 (Managerial Communication)
CM 205 (Writing for Media)
CM 211 (Page Design)
CM 320 (Introduction to Public Relations)
EN 370 (Advanced Composition)
EN 302 (Technical Writing)
EN 355 (Creative Writing Prose)
EN 365 (Creative Writing Poetry)
MN 315 (Homiletics I)

#### Literature Courses

EC 311 (Children's Literature)
EN 311 (Adolescent Literature)
EN 346 (Major American Authors II)
EN 446 (Major British Authors II)
EN 448 (Major Western Authors II)

TOTAL	18 hrs.
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# HISTORY

## PURPOSE

The study of history provides a framework within which the student can systematically investigate certain ideas, concepts, and trends which have characterized the collective experience and expression of mankind. This study can provide insights into our world and provoke thought for exploration. History helps provide a framework and an ordered sequence of events to aid the student's understanding of the past, present, future and God's works in history. History provides perspective and the accumulated experience of the past so essential to one's personal enrichment and personal balance.

## GOALS

Part of the task of the student of history is to determine the nature, source, and validity of historical knowledge. The historian has the burden of trying to accurately reconstruct the past and then to bring meaning to it.

For centuries the study of history has been an integral part of college level studies. In particular, Emmanuel College emphasizes historical studies because Christianity has had such a profound influence on world history.

## STUDENT LEARNING OUTCOMES

1. The Graduate of Emmanuel College with a Bachelor's Degree in History should know:
  - a. The origin and development of significant social, cultural, economic, and political trends in American and European history.
  - b. The development and impact of Christianity on Western Civilization.
  - c. The major historical periods of American and Western European history.
  - d. The origin and development of western democracy.
2. Students with a degree in History from Emmanuel College should be able to:
  - a. Use standard historiographic techniques for evaluating historical works.
  - b. Interpret historical and contemporary events within a biblical world view.
  - c. Produce an original researched, organized, and written historical essay using a recognized documentation style.

- d. Orally present, defend, and critique historical essays.

## ADMISSIONS REQUIREMENTS

1. Submit application to Social and Behavioral Sciences Department requesting entry to the History Major program.
2. The student must have earned a cumulative grade point average of 2.00 or above on all work attempted. A minimum grade of "C-" is required in English 101, English 102, and oral communications.

## GRADUATION REQUIREMENTS

1. Completion of all basic requirements for graduation from Emmanuel College including the liberal arts core requirements and electives.
2. Completion of requirements for the History Major (Bachelor of Arts or Bachelor of Science). At least forty (40) hours must be upper level courses.
3. Completion of requirements for Minor in another department for the Bachelor of Science in History OR Completion of fifteen (12) hours of Foreign Language for the Bachelor of Arts in History.
4. Maintain a minimum grade point average of 2.00, produce a senior paper under the direction of a member of the History Department faculty, and perform satisfactorily on an exit examination.

**HISTORY MAJOR****BACHELOR OF SCIENCE OPTION**

## LIBERAL ARTS CORE

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy Theater/Foreign Language/Literature	3 hrs.

## Social and Behavioral Science

HY 272 (American History I)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

## Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total	44 hrs.
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## MAJOR LOWER AND UPPER LEVEL COURSES

## History Major Courses

HY 273 (American History II)	3 hrs.
HY 110 & 111 (Western Civ I & II)	6 hrs.
HY 290 (Historiography)	3 hrs.
US History electives:	12 hrs.
HY 301 (History of Georgia)	
HY 335 (Birth of American Nation)	
HY 345 (Growth of American Nation)	
HY 435 (Expansion of American Nation)	

## HY 470 (Special Topics in Historical Studies)

Non-US History electives:	12 hrs.
HY 305 (Non-Western History)	
HY 312 (History of Christianity)	
HY 315 (Renaissance/Reformation)	
HY 411 (19th Century Europe)	
HY 412 (20th Century Europe)	
HY 491 (History/Pre-Law Seminar I)	1 hr.
HY 492 (History/Pre-Law Seminar II)	1 hr.

Minor Area	18 hrs.
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Electives	20 hrs.
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TOTAL	120 Hrs.
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**BACHELOR OF ARTS OPTION**

## LIBERAL ARTS CORE

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy Theater/Foreign Language/Literature	3 hrs.

## Social and Behavioral Science

HY 272 (American History I)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

## Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
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SS 400 (Senior Seminar) 1 hr.

Total 44 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

History Major Courses 36 hrs.

HY 273 (American History II) 3 hrs.

HY 110 & 111 (Western Civ I & II) 6 hrs.

HY 290 (Historiography) 3 hrs.

US History electives: 12 hrs.

HY 301 (History of Georgia)

HY 335 (Birth of American Nation)

HY 345 (Growth of American Nation)

HY 435 (Expansion of American Nation)

HY 470 (Special Topics in Historical Studies)

Non-US History electives: 12 hrs.

HY 305 (Non-Western History)

HY 312 (History of Christianity)

HY 315 (Renaissance/Reformation)

HY 411 (19th Century Europe)

HY 412 (20th Century Europe)

HY 491 (History/Pre-Law Seminar I) 1 hr.

HY 492 (History/Pre-Law Seminar II) 1 hr.

Foreign Language

(French, Spanish, Greek) 12 hrs.

Minor 18 hrs.

Electives 8 hrs.

TOTAL 120 Hrs.

### HISTORY MINOR

#### ADMISSIONS REQUIREMENTS

History Minor applicants must submit an application for entry to the program to the Social and Behavioral Sciences Department. Qualifications for admission to the History Minor:

1. Completion of one course in history at Emmanuel College with the grade of "C-" or higher;
2. Grade point average of at least 2.00;
3. Maintain an average of 2.5 in history courses.

#### REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a History Minor.

#### Lower Level History Requirements:

The History Minor must take all four lower level history courses. Since the Liberal Arts Core requires one history course for all students, the departmental requirement is for the History Minor to take the other three lower level history courses, nine hours of which will meet the History Minor requirement.

HY 110\*, 111\* (Western Civ I & II) and  
HY 272\*, 273\* (American I & II) 9 hrs.

\*One course is a Liberal Arts Core requirement.

#### Upper Level History Course Requirements:

The History Minor must take upper level courses in both American and non-American history. All upper level courses must not be in the same general field of study. This is a nine hour requirement.

Upper Level American History 3 hrs.  
Upper Level European/World History 3 hrs.  
Upper Level History Course Elective 3 hrs.

TOTAL 18 hrs.

# MATHEMATICS

## PURPOSE

Those completing the mathematics degree will have the background to pursue graduate level mathematics, an occupation in mathematics, or other occupations relating to mathematics. The program will give the student experience in mathematical reasoning, problem solving, mathematical systems and structures, technical communications and programming. The program encourages each student to develop his/her own interests in mathematics. This is accomplished by giving the student the choice in determining a program specific to his/her needs. Areas of concentration include pure mathematics, applied mathematics, analysis, geometry/topology, algebra, probability and computational mathematics. In addition to the study of mathematics, the program seeks to improve the student's relationship with Jesus Christ by training him/her to broaden his/her Christian worldview and instilling the desire for Christian ethics in the workplace.

## GOALS

The specific course requirements in mathematics courses are designed to accomplish the following goals:

1. Provide a foundation and appreciation of mathematical understanding by requiring a variety of courses in the major mathematical areas
2. Develop the student's ability to think critically and creatively
3. Give sufficient flexibility in the study of pure and applied mathematics
4. Move the student from teacher-centered learning to independent learning
5. Provide mathematical knowledge and communication, thinking and problem solving skills needed in our society to fill economic, political, teaching, and scientific roles

## STUDENT LEARNING OUTCOMES

In completing the curriculum for the Bachelor of Science in Mathematics, the student will be able to:

1. Create appropriate mathematical constructs for problems and solve them.
2. Demonstrate the ability to reason mathematically, prove conjectures and identify flaws in analysis.
3. Demonstrate knowledge of concepts, structures, results and methods from different branches of mathematics and apply them in analysis of data and problems.
4. Communicate problems, mathematical approaches and results effectively.
5. Apply technology to effectively analyze data and solve problems.

## ADMISSION REQUIREMENTS

The student must have completed MA175 Pre-Calculus and earned at least a "C-" in order to be admitted as a Mathematics major. Permission to enter into the mathematics program must be given by the department chairperson and/or department faculty.

A transfer student's course work will be evaluated by the department chairperson and/or department faculty before admission is granted into the program.

## GRADUATION REQUIREMENTS

The student must have completed the core curriculum and the requirements for the Bachelor in Mathematics. The student must have received at least "C-" in each mathematics course taken as well as have a minimum grade point average of 2.5.

## MATHEMATICS MAJOR

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

Humanities	
EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
Social and Behavioral Science	
History	3 hrs.
Political Science/Psychology/ Sociology/Economics	3 hrs.
Natural Science/Mathematical Reasoning	
Science (Lab Sequence)	8 hrs.
MA 240 (Differential Calculus)	4 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.
Total	49 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

Mathematics Courses	
MA 200 (Statistics) OR	
MA 400 (Probability)	3 hrs.
MA 220 (Linear Algebra I)	3 hrs.
MA 241 (Integral Calculus)	4 hrs.
MA 242 (Multivariable Calculus)	3 hrs.
MA 320 (Linear Algebra II)	3 hrs.
MA 321 (Discrete Mathematics)	3 hrs.
MA 420 (Abstract Algebra)	3 hrs.
MA 440 (Mathematical Analysis)	3 hrs.
Mathematics Electives:	15 hrs.
MA 310 (Topology)	
MA 350 (Differential Equations)	
MA 367 (Mathematical Solution Tech)	
MA 400 (Probability)	
MA 441 (Numerical Analysis)	
MA 450 (Mathematical Topics)	

General Electives/Minor Area*	33 hrs.
TOTAL	122 hrs.

\*It is recommended that mathematics majors minor in business, information systems or science as well as complete at least two of the three following sequences: SC 111/112; SC 220/221; SC 240/241.

#### MATHEMATICS MINOR

##### ADMISSIONS REQUIREMENTS

The student must have completed MA 175 Pre-calculus and earned at least a "C-." Permission to enter into the mathematics program must be given by the department chair. The Mathematics faculty will assist the major department advisor with any questions on advisement for registration in the minor.

##### REQUIREMENTS

In addition to completing the requirements of the liberal arts core and completion of the requirements for a major in another area, the following courses must be taken to qualify as a Mathematics Minor. There can be no duplication of course work in this minor. If any of the following courses are required by one's major, additional courses will need to be taken for a total of 17 hours of credit for the minor. A grade of "C-" or higher in each courses is required.

MA 240 (Differential Calculus)	4 hrs.
MA 241 (Integral Calculus)	4 hrs.
MA 242 (Multivariable Calculus)	3 hrs.
Electives	6 hrs.
MA 200 (Statistics)	
MA 220 (Linear Algebra I)	
MA 310 (Topology)	
MA 320 (Linear Algebra II)	
MA 321 (Discrete Mathematics)	
MA 350 (Differential Equations)	
MA 400 (Probability)	
MA 440 (Mathematical Analysis)	
Total	17 hrs.

# MUSIC

## MUSIC NON-PERFORMANCE DEGREE

### PURPOSE

The Bachelor of Arts Degree in Music (Non-Performance Concentration) provides a comprehensive study in music, as well as 19-20 semester hour electives that can be taken in a different discipline(s). This program is appropriate for undergraduates who wish to major in music as a part of a liberal arts program. Depending on the choice of electives, it also affords opportunity for graduate and/or vocational opportunities in fields integrating with, or independent of, music.

### GOALS

The goals of the degree are to guide students into the pursuit of academic and artistic excellence within the framework of the Emmanuel College Philosophy, Mission, and Institutional Aims. Furthermore, the Music Department will seek to develop students who will make significant contributions to their world through the sharing of these artistic achievements.

### OUTCOMES

The Music Department shares Emmanuel College's commitment to a Christian liberal arts education and functions as an integral part of that commitment: to enrich the cultural experiences of the general student body, and to prepare music students for the professional practice of music in conjunction with other fields. We are committed to develop musicians who possess knowledge skills, and competence in the field.

Music program graduates should know the following:

1. Elements of the language of music: notation and analysis of pitch, rhythm, harmony, timbre, texture, form, and terminology applicable to instruments and voices.
2. Characteristics of artistic tone production, expressiveness, precise articulation, and correct performance practices of one's major instrument or vocal concentration, and competence in one's minor instrument
3. Fundamentals of music theory and practice of the tonal

musical periods and basic concepts of contemporary styles: harmony, texture, voice-leading, transposition, and modulation.

4. History of Western musical styles and forms from the medieval to contemporary periods, including secular and sacred masterworks for solo voices, instruments, chamber, and large ensembles.
5. History of non-Western musical styles, elements, performance media, and forms.
6. Elements and principles of leading others to an understanding of music as an art form, as a means of communication, and as a part of intellectual and cultural heritage.
7. Influence of the Christian church on the history and practice of music.
8. Principles and assessment of ideas, methods and policies, in the arts and in music education for impact on the musical and cultural development of students.

Music program graduates should be able to do the following:

1. Identify, notate and perform rhythmic, melodic, and harmonic materials via aural and visual activities.
2. Demonstrate skills necessary for work as a general musician.
3. Analyze music of diverse styles and genres.
4. Recognize Western musical style periods, genres, and forms of major choral and instrumental masterworks, aurally and visually.
5. Recognize basic generic non-Western musical styles, elements, and performance media, aurally and visually.
6. Teach others in private studios, or private/public schools and churches, about music as an art form, a means

of communication, and as part of their cultural and Christian heritage.

7. Evaluate musical ideas and assess methods of instruction using diverse learning systems, styles, and repertoires.

8. Lead music in Christian worship.

### **ADMISSIONS REQUIREMENTS**

1. Students must complete an application for admission to the major.

2. Students entering the program must have a minimum high school grade point average of 2.00.

3. An audition and admission interview with the music faculty will be scheduled prior to the first semester registration. Students entering the program must pass the entrance audition, demonstrating acceptable levels of proficiency on their chosen instruments, e.g. performing pitches and rhythms accurately.

Early audition during the senior year of high school is preferable. However placement interviews and auditions will be held during New Student Orientation when arranged with the music faculty in advance. For specific information concerning interviews, auditions, repertoire, scholarships, or departmental requirements, contact the Music Department in writing or call the Music Faculty at the College telephone numbers.

Students who wish to audition for a music scholarship must complete the audition by March 1 to be considered for the fall semester. Contact the Student Financial Aid Office for more information.

4. Students not meeting the minimum standards of proficiency will be allowed to enter the program as a music minor. At the end of two semesters, students will be re-evaluated as to their progress in music theory and applied music. If an acceptable level of proficiency has been reached, the student will be admitted into the program as a music major. If not admitted, the student will remain as a music minor only.

### **GENERAL REQUIREMENTS**

1. Complete an audition in the primary applied music areas, for the purpose of classification.

2. Take a written placement test in music theory. Any student scoring below 75% will be required to enroll in MU140I (Music Theory 1 Intensive).

3. Maintain an average grade of “B” in each major applied music course and a minimum grade of “C-” in all other music courses.

4. Perform in Music Seminars and Department Recitals as scheduled.

5. Perform a final exam jury in each applied music course for which the student has registered.

### **GRADUATION REQUIREMENTS**

Completion of required courses in the Bachelor of Arts Degree in Music and a minimum of 122 hours will qualify a student for graduation. A minimum grade point average of 2.50 is required.

The keyboard proficiency examination is a part of a continuing effort to prepare our graduates for their respective careers in the best and most thorough manner possible. It is included in the program because the development of basic keyboard skills is considered essential to success in all musical careers. Students should be able to demonstrate facility in the following areas: sight-reading, technique (scales, arpeggios & chord progressions), transposition, harmonization of a melody and score reading. The Music Faculty recommends that the keyboard proficiency exam be taken after four semesters of piano study. Satisfactory completion of this examination is required for graduation.

### **Additional Music Requirements**

MU099 (Seminar) must be taken concurrently with every applied music course. Music Seminar, recital attendance, and recital performance are required of all music majors. The number of seminars and recitals is determined by the Music Faculty with regard to the required number of events and Cultural Awareness Concerts scheduled for the semester.

Any student who does not pass the music theory placement exam will be required to take MU100 Music Fundamentals (1hr.) and MU060 Class Piano for Non-Majors (1hr.).

### MUSIC NON-PERFORMANCE MAJOR

#### BACHELOR OF ARTS

##### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Foreign Language I (French, Spanish)	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
Psychology/Sociology/Economics/ Political Science	3 hrs.

##### Natural Sciences/Mathematical Reasoning

Science (Lab Course)	4 hrs.
Mathematics	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total 44hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Humanities Courses

Foreign Language II (French, Spanish)	3 hrs.
HU 200 (Art and Music Appreciation)	3 hrs.

##### Music Core Classes

MU 140,141 (Music Theory I & II)	6 hrs.
MU 142,143 (Sight Sing/Ear Train)	2 hrs.
MU 220,230 (Music History I & II)	6 hrs.

MU 336 (Music Ministry)	3 hrs.
MU 240,241 (Music Theory III & IV)	6 hrs.
MU 242,243 (Sight Sing/Ear Train)	2 hrs.
MU 300 (World Music)	2 hrs.
MU 400 (Conducting)	3 hrs.
Pedagogy or Literature (vocal, piano, or instrumental)	2-3 hrs.

##### Applied Music:

Major Instrument	8 hrs.
Minor Instrument	4 hrs.
MU 099 (Music Seminar)	NC
Large Ensemble (Chorale/Instrumental)*	8 hrs.
MU 495 (Senior Recital/Project)	1 hr.

Electives 19-20 hrs.  
(Can be music or non-music electives, or a minor.)

Total 122-123 hrs.

\*Students may take one semester of Musical Theater (MU201) to count toward 1 hour of the 8 hours of required Ensemble credit.

## **MUSIC MINOR (Non-Performance Concentration)**

### **ADMISSIONS REQUIREMENTS**

The Music Minor is available to any qualified student who is also pursuing a Bachelor's Degree in another area. Students must complete the following before admission into the Music Minor:

1. An application for admission into the minor.
2. An interview and audition with the Music Faculty in the student's primary performing area.
3. A written placement test in music theory. Any student scoring below 75% on the exam will be required to enroll in MU 140I (Music Theory 1 Intensive).

### **Course Requirements**

MU 140,141 (Music Theory I & II)	6 hrs.
MU 142,143 (Sight Sing/Ear Train.)	2 hrs.
MU 230 (Music History/Literature II)	3 hrs.
MU 336 (Music Ministry)	3 hrs.
Applied Music (Must include 2 hrs. of piano)	3 hrs.
Large Ensemble (Chorale/Instrumental)	1 hr.
MU 099 (Music Seminar)	NC
<b>TOTAL</b>	<b>18 hrs.</b>

## MUSIC PERFORMANCE MAJOR

### PURPOSE

The Bachelor of Arts Degree in Music Performance is offered for the purpose of training qualified students whose career goals include primarily performance and teaching. A broad and thorough foundation is provided in music theory, music history and literature. Artistic achievement is stressed in the student's major applied area through the development of performance skills and general musicianship. The degree is offered with a choice of emphases: Vocal Performance, Piano Performance, or Instrumental Performance.

### GOALS

The goals of the degree are to guide students into the pursuit of academic and artistic excellence within the framework of the Emmanuel College Philosophy, Mission and Institutional Aims. Furthermore, the Music Department will seek to develop students who will make significant contributions to their world through the sharing of these artistic achievements.

### STUDENT LEARNING OUTCOMES

The Music Department shares Emmanuel College's commitment to a Christian liberal arts education and functions as an integral part of that commitment: to enrich the cultural experiences of the general student body, and to prepare music students for the professional practice of music in performance, teaching, and worship. We are committed to develop musicians who possess knowledge, skills, and competence in the field.

Music program graduates should know the following:

1. Elements of the language of music: notation and analysis of pitch, rhythm, harmony, timbre, texture, form, and terminology applicable to instruments and voices.
2. Characteristics of artistic tone production, expressiveness, precise articulation, and correct performance practices of one's major instrumental or vocal concentration, and competence in one's minor instrument.
3. Fundamentals of music theory and practice of the tonal musical periods and basic concepts of contemporary styles: harmony, texture, voice-leading, transposition, and modulation.

4. History of Western musical styles and forms from the medieval to contemporary periods, including secular and sacred masterworks for solo voices, instruments, chamber, and large ensembles.
5. History of non-Western musical styles, elements, performance media, and forms.
6. Elements and principles of leading others to an understanding of music as an art form, as a means of communication, and as a part of intellectual and cultural heritage.
7. Influence of the Christian church on the history and practice of music.
8. Principles and assessment of ideas, methods, and policies in the arts and in music education for impact on the musical and cultural development of students.

Music program graduates should be able to do the following:

1. Identify, notate, and perform rhythmic, melodic, and harmonic materials via aural and visual activities.
2. Demonstrate skills necessary for continued advancement and achievement as a vocal / instrumental performer on one's major and minor instruments.
3. Analyze music of diverse styles and genres; orchestrate, arrange, and compose simple pieces in traditional forms.
4. Recognize Western musical style periods, genres, and forms of major choral and instrumental masterworks, aurally and visually.
5. Recognize basic generic non-Western musical styles, elements, and performance media, aurally and visually.
6. Teach others in private studios, private/public schools and churches, about music as an art form, a means of communication, and as part of their cultural and Christian heritage.
7. Evaluate musical ideas and assess methods of instruction, using diverse learning systems, styles, and repertoires.



8. Lead music in Christian worship.

### **ADMISSIONS REQUIREMENTS**

1. Students must complete an application for admission to the major.
2. Students entering the program must have a minimum high school grade point average of 2.00.
3. An audition and admission interview with the music faculty will be scheduled prior to the first semester registration. Students entering the program must pass the entrance audition demonstrating acceptable levels of proficiency on their chosen instruments, e.g. performing pitches and rhythms accurately.

Early audition during the senior year of high school is preferable. However, placement interviews and auditions will be held during New Student Orientation when arranged with the music faculty in advance. For specific information concerning interviews, auditions, repertoire, scholarships, or departmental requirements, contact the Music Department in writing or call the Music Faculty at the College telephone numbers.

Students who wish to audition for a music scholarship must complete the audition by March 1 to be considered for the fall semester. Contact the Student Financial Aid Office for more information.

4. Students not meeting the minimum standards of proficiency will be allowed to enter the program as a music minor. At the end of two semesters, students will be re-evaluated as to their progress in music theory and applied music. If an acceptable level of proficiency has been reached, the student will be admitted into the program as a music major. If not admitted, the student may remain as a music minor only.

### **GENERAL REQUIREMENTS**

1. Complete an audition in the primary applied music areas, for the purpose of classification.
2. Take a written placement test in music theory. Any student scoring below 75% will be required to enroll in MU 140I (Music Theory I Intensive) or MU 100 (Fundamentals of Music) depending on student need.

3. Maintain an average grade of "B" in each major applied music course and a minimum grade of "C-" in all other music courses.

4. Perform in Music Seminars and Department Recitals as scheduled.

5. Perform a final exam jury in each applied music course for which the student has registered.

### **GRADUATION REQUIREMENTS**

Completion of required courses in the Bachelor of Arts Degree in Music Performance and a minimum of 121 hours, depending on the particular emphasis, will qualify a student for graduation. A minimum grade point average of 2.50 is required.

The keyboard proficiency examination is a part of a continuing effort to prepare our graduates for their respective careers in the best and most thorough manner possible. It is included in the program because the development of basic keyboard skills is considered essential to success in all musical careers. Students should be able to demonstrate facility in the following areas: sight-reading, technique (scales, arpeggios & chord progressions), transposition, harmonization of a melody and score reading. The music faculty recommends that the keyboard proficiency exam be taken after four semesters of piano study. Satisfactory completion of this examination is required for graduation.

### **ADDITIONAL MUSIC REQUIREMENTS**

MU 099 (Seminar) must be taken concurrently with every applied music course. Music Seminar, recital attendance, and recital performance are required of all Music Majors. The number of seminars and recitals is determined by the Music Faculty with regard to the number of required events and Cultural Awareness Concerts scheduled for the semester.

Any student who does not pass the music theory placement exam will be required to take MU 100 (Music Fundamentals) and MU 060 (Class Piano for Non-Majors).

**MUSIC PERFORMANCE MAJOR****BACHELOR OF ARTS****LIBERAL ARTS CORE**

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Foreign Language I (French, Spanish)	3 hrs.

## Social and Behavioral Science

History	3 hrs.
Psychology/Sociology/Economics/ Political Science	3 hrs.

## Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

<b>Total</b>	<b>44 hrs.</b>
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MU 242, 243 (Sight Sing/Ear Train)	2 hrs.
MU 300 (World Music)	2 hrs.
MU 340 (Counterpoint)	2 hrs.
MU 350 (Orchestration and Arranging)	2 hrs.
MU 400 (Conducting)	3 hrs.

## Applied Music:

Major Instrument	14 hrs.
Minor Instrument	4 hrs.
MU 099 (Music Seminar)	NC
Large Ensemble (Chorale/Instrumental)*	8 hrs.
MU 495 (Senior Recital)	1 hr.

## CHOOSE ONE OF THE FOLLOWING EMPHASES:

## VOCAL PERFORMANCE EMPHASIS:

MU 170 (Voice Class)	1 hr.
MU 250 (Diction)	3 hrs.
MU 329 (Vocal Literature)	2 hrs.
MU 470 (Vocal Pedagogy)	3 hrs.
Instrumental Techniques	2 hrs.
General Electives (HU 200, HU 203, Literature)	4 hrs.

## PIANO PERFORMANCE EMPHASIS:

MU 245 (Accompanying)	1 hr.
MU 246 (Improvisation)	1 hr.
MU 326 (Piano Literature)	2 hrs.
MU 360 (Piano Pedagogy)	3 hrs.
Instrumental Techniques	4 hrs.
General Electives (HU 200, HU 203, Literature)	4 hrs.

## INSTRUMENTAL PERFORMANCE EMPHASIS:

HU 200 (Art/Music Appreciation)	3 hrs.
MU 320 (Instrumental Lit/Pedagogy)	3 hrs.
Instrumental Techniques	4 hrs.
Music/General Electives (HU 203, Literature)	5 hrs.

<b>TOTAL</b>	<b>123 hrs.</b>
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**MAJOR LOWER AND UPPER LEVEL COURSES**

## Humanities Courses

Foreign Language II (French, Spanish)	3 hrs.
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## Music Core Courses

MU 140, 141 (Music Theory I & II)	6 hrs.
MU 142, 143 (Sight Sing/Ear Train)	2 hrs.
MU 220, 230 (Music History I & II)	6 hrs.
MU 336 (Music Ministry)	3 hrs.
MU 240, 241 (Music Theory III & IV)	6 hrs.

\*Voice Majors may take one semester of Musical Theatre (MU 201) to count toward 1 hour of the 8 hours of required Ensemble credit.

## MUSIC MINOR (Performance Concentration)

### ADMISSIONS REQUIREMENTS

The Music Minor is available to any qualified student who is also pursuing a Bachelor's Degree in another area.

Students must complete the following before admission into the Music Minor:

1. An application for admission into the minor.
2. An interview and audition with the Music Faculty in the student's primary performing area.
3. A written placement test in music theory. Any student scoring below 75% on the exam will be required to enroll in MU 100 (Fundamentals of Music) concurrently with MU 140 (Music Theory I).

### COURSE REQUIREMENTS

MU 140, 141 (Music Theory I & II)	6 hrs.
MU 142, 143 (Sight Sing/Ear Train.)	2 hrs.
MU 230 (Music History/Literature II)	3 hrs.
MU 336 (Music Ministry)	3 hrs.
Applied Music (Must include 2 hrs. of Piano)	3 hrs.
Large Ensemble (Chorale/Instrumental)	1 hr.
MU 099 (Music Seminar)	NC
<b>TOTAL</b>	<b>18 hrs.</b>

# PRE-LAW

## PURPOSE

The Pre-Law Major provides a foundation for understanding basic needs and problems common to all mankind deemed vital to the student of law. The study of history provides a look at past attempts to deal with complicated human activities. The study of psychology and sociology provides an insight into human culture, habits, and mental pursuits. An acquaintance with business will bring understanding of human beings as they seek to survive economically, and the study of language and communication will provide the skill that will allow the student of law to convey his/her thoughts to others efficiently and effectively.

## GOALS

The goal of the Pre-Law Major is to prepare the student, with completion of additional professional training, to pursue a career in law, criminal justice, or para-legal activity.

## STUDENT LEARNING OUTCOMES

2. A graduate of the Emmanuel College program in Pre-Law should know the following:
  - a. The structure and divisions of the national government of the United States.
  - b. The composition of the federal structure of the American government.
  - c. The Constitutional and social effects of major American legal decisions.
  - d. The origin and development of western democracy.
3. A graduate of the Emmanuel College program in Pre-Law should be able to do the following:
  - a. Use appropriate historical, legal, or political theory in the analysis of topics or events.
  - b. Interpret historical and contemporary events within a biblical world view.
  - c. Produce an original researched, organized, and written essay using the appropriate style, documentation method, and formatting for a legal or historical article.
  - d. Orally present, defend, and critique historical or legal essays.

## ADMISSION REQUIREMENTS

1. Submit an application for admission to the Pre-Law Major to the Social and Behavioral Sciences Department.
2. The completion of at least 24 semester hours of work at Emmanuel College with a grade point average of 2.50 or higher.
3. An interview with the Qualifying Committee from the faculty will be scheduled to ascertain suitability for entry into the program.

## GRADUATION REQUIREMENTS

1. Completion of required courses in the Liberal Arts Core. Completion of lower and upper level required courses for the Pre-Law Major. At least 40 hours must be upper level courses.
2. For the Bachelor of Science in Pre-Law: Completion of required courses for a minor in another area. For the Bachelor of Arts in Pre-Law: Completion of twelve (12) hours in a foreign language.

## PRE-LAW MAJOR

### BACHELOR OF SCIENCE OPTION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
Psychology/Sociology/Economics	3 hrs.

Natural Science/Mathematical Reasoning		Humanities	
Science (lab course)	4 hrs.	EN 260 (Advanced Grammar) OR	
Mathematics	3 hrs.	EN302 (Technical Writing) OR	
		EN 370 (Advanced Composition)	3 hrs.
Christian Ministries		Minor Area	18 hrs.
BI 111 (Biblical Literature & History)	3 hrs.	General Electives	4 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.		
BI 300 (Gospel of John)	3 hrs.		
TH 237 (Christian Ethics)	3 hrs.		
		TOTAL	122 hrs.
Physical Wellness		<b>BACHELOR OF ARTS OPTION</b>	
PE 105 (Total Fitness)	1 hr.	LIBERAL ARTS CORE	
FS 101 (Freshman Seminar)	2 hrs.	Communication Skills	
SS 400 (Senior Seminar)	1 hr.	EN 101, 102 (Freshman Composition)	6 hrs.
		CM 130 (Intro to Communication)	3 hrs.
Total	44 hrs		
<b>MAJOR LOWER AND UPPER LEVEL COURSES</b>		Humanities	
History		EN 200 (Intro to Literature)	3 hrs.
HY 110, 111 (Western Civ I or II)	3 hrs.	Art-Music Appreciation/Philosophy/ Theater/Literature	3 hrs.
HY 273 (American History II)	3 hrs.	Social and Behavioral Sciences	
HY 290 (Historiography)	3 hrs.	History	3 hrs.
HY 301 (Georgia History)	3 hrs.	Psychology/Sociology/Economics	3 hrs.
HY 311 (Medieval History)	3 hrs.	Natural Science/Mathematical Reasoning	
HY 315 (Renaissance/Reformation)	3 hrs.	Science (Lab course)	4 hrs.
HY 412 (20th Century Europe)	3 hrs.	Mathematics	3 hrs.
HY 435 (Expansion/American Nation)	3 hrs.		
HY491 (History/Pre-Law Seminar I)	1 hr.	Christian Ministries	
HY 492 (History/Pre-Law Seminar II)	1 hr.	BI 111 (Biblical Literature & History)	3 hrs.
		BI 112 (Interpreting Biblical Literature)	3 hrs.
Social/Behavioral Sciences		BI 300 (Gospel of John)	3 hrs.
CM 230 (Media and Society)	3 hrs.	TH 237 (Christian Ethics)	3 hrs.
CM 401 (Communication Law)	3 hrs.	Physical Wellness	
EN 395 (Critical Theories)	3 hrs.	PE 105 (Total Fitness)	1 hr.
GY 101 (Human Geography)	3 hrs.	FS 101 (Freshman Seminar)	2 hrs.
PS 101 (American Government)	3 hrs.	SS 400 (Senior Seminar)	1 hr.
PS 102 (State and Local Government)	3 hrs.		
PY 210 (General Psychology)	3 hrs.	Total	44 hrs.
SO 275 (Social Problems)	3 hrs.		
Business			
One of the following:	3 hrs.		
BU 200 (Economics I)			
BU 300 (Management)			
BU 310 (Business Law)			
BU 360 (Business Communication)			

## MAJOR LOWER AND UPPER LEVEL COURSES

## History

HY 110, 111 (Western Civ I or II)	3 hrs.
HY 273 (American History II)	3 hrs.
HY 290 (Historiography)	3 hrs.
HY 301 (Georgia History)	3 hrs.
HY 311 (Medieval History)	3 hrs.
HY 315 (Renaissance/Reformation)	3 hrs.
HY 412 (20th Century Europe)	3 hrs.
HY 435 (Expansion/American Nation)	3 hrs.
HY 491(History/Pre-Law Seminar I)	1 hr.
HY 492 (History/Pre-Law Seminar II)	1 hr.

## Social/Behavioral Sciences

CM 230 ( Media and Society)	3 hrs.
CM 401 (Communication Law)	3 hrs.
EN 293 (Oxford Christians) OR	
EN 395 (Critical Theories) OR	
EN 345/346 (American Authors)	3 hrs.
GY 101 (Human Geography)	3 hrs.
PS 101 (American Government)	3 hrs.
PS 102 (State and Local Government)	3 hrs.
PY 210 (General Psychology)	3 hrs.
SO 275 (Social Problems)	3 hrs.

## Business

One of the following:	3 hrs.
BU 200 (Economics I)	
BU 300 (Management)	
BU 310 (Business Law)	
BU 360 (Business Communication)	

## Humanities

EN 260 (Advanced Grammar) OR	
EN 302 (Technical Writing) OR	
EN 370 (Advanced Composition)	3 hrs.

Foreign Language	12 hrs.
(French, Spanish, Greek)	

Electives	10 hrs.
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<b>TOTAL</b>	<b>122 hrs.</b>
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## PRE-LAW MINOR

## ADMISSIONS REQUIREMENTS

Pre-Law Minor applicants must submit to the Social and Behavioral Science Department an application for entry to the program. Qualifications for admission to the Pre-Law Minor:

1. Completion of one course in social science at Emmanuel College with the grade of "C-" or higher;
2. Grade point average of at least 2.00;
3. Maintain an average of 2.5 in social science courses.

## REQUIREMENTS

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Pre-Law Minor.

## Social Science Courses

HY 272 (American History I) or	
HY 273 (American History II)	3 hrs.
HY 301 (Georgia History)	3 hrs.
PS 101 (American Government)	3 hrs.
PS 102 (State and Local Government)	3 hrs.
Choose two of the following:	6 hrs.
BU 200 (Macroeconomics)	
BU 310 (Business Law)	
EN 260 (Advanced Grammar)	
EN 302 (Technical Writing)	
PY 210 (General Psychology)	
PH 200 (Philosophy)	

<b>Total</b>	<b>18 hrs.</b>
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# PRE-PROFESSIONAL STUDIES

## PURPOSE

The Pre-Professional Program at Emmanuel College is designed to meet the needs of students with the intention of further studies in the areas of Medicine and Dentistry. Upon completion of the Pre-Professional Program at Emmanuel College our majors will be prepared for graduate schools.

## GOALS AND STUDENT LEARNING OUTCOMES

Upon completion of the Pre-Professional program, graduates should be able to demonstrate the following:

### I. Knowledge

1. Graduates will have a working knowledge of biological vocabulary
2. Graduates should be able to explain the concepts in the following six critical areas of biology in their own words: interaction and interdependence; genetic continuity and reproduction; growth, development, and differentiation; energy; matter; and organization.
3. Graduates will be able to articulate what the scientific process means philosophically (i.e., be able to distinguish science from non-science).
4. Graduates will be able to describe biology and science in context with a liberal arts education.

### II. Use of technology to create knowledge

1. Graduates will know the scientific techniques of observation, measurement, sampling and analysis
2. Graduates will demonstrate a working knowledge of the various technological tools used in biological research.
3. Graduates will demonstrate an ability to use laboratory and computer technologies to gather information, analyze, and communicate findings.
4. Graduates will demonstrate a working knowledge of processes, protocols, and proper operation of

instrumentation and software that provides them with information and analyses on biological phenomena.

### III. Communication of knowledge

1. Graduates will be able to clearly articulate the problem at hand or objective of a study, and then analyze and discuss the available data, drawing conclusions warranted by the evidence.
2. Graduates will be competent in scientific writing and oral communication. Graduates will know and be able to apply the scientific method (i.e., to understand procedural knowledge and skills so that one can carry out a scientific study as well as critically analyze the work of others -- part of structural biological literacy). This includes the ability to develop hypotheses and make predictions; design experiments to test hypotheses; and critically evaluate results and draw conclusions.
3. Graduates will be able to develop a clear, relevant research prospectus. The question should address precisely what the student wants to know. Properly formulated, a well constructed question will guide the student research process. The graduate will be able to communicate the research process and his/her conclusions. No research project is complete until the final product is disseminated in a format suitable for presentation to an interested community. A presentation may be written, visual, verbal or use other means consistent with professional norms as long as the final product adequately communicates to the intended audience.

## ADMISSION REQUIREMENTS

The student must have completed the core curriculum requirements and earned a cumulative grade point average of 2.5 or above on all work attempted. A minimum grade of "C-" is required in SC 111 and SC 112 (Biology I and II).

## GRADUATION REQUIREMENTS

Completion of all basic requirements for graduation from Emmanuel College, including the Liberal Arts Core and the Major Lower and Upper Level courses specified for this major. A minimum cumulative grade point

average of 2.5 is required for graduation with a Bachelor of Science in Pre-Professional Studies.

### PRE-PROFESSIONAL STUDIES MAJOR

#### BACHELOR OF SCIENCE

##### LIBERAL ARTS CORE

##### Communication Skill

EN101, 102 (Freshman Composition)	6 hrs.
CM130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Sciences

History	3 hrs.
PY 210 (General Psychology)	3 hrs.

##### Natural Sciences/Mathematical Reasoning

SC 101(Scientific Reasoning)	1 hr.
SC 111, 112 (Biology I & II)	8 hrs.
MA 240 (Calculus I)	4 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total 50 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Natural Science

SC 220, 221 (General Chemistry I & II)	8 hrs.
SC 240, 241 (Physics I & II)	8 hrs.
SC 320, 321 (Organic Chemistry I & II)	8 hrs.
SC 330, 331 (Anatomy & Physiology I & II)	8 hrs.

SC 333 (Molecular Genetics)	3 hrs.
SC 334 (Molecular Biology of Cell)	4 hrs.
SC 340 (Microbiology)	4 hrs.
SC 351 (Introduction to Research)	2 hrs.
SC 352 (Directed Research)	2 hrs.
SC 420, 421 (Biochemistry I & II)	8 hrs.
SC 431 (Infection, Immunology)	4 hrs.
SC 451, 452 (Advanced Research I & II)	4 hrs.

Guided Electives \*\* 8 hrs.  
(Upper level course from Natural Science, Math)

General Electives 3 hrs.

TOTAL 124 hrs.

\*\*Foreign Language should also be considered as beneficial for some pre-professional degrees. Consult the professional schools to which you will apply.



# PSYCHOLOGY

## PURPOSE

The purpose of the Psychology program at Emmanuel College is to provide students with a broad-based knowledge of the history of psychology as a science, its current fund of information concerning bio-psychosocial process, the application of psychological principles to professional practice, and the experiential and theoretical integration of psychology and Christianity. Furthermore, those students completing the psychology degree will have the background to pursue graduate level programs in psychology, counseling, or social work.

Our mission is to prepare students for one of many endeavors:

- a. graduate study in psychology or a psychology-related field;
- b. a career in the helping professions; and,
- c. an enlightened understanding of God, themselves, and others as they enter the world after college.

## GOALS

To accomplish its purpose, the Psychology program will:

1. Examine both the modern and ancient aspects of the discipline of psychology.
2. Help students gain a broad based knowledge in the current field of psychology.
3. Train students from a Christian perspective and develop skills in interpersonal relationships, communication with clients, and interviewing techniques.
4. Increase students' understanding of the integrative aspects of psychology, spirituality, and Christianity.
5. Encourage students to make progress toward personal, social, and spiritual maturation.
6. Help students gain necessary skills in the interpretation of human behavior, thought, and emotion.

7. Expose students to the many applied areas in psychology and help prepare them for graduate programs or vocational choices.

## STUDENT LEARNING OUTCOMES

Graduates of the Psychology program should possess the following knowledge base at an undergraduate level of proficiency:

1. Cognitive processes, including language, memory, learning, think, and cognition.
2. Biological foundations of behavior, including physiology, sensation, perception, comparative psychology, and ethnology.
3. Therapeutic applications of psychological principles, including personality, abnormal, and clinical therapies.
4. Bio-psychosocial development, including developmental and social processes.
5. Secular (APA) and Christian codes of ethics as applied to various areas of professional psychology.

Graduates of the Psychology program should possess the following skills at an undergraduate level of proficiency:

6. Evaluate an experiment within the realm of the behavioral sciences.
7. Organize and give formal presentations in a variety of settings, such as academic, church, or community.
8. Use effective interpersonal relationship skills in the classroom or in a therapeutic setting.

## ASSESSMENT METHODOLOGIES

The Psychology program will assess its program and student learning outcomes in the following ways:

### Program-Level Assessments

Program level assessments shall occur at the program objective level and measure how well our students are attaining those objectives. The methodologies by which these objectives shall be assessed are as follows:

#### Primary Assessment:

1. Psychology Exit Exam that covers the essential knowledge base of undergraduate psychology (Objectives 1, 2, 3, 5) that is administered in the students' final semester.
2. Psychology Seminar (PY 400 Ethics Exam) (Objective 4).

#### Secondary Assessment:

All of these data will be maintained in a departmental file.

1. Portfolios comprised of students' research projects or experimental designs (Objective 6).
2. Rubrics assessing performance skills (counseling, formal oral presentations) that reflect teacher observations, video tape sessions, or self-assessments (OUTCOMES 7, 8).

### **ADMISSIONS REQUIREMENTS**

The student must have completed the core curriculum requirements and earned a cumulative grade point average of 2.5 or above on all work attempted through the sophomore year. Students whose cumulative grade point average is less than the 2.5 requirement at the beginning of their junior year will have one semester to make substantial improvement toward a 2.5 cumulative grade point average. Substantial improvement is defined as having the possibility of achieving the required GPA by the end of the next semester. If this does not happen, the student will not be considered a Psychology Major. A minimum of "C-" is required on English 101, 102, CM 130 and PY 210.

### **GRADUATION REQUIREMENTS**

Completion of all basic requirements for graduation from Emmanuel College includes completion of the core curriculum, the major requirements for either the Bachelor of Science in Psychology or the Bachelor of Arts in Psychology, and a minimum grade point average of 2.5.

## **PSYCHOLOGY MAJOR**

### **BACHELOR OF SCIENCE OPTION**

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Sciences

History	3 hrs.
SO 172 (Intro to Sociology)	3 hrs.

##### Natural Sciences/Mathematical Reasoning

SC 101 (Scientific Reasoning)	1 hr.
SC 111, 112 (Biology I and II)	8 hrs.
Mathematics (College Algebra or higher)	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

<b>Total</b>	<b>49 hrs.</b>
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#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Computer Courses

BU 250 (Computer Applications)	3 hrs.
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##### Natural Science Courses

SC 220, 221 (Chemistry I & II) OR SC 330, 331 (Anatomy I & II) OR SC 240, 241 (Physics I & II)	8 hrs.
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## Psychology Courses

PY 210 (General Psychology)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
PY 305 (Behavioral Statistics)	3 hrs.
PY 307 (Research Design)	3 hrs.
PY 314 (History and Systems)	3 hrs.
PY 331 (Personality Theories)	3 hrs.
PY 400 (Psychology Seminar)	3 hrs.
PY 410 (Spiritual Formation I)	3 hrs.
PY 411 (Spiritual Formation II)	3 hrs.
PY 412 (Biological Bases of Behavior)	3 hrs.
PY 416 (Abnormal Psychology)	3 hrs.
PY 429 (Social Psychology)	3 hrs.
PY 432 (Basic Counseling Skills)	3 hrs.
PY 440 (Psychological Testing)	3 hrs.
Psychology Electives (PY 306, PY 341, PY 435, PY 480)	6 hrs.

General Electives 15 hrs.

**TOTAL** 123 hrs.

**BACHELOR OF ARTS OPTION**

## LIBERAL ARTS CORE

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

## Social and Behavioral Sciences

History	3 hrs.
SO 172 (Intro to Sociology)	3 hrs.

## Natural Sciences/Mathematical Reasoning

SC 101 (Scientific Reasoning)	1 hr.
SC 111, 112 (Biology I & II)	8 hrs.
Mathematics (College Algebra or higher)	3 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness) 1 hr.

FS 101 (Freshman Seminar) 2 hrs.

SS 400 (Senior Seminar) 1 hr.

**Total** 49 hrs.

## MAJOR LOWER AND UPPER LEVEL COURSES

## Computer Courses

BU 250 (Computer Applications) 3 hrs.

## Foreign Language Courses

Foreign Language  
(Greek, Spanish, French) 6-8 hrs.

## Psychology Courses

PY 210 (General Psychology) 3 hrs.

PY 220 (Human Growth/Development) 3 hrs.

PY 305 (Behavioral Statistics) 3 hrs.

PY 307 (Research Design) 3 hrs.

PY 314 (History and Systems) 3 hrs.

PY 331 (Personality Theories) 3 hrs.

PY 400 (Psychology Seminar) 3 hrs.

PY 410 (Spiritual Formation I) 3 hrs.

PY 411 (Spiritual Formation II) 3 hrs.

PY 412 (Biological Bases of Behavior) 3 hrs.

PY 416 (Abnormal Psychology) 3 hrs.

PY 429 (Social Psychology) 3 hrs.

PY 432 (Basic Counseling Skills) 3 hrs.

PY 440 (Psychological Testing) 3 hrs.

Psychology Electives 6 hrs.

(PY 306, PY341, PY 435, PY 480)

General Electives 15-17 hrs.

**TOTAL** 123-125 hrs.

## **PSYCHOLOGY MINOR**

### **ADMISSIONS REQUIREMENTS**

The student must have a minimum grade point average of 2.00 on all work completed.

### **REQUIREMENTS FOR THE PSYCHOLOGY MINOR**

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Psychology Minor. The Psychology minor requires 18 total hours in Psychology courses comprised of 9 hours of Required Psychology Courses and 9 hours of Elective Psychology Courses. These 18 hours cannot overlap and be used to satisfy the requirements for both the major or minor.

PY 210 (General Psychology)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
Psychology Upper Level Electives	12 hrs.

Select any other four courses from the Psychology course offerings that are not required within the hourly requirements of a major.

TOTAL	18 hrs.
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## **SCHOOL OF BUSINESS**

**Dean: Mrs. Jennifer Lester-Benson**

### **Programs of Study:**

#### **Business Administration**

**Business Management**

**Computer Information Systems**

**Minor in Business**

**Minor in Computer Information Systems**

#### **Communication Studies**

**Multimedia Communication**

**Corporate/Organizational Communication**

**Minor in Communication Studies**

**Minor in Film Studies**

#### **Kinesiology**

**Minor in Kinesiology**

**Sports Management**

# BUSINESS ADMINISTRATION

## PURPOSE

The Business Administration program exists to prepare students for entry-level management positions in a variety of business organizations within the context of a Christian worldview. Beyond a study of foundational business courses, students may pursue one of two concentrations in this program: management or computer information systems. The management concentration gives a more in-depth look at business management-related subjects and issues. The computer information systems concentration gives more in-depth training in technology within a business management context.

Students may enroll to complete either a Bachelor of Science (BS) or Bachelor of Arts (BA) in Business Administration, the only difference being that the BA degree requires an extra concentration of foreign languages and fewer electives. Course content areas for the program include, but are not limited to, the following: Accounting (Financial and Managerial), Business Ethics, Business Law, Business Policy and Strategy, Computer Office Applications, E-Commerce, Economics, Entrepreneurship (Small Business Management), Finance (Managerial), Human Resources, Information Systems, International Business, Internships, Management and Organizational Behavior, Marketing, Personal Financial Management, Production Operations, and Statistics.

## GOALS

To accomplish its purpose, the Business Administration program will:

1. Provide education and training through business courses deemed essential to successful employment after graduation.
2. Prepare interested students for successful pursuit of graduate study in the field of business administration. (NOTE: Completion of a course(s) in Calculus will usually be necessary for entrance into graduate school).
3. Maintain a visible involvement in the local business community, so as to provide avenues of exposure and support for students, as well as possible employment opportunities.

## STUDENT LEARNING OUTCOMES

Graduates of the Business Administration program should be able to:

1. Demonstrate a knowledge base appropriate to an undergraduate business administration level of proficiency, specifically in the areas of accounting, economics, finance, information systems, international business, legal and social environment, management, marketing and statistics.
2. Integrate business knowledge and skills learned to think critically about business problems.
3. Apply business knowledge and skills learned to solve real-world problems.
4. On an introductory level, integrate one's knowledge of Scripture with the practice of business, and in particular (although not exclusively), properly apply Scripture and a Christian-based reasoning system to problems of business ethics.
5. Demonstrate an ability to effectively write and speak in an appropriate business manner.
6. Demonstrate an ability to work well with business teams, including (but not limited to) taking initiative, working with different types of personality and leadership styles, and following through with assignments.

## ADVANCED STANDING

For students to be eligible for advanced standing as a Business Administration major in the School of Business, the following requirements must be met: completion of MA 124 (College Algebra) or a higher math, with a minimum grade of "C-" by the time the student has completed 60 hours of coursework at Emmanuel College. Students who have not yet completed this requirement SHALL NOT be able to register for any Business 300- or 400-level courses.

Transfer students who have already completed 60 or more hours of coursework but have not completed the mathematics requirement, must pass the required math course in the first semester of transfer. Until the math requirement is met, such students will be allowed to

register for 300- or 400-level business courses only with the permission of the department chair.

### TRANSFER STUDENTS

Any student transferring to Emmanuel College and wishing to enroll in the Business Administration program must meet all requirements as outlined above. Each business course transferred in requires a minimum of “C-” to be counted toward graduation.

### GRADUATION REQUIREMENTS

In order to graduate with a Business Administration degree, a student must:

1. Complete the requirements listed below for the curriculum, for a total number of at least 124 semester hours.
2. Earn a minimum grade point average of 2.00 for ALL course work taken. NO grade below “C-” in required business administration courses (those listed under Major Lower and Upper Level Courses) will be accepted for graduation credit. In the event a grade of “D” or lower is earned in any required business course, that course must be retaken until a grade of “C-” or higher is earned.
3. Meet all other college graduation requirements listed under Requirements of Graduation in this catalog.

### BUSINESS ADMINISTRATION MAJOR

#### BACHELOR OF SCIENCE OPTION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social & Behavioral Science

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.

Natural Sciences/Mathematical Reasoning Science (Lab course)	4 hrs.
MA 124 (College Algebra) or a higher math	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
Senior Seminar	1 hr.

<b>Total</b>	<b>44 hrs.</b>
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### MAJOR LOWER AND UPPER LEVEL COURSES

#### Business Foundation Courses

(required for all Business Administration majors):

BU 200, 201 (Macro/Microeconomics)	6 hrs.
BU 250 (Computer Office Apps I)	3 hrs.
BU 252 (Business Problem Solving)	3 hrs.
BU 260 (Financial Acct)	3 hrs.
BU 264 (Managerial Acct)	3 hrs.
BU 285 (Personal Financial Mgmt)	3 hrs.
BU 300 (Management/Org. Behavior)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
BU 315 (Business Statistics)	3 hrs.
BU 360 (Management Communications)	3 hrs.
BU 422 (Business Ethics)	3 hrs.
BU 440 (E-Commerce Management)	3 hrs.
IS 255 (Information Systems)	3 hrs.

#### Select One of the Following Concentrations:

##### Management Concentration:

BU 325 (Entrepreneurship)	3 hrs.
BU 345 (Managerial Finance)	3 hrs.
BU 410 (Human Resources Mgmt)	3 hrs.
BU 430 (Production/Operations Mgmt.)	3 hrs.
BU 460 (International Business)	3 hrs.
BU 480 (Strategic Management)	3 hrs.
BU 490 (Business Seminar)	3 hrs.

General Electives 14 hrs.

OR

Computer Information Systems Concentration:

IS 240 (Micro Oper Systems I) 3 hrs.  
 IS 241 (Micro Oper Systems I Lab) 1 hr.  
 IS 342 (Micro Oper Systems II) 3 hrs.  
 IS 355 (Advanced Database) 3 hrs.  
 IS 358 (Systems Analysis and Design) 3 hrs.  
 IS 380 (Programming Logic) 3 hrs.  
 IS 457 (Windows Application Pro.) 3 hrs.  
 IS 458 (Web Application Programming) 3 hrs.  
 IS 476 (CIS Internship) 3 hrs.

General Electives 13 hrs.

**TOTAL** 124 hrs.

### **BACHELOR OF ARTS OPTION**

#### **LIBERAL ARTS CORE**

#### Communication Skills

EN 101, 102 (Freshman Composition) 6 hrs.  
 CM 130 (Intro to Communication) 3 hrs.

#### Humanities

EN 200 (Intro to Literature) 3 hrs.  
 Art-Music Appreciation/Philosophy/  
 Theater/Foreign Language/Literature 3 hrs.

#### Social & Behavioral Science

History 3 hrs.  
 Political Science/Psychology/Sociology/  
 Economics/Geography 3 hrs.

#### Natural Sciences/Mathematical Reasoning

Science (Lab course) 4 hrs.  
 MA 124 (College Algebra) 3 hrs.  
 or a higher math

#### Christian Ministries

BI 111(Biblical Literature & History) 3 hrs.  
 BI 112 (Interpreting Biblical Literature) 3 hrs.  
 BI 300 (Gospel of John) 3 hrs.  
 TH 237 (Christian Ethics) 3 hrs.

#### Physical Wellness

PE 105 (Total Fitness) 1 hr.

FS 101 (Freshman Seminar) 2 hrs.

SS 400 (Senior Seminar) 1 hr.

**Total** 44 hrs.

### **MAJOR LOWER AND UPPER LEVEL COURSES**

#### Humanities Courses

Foreign Language 6-8 hrs.  
 (French, Greek, or Spanish)

#### Business Foundation Courses

(required for all Business Administration majors):

BU 200, 201 (Macro/Microeconomics) 6 hrs.  
 BU 250 (Computer Office Apps I) 3 hrs.  
 BU 252 (Business Problem Solving) 3 hrs.  
 BU 260 (Financial Acct ) 3 hrs.  
 BU 264 (Managerial Acct) 3 hrs.  
 BU 285 (Personal Financial Mgmt) 3 hrs.  
 BU 300 (Management/Org. Behavior) 3 hrs.  
 BU 305 (Marketing) 3 hrs.  
 BU 310 (Business Law) 3 hrs.  
 BU 315 (Business Statistics) 3 hrs.  
 BU 360 (Management Communications) 3 hrs.  
 BU 422 (Business Ethics) 3 hrs.  
 BU 440 (E-Commerce Management) 3 hrs.  
 IS 255 (Information Systems) 3 hrs.

#### Major Professional Courses:

#### **Select One of the Following Concentrations:**

#### Management Concentration:

BU 325 (Entrepreneurship) 3 hrs.  
 BU 345 (Managerial Finance) 3 hrs.  
 BU 410 (Human Resources Mgmt) 3 hrs.  
 BU 430 (Production/Operations Mgmt.) 3 hrs.  
 BU 460 (International Business) 3 hrs.  
 BU 480 (Strategic Management) 3 hrs.  
 BU 490 (Business Seminar) 3 hrs.

General Electives 6-8 hrs.

OR



Computer Information Systems Concentration:	
IS 240 (Operating Systems I)	3 hrs.
IS 241 (Operating Systems I Lab)	1 hr.
IS 342 (Operating Systems II)	3 hrs.
IS 355 (Advanced Database)	3 hrs.
IS 358 (Systems Analysis and Design)	3 hrs.
IS 380 (Programming Logic)	3 hrs.
IS 457 (Windows Application Pro)	3 hrs.
IS 458 (Web Application Programming)	3 hrs.
IS 476 (CIS Internship)	3 hrs.
General Electives	2-4 hrs.
<b>TOTAL</b>	<b>124 hrs.</b>

### **BUSINESS MINOR**

#### **ADMISSIONS REQUIREMENTS**

Students desiring to minor in Business must be referred to a Business Administration program advisor for advisement before registering for Business courses.

#### **REQUIREMENTS**

In addition to completion of the Liberal Arts Core and completion of the requirements for the major in another area, the following courses must be taken to qualify as a Business Minor. There can be no duplication of course work in this minor. Therefore, if any of the following courses are required by one's major, additional courses will need to be taken in their place for a total of 21 hours of credit for the minor. Where there are prerequisites, they must be met. Further, in order to graduate, students must attain a "C-" or higher in all courses taken in this minor.

BU 200 (Macroeconomics) or BU 201 (Microeconomics)	3 hrs.
BU 250 (Computer Office Apps I)	3 hrs.
BU 260 (Financial Acct)	3 hrs.
BU 285 (Personal Financial Mgmt)	3 hrs.
BU 300 (Management/Org. Behavior)	3 hrs.
BU 310 (Business Law)	3 hrs.
Business Elective	3 hrs.
<b>Total</b>	<b>21 hrs.</b>

### **COMPUTER INFORMATION SYSTEMS MINOR (For non-Business majors only)**

#### **ADMISSIONS REQUIREMENTS**

Students desiring to minor in Computer Information Systems must be referred to a Business Administration advisor before registering for Computer Information Systems courses.

#### **REQUIREMENTS**

In addition to completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify for a Computer Information Systems Minor. There can be no duplication of course work in this minor. Therefore, if any of the following courses are required by one's major, additional courses will need to be completed for a total of 22 hours of Computer Information Systems credit for the minor. Where there are prerequisites, they must be met. Further, in order to graduate, students must attain a "C-" or higher for each course taken in this minor.

BU 252* (Business Problem Solving)	3 hrs.
IS 240 (Operating Systems I)	3 hrs.
IS 241 (Micro-Architecture Lab I)	1 hr.
IS 255 (Information Systems)	3 hrs.
IS 355 (Advanced Database)	3 hrs.
IS 358 (Systems Analysis and Design)	3 hrs.
IS 380 (Programming Logic Design)	3 hrs.
IS 457 (Windows Application Pro.)	3 hrs.
<b>Total</b>	<b>22 hrs.</b>

\*Pre-Requisite: BU 250 or equivalent.

# COMMUNICATION STUDIES

## PURPOSE

“Impacting the World for Christ Through Media.”

With this motto, Communication Studies at EC prepares students to be Christian communicators in learning, working, and serving with their minds, hearts, and spirits throughout college and life.

Communication Studies incorporates information, technology, and community. In the senior project course, students showcase their knowledge and skills acquired through the communication curriculum.

Aside from completing 24 hours of core communication courses, students choose the multimedia or corporate track. Both concentrations prepare them for graduate school or entry-level positions in a variety of career choices, including Media Production, Public Relations, Graphic Design, Video Editing, Advertising, Layout and Design, Marketing, Fundraising, Human Resource Development, Communication Training and Consulting, etc.

## GOALS

Communication Studies graduates value and practice ethical use of media and respect for others. Utilizing their ability to adapt to various audiences in different settings and purposes, our graduates are able to speak clearly the intended message. Relying on creativity and technology, their ability to work effectively in groups or independently to solve problems is essential in today’s workplace and as life-long learners.

## STUDENT LEARNING OUTCOMES

Communication Studies graduates will demonstrate the following knowledge and skills:

1. Ability to orally present messages with appropriate audience analyses.
2. Ability to build and maintain small groups.
3. Ability to work with and continually learn new technologies.

4. Ability to critically evaluate and present a variety of viewpoints on issues.

5. Ability to use knowledge of existing research to conduct original research

6. Knowledgeable about the theories, historical and critical, which underlie the communication field

## ADMISSION REQUIREMENTS

To be officially considered as a communication studies major, students must hold sophomore status or higher, be in good standing, and hold a cumulative grade point average (GPA) of 2.50 or higher. Students with less than 2.50 will not be eligible to receive a degree in communication studies from Emmanuel College.

Communication Studies majors whose cumulative GPA drops below 2.50 are no longer considered communication studies majors. Acceptance back into the major is based on the decision of communication faculty. Students will not be admitted or readmitted into the program without the minimum 2.50 GPA.

## GRADUATION REQUIREMENTS

Students who successfully meet the requirements below will be recommended to the Registrar for graduation with a degree in Communication Studies from Emmanuel College:

1. Completion of the College’s core curriculum,
2. Completion of the major requirements of the Bachelor of Arts or Science in Communication Studies
3. A grade of “C-“ or higher in each communication course required for the major.

**COMMUNICATION STUDIES MAJOR****MULTIMEDIA COMMUNICATION  
CONCENTRATION****BACHELOR OF ARTS OPTION****LIBERAL ARTS CORE**

<b>Communication Skills</b>	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.
<b>Humanities</b>	
EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Theater/ Philosophy/Literature	3 hrs.
<b>Social and Behavioral Science</b>	
HY 273 (American History II)	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.
<b>Natural Science/Mathematical Reasoning</b>	
Science (Lab course)	4 hrs.
Mathematics	3 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.
<b>Total</b>	<b>44 hrs.</b>

**MAJOR LOWER AND UPPER LEVEL COURSES**

<b>Computer Use</b>	
BU 250 (Computer Applications I)	3 hrs.
<b>Humanities/Social and Behavioral Science</b>	
Foreign Language (French, Spanish, Greek)	6-8 hrs.

**Business Administration Electives**

Choose one of the following:	3 hrs.
BU 252 (Business Problem Solving)	
BU 285 (Personal Money Mgmt)	
BU 300 (Management)	
BU 305 (Marketing)	
BU 315 (Business Statistics)	

**Communication Core**

CM 210 (Interpersonal Communication)	3 hrs.
CM 220 (Communication Theories)	3 hrs.
CM 230 (Media and Society)	3 hrs.
CM 318 (Organizational Comm.)	3 hrs.
CM 320 (Public Relations)	3 hrs.
CM 401 (Communication Law)	3 hrs.
CM 402 (Internship)	3 hrs.
CM 471 (Senior Project)	3 hrs.

**Communication Concentration Courses:**

CM 205 (Writing for Media)	3 hrs.
CM 208 (Intro Video Production)	3 hrs.
CM 211 (Page Design)	3 hrs.
CM 212 (Photo Journalism)	2 hrs.
CM 213 (Lighting Workshop)	1 hr.
CM 214 (Digital Imaging)	3 hr.
CM 217 (Video Workshop)	1 hr.
CM 304 (Video Production I)	3 hrs.
CM 308 (Video Production II)	3 hrs.
CM 316 (Multimedia/Public Comm.)	3 hrs.
Communication Electives	3 hrs.

Electives or Minor 13-15 hrs.

**TOTAL** 123 hrs.**BACHELOR OF SCIENCE OPTION****LIBERAL ARTS CORE****Communication Skills**

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

**Humanities**

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

**Social and Behavioral Science**

HY 273 (American History II)	3 hrs.
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Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.	CM 214 (Digital Imaging)	3 hr.
		CM 217 (Video Workshop)	1 hr.
		CM 304 (Video Production I)	3 hrs.
Natural Science/Mathematical Reasoning		CM 308 (Video Production II)	3 hrs.
Science (Lab course)	4 hrs.	CM 316 (Multimedia/Public Comm.)	3 hrs.
Mathematics	3 hrs.	Communication Electives	6 hrs.
Christian Ministries		Electives or Minor	15 hrs.
BI 111 (Biblical Literature & History)	3 hrs.		
BI 112 (Interpreting Biblical Literature)	3 hrs.	TOTAL	123 hrs.
BI 300 (Gospel of John)	3 hrs.		
TH 237 (Christian Ethics)	3 hrs.		
Physical Wellness		<b>CORPORATE/ORGANIZATIONAL COMMUNICATION CONCENTRATION</b>	
PE 105 (Total Fitness)	1 hr.	<b>BACHELOR OF ARTS OPTION</b>	
FS 101 (Freshman Seminar)	2 hrs.	<b>LIBERAL ARTS CORE</b>	
SS 400 (Senior Seminar)	1 hr.	Communication Skills	
Total	44 hrs.	EN 101, 102 (Freshman Composition)	6 hrs.
		CM 130 (Intro to Communication)	3 hrs.
<b>MAJOR LOWER AND UPPER LEVEL COURSES</b>		Humanities	
Computer Use		EN 200 (Intro to Literature)	3 hrs.
BU 250 (Computer Applications I)	3 hrs.	Art/Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.
BU 252 (Business Problem Solving)	3 hrs.	Social and Behavioral Science	
Business Administration Electives		HY 273 (American History II)	3 hrs.
Choose one of the following:	3 hrs.	Political Science/Psychology/Sociology/ Economics/Geography	3 hrs.
BU 285 (Personal Money Mgmt)		Natural Science/Mathematical Reasoning	
BU 300 (Management)		Science (Lab course)	4 hrs.
BU 305 (Marketing)		Mathematics	3 hrs.
BU 315 (Business Statistics)		Christian Ministries	
Communication Core		BI 111 (Biblical Literature & History)	3 hrs.
CM 210 (Interpersonal Communication)	3 hrs.	BI 112 (Interpreting Biblical Literature)	3 hrs.
CM 220 (Communication Theories)	3 hrs.	BI 300 (Gospel of John)	3 hrs.
CM 230 (Media and Society)	3 hrs.	TH 237 (Christian Ethics)	3 hrs.
CM 318 (Organizational Comm.)	3 hrs.	Physical Wellness	
CM 320 (Public Relations)	3 hrs.	PE 105 (Total Fitness)	1 hr.
CM 401 (Communication Law)	3 hrs.	FS 101 (Freshman Seminar)	2 hrs.
CM 402 (Internship)	3 hrs.	SS 400 (Senior Seminar)	1 hr.
CM 471 (Senior Project)	3 hrs.		
Communication Concentration Courses:			
CM 205 (Writing for Media)	3 hrs.		
CM 208 (Intro Video Production)	3 hrs.		
CM 211 (Page Design)	3 hrs.		
CM 212 (Photo Journalism)	2 hrs.		
CM 213 (Lighting Workshop)	1 hr.		

Total 44 hrs.

**MAJOR LOWER AND UPPER LEVEL COURSES**

**Computer Use**

BU 250 (Computer Applications I) 3 hrs.

**Humanities/Social and Behavioral Science**

Foreign Language  
(French, Spanish, Greek) 6-8 hrs.

**Business Administration Electives**

Choose one of the following: 3 hrs.

BU 252 (Business Problem Solving)

BU 285 (Personal Money Mgmt)

BU 300 (Management)

BU 305 (Marketing)

BU 315 (Business Statistics)

**Communication Core**

CM 210 (Interpersonal Communication) 3 hrs.

CM 220 (Communication Theories) 3 hrs.

CM 230 (Media and Society) 3 hrs.

CM 318 (Organizational Comm.) 3 hrs.

CM 320 (Public Relations) 3 hrs.

CM 401 (Communication Law) 3 hrs.

CM 402 (Internship) 3 hrs.

CM 471 (Senior Project) 3 hrs.

**Communication Concentration Courses:**

CM 205 (Writing for Media) 3 hrs.

CM 208 (Intro Video Production) 3 hrs.

CM 211 (Page Design) 3 hrs.

CM 212 (Photo Journalism) 2 hrs.

CM 213 (Lighting Workshop) 1 hr.

CM 214 (Digital Imaging) 3 hr.

CM 217 (Video Workshop) 1 hr.

CM 302 (Persuasion) 3 hrs.

CM 310 (Business/Prof. Speech) OR

CM 317 (Professional Interviewing) 3 hrs.

CM 316 (Multimedia/Public Comm.) 3 hrs.

Communication Electives 3 hrs.

Electives or Minor 12-14 hrs.

**TOTAL** 123 hrs.

**BACHELOR OF SCIENCE OPTION**

**LIBERAL ARTS CORE**

**Communication Skills**

EN 101, 102 (Freshman Composition) 6 hrs.

CM 130 (Intro to Communication) 3 hrs.

**Humanities**

EN 200 (Intro to Literature) 3 hrs.

Art-Music Appreciation/Philosophy/  
Theater/Foreign Language/Literature 3 hrs.

**Social and Behavioral Science**

HY 273 (American History II) 3 hrs.

Political Science/Psychology/Sociology/  
Economics/Geography 3 hrs.

**Natural Science/Mathematical Reasoning**

Science (Lab course) 4 hrs.

Mathematics 3 hrs.

**Christian Ministries**

BI 111 (Biblical Literature & History) 3 hrs.

BI 112 (Interpreting Biblical Literature) 3 hrs.

BI 300 (Gospel of John) 3 hrs.

TH 237 (Christian Ethics) 3 hrs.

**Physical Wellness**

PE 105 (Total Fitness) 1 hr.

FS 101 (Freshman Seminar) 2 hrs.

SS 400 (Senior Seminar) 1 hr.

**Total** 44 hrs.

**MAJOR LOWER AND UPPER LEVEL COURSES**

**Computer Use**

BU 250 (Computer Applications I) 3 hrs.

BU 252 (Business Problem Solving) 3 hrs.

**Business Administration Electives**

Choose one of the following: 3 hrs.

BU285 (Personal Money Mgmt)

BU 300 (Management)

BU 305 (Marketing)

BU 315 (Business Statistics)

## Communication

CM 210 (Interpersonal Communication)	3 hrs.
CM 220 (Communication Theories)	3 hrs.
CM 230 (Media and Society)	3 hrs.
CM 318 (Organizational Comm.)	3 hrs.
CM 320 (Public Relations)	3 hrs.
CM 401 (Communication Law)	3 hrs.
CM 402 (Internship)	3 hrs.
CM 471 (Senior Project)	3 hrs.
Communication Concentration Courses:	
CM 205 (Writing for Media)	3 hrs.
CM 208 (Intro Video Production)	3 hrs.
CM 211 (Page Design)	3 hrs.
CM 212 (Photo Journalism)	2 hrs.
CM 213 (Lighting Workshop)	1 hr.
CM 214 (Digital Imaging)	3 hr.
CM 217 (Video Workshop)	1 hr.
CM 302 (Persuasion)	3 hrs.
CM 310 (Business/Prof. Speech) OR	
CM 317 (Professional Interviewing)	3 hrs.
CM 316 (Multimedia/Public Comm.)	3 hrs.
Communication Electives	6 hrs.
Electives or Minor	15 hrs.
<b>TOTAL</b>	<b>123 hrs.</b>

**COMMUNICATION STUDIES MINORS****ADMISSIONS REQUIREMENTS**

To be considered as a minor in Communication Studies, students must meet these requirements:

- complete EN 101, EN 102 and CM 130 with a grade of “C-” or higher;
- hold a cumulative grade point average of 2.50 or higher.

**REQUIREMENTS**

In addition to the completion of the Liberal Arts Core and completion of the requirements for a major in another area, the following courses must be taken to qualify as a communication studies minor. Duplication of course work in a major/minor is not allowed. All prerequisites must be met.

CM 211 (Page Design)	3 hrs.
CM 220 (Communication Theories)	3 hrs.
CM 230 (Media and Society)	3 hrs.
CM 208 (Intro Video Production)	3 hrs.
CM 212 (Photo Journalism)	1 hr.
CM 217 (Video Workshop)	1 hr.
Communication Electives	3 hrs.
Choose one of the following:	
CM 205 (Writing for Media)	
CM 304 (Video Production I)	
CM 316 (Multimedia & Public Comm.)	
CM 320 (Public Relations)	
CM 401 (Communication Law)	

Total 17 hrs.

## FILM STUDIES MINOR\*

This minor is offered through a partnership with the Council of Christian Colleges & Universities Los Angeles Film Studies Center. Therefore, the requirements for admittance to this program are subject to criteria established by Emmanuel College and the CCCU.

### ADMISSIONS REQUIREMENTS

To be considered for a minor in Film Studies, students must meet these requirements:

1. Complete EN 101, EN 102, and CM 130 with a grade of "C-" or higher;
2. Hold a cumulative grade point average of 2.75 or higher;
3. Apply and be accepted to the Los Angeles Film Studies Center.

### REQUIREMENTS

In addition to the completion of the Liberal Arts Core and completion of the requirements for a major, the following courses must be taken to complete a film studies minor. Duplication of course work in a major/minor is not allowed. All pre-requisites must be met.

Minor Pre-requisites	1-3 hrs.
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Choose one of the following courses based on major criteria offered at Emmanuel College:

Non-Communication Majors:

CM 208 (Intro Video Production)	3 hrs.
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Communication Majors:

CM 217 (Video Workshop)*	1 hr.
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(\*Communication majors must take CM 217 twice; first time fulfills major requirement.)

CM 370 (Hollywood Production)	3 hrs.
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CM 375 (Theology in Hollywood)	4 hrs.
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CM 403 (Internship)	6 hrs.
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CM 470 (Film Elective)	3 hrs.
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Total	17-19 hrs.
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\*Emmanuel students will not be allowed to participate in the CCCU off-campus film studies program unless they complete the CCCU application process, are accepted by the CCCU, and pay in full all tuition and fees associated with their off-campus semester no later than one-month prior to the first day of off-campus classes. (FACTS agreements which extend beyond this one-month deadline will not be considered payment in full.) Acceptance into the Emmanuel College Film Studies Minor does not guarantee acceptance into the CCCU off-campus film studies program. [www.bestsemester.com/lafsc/](http://www.bestsemester.com/lafsc/)

# KINESIOLOGY

## PURPOSE

The Bachelor of Science degree in Kinesiology prepares a student for career opportunities related to health and wellness in schools, community, or business. The program also seeks to fulfill prerequisites to professional schools in allied health fields and provide students with a background in sports-related areas of study.

## GOALS

1. To provide the education and training through kinesiology courses that are essential to successful employment after graduation.
2. To provide a Christian worldview of sports in our society and the importance of an active and healthy lifestyle.

## STUDENT LEARNING OUTCOMES

Graduates of the Kinesiology program should be able to:

1. Demonstrate a knowledge base appropriate to an undergraduate kinesiology program of study as it applies, but is not limited to, the following areas: physical education and sport history; physical fitness, first aid, and safety principles; individual and team sports skills; personal and community health; nutrition and diet planning; the use of physical activities to meet the needs of the physically disabled; and the science of Kinesiology including human body movement activity functions and motor skills learning, athletic training care and injury prevention, exercise testing and prescriptions, and principles of health fitness.
2. Demonstrate an ability to communicate effectively in the workplace both orally and in writing.
3. Demonstrate an ability to express their Christian worldview of sports.
4. Demonstrate an ability to perform research pertinent to the study of undergraduate Kinesiology, including (but not limited to) the use of statistical measurement to report findings of interest.
5. Demonstrate an ability to work well in teams.

## ADMISSION REQUIREMENTS

An entering freshman must meet the overall college requirements to enter the Kinesiology program. Also, students must have earned a cumulative grade point average of 2.0 or above prior to being admitted to upper level Kinesiology courses.

## GRADUATION REQUIREMENTS

In order to graduate with a Kinesiology degree a student must:

1. Complete the requirements listed below for the Kinesiology curriculum, for a total number of at least 122 semester hours.
2. Earn a minimum grade point average of 2.0 for all course work taken. No grade below a "C-" in required Kinesiology courses will be accepted for graduation credit. In the event a grade of "D" or lower is earned in a required course, that course must be retaken until at least a "C-" grade is earned.
3. Take part in an exit exam with each candidate for graduation. This exam is for the purpose of assessment of the program and assistance for the student in post-graduation plans.



**KINESIOLOGY MAJOR****BACHELOR OF SCIENCE**

## LIBERAL ARTS CORE

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Theater/Philosophy	
Foreign Language/Literature	3 hrs.

## Social and Behavioral Science

History	3 hrs.
Political Science/Psychology/ Sociology/Economics	3 hrs.

## Natural Science/Mathematical Reasoning

SC 101 (Scientific Reasoning)	1 hr.
SC 111 (Biology I)	4 hrs.
MA 200 (Statistics)	3 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total 45 hrs.

## MAJOR LOWER AND UPPER LEVEL COURSES

## Kinesiology

KN 215 (First Aid and Safety)	3 hrs.
KN 218 (History and Philosophy of PE)	3 hrs.
KN 219 (Personal Health)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology)	3 hrs.
KN 322 (Exercise Testing Prescription)	3 hrs.

KN 330 (Sports Psychology)	3 hrs.
KN 401 (Tests and Measurements)	3 hrs.
KN 413 (Motor Learning)	3 hrs.
KN 414 (Exercise Physiology)	3 hrs.
KN 454 (Internship)	3 hrs.
KN 456 (Internship)	3 hrs.
KN Electives* (KN221, KN313, SC 221, SC241)	6 hrs.

## Natural Science

SC 112 (Biology II)	4 hrs.
SC 220 (Chemistry I)	4 hrs.
SC 240 (Physics I)	4 hrs.
SC 330 & 331 (Human Anatomy I & II)	8 hrs.

## Social and Behavioral Science

PY 220 (Human Growth/Development)	3 hrs.
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Electives 9 hrs.

TOTAL 122 hrs.

\*NOTE: Those wanting to pursue physical therapy at the graduate level MUST take SC 221, and SC241 (and any prerequisites these courses may require).

## **KINESIOLOGY MINOR**

### **PURPOSE**

The field of Kinesiology is growing at a rapid pace. There are many students that are interested in the field of Kinesiology, but are involved in different majors. Our Kinesiology program is very strong here at Emmanuel College and offering a minor would better serve the student demand for such a program.

### **GOAL**

The goal of the Kinesiology minor is to enable a student to increase their knowledge in order help place in the professional allied health world.

### **STUDENT LEARNING OUTCOMES**

Students completing a minor in kinesiology will be able to:

1. Demonstrate an understanding of how motor skills are obtained in life and understand the role of practice in the retention and improvement of motor skills.
2. Demonstrate knowledge of first aid procedures when dealing with all injuries.
3. Practice sound techniques in the prevention and care of athletic injuries.
4. Formulate a professional exercise regimen for athlete's as well as the general public.

## **REQUIREMENTS**

In addition to completing the requirements of the liberal arts core and the requirements for a major in another area, the following courses must be taken to qualify as a Kinesiology Minor:

KN 215 (First Aid and Safety)	3 hrs.
KN 219 (Personal Health & Wellness)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology) OR	
KN 330 (Sports Psychology)	3 hrs.
KN 322 (Exercise Testing)	3 hrs.
KN 413 (Motor Learning)	3 hrs.

Total	21 hrs.
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# SPORTS MANAGEMENT

## PURPOSE

The Bachelor of Science degree in Sports Management prepares students for career opportunities in various areas of sports management. The student who specializes in this area of study will receive a strong background in sports as well as a strong business component allowing him/her to develop skills enabling the student to hold management level positions in organized sport.

## GOALS

1. To prepare the student for the successful pursuit of either graduate study or a career in sports related fields.
2. To provide a Christian worldview of sports in our society and the importance of an active and healthy lifestyle.

## STUDENT LEARNING OUTCOMES

Graduates of the Sports Management program should be able to:

1. Demonstrate a knowledge base appropriate to an undergraduate sports management program of study as it applies, but is not limited to, the following areas: physical education and sport history; physical fitness, first aid, and safety principles; individual and team sports skills; personal and community health; the use of physical activities to meet the needs of the physically disabled; accounting, finance, and management principles in organized sport; legalities of providing athletic services to schools, communities, and businesses; and the promotion and marketing of sport and physical activity programs.
2. Demonstrate an ability to communicate effectively in the workplace both orally and in writing.
3. Demonstrate an ability to express their Christian worldview of sports.
4. Demonstrate an ability to network with colleagues working in the Sports Management field.

5. Demonstrate an ability to work well in sports management teams.

## ADMISSION REQUIREMENTS

An entering freshman must meet the overall college requirements to enter the Sports Management program. Also, students must have earned a cumulative grade point average of 2.0 or above prior to being admitted to upper level Sports Management courses.

## GRADUATION REQUIREMENTS

In order to graduate with a Kinesiology degree a student must:

1. Complete the requirements listed below for the Sports Management curriculum, for a total number of at least 124 semester hours.
2. Earn a minimum grade point average of 2.0 for all course work taken. No grade below a "C-" in required Kinesiology courses will be accepted for graduation credit. In the event a grade of "D" or lower is earned in a required course, that course must be retaken until at least a "C-" grade is earned.
3. Take part in an exit exam with each candidate for graduation. This exam is for the purpose of assessment of the program and assistance for the student in post-graduation plans.

## SPORTS MANAGEMENT

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

Social and Behavioral Science		KN 410 (Sports Management)	3 hrs.
History	3 hrs.	KN 450 (Internship)	3 hrs.
Political Science/Psychology/Sociology/		KN 452 (Internship)	3 hrs.
Economics	3 hrs.	KN Electives	6 hrs.
		(KN314, KN 319, KN322, KN413)	
Natural Science/Mathematical Reasoning		Natural Science	
SC 101 (Scientific Reasoning)	1 hr.	SC 220 (Chemistry I)	4 hrs.
SC 111 (Biology I)	4 hrs.	SC 330 (Human Anatomy I)	4 hrs.
MA 124 (College Algebra) OR			
MA 200 (Statistics)	3 hrs.	Electives	8 hrs.
Christian Ministries		TOTAL	124 hrs.
BI 111 (Biblical Literature & History)	3 hrs.		
BI 112 (Interpreting Biblical Literature)	3 hrs.		
BI 300 (Gospel of John)	3 hrs.		
TH 237 (Christian Ethics)	3 hrs.		
Physical Wellness			
PE 105 (Total Fitness)	1 hr.		
FS 101 (Freshman Seminar)	2 hrs.		
SS 400 (Senior Seminar)	1 hr.		
Total	45 hrs.		

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Business Courses

BU 201 Microeconomics	3 hrs.
BU 250 (Computer Applications)	3 hrs.
BU 260 (Financial Acct)	3 hrs.
BU 300 (Management)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
BU 325 (Small Business Mgmt)	3 hrs.
BU 360 (Management Communications)	3 hrs.
BU 410 (Human Resources Mgmt)	3 hrs.

##### Kinesiology

KN 215 (First Aid and Safety)	3 hrs.
KN 218 (PE, Exercise Science, Sport)	3 hrs.
KN 219 (Personal Health)	3 hrs.
KN 221 (Sports Officiating)	3 hrs.
KN 313 (Organization/Administration)	3 hrs.
KN 330 (Sports Psychology)	3 hrs.
KN 400 (Contemporary Issues in Sports)	3 hrs.

**SCHOOL OF CHRISTIAN MINISTRIES**

**DEAN: REV. TRACY REYNOLDS**

**PROGRAMS OF STUDY:**

**Christian Ministries**

**Minor in Biblical Studies**

**Minor in Christian Ministries**

**Worship and Music Ministry**

# SCHOOL OF CHRISTIAN MINISTRIES

## MISSION STATEMENT

**To teach, disciple, and train emerging leaders of God's kingdom in the context of a Christian community.**

## PURPOSE

The School of Christian Ministries was established at Emmanuel College in 1972 to provide four year baccalaureate studies in Bible and Christian Ministry. As an academic department within Emmanuel College, it offers a Bachelor of Arts and Bachelor of Science degree in Christian Ministries, and a Bachelor of Science degree in Worship and Music Ministry. The Bachelor of Arts degree differs primarily from the Bachelor of Science degrees by requiring courses in New Testament Greek.

Both of the Bachelor degree programs incorporate the college liberal arts educational core with biblical, theological, and ministry courses. In addition, the Music Ministry degree also offers additional courses specifically designed to train those planning on entering into the area of music ministry within the church. A basic purpose of both programs is to promote Christian understanding, spiritual formation, character development, and basic ministry skills. Students who graduate from the School of Christian Ministries will have had the necessary studies to assist them in developing a biblical understanding of the world, the opportunity to participate in volunteer Christian service, as well as the opportunity to combine their classroom learning with real-life training in an extended internship experience. Christian faith, Christian practice, and practical training are inseparable elements in the educational experience of the degree programs offered by the School of Christian Ministries.

## GOALS

### DEVELOPMENT OF CHRISTIAN UNDERSTANDING

1. To help the student experience a liberal arts educational core in critical thinking, communication, computer literacy, natural science, art, and literature.

2. To help the student acquire a basic knowledge of the Bible and a knowledge of God revealed in Jesus Christ as unfolded in biblical history and literature.

3. To help the student understand Christian ideas, including key Pentecostal Holiness Church doctrines, which are relevant for developing a Christ-centered world-view.

4. To help the students assess the role of Christianity in a multicultural and pluralistic world.

### DEVELOPMENT OF CHRISTIAN CHARACTER AND LIVING

5. To encourage the student to develop Christ-like moral decision making, and to seek God through prayer and other Biblical spiritual disciplines.

6. To provide the students on campus and off campus experiences for integrating Christ-like attitudes and practices of Christian service.

### DEVELOPMENT OF CHRISTIAN MINISTRY

7. To assist students in understanding their individual callings, and identifying their spiritual gifts, interests, and skills in various forms of Christian ministry.

8. To help students experience a balance between knowing and doing in ministry, between Christian understanding and Christian practice, between academic studies and volunteer Christian service and ministry internship.

### STUDENT LEARNING OUTCOMES

Graduates of the School of Christian Ministries should demonstrate the following knowledge, skills, and practices:

1. A knowledge of the Bible in its historical, cultural, and literary contexts.

2. A knowledge of the principles and practice of sound biblical interpretation.

3. A knowledge of the key themes and doctrines in the development of Christian theology throughout the history of the church, including representative views of the International Pentecostal Holiness Church.
4. A knowledge of and ability to use various methodologies related to the practice of ministry.
5. The ability to use traditional Christian disciplines as a means of contributing to a life of ongoing Christian formation.

### **ADMISSIONS REQUIREMENTS**

The Christian Ministries programs are open to all qualified majors who desire higher education in a Christian environment. Applicants must be of sound Christian character, committed to fulfilling God's call on their lives, and interested in preparing themselves for a life of Christian service in one form or another.

1. All applicants must give evidence of a Christian conversion experience and a sincere desire to seek and experience the truths of God's Word. Applicants must be committed to the will of God for their lives and to a life of service for Jesus Christ.
2. Before making application to the SCM, the student must have completed the following courses in the liberal arts core with a grade of "C-" or above: EN101, EN102, CM130, BI140, BI141, TH237.
3. Applicants must have a minimum of a 2.00 grade point average on a 4.00 scale on all course work completed at Emmanuel College.
4. In addition to being admitted to Emmanuel College, applicants must fulfill specific application requirements stated on the SCM application form. Official admission to a SCM baccalaureate degree program is determined by the faculty in the SCM. Forms for application and letters of recommendation are available from the office of the chair of the School of Christian Ministries.
5. Once admitted to a SCM program, the student must maintain a 2.00 overall GPA in order to continue in the program, as well as complete chapel and Christian Service Practicum requirements.

6. Transfer credits which are applicable to the programs of the SCM are accepted as stated in the College's Transfer Policy.

### **GRADUATION REQUIREMENTS**

Students majoring and minoring in some program offered in the School of Christian Ministries should declare their major and/or minor early in their college experience in order to be able to enroll in the required courses when they are offered by the college. Courses should be taken according to the suggested course sequence plan if timely graduation is desired.

SCM majors must have a minimum 2.00 GPA on all course work taken. A minimum grade of "C-" must be earned in the previously identified courses from the liberal arts core as well as all courses within the SCM core. In the event a grade of "D" or lower is earned in any required SCM course, each course must be retaken until at least a "C-" grade is earned. Any time a student's GPA falls below 2.00, the student will be placed on probation with the SCM. Failure to improve the GPA to 2.00 or higher within two semesters will result in dismissal from the SCM degree program.

An SCM degree candidate at Emmanuel College must spend at least three sequential semesters (excluding summer) in residence, carrying a minimum of 12 credits per semester. For two of these semesters, the student must be registered as a senior. These residential requirements reflect the SCM's emphasis on growth and development in personal character and ministry. SCM majors must take at least 30 hours of their major in residence. Included in these thirty hours must be HT410.

In addition, any courses taken from other institutions while a student is attending EC full time must be approved by the SCM faculty in order for such courses to be counted toward the student's degree program. This approval must be granted prior to the student's enrollment in any such course. In order to gain approval students must submit a letter to the Dean of the SCM explaining the course they wish to take and the reason it cannot be taken on campus.

Mere completion of a curricular program is not regarded as sufficient to meet graduation requirements. A student must be officially accepted by the SCM and fulfill additional SCM requirements before courses can be used in an SCM baccalaureate degree program.

During the junior or senior year, an SCM student must satisfy a public speaking requirement judged by an SCM faculty member in one of the following ways: (1) Speaking in an Emmanuel College or SCM Chapel; (2) Doing an oral presentation of ten minutes minimum in an approved junior or senior level course.

In addition to completing the requirements of chapel attendance, (SCM and EC Convocation), Christian service practicum, and internship, the student must be recommended for graduation by the vice president for student life, the supervisor of the Christian service practicum, and an SCM faculty member. Other requirements for graduation are listed under Requirements for Graduation in this Catalog. Two final requirements for graduation are the successful passing of a comprehensive Bible/theology exit exam and participating in an SCM exit interview.

#### **POSITION ON THEOLOGICAL PERSPECTIVES**

While the School of Christian Ministries serves the Wesleyan and Pentecostal traditions of its sponsoring denomination, it recognizes the need to speak appreciatively of various theological traditions found in the historical church of Jesus Christ. Doctrinal unity among Christians is ultimately found in the person of Jesus Christ.

#### **POSITION ON BIBLE TRANSLATION**

The School of Christian ministries does not sanction only one translation but encourages its faculty and students to utilize the contributions various translations of God's Word provide. Formal equivalent translations, such as the King James Version or New American Standard, are useful for seeing a more literal reading of the words and word-relationships in the original languages of the Bible. Dynamic equivalent translations, such as the New International Version or the Good News for Modern Man, express the meaning of Scripture using concepts more in line with contemporary language and ways of speaking. The SCM faculty encourages students to see that free translations and paraphrases are more a rephrasing and editing of Scriptures than actual translation. The SCM faculty believe that many of the translations available today serve to show the fundamentals of Christian doctrine.



## CHRISTIAN MINISTRIES MAJOR

Emmanuel College is committed to the view that preparation for ministry includes the development of ministers as persons and not just the acquisition of technical skills for ministry. The Christian Ministry major is designed to introduce a variety of studies in practical ministry as well as Biblical and theological studies to help define the student's interests in ministry. The major provides opportunity for the student to consider various forms of Christian ministry and what kinds of persons are suited for various ministry forms.

### BACHELOR OF ARTS OPTION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
GR 351 (Greek I)	4 hrs.

##### Social and Behavioral Science

History	3 hrs.
PY 210 (General Psychology) OR SO 172 (Intro to Sociology)	3 hrs.

##### Natural Science/Mathematical Reasoning

SC 110 (Issues in Biology)	4 hrs.
Mathematics	3 hrs.

##### Christian Ministries

BI 140, 141 (Biblical History & Literature)	6 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total 45 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Language Courses

GR 352 (New Testament Greek II)	4 hrs.
GR 451 (Greek Grammar and Exegesis)	4 hrs.

##### Bible Courses

BI 275 (Biblical Interpretation)	3 hrs.
BI 215 (Pentateuch)	3 hrs.
BI 232 (Acts)	3 hrs.
BI 322 (Synoptic Gospels)	3 hrs.
BI 450 (Old Testament Prophets)	3 hrs.

##### Theology Courses

HT 210 (Christian Thought and History)	3 hrs.
HT 310 (Historical Theology 1)	3 hrs.
HT 360 (Historical Theology 2)	3 hrs.
HT 410 (Historical Theology 3)	3 hrs.

##### Ministry Courses

MN 101 (Christian Ministry)	3 hrs.
MN 102/302 (Christian Service Practicum)	NC
MN 235 (Personal Evangelism)	3 hrs.
MN 285 (Intro to Christian Education)	3 hrs.
MN 315 (Homiletics I)	3 hrs.
MN 335 (Intro to Youth Ministries)	3 hrs.
MN 361 (Church Leadership I)	3 hrs.
MN 415 (Homiletics II)	3 hrs.
MN 460 (Church Leadership II)	3 hrs.
MN 470 (Pastoral Care and Counseling)	3 hrs.
MS 330 (Global Missions)	3 hrs.
PY 410 (Spiritual Formation I)	3 hrs.

##### Internship

MN 495 (Internship)	9 hrs.
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TOTAL 122 hrs.

**BACHELOR OF SCIENCE OPTION**

## LIBERAL ARTS CORE

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Art & Music Appreciation/Philosophy/ Theatre/Literature/Foreign Language	3 hrs.

## Social and Behavioral Science

History	3 hrs.
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## PY 210 (General Psychology) OR

SO 172 (Intro to Sociology)	3 hrs.
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## Natural Science/Mathematical Reasoning

SC 110 (Issues in Biology)	4 hrs.
Mathematics	3 hrs.

## Christian Ministries

BI 140, 141 (Biblical History & Literature)	6 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105 (Total Fitness)	1 hr.
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## FS 101 (Freshman Seminar)

2 hrs.

## SS 400 (Senior Seminar)

1 hr.

## Total

44 hrs.

## MAJOR LOWER AND UPPER LEVEL COURSES

## Bible Courses

BI 275 (Biblical Interpretation)	3 hrs.
BI 215 (Pentateuch)	3 hrs.
BI 232 (Acts)	3 hrs.
BI 322 (Synoptic Gospels)	3 hrs.
BI 390 (Life and Epistles of Paul)	3 hrs.
BI 450 (Old Testament Prophets)	3 hrs.

## Theology Courses

HT 210 (Christian Thought and History)	3 hrs.
HT 310 (Historical Theology 1)	3 hrs.

HT 360 (Historical Theology 2)

3 hrs.

HT 410 (Historical Theology 3)

3 hrs.

## Ministry Courses

MN 101 (Christian Ministry)	3 hrs.
MN 102/302 (Christian Service Practicum)	NC
MN 235 (Personal Evangelism)	3 hrs.
MN 285 (Intro to Christian Education)	3 hrs.
MN 315 (Homiletics I)	3 hrs.
MN 335 (Youth Ministries)	3 hrs.
MN 361 (Church Leadership I)	3 hrs.
MN 415 (Homiletics II)	3 hrs.
MN 460 (Church Leadership II)	3 hrs.
MN 470 (Pastoral Care and Counseling)	3 hrs.
MS 330 (Global Missions)	3 hrs.
PY 410 (Spiritual Formation I)	3 hrs.

## Internship

MN 495 (Internship)	9 hrs.
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## General Electives

6 hrs.

## TOTAL

122 hrs.

## CHRISTIAN MINISTRIES MINORS

For Non-School of Christian Ministries major only.

### Biblical Studies

BI 215 (Pentateuch)	3 hrs.
BI 232 (Acts)	3 hrs.
BI 275 (Biblical Interpretation)	3 hrs.
BI 322 (Synoptic Gospels)	3 hrs.
BI 390 (Epistles of Paul)	3 hrs.
BI 450 (Old Testament Prophets)	3 hrs.
TOTAL	18 hrs.

### Christian Ministries

BI 275 (Biblical Interpretation)	3 hrs.
HT 210 (Christian Thought/History)	3 hrs.
MN 285 (Christian Education) OR	
MS 330 (Global Missions)	3 hrs.
MN 361 (Church Leadership I)	3 hrs.
MN 315 (Homiletics I)	3 hrs.
PY 470 (Pastoral Care/Counseling)	3 hrs.
TOTAL	18 hrs.

# WORSHIP AND MUSIC MINISTRY

## PURPOSE

The School of Christian Ministries was established at Emmanuel College in 1972 to provide four year baccalaureate studies in Bible and Christian Ministry. As an academic department within Emmanuel College, it offers a Bachelor of Arts and Bachelor of Science degree in Christian Ministries, and a Bachelor of Science degree in Worship and Music Ministry. The Bachelor of Arts degree differs primarily from the Bachelor of Science degrees by requiring courses in New Testament Greek.

Both of the Bachelor degree programs incorporate the college liberal arts educational core with biblical, theological, and ministry courses. In addition, the Worship and Music Ministry degree also offers additional courses specifically designed to train those planning on entering into the area of music ministry within the church. A basic purpose of both programs is to promote Christian understanding, spiritual formation, character development, and basic ministry skills. Students who graduate from the School of Christian Ministries will have had the necessary studies to assist them in developing a biblical understanding of the world, the opportunity to participate in volunteer Christian service, as well as the opportunity to combine their classroom learning with real-life training in an extended internship experience. Christian faith, Christian practice, and practical training are inseparable elements in the educational experience of the degree programs offered by the School of Christian Ministries.

## GOALS

### DEVELOPMENT OF CHRISTIAN UNDERSTANDING

1. To help the student experience a liberal arts educational core in critical thinking, communication, computer literacy, natural science, art, and literature.
2. To help the student acquire a basic knowledge of the Bible and a knowledge of God revealed in Jesus Christ as unfolded in biblical history and literature.
3. To help the student understand Christian ideas, including key Pentecostal Holiness Church doctrines,

which are relevant for developing a Christ-centered worldview.

4. To help the students assess the role of Christianity in a multicultural and pluralistic world.

### DEVELOPMENT OF CHRISTIAN CHARACTER AND LIVING

5. To encourage the student to develop Christ like moral decision making, and to seek God through prayer and other Biblical spiritual disciplines.
6. To provide the students on campus and off campus experiences for integrating Christ-like attitudes and practices of Christian service.

### DEVELOPMENT OF CHRISTIAN MINISTRY

7. To assist students in understanding their individual callings, and identifying their spiritual gifts, interests, and skills in various forms of Christian ministry.
8. To help students experience a balance between knowing and doing in ministry, between Christian understanding and Christian practice, between academic studies and volunteer Christian service and ministry internship.

### STUDENT LEARNING OUTCOMES

Graduates of the School of Christian Ministries should demonstrate the following knowledge, skills, and practices:

1. A knowledge of the Bible in its historical, cultural, and literary contexts.
2. A knowledge of the principles and practice of sound biblical interpretation.
3. A knowledge of the key themes and doctrines in the development of Christian theology throughout the history of the church, including representative views of the International Pentecostal Holiness Church.

4. A knowledge of and ability to use various methodologies related to the practice of ministry.

5. The ability to use traditional Christian disciplines as a means of contributing to a life of ongoing Christian formation.

### **ADMISSIONS REQUIREMENTS**

The Christian Ministries programs are open to all qualified majors who desire higher education in a Christian environment. Applicants must be of sound Christian character, committed to fulfilling God's call on their lives, and interested in preparing themselves for a life of Christian service in one form or another.

1. All applicants must give evidence of a Christian conversion experience and a sincere desire to seek and experience the truths of God's Word. Applicants must be committed to the will of God for their lives and to a life of service for Jesus Christ.

2. Before making application to the SCM, the student must have completed the following courses in the liberal arts core with a grade of "C-" or above: EN101, EN102, CM130, BI140, BI141, TH237.

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4. In addition to being admitted to Emmanuel College, applicants must fulfill specific application requirements stated on the SCM application form. Official admission to a SCM baccalaureate degree program is determined by the faculty in the SCM. Forms for application and letters of recommendation are available from the office of the chair of the School of Christian Ministries.

5. Once admitted to a SCM program, the student must maintain a 2.00 overall GPA in order to continue in the program, as well as complete chapel and Christian Service Practicum requirements.

6. Transfer credits which are applicable to the programs of the SCM are accepted as stated in the College's Transfer Policy.

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in an Emmanuel College or SCM Chapel; (2) Doing an oral presentation of ten minutes minimum in an approved junior or senior level course.

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While the School of Christian Ministries serves the Wesleyan and Pentecostal traditions of its sponsoring denomination, it recognizes the need to speak appreciatively of various theological traditions found in the historical church of Jesus Christ. Doctrinal unity among Christians is ultimately found in the person of Jesus Christ.

**POSITION ON BIBLE TRANSLATION**

The School of Christian ministries does not sanction only one translation but encourages its faculty and students to utilize the contributions various translations of God’s Word provide. Formal equivalent translations, such as the King James Version or New American Standard, are useful for seeing a more literal reading of the words and word-relationships in the original languages of the Bible. Dynamic equivalent translations, such as the New International Version or the Good News for Modern Man, express the meaning of Scripture using concepts more in line with contemporary language and ways of speaking. The SCM faculty encourages students to see that free translations and paraphrases are more a rephrasing and editing of Scriptures than actual translation. The SCM faculty believe that many of the translations available today serve to show the fundamentals of Christian doctrine.

**WORSHIP AND MUSIC MINISTRY**

The worship and music ministry major prepares students who will exalt Christ, who understand biblical worship, who are equipped to train local church musicians, and who will use music and worship to lead others into the presence of God.

**ADMISSIONS REQUIREMENTS**

1. Completion of an application for admission into the major.
2. Minimum high school grade point average of 2.00.
3. An audition and admission interview with the music faculty will be scheduled prior to the first semester registration. Students entering the program must pass the entrance audition demonstrating acceptable levels of proficiency on their chosen instruments, e.g. performing pitches and rhythms accurately.

**WORSHIP AND MUSIC MINISTRY MAJOR**

**BACHELOR OF SCIENCE**

**LIBERAL ARTS CORE**

<b>Communication Skills</b>		
EN 101, 102 (Freshman Composition)		6 hrs.
CM 130 (Intro to Communication)		3 hrs.
<b>Humanities</b>		
EN 200 (Intro to Literature)		3 hrs.
Art & Music Appreciation/Philosophy/ Theatre/Literature/Foreign Language		3 hrs.
<b>Social and Behavioral Science</b>		
History		3 hrs.
PY 210 (General Psychology) OR SO 172 (Intro to Sociology)		3 hrs.
<b>Natural Science/Mathematical Reasoning</b>		
SC 110 (Issues in Biology)		4 hrs.
Mathematics		3 hrs.
<b>Christian Ministries</b>		
BI 140 (Old Testament Survey)		3 hrs.
BI 141 (New Testament Survey)		3 hrs.
BI 300 (Gospel of John)		3 hrs.
TH 237 (Christian Ethics)		3 hrs.
<b>Physical Wellness</b>		
PE 105 (Total Fitness)		1 hr.
FS 101 (Freshman Seminar)		2 hrs.

SS 400 (Senior Seminar) 1 hr.

Total 44 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Bible Courses

BI 275 (Biblical Interpretation) 3 hrs.  
 BI 215 (Pentateuch) 3 hrs.  
 BI 232 (Acts) 3 hrs.  
 BI 322 (Synoptic Gospels) 3 hrs.  
 BI 390 (Life and Epistles of Paul) 3 hrs.  
 BI 450 (Old Testament Prophets) 3 hrs.

##### Theology Courses

HT 210 (Christian Thought and History) 3 hrs.  
 HT 310 (Historical Theology 1) 3 hrs.  
 HT 360 (Historical Theology 2) 3 hrs.  
 HT 410 (Historical Theology 3) 3 hrs.

##### Ministry Courses

MN 101 (Christian Ministry) 3 hrs.  
 MN 235 (Personal Evangelism) 3 hrs.  
 MN 285 (Intro to Christian Education) 3 hrs.  
 MN 102/302 (Christian Service Practicum) NC  
 MN 315 (Homiletics I) 3 hrs.  
 MN 361 (Church Leadership I) 3 hrs.  
 PY 410 (Spiritual Formation I) 3 hrs.

##### Internship

MN 390 (Internship) 3 hrs.

##### Music Courses

MU 140, 141 (Music Theory I & II) 6 hrs.  
 MU 142, 143 (Sight Sing/Ear Train) 2 hrs.  
 MU 230 (Music History II) 3 hrs.  
 MU 300 (World Music) 2 hrs.  
 MU 336 (Music Ministry) 3 hrs.  
 MU 350 (Orchestration/Arranging) 2 hrs.  
 MU 400 (Conducting) 3 hrs.

##### Applied Music

Major Area 3 hrs.  
 Piano\* 4 hrs.  
 Large Ensemble (Chorale/Instrumental) 2 hrs.

TOTAL 125 hrs.

\*Students in the Worship and Music Ministry Major are required to pass the keyboard Proficiency Examination as appropriate for careers in the area of music ministry. The exam is taken after four semesters of piano study and student should be able to demonstrate basic facility in the following areas: sight-reading at the appropriate level, technique (scales, arpeggios, and chord progressions), reading chord charts, harmonization of a melody, and transposition. Since this test is adapted specifically for the Worship and Music Ministry Major, the faculty of the School of Christian Ministries makes final decisions as to Pass/Fail. Satisfactory completion is required for graduation.

## **SCHOOL OF EDUCATION**

**Dean: Dr. Vicki Hollinshead**

### **Programs of Study:**

**Early Childhood Education**

**Middle Grades Education**

**Language Arts**

**Mathematics**

**Natural Science**

**Social and Behavioral Science**

**Secondary Education**

**Business Education**

**English Education**

**History Education**

**Mathematics Education**

**Music Education (K-12)**

**Choral**

**Instrumental**



# EDUCATION

## MISSION AND GOAL STATEMENT

In keeping with the philosophy of Emmanuel College which is based on a Christian worldview, the School of Education's mission is to integrate faith, living, learning, and teaching in such a way as to prepare prospective teachers to become servant leaders who make a positive contribution in a diverse society. In addition, the SOE endeavors to build a bridge linking historical and philosophical theory learned in the classroom with educational practice in real-world settings.

Within this framework our students, as professional educators, will develop: a knowledge of content and pedagogy; procedures for developing and using appropriate instructional methods, technology, and assessment; varied strategies for developing positive classroom environments that facilitate student learning, support students, and encourage partnerships with the home, school, and community; and a professional attitude regarding the teaching profession. Reflecting our Christian worldview, the goal of the Emmanuel College School of Education is to develop teachers who possess the knowledge, skills, and dispositions to meet the challenges they will face in the classroom. The Emmanuel College School of Education is committed to the three domains of its conceptual framework, preparing knowing, sharing, caring teachers for the twenty-first century. No domain by itself is effective, but all three are interconnected so as to produce effective teachers who are capable of working with a diverse student population. This framework is designed to develop the following competencies:

Teachers who KNOW will demonstrate:

### K1: Content

A knowledge of discipline specific content and curriculum appropriate for their chosen teaching field.

### K2: Pedagogical Content

A knowledge of the intellectual, social, physical, and personal development of diverse learners and appropriate instructional strategies to teach them in diverse contexts.

Teachers who SHARE will demonstrate:

### S1: Planning

The ability to design effective learning activities for all learners based on their knowledge of discipline specific content and curriculum, students, learning environments, and assessment.

### S2: Resources and Technology

The ability to select and use appropriate curriculum resources including current technology to enhance instruction for diverse learners.

### S3: Instruction

The ability to effectively organize, manage, and facilitate a learning environment which engages learners in active learning and positive social interaction.

### S4: Assessment

The ability to develop and utilize a variety of formal and informal assessment strategies to ensure the continuous development of all learners.

Teachers who CARE will demonstrate

### C1: Learning Environment

The ability to create a safe and stimulating learning environment conducive to all learners.

### C2: Student Learning

The ability to monitor and manage the classroom so that learners effectively attain desired learning outcomes.

### C3: Cooperative Partnerships

The ability to form home and community partnerships to foster student well being and learning.

### C4: Professional Development

The ability to grow professionally as a teacher.

## ADMISSIONS REQUIREMENTS

Admission to School of Education programs is accomplished in three phases: Pre-Professional, Professional, and Student Teaching. Forms and applications are available in the School of Education Office.

### **Pre-Professional Phase**

Individuals who show an interest in teaching are considered for admission into the Pre-professional phase of the program. Candidates are admitted to the Pre-professional phase who have met the general admissions requirements for the college and meet the following criteria:

- a. purchase professional liability insurance before being allowed to enter the public schools for field placements (Additional information regarding this insurance will be provided in ED 101 and ED 200),
- b. write a 2-page paper entitled “Why I Will Be A Successful Knowing, Sharing, and Caring Teacher,”
- c. submit a background check from the local sheriff’s office, and
- d. begin to gather evidence for a professional portfolio.

### **Professional Phase**

Application to the Professional Phase of a program should occur during the sophomore year. The candidate works closely with the academic advisor to complete the process and ensure that all criteria are met. Transfer students who have received credit for ED 200 must seek admission to the program during their first semester of enrollment.

Candidates gather evidence in a portfolio demonstrating that all requirements to be admitted into the School of Education have been met. When this is completed, candidates submit the application and portfolio to the Governance Committee for review. The candidates then request an interview with the Governance Committee. During the interview candidates will be asked to present this evidence of their potential to become a “Knowing, Sharing, Caring” teacher. Interviews will be scheduled on an individual basis.

The following criteria should be met by teacher candidates before admission:

#### **KNOWING**

- a. at least 30 hours of college credit courses and a “C-” or better in each lower and upper division major or minor course attempted
- b. a cumulative grade point average of at least 2.50 on all college work completed

- c. a final grade of “C-” or better in EN 101, EN 102, CM 130, ED 101 and ED 200 or equivalent courses
- d. a final grade of “C-” or better in the math course(s) required for the core in each program (see programs for specific courses that fulfill this requirement)
- e. a passing score on the GACE Basic Skills Assessment, or a composite score of 1000 on the critical reading and math sections of the SAT, or a combined score of 43 on the math and English sections of the ACT, or a composite score of 1030 on the quantitative and verbal sections of the GRE
- f. a recommendation of academic ability by a non-education Emmanuel College faculty member

#### **SHARING**

- a. documentation of successful practical classroom experience either through practicum experiences in ED 101 and ED 200 or other practical classroom experience
- b. documentation of teaching ability through the presentation of the professional portfolio
- c. a recommendation regarding teaching potential from a faculty member in the School of Education

#### **CARING**

- a. a character reference from a professional that has known the candidate well for a significant period of time
- b. an acceptable background check by the sheriff’s office
- c. successful completion of interview by the School of Education Governance Committee.

Note: Admission into the Professional Phase of the School of Education is required in order to enroll in Education courses numbered 300 and above unless specific permission is given by the School of Education Governance Committee.

#### **Student Teaching Phase**

With the assistance of his/her academic advisor, a teacher candidate will apply for admission to the Student Teaching Phase one semester prior to the semester in which the student teaching is to be scheduled. An application form may be obtained in the School of Education Office.

The following requirements must be met for admission to student teaching:

- a. admission into the Professional Phase of the program for at least one semester and maintenance of all admission criteria
- b. presentation of the professional portfolio to the Director of Field Experiences with documentation of mastery in each of the Knowing, Sharing, and Caring competencies
- c. recommendation of the Governance Committee.

Note: At the time of enrollment in EC/EM/ES/ME 475 Student Teaching, the student must have a 2.50 overall GPA, have a “C-” grade or better for every upper or lower division major or minor course, have proof of current professional liability insurance, and have completed all upper and lower division major and minor courses unless permission is granted by the School of Education Governance Committee.

### **GRADUATION REQUIREMENTS**

The following requirements must be met to graduate from an Emmanuel College School of Education program:

- a. completion of all basic requirements for graduation from Emmanuel College.
- b. completion of all course requirements in the chosen School of Education program with a cumulative grade point average of 2.50 or higher.
- c. a passing score on the GACE Basic Skills Test or proof of exemption on file in the School of Education Office.
- d. completion of the required exit test(s) designated by each individual program.

### **TRANSFER STUDENTS**

Of the minimum twenty (20) semester hours of upper division courses that must be completed in a student’s major at Emmanuel College during a two semester period, a transfer student in the School of Education must take one methods course with a practicum, in residence, in addition to the Student Teacher Block (EC/EM/ES/ME 451 and 475). In addition, the transfer student must meet requirements for admission into the Professional phase and into the Student Teaching phase and demonstrate mastery of the Knowing, Sharing, and Caring competencies. (See academic requirements for transfer students for additional College requirements.)

### **CERTIFICATION ONLY STUDENTS**

Certification only students are those students who have received a baccalaureate degree from an accredited institution and are only seeking certification. These students should communicate with the School of Education regarding requirements.

#### **Secondary Teacher Education**

##### **Apprenticeship Program**

Students completing a Secondary Teacher Education Apprenticeship Program from a secondary school with whom Emmanuel College has an articulated agreement may receive credit at Emmanuel College for ED 101 and ED 200. Evidence of completion of the above program will be by an official high school transcript and an official certificate of competency.

Students from other field-based Secondary Teacher Education Programs with whom Emmanuel College does not have an articulated agreement may receive credit for ED 101. To receive credit, the high school transcript must be presented to the dean of the school of education within the first week of classes. Their high school course work will be evaluated by the School of Education to determine if credit for ED 200 will also be granted.

## EARLY CHILDHOOD EDUCATION MAJOR

The Early Childhood Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in preschool through grade five. The Early Childhood Education Program is designed to develop knowing, sharing, caring teachers with a Christian philosophy who are generalists in content areas and who are specialists in child development. A collaborative shared inquiry framework is used to equip students with the competencies needed to link child development theory with developmentally appropriate curricula and teaching strategies.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
HU 200 (Art-Music Appreciation)	3 hrs.

##### Social and Behavioral Science

HY 272 (American History I)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Science/Mathematical Reasoning

SC 110 (Issues in Biology)	4 hrs.
MA 210 (Prin. of Mathematics)	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hr.
SS 400 (Senior Seminar)	1 hr.

Total 44 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Social and Behavioral Sciences

HY 273 (American History II)	3 hrs.
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##### Natural Science/Mathematical Reasoning

SC 120 (Physical Science)	3 hrs.
MA 211 (Math for Early Childhood)	3 hrs.

##### Physical Wellness

KN 219 (Personal Health)	3 hrs.
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##### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 305 (Multicultural Society)	3 hrs.
EC 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

##### Professional Courses

EC 300 (Curriculum)	3 hrs.
EC 300P (Curriculum Practicum)	3 hrs.
EC 302 (Creative Activities)	3 hrs.
EC 310 (Reading)	3 hrs.
EC 310P (Reading Practicum)	1 hr.
EC 311 (Children's Literature)	3 hrs.
EC 312 (Language Arts)	3 hrs.
EC 330 (Social Studies Methods)	3 hrs.
EC 330P (SS Practicum)	1 hr.
EC 400P (August Experience)	1 hr.
EC 410 (Reading Problems)	3 hrs.
EC 410P (Reading Practicum)	1 hr.
EC 420 (EC Math Methods)	3 hrs.
EC 420P (Math Practicum)	1 hr.
EC 421 (EC Science Methods)	3 hrs.
EC 421P (Science Practicum)	1 hr.
EC 451 (Classroom/Behavior Mgmt)	3 hrs.
EC 475 (Student Teaching)	12 hrs.

TOTAL 123 hrs.

## MIDDLE GRADES EDUCATION MAJOR

The Middle Grades Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in grades four through eight. The Middle Grades Program is designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in at least two content areas.

### Concentrations

Students majoring in Middle Grades Education are required to take 15-20 semester hours in two concentrations in addition to the professional education courses. These concentrations are chosen from the areas of language arts, mathematics, science or social studies.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Science/Mathematical Reasoning

*Science (Lab course)	4 hrs.
**Mathematics (MA 122 or a higher math)	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
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SS 400 (Senior Seminar)	1 hr.
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Total	44-45 hrs.
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#### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ED 305 (Multicultural Society)	3 hrs.
***EM 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

#### Professional Courses

EM 300 (Curriculum)	3 hrs.
EM 300P (Curriculum Practicum)	3 hrs.
EM 310 (Reading/Writing Content Area)	3 hrs.
EM 400P (August Experience)	1 hr.
EM 401P (Methods Practicum)	3 hrs.
Methods Courses: Choose 2	6 hrs.
EM 412 (Language Arts Methods)	
EM 420 (Math Methods)	
EM 421 (Science Methods)	
EM 430 (Social Studies Methods)	
EM 451 (Classroom/Behavior Mgmt)	3 hrs.
EM 475 (Student Teaching)	12 hrs.

Concentration I	15-20 hrs.
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Concentration II	15-18 hrs.
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TOTAL	124-133 hrs.
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#### AREAS OF CONCENTRATION CHOICES

Choose two concentrations from the four listed below:

#### LANGUAGE ARTS

EN 260 (Advanced Grammar)	3 hrs.
EN 311 (Adolescent Literature)	3 hrs.
EN 370 (Advanced Composition)	3 hrs.
Upper Level American Literature	3 hrs.
Upper Level Literature	3 hrs.
Total	15 hrs.

### MATHEMATICS

MA 175 (Pre-Calculus)	4 hrs.
MA 200 (Statistics) OR MA 400 (Probability)	3 hrs.
MA 220 (Linear Algebra I)	3 hrs.
MA 240 (Differential Calculus )	4 hrs.
MA 300 (Geometry)	3 hrs.
MA 321 (Discrete Mathematics)	3 hrs.
Total	20 hrs.

\*For those with a science concentration, the core science course must be SC 111 (Biology I) with SC 101 (Scientific Reasoning) as a co-requisite.

\*\*For those with a mathematics concentration, the mathematics core requirement is MA 125 (Trigonometry).

\*\*\*For those with a mathematics concentration, MA 367 (Mathematical Solution Technology) is required.

### NATURAL SCIENCE

SC 120 (Physical Science)	3 hrs.
SC 112 (Biology II)	4 hrs.
Chemistry/Physics/Environmental Science	7-8 hrs.
SC 210 (Earth Science)	3 hrs.
Total	17-18 hrs.

NOTE: When students' MPE (Mathematics Placement Exam) score places them above a required math course, they may substitute a course which has the required one as a prerequisite.

### SOCIAL AND BEHAVIORAL SCIENCE

GY 101 (Human Geography)	3 hrs.
HY 301 (Georgia History)	3 hrs.
HY 305 (Non-Western World History)	3 hrs.
Upper Level History	3 hrs.
Social Science Electives (History/Economics/Sociology/ Psychology/Political Science)	3 hrs.
Total	15 hrs.

## SECONDARY EDUCATION MAJORS

The Secondary Education Major leads to the Bachelor of Arts or Science degree and prepares students for a teaching career in grades six through twelve. The Secondary Education programs are designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in a particular field of study.

Emmanuel College prepares Secondary Education Teachers in several areas:

Business Education  
English Education  
History Education  
Mathematics Education

Admission to Secondary Education programs follows the same policies as outlined previously for other School of Education programs. Program requirements are found within the department from which the major subject material is administered.

### BUSINESS EDUCATION

The Secondary Business Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in grades six through twelve. The program is designed to develop knowing, sharing, caring, teachers with a Christian philosophy who are specialists in the field of business education.

#### BACHELOR OF SCIENCE

##### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition) 6 hrs.  
CM 130 (Intro to Communication) 3 hrs.

##### Humanities

EN 200 (Intro to Literature) 3 hrs.  
  
EN 340 (Multi-Ethnic Literature) OR  
HU 200 (Art-Music Appreciation) 3 hrs.

##### Social & Behavioral Science

History 3 hrs.  
PY 220 (Human Growth/Development) 3 hrs.

##### Natural Sciences/Mathematical Reasoning

Science (Lab course) 4 hrs.  
MA 124 (College Algebra)  
or a higher math 3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History) 3 hrs.  
BI 112 (Interpreting Biblical Literature) 3 hrs.  
BI 300 (Gospel of John) 3 hrs.  
TH 237 (Christian Ethics) 3 hrs.

##### Physical Wellness

PE 105 (Total Fitness) 1 hr.

FS 101 (Freshman Seminar) 2 hrs.  
Senior Seminar 1 hr.

Total 44 hrs.

### MAJOR LOWER AND UPPER LEVEL COURSES

#### Business Content Courses:

BU 200, 201 (Macro/Microeconomics) 6 hrs.  
BU 250, 251 (Comp Office Apps I & II) 6 hrs.  
BU 260 (Financial Acct) 3 hrs.  
BU 264 (Managerial Acct) 3 hrs.  
BU 285 (Personal Financial Mgmt) 3 hrs.  
BU 300 (Management/Org. Behavior) 3 hrs.  
BU 305 (Marketing) 3 hrs.  
BU 310 (Business Law) 3 hrs.  
BU 325 (Entrepreneurship) 3 hrs.  
BU 360 (Management Comm.) 3 hrs.  
BU 422 (Business Ethics) 3 hrs.  
BU 460 (International Business) 3 hrs.  
IS 255 (Information Systems) 3 hrs.

#### Foundation Courses

ED 101 (Orientation to Teaching) 1 hr.  
ED 200 (American Education) 3 hrs.  
ED 310 (Assessment for Learning) 3 hrs.  
ES 350 (Media and Technology) 3 hrs.

ED 403 (Exceptional Children)	3 hrs.
<b>Professional Courses</b>	
ES 300 (Curriculum)	3 hrs.
ES 300P (Curriculum Practicum)	1 hr.
ES 400 (August Experience)	1 hr.
ES 401 (Methods Practicum)	5 hrs.
ES 425 (Instructional Strategies)	3 hrs.
ES 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 475 (Student Teaching)	12 hrs.
<b>TOTAL</b>	<b>130 hrs.</b>

<b>Natural Sciences/Mathematical Reasoning</b>	
SC 110 (Issues in Biology)	4 hrs.
Mathematics	3 hrs.
<b>Christian Ministries</b>	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.
<b>Physical Wellness</b>	
PE 105 (Total Fitness)	1 hr.
FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.
<b>TOTAL</b>	<b>44 hrs.</b>

## ENGLISH EDUCATION

The general purpose of the English Education curriculum is to provide a program which broadens students' knowledge and gives them a firm Christian foundation. The general core in the curriculum gives students experiences in areas in addition to English and teaches them a Christian philosophy and worldview. Students take courses in communication skills, humanities, history and the behavioral sciences, science and mathematics, physical wellness, and Christian ministries in addition to courses in literature, old and new, western and non-western, and in writing both creatively and informatively. This knowledge base is then paired with pedagogy and experience to create knowing, sharing, and caring teachers for today's classrooms.

### BACHELOR OF ARTS OPTION

#### LIBERAL ARTS CORE

<b>Communication Skills</b>	
EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communications)	3 hrs.
<b>Humanities</b>	
EN 200 (Intro to Literature)	3 hrs.
Foreign Language (French or Spanish)	3 hrs.
<b>Social &amp; Behavioral Science</b>	
History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

<b>Humanities Courses</b>	
Foreign Language	3 hrs.
<b>English Content Courses</b>	
EN 260 (Advanced Grammar)	3 hrs.
EN 311 (Adolescent Literature)	3 hrs.
EN 340 (Non-Western World Literature)	3 hrs.
EN 345 (Major American Authors I)	3 hrs.
EN 346 (Major American Authors II)	3 hrs.
EN 370 (Advanced Composition) OR EN 302 (Technical Writing)	3 hrs.
EN 380 (History/English Language)	3 hrs.
EN 395 (Critical Theories)	3 hrs.
EN 445 (Major British Authors I)	3 hrs.
EN 446 (Major British Authors II)	3 hrs.
EN 447 (Major Western Authors I)	3 hrs.
EN 448 (Major Western Authors II)	3 hrs.
EN 490 (Shakespeare)	3 hrs.
<b>Foundation Courses</b>	
ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ES 350 (Media & Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.
<b>Professional Courses</b>	
ES 300 (Curriculum)	3 hrs.
ES 300P (Curriculum Practicum)	1 hr.



ES 310 (Reading in Content Area)	3 hrs.
ES 412 (Methods of Teaching English)	3 hrs.
ES 400P (August Experience)	1 hr.
ES 401P (Methods Practicum)	5 hrs.
ES 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 475 (Student Teaching)	12 hrs.
<b>TOTAL</b>	<b>130 hours</b>

### **BACHELOR OF SCIENCE OPTION**

#### **LIBERAL ARTS CORE**

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communications)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social & Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Sciences/Mathematical Reasoning

SC 110 (Issues in Biology)	4 hrs.
Mathematics	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

<b>Total</b>	<b>44 hrs.</b>
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### **MAJOR LOWER AND UPPER LEVEL COURSES**

#### English Content Courses

EN 260 (Advanced Grammar)	3 hrs.
EN 311 (Adolescent Literature)	3 hrs.
EN 340 (Non-Western World Literature)	3 hrs.
EN 345 (Major American Authors I)	3 hrs.
EN 346 (Major American Authors II)	3 hrs.
EN 370 (Advanced Composition) OR EN 375 (Creative Writing)	3 hrs.
EN 380 (History English Language)	3 hrs.
EN 395 (Critical Theories)	3 hrs.
EN 445 (Major British Authors I)	3 hrs.
EN 446 (Major British Authors II)	3 hrs.
EN 447 (Major Western Authors I)	3 hrs.
EN 448 (Major Western Authors II)	3 hrs.
EN 490 (Shakespeare)	3 hrs.

#### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ES 350 (Media & Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

#### Professional Courses

ES 300 (Curriculum)	3 hrs.
ES 300P (Curriculum Practicum)	1 hr.
ES 310 (Reading in Content Area)	3 hrs.
ES 412 (Methods of Teaching English)	3 hrs.
ES 400P (August Experience)	1 hr.
ES 401P (Methods Practicum)	5 hrs.
ES 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 475 (Student Teaching)	12 hrs.

<b>TOTAL</b>	<b>127 hrs.</b>
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**HEALTH/PHYSICAL EDUCATION**

The Health and Physical Education major leads to a Bachelor of Science degree and prepares students for teaching health and physical education in grades P-12. The Health and Physical Education major is designed to develop knowing, sharing, caring teachers with a Christian philosophy who are specialists in the areas of health and physical education.

**LIBERAL ARTS CORE**

## Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

## Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

## Social &amp; Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

## Natural Sciences/Mathematical Reasoning

SC 101 (Scientific Reasoning)	1 hr.
SC 111 (Biology I)	4 hrs.
Mathematics (MA 124 or higher)	3 hrs.

## Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

## Physical Wellness

PE 105	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

<b>Total</b>	<b>45 hrs.</b>
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**MAJOR LOWER AND UPPER LEVEL COURSES**

## Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (Principles of American Education)	3 hrs.

EM/ES 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

## Health/Physical Education

SC 330 (Anatomy I)	4 hrs.
SC 331 (Anatomy II)	4 hrs.
KN 215 (First Aid/Safety)	3 hrs.
KN 218 (History/Philosophy PE)	3 hrs.
KN 219 (Personal/Community Health)	3 hrs.
KN 313 (Organization/Admin PE)	3 hrs.
KN 314 (Nutrition)	3 hrs.
KN 319 (Athletic Training)	3 hrs.
KN 321 (Kinesiology)	3 hrs.
KN 322 (Exercise Testing and Prescription)	3 hrs.
KN 401 (Tests and Measurements)	3 hrs.
KN 413 (Motor Learning)	3 hrs.
KN 414 (Exercise Physiology)	3 hrs.

## Professional Courses

HPE 320 (Health Education)	3 hrs.
HPE 400P (August Experience)	1 hr.
HPE 415 (Teaching Individual/Dual Sports)	2 hrs.
HPE 416 (Teaching Team Sports)	2 hrs.
HPE 417 (Teaching Dance)	2 hrs.
HPE 418 (Teaching Outdoor Sports)	2 hrs.
HPE 420 (P-5 Methods)	3 hrs.
HPE 421 (6-12 Methods)	3 hrs.
HPE 431 (Adapted PE)	3 hrs.
HPE 451 (Classroom/Behavior Mgmt)	3 hrs.
HPE 475 (Student Teaching)	12 hrs.

<b>TOTAL</b>	<b>132 hrs.</b>
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## HISTORY EDUCATION

The Secondary History Education major leads to a Bachelor of Science degree and prepares students for teaching history in grades 6 through 12. The program is designed to produce **knowing** teachers who have internalized content of breadth and depth enabling them to instruct history as a specialty field. The required foundational and professional courses will ensure and enhance abilities characteristic of **sharing** and **caring** instructors.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	3 hrs.

##### Social and Behavioral Sciences

HY 110 (Western Civ I)	3 hrs.
HY 272 (American History I)	3 hrs.

##### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics (College Algebra or a higher math)	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total 44 hrs.

## MAJOR LOWER AND UPPER LEVEL COURSES

### Social/Behavioral Sciences

#### Content Courses Lower Level:

GY 101 (Human Geography)	3 hrs.
HY 111 (Western Civ II)	3 hrs.
HY 273 (American History II)	3 hrs.
PS 101 (American Government)	3 hrs.

#### Content Courses Upper Level:

HY 301 (Georgia History)	3 hrs.
HY 305 (Non-Western History)	3 hrs.
Upper Level European History	9 hrs.
Upper Level American History	9 hrs.

### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ES 350 (Media & Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

### Professional Courses

ES 300 (Curriculum)	3 hrs.
ES 300P (Curriculum Practicum)	1 hr.
ES 430 (Social Studies Methods)	3 hrs.
ES 400P (August Experience)	1 hr.
ES 401P (Methods Practicum)	5 hrs.
ES 451 (Classroom Behavior Mgmt)	3 hrs.
ES 475 (Student Teaching)	12 hrs.

TOTAL 124 hrs.

## MATHEMATICS EDUCATION

The Mathematics Secondary Education Major leads to the Bachelor of Science degree and prepares students for a teaching career in grades six through twelve. The Mathematics Secondary Education Major is designed to develop knowing, sharing, and caring teachers with a Christian philosophy who are specialists in mathematics education. Strong emphasis is placed on learning the mathematics content, on the NCTM Curriculum Standards, on the Georgia Performance Standards, and on the student's ability to exhibit effective practices in the preparation of and delivery of lessons.

### BACHELOR OF SCIENCE

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman English)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
EN 340 (Multi-Ethnic Literature) OR HU 200 (Art-Music Appreciation)	3 hrs.

##### Social & Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 175 (Pre-Calculus) OR MA Elective (MA 242 or higher)	3-4 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpretation Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total

43-44 hrs.

#### MAJOR LOWER AND UPPER LEVEL COURSES

##### Mathematics Content Courses

MA 200 (Statistics) OR MA 400 (Probability)	3 hrs.
MA 220 (Linear Algebra I)	3 hrs.
MA 240 (Differential Calculus)	4 hrs.
MA 241 (Integral Calculus)	4 hrs.
MA 300 (Geometry)	3 hrs.
MA 321 (Discrete Mathematics)	3 hrs.
MA 420 (Abstract Algebra)	3 hrs.
MA 450 (Mathematical Topics)	3 hrs.
Math Electives	9 hrs.
MA 242 (Multivariable Calculus)	
MA 310 (Topology)	
MA 320 (Linear Algebra II)	
MA 350 (Differential Equations)	
MA 400 (Probability)	
MA 440 (Mathematical Analysis)	
MA 441 (Numerical Analysis)	

##### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
MA 367 (Mathematical Solution Tech)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

##### Professional Courses

ES 300 (Curriculum)	3 hrs.
ES 300P (Curriculum Practicum)	1 hr.
ES 400P (August Experience)	1 hr.
ES 401P (Methods Practicum)	5 hrs.
ES 420 (Secondary Math Methods)	3 hrs.
ES 451 (Classroom/Behavior Mgmt)	3 hrs.
ES 475 (Student Teaching)	12 hrs.

TOTAL

120-121 hrs.

## MUSIC EDUCATION (P-12)

The Bachelor of Music Education degree is offered for the purpose of training qualified students to teach music from pre-school through grade twelve in public or private schools. In addition to the general knowledge base and Christian foundation in the core curriculum, candidates receive a broad and thorough foundation in music theory, history, performance, and pedagogy. Included in the program is approximately 800 hours of contact time in the public schools. The degree is offered with a choice of two tracks: choral or instrumental.

### BACHELOR OF MUSIC EDUCATION

#### LIBERAL ARTS CORE

##### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

##### Humanities

EN 200 (Intro to Literature)	3 hrs.
MU 300 (World Music)	2 hrs.

##### Social and Behavioral Science

History	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

##### Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

##### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
BI 300 (Gospel of John)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

##### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
SS 400 (Senior Seminar)	1 hr.

Total	43 hrs.
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## MAJOR LOWER AND UPPER LEVEL COURSES

### Music Content Courses

MU 140, 141 (Music Theory I & II)	6 hrs.
MU 142, 143 (Sight Sing/Ear Train)	2 hrs.
MU 220, 230 (Music History/Lit. I & II)	6 hrs.
MU 240, 241 (Music Theory III & IV)	6 hrs.
MU 242, 243 (Sight Sing/Ear Train)	2 hrs.
MU 350 (Orchestration and Arranging)	2 hrs.
MU 400 (Conducting)	3 hrs.
MU 400P (Conducting Practicum)	NC
Applied Music:	
Major Instrument	14 hrs.
Minor Instrument	4 hrs.
MU 099 (Music Seminar)	NC
Large Ensemble	4 hrs.

### Foundation Courses

ED 101 (Orientation to Teaching)	1 hr.
ED 200 (American Education)	3 hrs.
ED 310 (Assessment for Learning)	3 hrs.
ME 350 (Media and Technology)	3 hrs.
ED 403 (Exceptional Children)	3 hrs.

### Professional Courses

ME 302 (Curriculum and Methods P-6)	3 hrs.
ME 302P (Methods Practicum P-6)	2 hr.
ME 390P (August Experience P-6)	1 hr.
ME 391P (August Experience 7-12)	1 hr.
ME 402 (Curriculum and Methods 7-12)	3 hrs.
ME 402P (Methods Practicum 7-12)	2 hr.
ME 451 (Classroom Behavior Mgmt)	3 hrs.
ME 475 (Student Teaching)	12 hrs.

### CHOOSE ONE OF THE FOLLOWING EMPHASES:

#### CHORAL TRACK

MU 327 (Choral Literature & Tech)	3 hrs.
MU 327P (Choral Lit/Tech Practicum)	NC
Choose one of the following:	2 hr.
MU 225 (Brass/Percussion Techniques)	
MU 255 (Woodwind/String Techniques)	

#### INSTRUMENTAL TRACK

MU 225 (Brass /Percussion Techniques)	2 hr.
MU 255 (Woodwind/Strings Techniques)	2 hr.
MU 299 (Instrumental Tech Practicum)	NC

TOTAL	136-137 hrs.
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## **ASSOCIATE DEGREES**

### **Programs of Study:**

**General Education**

**Allied Health**

**Business Administration**

**Pre-Pharmacy**

## GENERAL EDUCATION

### PURPOSE

As a Christian liberal arts college, Emmanuel provides educational opportunities that go beyond job training in marketable skills for employment. Studying liberal arts is not synonymous with career preparation. The general education program is designed to help the person develop as a holistic individual in society. In that a liberal arts education seeks to help the student make a life rather than merely a living, and that career goals often change, the general education program is highly valuable for career preparation, and for further work toward a baccalaureate degree.

### STUDENT LEARNING OUTCOMES

Based upon the purpose described above, the Emmanuel College faculty have established the following student learning OUTCOMES for the Associate's Degree in General Education in four broad areas of study—developing personal skills, understanding cultural and philosophical foundations, appreciating artistic and literary dimensions of culture, and understanding the natural world.

### LIBERAL ARTS (GENERAL EDUCATION)

#### CORE COMPETENCIES

- Communicate effectively through writing and speaking
- Develop an awareness and sensitivity to people of varied cultural backgrounds
- Understand steps to Biblical interpretation, so as to apply them to one's daily life
- Demonstrate proficiency in the use of technology

### GRADUATION REQUIREMENTS

In order to graduate with an Associate of Arts Degree in General Education, a student must complete the course requirements listed below (a minimum of 60 semester hours) with a minimum grade point average of 2.00 for all coursework taken and meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

### ASSOCIATE OF ARTS

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Humanities\*

EN 200 (Intro to Literature)	3 hrs.
Art-Music Appreciation/Philosophy/ Theater/Foreign Language/Literature	6 hrs.

#### Social and Behavioral Science\*

History	3 hrs.
Political Science/Psychology/Sociology/ Economics/Geography/History	6 hrs.

#### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.

#### Natural Science/Mathematical Reasoning

Science (Lab course)	4 hrs.
Mathematics	3 hrs.

#### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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Electives 17 hrs.

FS 101 (Freshman Seminar) 2 hrs.

**TOTAL** 60 hrs.

\*Students who are following curricula which place emphasis on mathematics and science may request at the beginning of the sophomore year to be permitted to make the following substitutions:

A student with a total of 20 hours of math/science (this is 12 hours above the 3-hour math and 4-hour science requirement) may substitute 3 hours of math/science courses for one of the options under humanities or social science.

A student with a total of 23 or more hours of math/science (15 or more hours above requirements) may substitute for one option under both humanities and social science. A student may not substitute for two humanities or two social science courses under this provision.

## ALLIED HEALTH

### PURPOSE

The Allied Health Program at Emmanuel College is designed to provide the undergraduate prerequisites for a student pursuing a Bachelor of Science degree in nursing, occupational therapy, nuclear and radiological sciences, respiratory therapy, medical technology, dental hygiene, health informatics, medical illustrations and physicians assistant. Since the prerequisites of each of the above mentioned allied health fields vary, the student should work closely with their Allied Health advisor to choose the required prerequisites for their transfer institution.

### GOALS AND STUDENT LEARNING OUTCOMES

Upon completion of the Allied Health program, graduates should be able to demonstrate the following:

#### I. Knowledge

1. Graduates will have a working knowledge of biological vocabulary
2. Graduates should be able to explain the concepts in the following seven critical areas of biology in their own words: energy; matter; and organization; genetic continuity and reproduction; growth, development, and differentiation; structure and function of human body systems, organs and tissues; regulating homeostasis in the human body.
3. Graduates will be able to articulate what the scientific process means philosophically (i.e., be able to distinguish science from non-science).
4. Graduates will be able to describe biology and science in context with a liberal arts education.

#### II. Use of technology to create knowledge

1. Graduates will know the scientific techniques of observation, measurement, sampling and analysis
2. Graduates will demonstrate an ability to use laboratory and computer technologies to gather information, analyze, and communicate findings.

3. Graduates will demonstrate a working knowledge of processes, protocols, and proper operation of instrumentation and software that provides them with information and analyses on biological phenomena.

#### III. Communication of knowledge

1. Graduates will be able to clearly articulate the problem at hand or objective of a study, and then analyze and discuss the available data, drawing conclusions warranted by the evidence.
2. Graduates will be competent in scientific writing and oral communication. Graduates will know and be able to apply the scientific method (i.e., to understand procedural knowledge and skills so that one can carry out a scientific study as well as critically analyze the work of others -- part of structural biological literacy). This includes the ability to develop hypotheses and make predictions; design experiments to test hypotheses; and critically evaluate results and draw conclusions.

### GRADUATION REQUIREMENTS

In order to graduate with an Associate of Science Degree in Allied Health, a student must complete the course requirements listed below (a minimum of 65 semester hours) with a minimum grade point average of 2.00 for all coursework taken and meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

### ASSOCIATE OF SCIENCE

#### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

#### Social and Behavioral Science

History	3 hrs.
PY 210 (General Psychology)	3 hrs.
SO 172 (Intro to Sociology)	3 hrs.
PY 220 (Human Growth/Development)	3 hrs.

#### Natural Science/Mathematical Reasoning\*

SC 101 (Scientific Reasoning)	1 hr.
SC 111 (Biology I)	4 hrs.
SC 220 (Chemistry I)	4 hrs.
SC 112 (Biology II) OR	
SC 221 (Chemistry II) OR	



SC 320 (Organic Chemistry I)	4 hrs.
SC 330 (Anatomy I)	4 hrs.
SC 331 (Anatomy II) OR SC 240 (Physics I)	4 hrs.
Mathematics (MA 124, 125, 175, 240)	3-4 hrs.
Christian Ministries	
BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
Humanities	
Art-Music Appreciation/Philosophy/ Literature/Theater/Foreign Language	3 hrs.
Physical Wellness	
PE 105 (Total Fitness)	1 hr.
Guided Electives	9 hrs.
(Contact Allied Health Advisor for more information on Guided Electives.)	
FS 101 (Freshman Seminar)	2 hrs.
TOTAL	66-67 hrs.

## BUSINESS ADMINISTRATION

### PURPOSE

This degree is designed for those students who wish to pursue a two-year degree in business administration. The curriculum is designed to prepare the student for immediate entry-level placement in the business job market, and will also prepare the student to go directly into a Bachelor's Degree program here at Emmanuel. This degree also fills a need under the Trade Readjustment Act (TRA) which gives anyone who loses a job that is covered by this act eligibility for a two-year retraining program funded by the TRA. The Act requires that the candidate complete the program within two years. Therefore, most four-year programs are ineligible for funding.

### GOALS

To accomplish its purpose, the Business Administration program will:

1. Provide education and training through business courses deemed essential to successful employment after graduation.
2. Maintain a visible involvement in the local business community, so as to provide avenues of exposure and support for students, as well as possible employment opportunities.

### STUDENT LEARNING OUTCOMES

Graduates of the Business Administration program should be able to do the following:

1. Demonstrate a knowledge base appropriate to an associate of business administration level of proficiency.
2. On an introductory level, integrate a knowledge of Scripture with business practice.
3. Demonstrate an ability to effectively write and speak in an appropriate business manner.
4. Demonstrate an ability to work well with business teams, including (but not limited to) taking initiative, working with different types of personality and leadership styles, and following through with assignments.

## GRADUATION REQUIREMENTS

In order to graduate with an Associate of Science degree, a student must:

1. Complete the requirements listed below for the Business Administration curriculum (for a total of at least 61 semester hours).
2. Earn a minimum grade point average of 2.00 for all course work taken. No grade below "C-" in required business courses will be accepted for graduation credit.
3. Meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

## ASSOCIATE OF SCIENCE

### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

### Humanities

Art-Music Appreciation/Philosophy/ Theater/Literature	3 hrs.
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### Social & Behavioral Science

History	3 hrs.
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### Natural Sciences/Mathematical Reasoning

Science (Lab course)	4 hrs.
MA 124 (College Algebra) or a higher math	3 hrs.

### Christian Ministries

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.
TH 237 (Christian Ethics)	3 hrs.

### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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### FS 101 (Freshman Seminar)

2 hrs.

### Business Courses

BU 200 (Macroeconomics) OR BU 201 (Microeconomics)	3 hrs.
BU 250 (Computer Office Apps I)	3 hrs.
BU 252 (Business Problem Solving)	3 hrs.
BU 260 (Financial Acct)	3 hrs.

BU 264 (Managerial Acct)	3 hrs.
BU 285 (Personal Financial Mgmt)	3 hrs.
BU 300 (Mgmt/Org Behavior)	3 hrs.
BU 305 (Marketing)	3 hrs.
BU 310 (Business Law)	3 hrs.
<b>TOTAL</b>	<b>61 hrs.</b>

## PRE-PHARMACY

### PURPOSE

Upon completion of the Pre-Pharmacy Program at Emmanuel College, the graduate will have received a Christian, liberal arts core in addition to scientific training commiserate the admission requirements of the Pharmacy schools in the Southeastern United States.

### GOAL

The goal of the program is to provide foundational studies in the following areas which are needed to enroll in Pharmacy school: communication arts, social and behavioral sciences, mathematics, and natural sciences.

### STUDENT LEARNING OUTCOMES

Knowledge:

1. Graduates will demonstrate a knowledge of basic concepts of biology, general chemistry, organic chemistry, physics (mechanics) and mathematical reasoning (including statistics).

2. Graduates will be able to explain what the scientific process means philosophically (i.e., be able to identify the difference between science and non-science).

Use of technology to create knowledge:

3. Graduates will know the scientific techniques of observation, measurement, sampling and analysis.

4. Graduates will use demonstrate an ability to use laboratory and computer technologies to gather information, analyze, and communicate findings.

### GRADUATION REQUIREMENTS

In order to graduate with an Associate of Arts Degree in Pre-Pharmacy, a student must complete the course requirements listed below (a minimum of 65 semester hours) with a minimum grade point average of 2.00 for all coursework taken and meet all other college graduation requirements outlined under Requirements for Graduation in this catalog.

## ASSOCIATE OF ARTS

### Communication Skills

EN 101, 102 (Freshman Composition)	6 hrs.
CM 130 (Intro to Communication)	3 hrs.

### Social and Behavioral Science

BU 200 (Economics I) OR	
BU 201 (Economics II)	3 hrs.
HY 272 (American History I) OR	
HY 273 (American History II)	3 hrs.
PS 101 (American Government)	3 hrs.
PY 210 (General Psychology)	3 hrs.

### Mathematical Reasoning

MA 175 (Pre-Calculus)	4 hrs.
MA 200 (Statistics)	3 hrs.
MA 240 (Differential Calculus)	4 hrs.

### Natural Science

SC 101 (Scientific Reasoning)	1 hr.
SC 111, 112 (Biology I & II)	
(Lab sequence)	8 hrs.
SC 220, 221 (Chemistry I & II)	
(Lab sequence)	8 hrs.
SC 320, 321 (Organic Chemistry I & II)	
(Lab sequence)	8 hrs.

### Humanities

BI 111 (Biblical Literature & History)	3 hrs.
BI 112 (Interpreting Biblical Literature)	3 hrs.

### Physical Wellness

PE 105 (Total Fitness)	1 hr.
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FS 101 (Freshman Seminar)	2 hrs.
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<b>TOTAL</b>	<b>66 hrs.</b>
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## IX. COURSES OF INSTRUCTION

### COURSE NUMBERINGS

- 000-099 Developmental Level Courses
- 100-199 Freshman Level Courses
- 200-299 Sophomore Level Courses
- 300-399 Junior Level Courses
- 400-499 Senior Level Courses

In general, freshman-level courses should be taken before sophomore-level; sophomore-level before junior-level and junior-level before senior level. Students who desire a change from the normal requirements of a degree program (e.g., a substitution or a waiver) must complete and file a Course Substitution/Waiver form with the registrar, who will make the appropriate notations in the CRIS registration system. Completion of the form will require the advisor to consult with the registrar and will require the student to obtain the signatures of the advisor, the department chair, and the vice president for academic affairs (in that order). The form must be returned to the registrar for to complete the course substitution/waiver process.

### COURSE LISTINGS

The courses offered at Emmanuel College are listed in alphabetical order. The information contains a course number, title, description, hours credit, and semesters offered. Courses generally meet as many times per week as credit hours indicate.

### BUSINESS

BU 175 Introduction to Business (Infrequent) 3 hrs.

This is a survey course of the various fields of business designed to acquaint the student with the basic principles and practices involved in the interrelated functions of business and career possibilities in the business world.

BU 200 Principles of Macroeconomics (Spring) 3 hrs.

This course is the introduction to the American economic system and economic analysis with an overall picture of the operation of the economy. Included are the basic economic theories of supply and demand, production possibilities, performance measures, circular flow of income, inflation and unemployment, the roles of fiscal policy and monetary policy, and economic growth.

BU 201 Principles of Microeconomics (Fall) 3 hrs.

This course is the study of economics with an emphasis on the theory of the firm, along with price theory and decision making by individuals, households and firms. Other topics include the determination of prices in various market structures, the distribution of income along functional lines, international trade, and comparative economic systems.

BU 221/321/421 Business Leadership (Infrequent) 1 hr.

This course provides students the opportunity to develop business leadership, teamwork, and communication skills through learning, practicing, and teaching the business principles found in free enterprise, especially within the local community. This course is open to all students, with the expectation that students will join Students in Free Enterprise (SIFE) in the fall of the academic year, continuing their membership well into the spring semester. There shall be a minimum of one hour in class, plus two hours of volunteer work per week. Students may not take this class more than three (3) times. Prerequisite: At least sophomore standing or permission of SIFE faculty advisor.

BU 250 Computer Office Applications I (Fall, Spring) 3 hrs.

This is a course designed to teach the student computer office productivity applications, including word processing, spreadsheets, database, and multimedia presentation software.

BU 251 Computer Office Applications II (Summer Online) 3 hrs.

This course is a continuation of BU 250 with emphasis and focus on advanced topics and applications of word processing, spreadsheets, databases, and multimedia presentations. Prerequisite: BU 250 or permission of instructor.

BU 252 Business Problem Solving (Spring) 3 hrs.

This course is designed to develop the business student's ability to solve business problems using Microsoft Excel and Access software. Using a case-based teaching model will provide the student with opportunity to think about real-world business situations and hands-on experience using problem solving software. The course will focus on common business cases which will strengthen the student's ability to analyze a problem, examine alternative solutions and implement a solution using software. Prerequisite: BU 250 or permission of the instructor.

BU 260 Financial Accounting (Fall) 3 hrs.

This course provides an introduction to the fundamental principles and procedures of financial accounting, including, but not limited to coverage of the following: financial transactions analysis, the accounting cycle, financial statements, current assets, long term assets, intangible assets, current and long term liabilities, stockholder equity, cash flow statements, and financial statement analysis. Emphasis is placed on applying these principles and procedures to businesses organized as corporations. Prerequisite: Sophomore status or permission of the instructor.

BU 264 Managerial Accounting (Spring) 3 hrs.

This is a course designed to study the concepts, mechanics, and issues of managerial accounting for use in decision making, including but not limited to the following topics: managerial cost concepts, job order and process costing, variable costing, activity based costing, and standard costing. Prerequisite: Grade of "C-" or better in BU 260.

BU 285 Personal Financial Management (Spring) 3 hrs.

This course covers the application of money (financial) management responsibilities of individuals and families. Study and practical work include financial planning, budgeting, taxes, savings, use of credit, auto and home purchasing, insurance, personal investing, and retirement and estate planning.

BU 300 Management and Organizational Behavior (Fall) 3 hrs.

This is a course designed to teach the process involved in coordinating an organization's resources to achieve its goals. Emphasis is given to the management functions of planning, organizing, directing, and controlling especially within the context of team behavior, motivation, and performance. Prerequisite: Grade of "C-" or better in MA 124 or a higher math.

BU 305 Principles of Marketing (Fall) 3 hrs.

This is a course designed to teach the elements of the marketing function with emphasis placed on product, price, promotion, and distribution concepts. Market development teams are used on various cases and projects. Covered also is an overview of global marketing concepts and practices from a diverse global perspective. Prerequisite: Grade of "C-" or better in MA 124 or a higher math.

BU 310 Business Law (Spring) 3 hrs.

This is a course designed to give an overview of the U. S. legal system along with the principles and processes related to the business law including, but not limited to the following topics: the legal environment of business, contracts, torts, bailments, and administrative agencies. Prerequisite: Grade of "C-" or better in MA 124 or a higher math.

BU 315 Business Statistics (Spring) 3 hrs.

This is a course designed to teach the statistical tools used in business analysis including, but not limited to the following topics: descriptive statistics- tabular, graphic, and numerical methods; probability; distributions; and regressions. Prerequisite: Grade of "C-" or higher in MA 124 or a higher level math course.

BU 325 Entrepreneurship (Small Business Management) (Fall) 3 hrs.

This is a course designed to teach the policies, practices, and procedures applicable to the management of a small firm with an emphasis placed on entrepreneurial decision making. Prerequisite: Grade of "C-" or better in MA 124 or a higher math.

BU 335 Retail Management (Infrequent) 3 hrs.

This is a course designed to teach principles of planning, directing, organizing, and controlling for retail establishments.

BU 342 Readings in Business Administration (Infrequent) 1-3 hrs.

This is a course designed for independent study under the supervision of a member of the Business Administration faculty. This course involves independent reading from selected literature in the field of business

followed by written and/or oral reports. This course may be taken only with the approval of the Business Administration program chair.

BU 345 Managerial Finance (Fall) 3 hrs.

This is a course designed to teach the objectives, tools, methods, and problems of corporate financial management. Topics include, but are not limited to the following: time value of money, financial risk, working capital management, capital budgeting, raising capital, capital structure, and dividend policy. Prerequisite: BU 260 and grade of "C-" or better in MA 124 or a higher math.

BU 346 Small Business Finance (Infrequent) 3 hrs.

This is a course designed to acquaint the student with topics in small firm finance, including, but not limited to the following: time value of money, financial risk, working capital management, forecasting, capital budgeting, raising capital, and entrepreneurial finance issues. Prerequisite: BU 260.

BU 360 Management Communications (Fall) 3 hrs.

This is a course designed to teach the communication skills needed by managers to be effective in today's business organizations, with a special emphasis in public speaking, business writing, resume writing, and interoffice communication. Prerequisite: CM 130 and EN 102 with a grade of "C-" or better for both classes.

BU 375 Management of Financial Institutions (Infrequent) 3 hrs.

This is a course designed to provide a study of basic principles of managing financial institutions, especially commercial banks. Prerequisite: BU 260 and grade of "C-" or better in MA 124 or a higher math.

BU 390 Internship (Per student demand) 3 hrs.

This is a course which allows a student to work in a business firm and receive academic credit. A written agreement between the student, the college, and the business firm, detailing the parameters of the internship, must be enacted before a student is allowed to enroll. Work must be related to management activities and be supervised by a manager. Reports and evaluations are required. Work may only be fulfilled in the junior or senior year. Prerequisites: Junior or senior status in good standing; completion of BU 300 and/or approval of internship instructor.

BU 410 Human Resource Management (Fall) 3 hrs.

This is a course designed to provide a foundation in the principles and practices of personnel management; organization and operation of the personnel function; and, consideration of key personnel problems in the areas of recruitment, selection, placement, training and development, performance and appraisal, compensation, safety and health, separation, as well as employee and labor relations. Co-requisite: BU 300 and grade of "C-" or better in MA 124 or a higher math.

BU 422 Business Ethics (Spring) 3 hrs.

This course applies basic Christian principles to modern standard business practices. Emphasis will be placed on the principles of conduct used to govern the decision making and behavior on an individual or

group of individuals in the workplace and the significant implications for the organization's stakeholders: its employees, customers, shareholders, suppliers, government and the public at large. Case studies will be used to facilitate learning. Prerequisite: TH 237.

BU 430 Production/Operations Management (Fall) 3 hrs.

This is a course designed to deal with the concepts, processes, and techniques used to transform inputs into outputs. Topics include but are not limited to forecasting, quality management, inventory control, and supply chain management. Prerequisite: BU 300.

BU 440 E-Commerce Management (Fall) 3 hrs.

This course is designed to acquaint the student with topics in e-commerce management. Topics include, but are not limited to: creating a business plan for an online business, technical computing issues in setting up an online business, marketing issues for the online business, and operational issues for the online business. Prerequisite: BU 300 or permission of the instructor.

BU 450 Labor/Industrial Relations (Infrequent) 3 hrs.

This is a course designed to study the historical, legal, social, and economic framework of labor unions and industrial relations. Topics include, but are not limited to: labor organizations and planning, collective bargaining, grievance resolution, and wage theory and practice.

BU 460 International Business (Spring) 3 hrs.

This is a course designed to provide an overview of the principles, procedures and policies necessary to operating a business engaged in international trade. Prerequisite: BU 300.

BU 473 Special Topics in Business (Infrequent) 3 hrs.

This is a course designed to provide an examination of subjects in business not otherwise offered. Topics may vary.

BU 480 Strategic Management (Fall) 3 hrs.

This course is designed to give students an understanding of the dynamics involved in business strategy decisions in the context of a Christian worldview. Topics include, but are not limited to the following: strategy in relation to the business mission; strategy execution; strategy options; forces that affect strategy (internally and externally); strategy and forecasting; strategy and organizational structure; strategy and change; strategy as it interfaces the marketing and finance functions; and strategy and ethics. Pre-requisite: BU 300.

BU 490 Business Seminar (Spring) 3 hrs.

This capstone business course is designed to: help students integrate business knowledge learned in prior courses to think critically about business problems; help students apply business knowledge and skills to solve real-world problems; reinforce students' ability to make effective business oral presentations and write in an appropriate business manner; and solidify students' ability to work well in business teams. A business case study approach will be used to achieve these objectives across business disciplines. Pre-requisite: BU 480.

## INFORMATION SYSTEMS

IS 240 Microcomputer Operating Systems I (Spring) 3 hrs.

This course examines microcomputer operating systems, utilities, control languages/commands, and differences between single and multi-user systems. Advanced application of DOS commands are introduced which include pipes, redirection, file management, and batch files. Other topics include Windows XP/NT system architecture, and the system registry.

IS 241 Microcomputer Architecture Lab I (Spring) 1 hr.

This lab course introduces microcomputer hardware design. Upon course completion, students should be able to install, configure, and troubleshoot microcomputer hardware and system components, understand the basics of peripherals and software drivers, interrupts, I/O, and direct to memory access. Co-requisite: IS 240.

IS 255 Principles of Information Systems (Fall) 3 hrs.

This course surveys information systems technology from a managerial perspective, covering such topics as hardware, software, data, telecommunications and networks.

IS 342 Operating Systems II (Fall) 3 hrs.

This course is a continuation of Microcomputer Operating Systems I. Advanced topics in single-user (DOS/Windows) and multi-user (UNIX) systems include command syntax, configuration, policy, and security, file management, processes, and services. Additional studies include Internet services, ports and protocols. Prerequisite: IS 240 and grade of "C-" or higher in MA 124 or a higher math course.

IS 355 Advanced Database (Fall) 3 hrs.

This course is an introduction to design, implementation, and management of relational database management systems. Topics include data modeling, data normalization, database design, application design, foundations of relational implementation, and SQL. The course provides the student with hands-on experience with a current database software package. Prerequisite: BU 252 and a grade of "C-" or higher in MA 124 or a higher math course.

IS 358 Information Systems Analysis and Design (Spring) 3 hrs.

This course surveys the theory of systems development. Emphasis is placed on structured analysis and logical design using analysis tools and techniques, life cycle concepts, user relationships, and cost benefit analysis. Prerequisite: IS 355; Co requisite: IS 380.

IS 380 Programming Logic and Design (Spring) 3 hrs.

This course provides the students with the fundamentals of computer programming logic and design. The student will be introduced to topics including variables, modules, decisions, looping, algorithms, arrays, and object-oriented concepts. A current programming language will be used. Prerequisite: Grade of "C-" or better in MA 124 or a higher math.

IS 442 Java Programming (Infrequent) 3 hrs.

This course introduces fundamental concepts of object-oriented programming techniques; file processing; and Unix and Windows applications. Prerequisite: IS380.

IS 457 Windows Application Programming (Fall) 3 hrs.

This course provides the students with the fundamentals of developing and implementing Windows-based applications. Topics will include, but are not limited to: forms, controls, database access, reports, security, configuration, and deployment issues. A current programming language will be used. Prerequisites: IS 355, IS 380

IS 458 Web Application Programming (Spring) 3 hrs.

The course focuses on Internet/Intranet web application development. Topics include, but are not limited to: HTML, XML, CSS, JavaScript, server-side scripts, security, database access, and server configuration. A current programming language will be used. Prerequisites: IS 355, IS 380, and IS 457.

IS 466 C# Programming (Infrequent) 3 hrs.

This programming course introduces students to procedural object-oriented programming techniques; file processing, and developing applications. Topics include, but are not limited to, designing controls in applications, using variables and constants, file access, menus, variable arrays, and database access. Prerequisite: IS 380.

IS 476 Information Technology Internship (Fall, Spring) 3 hrs.

The course provides the student with a practical application of information technology services. Each student will apply the skills and knowledge of the prerequisite course work from the Information Systems concentration curriculum. Students will work on campus as help desk personnel. Applications for work off campus may be accepted. Topics include help desk support, hardware and software installation and diagnostics, network installations, training and information systems policy. Prerequisite: Grade of "C-" or better in IS 342, and an application and interview completed with the internship coordinator.

## CHRISTIAN MINISTRIES

### BIBLE

BI 111 Introduction to Biblical Literature and History (Fall, Spring) 3 hrs.

BI 111 is a survey course of the entire Bible. Both the Old Testament and New Testament are considered from the standpoints of history, literature, and theology. From the standpoint of history, the course examines the Old Testament account of creation and how God is subsequently portrayed at work through the centuries, culminating with the New Testament record of Christ's coming and the early church's formation. From the standpoint of literature and theology, the diverse literary units of both Testaments are considered as well as their thematic unity which theologically grounds God's unfolding redemption and revelation in Jesus Christ.

BI 112 Introduction to Reading and Interpreting Biblical Literature (Fall, Spring) 3 hrs.

This course consists of an investigation into the practices and procedures for properly reading and interpreting the Bible. The course is geared toward providing a practical, hands-on approach to the practice of biblical interpretation. In addition, issues such as the history of the biblical text, presuppositions a person brings to the text, and the diversity of modern English translations will also be discussed. Emphasis is placed upon the unique personal encounter with God experienced through the reading and interpretation of the Bible. Prerequisite: BI 111.

BI 140 Old Testament History & Literature (Fall) 3 hrs.

A survey course of the Old Testament. It consists of an introduction to the Old Testament from the standpoints of history, literature, and theology. From the standpoint of history, the Old Testament is overviewed in terms of nine major periods: primeval history, the patriarchal age, the Mosaic period, the Canaan conquest and occupation, the judges, the United Kingdom, the Divided Kingdom, the exile, and the restoration postexilic period. From the standpoint of literature, each book is examined with respect to such issues as date of composition, authorship, structure, and genre. From the standpoint of theology, the content of Old Testament faith is explained in summary fashion and the relationship of the Old Testament to the New Testament revelation of God in Jesus Christ is emphasized.

BI 141 New Testament History and Literature (Spring) 3 hrs.

A survey course of the New Testament. Beginning with an introduction to the New Testament historical (social, political, cultural, religious) environments and the concept of canon, the course examines in overview fashion the following broad literary and historical units: the gospels, Acts, epistles, and Revelation. All the New Testament books are studied from the standpoint of genre, authorship, date of composition, writing, and structure, and theological content. An emphasis in the course is on the person and teachings of Jesus Christ for developing a Christian world view.

BI 215 Pentateuch (Fall) 3 hrs.

This course consists of an expository and theological study of the Old Testament books known by the Greek name Pentateuch: Genesis, Exodus, Leviticus, Numbers, and Deuteronomy. Special emphasis is placed upon tracing the story line, analyzing and categorizing the legal materials, and examining the key theological themes of promise, election, deliverance, covenant, law, and land. The relationship of the Pentateuch to New Testament revelation is also addressed. Prerequisite: BI140 and BI141.

BI 232 Acts (Spring) 3 hrs.

This course provides an in-depth study of the Book of Acts. Background issues relating to authorship, date, purpose, structure, and genre are addressed first. After this, some of the major themes found in Acts are investigated, along with consideration of how Acts can best be interpreted. This preliminary consideration of background issues is then followed by systematic study of the content of the book as the whole. Prerequisite: BI140 and BI141.



BI 275 Principles of Biblical Interpretation (Fall, Spring) 3 hrs.

This course consists of an investigation into the practice of Hermeneutics. Issues such as the history of the biblical text, presuppositions a person brings to the text, the diversity of modern English translation, etc. are discussed, while at the same time an attempt is made to maintain a practical, hands-on approach to the actual practice of biblical interpretation. Prerequisite: BI140 and BI141.

BI 300 Gospel of John (Fall, Spring) 3 hrs.

Analysis of John's Gospel with special reference to the methods and tools of Bible study. The course seeks to introduce the student to one of the foundational documents of the Christian faith while at the same time nurturing the skills needed for adequate interpretation of any Biblical book. Prerequisite: BI140, BI141 or BI 112.

**SPECIAL NOTE: For all of the following Bible courses (BI322 and above) the following prerequisites apply: BI140, BI141, BI215, BI232, BI275, BI300, MN101, and junior standing.**

BI 322 Jesus and the Synoptics (Fall) 3 hrs.

An examination of the nature and purpose of the synoptic gospels and of the life, teachings, and actions of Jesus. Following an introductory section treating methods of synoptic interpretation and the distinctive contributions of each evangelist, attention is directed to the synoptic portrayal of significant events in the life of Jesus. Consideration is also given to His teaching on topics such as the kingdom of God, ethics, discipleship, and eschatology, His miracles, healings, and symbiotic actions.

BI 375 Special Topics in Biblical Studies (Infrequent) 1-3 hrs.

This course provides the student opportunity to examine subjects not otherwise offered as courses in the Christian Ministries Department. Instructors and subject matter will vary each time the course is offered. Some topics will include Studies in Matthew, Studies in Deuteronomy, and Studies in Pauline Spirit-Christology. This course can be used only one time as a Bible elective in the Biblical Studies degree track. Additional prerequisite: three hours of upper level Bible courses.

BI 390 Life and Epistles of Paul (Spring) 3 hrs.

This course consists of an examination of the body of Pauline New Testament literature within the context of the life and ministry of Paul and the rise of early Christianity, including its place within the biblical canon. It includes an exploration of Paul's life as well as the letters he wrote. Each canonical letter of Paul is considered with respect to its aim, purpose(s), historical setting, theological doctrines, and practical applications for spiritual formation. Paul's chief theological ideas are also surveyed. In addition, a detailed methodological study will be conducted of one of Paul's letters in order to teach the student sound principles and practices of biblical interpretation.

BI 450 Old Testament Prophets (Fall) 3 hrs.

An expository and theological study of the sixteen Old Testament prophetic books, Isaiah-Malachi (except for Lamentations). Each is examined with respect to historical background, major literary and textual critical questions, a biographical sketch of the prophet, and

theological emphases. One or more books may be the focus of more extensive treatment than the others.

## BIBLICAL LANGUAGES

GR 351 New Testament Greek I (Fall, even years) 4 hrs.

This course is the first of a one-year study of the essentials of Greek grammatical forms, syntax, and vocabularies for preparing students to read the New Testament in the original language.

GR 352 New Testament Greek II (Spring, odd years) 4 hrs.

A continuation of GR 351, a study of the essentials of Koine Greek grammar, syntax, and vocabulary of the New Testament. Attention is given to ways in which New Testament Greek studies can provide grammatical and exegetical insights for preaching and teaching the New Testament. Prerequisite: Grade of "C-" or better in GR351.

GR 411 Greek Readings in John's Gospel (Infrequent) 3 hrs.

Translation of passages from the Gospel and epistles of John with attention given to vocabulary building. Emphasis is placed upon attaining reading skills through work-form recognition. Attention will be given to exegetical insights derived from reading the texts. Prerequisite: Grade of "C-" or better in GR352.

GR 451 Intermediate Greek Grammar and Exegesis (Fall, odd years) 4 hrs.

This course provides a review and elaboration of Greek syntactical and grammatical forms with a view toward enabling the student to do grammatical-historical exegesis of the Greek New Testament. In addition, the praxis of textual criticism will be introduced. Prerequisite: Grade of "C-" or better in GR352.

## HISTORICAL THEOLOGY

HT 210 Intro to Christian Thought and History (Spring) 3 hrs.

This course introduces the diverse historical expressions of Christianity and shaping influences on Christian beliefs. It surveys the developments in Christian thought and practice in the apostolic, post apostolic, patristic, medieval East and West, reformation, modern, and contemporary eras. The course gives special attention to doctrinal developments on Scriptural authority, the translation/transmission of Scripture, and its impact on the Christian religion and the rise of denominations. It also focuses on tracing the rise of Armenian, Wesleyan, evangelical, and Pentecostal forms of Christianity. The course provides a historical framework for situating the doctrines covered in HT310, HT360, and HT410.

HT 310 Historical Theology 1: Revelation, Trinity, and Christology (Fall) 3 hrs.

This course traces the historical development of the doctrines of revelation, the Trinity, and Christology in the Christian traditions. The course focuses on the key ways these biblical doctrines have been articulated in the church by examining central texts, theologians, and movements relative to these doctrines. Throughout the course the

purpose is to ascertain the biblical relevance for spiritual formation and contemporary ministry of each doctrine addressed.

HT 360 Historical Theology 2: Redemption, Ecclesiology, and Eschatology (Spring) 3 hrs.

This course traces the historical development of the doctrines of redemption, ecclesiology, and eschatology in the Christian traditions. The course focuses on the key ways these biblical doctrines have been articulated in the church by examining central texts, theologians, and movements relative to these doctrines. Throughout the course the purpose is to ascertain the biblical relevance for spiritual formation and contemporary ministry of each doctrine addressed.

HT 410 Historical Theology 3: Pentecostal/Charismatic and Contemporary Theology (Fall) 3 hrs.

This course has two components. The first covers the emergence and development of the Pentecostal and Charismatic movements. It also explores current theological issues confronting Pentecostalism e.g., questions regarding Pentecostal theological identity and the globalization of the Pentecostal movements. The second segment treats the interplay between culture and theology. The course covers the dynamic cultural shifts in contemporary society and critically and constructively considers the various contemporary Christian theologies that have emerged in this period. The goal of this component is to develop critical thinking skills that enable ministry leaders to develop and express an authentic Christian witness within the dynamic context of contemporary culture.

## MINISTRY

MN 101 Foundations of Discipleship and Christian Ministry (Fall) 3 hrs.

The purpose of this course is to provide students with an understanding of what it means to be a disciple of Christ and to give one's life in service to His kingdom through Christian ministry. The course begins with an investigation of what biblical discipleship entails. This includes a discussion of the spiritual disciplines (i.e., what they are and how they can be used to enhance the believer's relationship with God and ability to carry out His will in one's life and ministry), as well as a discussion of personal evangelism and its place in the life of every believer. The subject of divine guidance and how one discerns God's will is also included. This emphasis on discipleship will then be followed by a survey of various areas of vocational Christian ministry, which will include a discussion of the spiritual gifts and how students can begin to discern the Lord's direction in their life regarding his call to vocational Christian ministry.

MN 102/302 Christian Service Practicum (Fall, Spring) NC

The Christian service practicum is designed to allow students to fulfill a weekly ministry and field experience. This class allows students to apply academic principles to ministry situations. A variety of ministry opportunities are made available, including church, campus, and community. Students are able to choose the particular ministry in which to be involved as it fits into the overall requirements for experience in the three designated areas of ministry (church, campus, community). In addition, the class attempts to facilitate both communication and

spiritual formation among students who are part of the School of Christian Ministries.

**SPECIAL NOTE: For all of the following ministry courses (MN235 and above) the following prerequisites apply: BI140, BI141, MN101.**

MN 235 Personal Evangelism and Church Outreach (Fall) 3 hrs.

This course consists of numerous topics including a biblical theology of evangelism, missions, the role of the local church in missions, vocational missions, church growth issues, relational evangelism, outreach strategies, pre-evangelistic activities, church planting, effective follow-up, random acts of kindness, purpose-driven ministry, and more.

MN 285 Introduction to Christian Education (Spring) 3 hrs.

This course introduces the student to theological and practical understandings of spiritual development and Christian Education. It equips the student in the principles and practices of leading people to God and discipling them in the process of knowing God and making Him known. Students will review various models, strategies, and programs which target people in a ministry of Christian Education. Students will also explore the dynamics of ministering in small groups

MN 315 Homiletics I (Fall) 3 hrs.

Scriptural communication includes both written and oral communication. This course seeks to incorporate written sermons or Bible lessons in a form that may be communicated orally. The course format will deal directly with Biblical exposition and proclamation. Consideration is given to the formation of sermons and Bible lessons based upon the student's individual goals for ministry. Additional prerequisites: BI275 and junior standing.

MN 335 Introduction to Youth Ministry (Fall) 3 hrs.

This course explores ways to use both Scripture and available resources and methods to reach young people and move them toward a life with Christ. Materials and assignments will assist in developing a structure necessary to accomplish this task. Consideration will also be given to the impact of culture on today's adolescents, highlighting the issues with which they are dealing. These issues include parents, self-image, peer pressure, music and other forms of media, love, sex, dating, and abuse. The course takes a biblical perspective in discussing these issues, equipping the student to teach, counsel, and minister to the needs of adolescents.

MN 361 Church Leadership I: Introduction to Church Leadership and Management (Fall) 3 hrs.

This course consists of numerous topics related to the world of church business, administration, and spiritual leadership. Fiscal year planning, accounting procedures, IRS reporting, tax laws, legal liabilities, risk management, hiring/dismissal procedures, background checks, withholdings, confidentiality issues, and a myriad of other issues must be handled properly to insure credibility in our society. It is vital to our interests that churches hold themselves and their leaders to the highest standards of accountability and integrity. Students will also learn practical insights into leading effective weddings, funerals, and special services. This course is designed to help ministry students understand

the issues and develop systems of management that will allow for maximized ministry effectiveness.

MN 390 Internship (Summer) 3 hrs.

Worship and Music Ministry students only. Students serve in a carefully supervised life-situation of Christian ministry. They participate in as many areas of ministry and church life as possible in order to correlate the theoretical and practical. In this combination of study and experience, student are assisted in the evaluation of both themselves as ministers and their ministry. Readings, written reports, and evaluations are required. The course may be repeated with different learning experiences, and the requirements are usually fulfilled during the summer at the end of the junior year. Prerequisite: MN361, 10 hrs. of Bible, 6 hrs. of theology, and senior standing.

MN 415 Homiletics II (Spring) 3 hrs.

This course is designed to assist students in sharpening the sermon preparation and delivery skills they began developing in MN 315, Homiletics I. An important component of the course is peer-evaluated sermon delivery. Prerequisite: MN315

MN 460 Church Leadership II: Team Building and Conflict Resolution (Spring) 3 hrs.

A course designed in modular format to study the basic concepts and principles of servant leadership, personal growth, and group dynamics from a Biblical, Christ centered perspective. The recruiting and training of leaders will be surveyed with special emphasis given to team leadership within the local church. One segment of the course will deal with strategies in conflict resolution. Prerequisite: Senior standing as an SCM major.

MN 470 Pastoral Care and Counseling (Fall) 3 hrs.

An introduction to the ministry of pastoral care. After dealing with some fundamentals, the course covers various pastoral care activities like visitation, leading public worship, providing spiritual disciplines-training, counseling, grief ministry, crisis ministry, marriage and family counseling and referral. Prerequisite: 10 hrs. of Bible, 6 hrs. of Theology, and junior standing.

MN 495 Internship (Spring) 9 hrs.

This course provides opportunity for students to serve in a carefully supervised setting of church, para-church, or missions ministry. They participate in as many areas of ministry related to their field of service as possible in order to integrate the theoretical and the practical aspects of Christian life and ministry. In this combination of study and experience, students are assisted in the evaluation of both themselves as ministers as well as their ministry. Readings, written reports, personal study, and evaluations are all part of the experience. The course is designed to serve as the capstone for the students' learning and training at Emmanuel College, and is to be taken during the spring semester of their senior year. Prerequisite: completion of all course work leading to Christian Ministries degree.

## MISSIONS

MS 200: Short-term Missions Ministry (Infrequent) 3 hrs.

This course examines the components of preparation, travel and ministry experience in a cross-cultural setting different from the student's cultural, ethnic and home background. The course is a field experience done in conjunction with an approved short-term missions trip. The student is required to do preliminary study prior to taking the trip as preparation for the cross-cultural experience and ministry. On-site study is done through journaling, doing assigned observations and ministry projects as well as doing reflective assessments after the trip. Attention is given to procedures and requirements for planning, promoting and leading a missions trip. Prerequisite: BI140 and BI141.

MS 330 Introduction to Global Missions (Spring) 3 hrs.

An introductory, practical study of Christian missions giving the Biblical basis of missions, early beginning and modern methods of the missionary enterprise with emphasis on missionary education and promotion in the local church. Prerequisite: BI140, BI141, and junior standing.

## RELIGION

RN 200 Contemporary Religions and Cults (Infrequent) 3 hrs.

An examination of major religions in the world today, particularly the international forms of Islam and its historical relations with the Christian religion. Special consideration is given to how diverse cults and New Age religions have emerged from religious traditions such as Islam, Hinduism and Christianity. Attention is given to the common features of Christianity with world religions as well as to what is unique in the Christian religion.

## THEOLOGY

TH 237 Introduction to Christian Ethics (Fall, Spring) 3 hrs.

After surveying different ethical methods, this courses introduces Christian ethics as an activity of integrating faith, learning, and living. Using the Ten Commandments, the Sermon on the Mount and the New Testament doctrine of divine enablement, this course focuses on a Christ-centered approach to character development and moral decision-making. Attention is given variously to issues related to valuing our neighbor, life (i.e. abortion, euthanasia, capital punishment, war), sexuality, marriage, the environment, rights of others, truth-telling and valuing the inward transformation of desires. Prerequisite: BI 140, BI 141 or BI 112.

## COMMUNICATION

CM 130 Intro. to Communication (Fall, Spring) 3 hrs.

A study and application of communication competencies essential to effective functioning in today's society. Emphasis is placed upon fundamentals of oral communication as they pertain to public speaking. Introduced are the techniques and skills involved in preparing and delivering various types of speeches. Students will use presentation software to enhance speeches.

CM 205 Writing for Media (Spring)	3 hrs.	and production (from pre- to post-). Basic computers skills are introduced in the nonlinear editing process. Prerequisite: CM 208.
A study and application of writing for print and electronic news, commercial advertising, and promotion. Students compose and submit articles electronically. Prerequisite: EN 102.		
CM 208 Introduction to Video Production (Fall)	3 hrs.	CM 308 Video Production II (Fall) 3 hrs.
Practical training and experience in a broad range of performance and technical video-related experiences with an emphasis on camera operations.		A study of the writing, performance, and technical production of video programs in non-studio settings. Emphasis is on field laboratory settings. Applications include broadcast of corporate script writing, training videos, and emerging video technologies with emphasis on editing platforms. Intermediate to advanced computer skills are introduced in the nonlinear editing process. Prerequisite: CM 304.
CM 210 Interpersonal Communication (Spring)	3 hrs.	CM 310 Business & Professional Speech (Fall) 3 hrs.
A study of communication theory and practice designed to provide for productive and satisfying relationships in a variety of contexts, including social, work, and family. Prerequisite: CM 130 or permission.		A study of communication skills which have been identified as essential for persons entering business and professional careers. Special attention is directed toward communication competencies in oral presentations, teams, employment, and appraisal interviews. Students will use presentation software to enhance clarity and persuasiveness of their presentations. Prerequisite: CM 130.
CM 211 Page Design (Fall)	3 hrs.	CM 316 Multimedia & Public Communication (Spring) 3 hrs.
A study and application of computerized design principles from a journalism perspective, including pre-press and layout using Adobe InDesign software. Basic to intermediate computer skills are introduced.		A study and application of multimedia-based presentations which focus on career-related situations. Emphasis is placed on both individual and group multimedia presentations. Students will integrate presentation software with video, sound, and graphics. Prerequisite: CM 130.
CM 214 Digital Imaging (Spring)	3 hr.	CM 317 Professional Interviewing (Fall, even years) 3 hrs.
This course focuses on concepts and practices of computer-based editing and designing of images using Adobe Photoshop software. Topics to be covered include principles of design, type, color, art and illustration which are used in various tasks and design projects.		A study of interviewing practices applicable to a broad range of contexts including journalism, employment, and opinion polling. Prerequisite: CM 130.
CM 220 Communication Theories (Fall)	3 hrs.	CM 318 Organizational Communication (Spring) 3 hrs.
A study of the foundations of communication and persuasion practice. Several approaches to explaining how communication is used to accomplish goals are examined. Approaches studied include a careful examination of current theories of communication as well as traditional rhetorical theory. Emphasis is placed on helping the student develop a framework for a change-oriented communication lifestyle. Prerequisite: CM 130.		A study of communication as it affects and is affected by organizational climate, policies, structures, and environment, including barriers to communication flow and accuracy, interpersonal dynamics in hierarchies, intra- and inter-group conflicts, and personal and organizational change behaviors and practices in complex organizations. Prerequisite: CM 130, CM 220.
CM 230 Media and Society (Fall)	3 hrs.	CM 320 Introduction to Public Relations (Spring) 3 hrs.
A study of communication strategy incorporating all media. Although attention is given to the history, development and current structures of media, the primary focus of the course is to understand the impact and effects of various media on their publics. Students will develop strategies for managing media in their chosen careers. Prerequisite: CM 130.		The history, function, and practice of public relations with emphasis on persuasion, public opinion, mass media, and their applications to public relations. It also examines the tools of communication, the public, mass audiences, and working with media. Prerequisite: CM 220 or permission of the instructor.
CM 302 Persuasion (Spring, even years)	3 hrs.	CM 360 Intercultural Communication (Fall, odd years) 3 hrs.
A study and practice of techniques used to change attitudes, beliefs, and behavior in varied communication contexts. Prerequisite: CM 130.		The purpose of this course is to develop a working knowledge of the theories, approaches and skills needed to become competent as an effective intercultural communicator. This course considers the influx of immigrants from many different cultures and the outflow of Western culture to the rest of the world. It also focuses on the practical, experiential nature of intercultural communication as well as practical guidelines and the layers of complexity in communicating across cultural boundaries. Because intercultural communication is critical in
CM 304 Video Production I (Spring)	3 hrs.	
A study of the writing, performance, and technical production of video programs and video segments in the studio. Emphasis is on studio-laboratory settings. Applications include live broadcast, interviewing,		

carrying out the Great Commission where Jesus says to “go and make disciples of all nations” (Matthew 28:19), this course is valuable not only to communication majors but to all believers, especially those who will work and serve in international mission fields, international business, and the global marketplace.

CM 370 Hollywood Production Workshop 3 hrs.

Students work collaboratively in groups to create a festival-ready piece, including all the legal documentation and rights to enable the finished production to qualify for festival submission. The course offers students the opportunity to make a motion picture production using Hollywood locations, resources, and protocol. Students participate in a competitive vetting process of scripts, pitches, and meetings much like the process of the professional industry. For example, those who want to direct submit reels for review by a selection panel. This course operates as a community-building experience in which all students participate in at least one key role in the production process. The course also offers small group tutorials for each student’s production position. The workshop environment is specifically designed to meet the needs of both novice and experienced students. The major emphases of the course are the importance of each contribution to a production, the process of production, and effective production management. This course compliments the more specialized, skill-focused elective courses and is taught by professional, experienced Christian filmmakers with credits in the Hollywood industry. Prerequisite: Acceptance into Film Studies Minor.

CM 375 Theology in Hollywood 4 hrs.

This course encourages the development of the necessary skills for analysis of the culture of Hollywood, its role in popular culture and the theological intersections therein. The course seeks theological engagement with the culture of Hollywood and cinema by investigating some of the social, ethical, and psychological implications of film upon theology. The course is presented in four modules, each building on the content of the previous module: 1) an analysis of the culture of Hollywood; 2) a study of theology/Bible and engagement with Hollywood and cinema; 3) Christian ethics and the culture of Hollywood; and 4) a capstone examination of Christian vocation in Hollywood. All students participate in a team-taught lecture seminar led by a professor of theology. Students also participate in small group tutorials, service learning, and discussions. Prerequisite: Acceptance into Film Studies Minor.

CM 401 Communication Law (Fall) 3 hrs.

A study of the historical development of U.S. communication law and FCC regulations as well as contemporary codes of media ethics. Includes specific applications to journalism, radio, television, and emerging communication technologies.

CM 402 Communication Internship (Fall, Spring, Summer) 3 hrs.

This course applies academic knowledge and skills in approved organizations on or off campus, as per written contract among the student, faculty supervisor, and sponsoring organization. Settings include media production, media relations, employee relations, human resource development, public relations, advertising, political campaigns, and ministry programs. Students work under the direct supervision of a professional representative in coordination with the Communication

Studies Internship Coordinator, and objectives for each internship are developed under supervision of the Internship Coordinator. Student interns are evaluated by job supervisors in cooperation with the Internship Coordinator. Grades for internships are assigned by the Internship Coordinator. A grade of “B” or higher is required. This course may be repeated up to six (6) credit hours and is limited to one (1) on-campus internship. Prerequisite: Junior status and Communication Studies Major. **The Communication Department will not allow students to register for CM 402 until the internship contract, which includes the job description, is signed by both parties (the company and our department) and is on file with the Internship Coordinator.**

CM 403 Internship: Inside Hollywood 6 hrs.

Students participate in an internship experience in some aspect of the Hollywood entertainment industry. These are nonpaying positions primarily in an office setting such as development companies, agencies, management companies, post-production facilities, etc. Students work 20 to 24 hours a week, spread over a three day schedule and accumulate 200-250 hours for the semester. Orientation to the internship includes an overview of the creative and operational aspects of the Hollywood entertainment business, including the Christian’s role working therein. The internships do not include positions on actual filmmaking locations. Instead, students work in offices as support personnel to producers, writers, directors, agents, post-production personnel, and others involved in the total process of producing and distributing a major motion picture. LAFSC provides interns to many of the major companies within Hollywood. Prerequisite: Acceptance into Film Studies Minor.

CM 470 Special Topics in Communication 3 hrs.

This course is designed to provide examination of subjects not otherwise offered in the communication program. Instructors and subject matter will vary. Sample topics include Advanced Public Speaking, Visual Communication, Intercultural Communication, Gender Communication, Business Communication, Advertising, New Trends in Multimedia Technology, Argumentation and Debate, Political Communication, Digital Photojournalism, History of Film, etc. Prerequisite: CM 130. May be repeated as topics change.

CM 471 Senior Project (Spring) 3 hrs.

Students are expected to work independently to complete a significant capstone project. As a culmination of the student’s baccalaureate program, the project should demonstrate significant mastery of the Communication Studies program objectives as agreed on by the student and the supervising instructor. Satisfactory completion of a comprehensive examination covering the student’s course of study may also be required by the Communication Studies faculty. One goal of this course is to assist the student in completing a portfolio, which is beneficial in gaining acceptance to graduate programs or securing employment in a communication-related field. Majors may not take CM471 before their last spring semester. All communication seniors must submit their proposals no later than October before they may be allowed to enroll in CM 471 Senior Project, which must be taken their last spring semester. All proposals will be approved by the Communication faculty before Thanksgiving Break.

## COMMUNICATION WORKSHOPS

CM212 Photojournalism Workshop (Fall, Spring) 1 hr.

Students receive practical training and experience in photojournalism while serving on the staff of the yearbook, *The Lion*. Emphasis is on digital photojournalism and includes photo composition/processing and electronic layout/design with Adobe software. Photo types are portraits, candid's, and photo essays. Professional cameras are provided; personal cameras are permitted. This course is taught each semester and may be repeated an unlimited number of times.

CM 213 Lighting Workshop (Spring) 1 hr.

This course is designed for students to enhance their understanding of how lighting operations correlate with video & theatrical productions. Topics covered include principles of light and color in lighting for theatre, television, and film production; application of the equipment and accessories used in the execution of lighting design through practical projects. Through lecture, demonstration, and hands-on experience, students will understand the operation of lighting boards in auditoriums or theatrical settings.

CM 215 Journalism Workshop (Infrequent) 1 hr.

Students receive practical training and experience in print journalism while serving on the staff of the student newspaper, *Emmanuel Columns*. Emphasis is on writing as well as electronic layout/design and digital photojournalism using Adobe software. This course is taught each semester and may be repeated an unlimited number of times.

CM 217 Video Workshop (Fall, Spring) 1 hr.

This course provides practical training and experience in a lab setting. Students will work on a variety of projects which will be assigned throughout the semester. These projects will enhance their video and editing skills while providing them with job experience for their resumes and portfolio pieces. This course is taught each semester and may be repeated an unlimited number of times. Prerequisite: CM 208.

## EDUCATION

## FOUNDATION AND PROFESSIONAL COURSES

ED 101 Orientation to Teaching (Fall, Spring) 1 hr.

Orientation to Teaching is designed to acquaint the student with the public school, the routine functions of teaching, and the basic requirements of the School of Education. The course includes lectures, discussions, and field experience in the schools. This experience is designed to help students think, reflect, and articulate their feelings, thoughts and ideas about teaching as a career. Required of all students in the School of Education. Prerequisite: Declared Education major or permission of the SOE.

NOTE: A student who has one unit of credit from a Secondary Teacher Education Apprenticeship Program or other such program documented on his/her high school transcript may be exempted from ED 101 and given 1 hour credit. Written documentation must be submitted to the Dean of the School of Education the first week of class to receive credit.

A student who has been a substitute teacher, a teachers' aide, or had other extensive work experience with students in a school setting may have ED 101 waived with departmental approval. Written verification of experience is required the first week of class.

ED 200 Principles of American Education (Fall, Spring) 3 hrs.

A study of the philosophical, sociological, and historical foundations of education with emphasis on the structure and organization of the American education system, legal implications, current trends and issues, professional organizations, and the challenges of teaching in a technological and diverse society. A field experience is required. Prerequisite: ED 101.

NOTE: A student who has completed a Secondary Teacher Education Apprenticeship Program from a secondary school with whom Emmanuel College has an articulation agreement may receive credit for ED 200. Evidence of completion of the program will be by official high school transcript and an official certificate of competency. The work of a student from other field-based Secondary Teacher Education Programs will be evaluated by the School of Education to determine if credit for ED 200 will be granted.

**NOTE: Admission into the Professional Phase of the School of Education is required in order to register for courses numbered 300 or above.**

ED 305 Teaching in a Multicultural Society (Fall) 3 hrs.

A study of multi-culture and its relationship to the classroom. Development of understandings, skills, and attitudes in curricula, with emphasis on strategies, techniques and materials for teaching diverse (gender, cultural, racial, and socioeconomic) students. Emphasis is on a positive awareness of and respect for the diversity of the school population and the global society and on bridging the gap between home, school and the community. Prerequisite or co-requisite: PY 220; Students from other majors must have junior standing and the approval of the instructor.

ED 310 Assessment for Learning (Fall, Spring) 3 hrs.

A study of various methods of assessment in the context of the classroom. Attention is given to administering and interpreting educational tests, using alternative assessments, and evaluating individual variations within the educational setting. Prerequisite: PY 220.

EC/EM/ES/ME 350 Educational Media and Technology (Fall, Spring) 3 hrs.

A study focusing on the integration of educational media, computers, and technology into the curriculum to facilitate the teaching and learning process. Emphasis is placed upon criteria for the selection and evaluation of software, media, and audiovisual equipment and the use of various methods to implement software applications in the content areas. Prerequisites: PY 220, EC/EM/ES 300, ME 302; or admission into the SOE.

ED 403 Introduction to Exceptional Children (Fall) 3 hrs.

A survey of the intellectual, emotional and physical exceptionalities of gifted and challenged children served in mainstreamed classroom settings. Related topics include relevant laws, identification and referral procedures, characteristics and etiology, and modifications of teaching practices. Prerequisite: PY 220 and EC/EM/ES 300, ME 302; or admission into the SOE.

### EARLY CHILDHOOD COURSES

EC 300 Curriculum: Essentials of Early Childhood Instruction (Fall) 3 hrs.

A study of the historical, philosophical, psychological, and theoretical foundations of early childhood education with emphasis on developmentally appropriate objectives, pedagogy, differentiated instruction and evaluation techniques for diverse students in grades P-5. The ability to write instructional objectives and lesson plans is developed. To be taken concurrently with EC 300P. Prerequisites: ED 101, ED 200. PY 220 is a prerequisite or a co requisite.

EC 300P Curriculum Practicum (Fall) 3 hrs.

A 90-hour clinical experience taken concurrently with EC 300, performed in grades P, K, and 1 under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

EC 302 Creative Activities (Fall) 3 hrs.

A study of creative activities that addresses the arts of music, the visual arts, and drama. The emphasis is integration of creative activities into the curriculum by the regular classroom teacher with developmentally appropriate strategies for diverse populations. Prerequisite or Co requisites: PY 220 and EC 300.

EC 310 Reading (Spring) 3 hrs.

A study of reading which provides a foundation for reading instruction at the P-5 levels by emphasizing theories, research and methodology. Fostering literacy, developing word recognition through the use of phonics, comprehension and vocabulary strategies, and learning to read through a variety of interrelated approaches are addressed. Related topics include phonological awareness, emergent literacy, fluency, alternative assessment techniques, and modifications for exceptionalities. This course addresses the use of developmentally appropriate strategies and materials used in teaching culturally diverse students. To be taken concurrently with EC 310P. Prerequisite: PY 220, EC 300.

EC 310P Reading Practicum (Spring) 1 hr.

A 30-hour clinical experience taken concurrently with EC 310, under the supervision of a certified teacher with a minimum of three years experience and a college supervisor.

EC 311 Children's Literature (Fall) 3 hrs.

A study of traditional and contemporary literature appropriate for diverse students (P-5). Topics include recreational reading, motivational techniques, criteria for book selection and evaluation, and studies of authors and illustrators. Prerequisites: EC 300.

EC 312 Language Arts (Spring) 3 hrs.

A study of communication skills and the relationships between oral and written language and child development. Focusing on the interrelatedness of reading, writing, speaking, listening, and thinking, this course addresses the use of developmentally appropriate strategies and materials used in teaching communication skills to culturally diverse students (P-5). To be taken concurrently with EC 310P. Prerequisites: PY 220, EC 300.

EC 330 Early Childhood Social Studies Methods (Spring) 3 hrs.

A study of developmentally appropriate content, methods, materials and evaluation techniques for teaching social studies to diverse students. Emphasis is on the state-mandated curriculum, innovative teaching methods, materials, and the planning and evaluation of instruction to enhance student learning. To be taken concurrently with EC 330P. Prerequisites: PY 220, EC 300.

EC 330P Social Studies Practicum (Spring) 1 hr.

A 30-hour clinical experience taken concurrently with EC 330 under the supervision of a certified teacher with a minimum of three years experience and a college supervisor.

EC 400P August Experience 1 hr.

A 40-hour clinical experience taken in August of the senior year under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

EC 410 Diagnosis and Treatment of Reading Problems (Fall) 3 hrs.

Provides a foundation to diagnose and treat reading problems in the regular classroom. The course will define the nature and causes of reading problems, develop skills in diagnosing reading problems, develop knowledge of diagnostic instruments, present a variety of reading strategies to treat different reading problems, and develop student skills in planning for reading problems and working with other professionals and parents. Prerequisite: EC 310.

EC 410P Reading Practicum (Fall) 1 hr.

A 30-hour clinical experience taken concurrently with EC 410 performed under the supervision of a certified teacher with a minimum of three years experience and a college supervisor.

EC 420 Early Childhood Mathematics Methods (Fall) 3 hrs.

A study of developmentally appropriate goals, methods, materials, and assessment procedures for diverse students (P-5). Based on NCTM standards, emphasis is placed on the use of manipulatives, technology, problem solving, and Piagetian tasks to teach mathematical concepts.

To be taken concurrently with EC 420P Practicum. Prerequisites: PY 220, EC 300.

EC 420P Math Practicum (Fall) 1 hr.

A 30-hour clinical experience taken concurrently with EC 420 under the supervision of a certified teacher with a minimum of three years experience and a college supervisor.

EC 421 Early Childhood Science Methods (Fall) 3 hrs.

A study of developmentally appropriate content, methods, materials and evaluation techniques for teaching biological and physical science to diverse children (P-5). Emphasis is placed on using an activities approach to the development of process skills, on familiarity with current science resources, on familiarity with models of instruction, and on the importance of science in social and environmental issues. To be taken concurrently with EC 421P Practicum. Prerequisites: PY 220, EC 300.

EC 421P Science Practicum (Fall) 1 hr.

A 30-hour clinical experience taken concurrently with EC 421 under the supervision of a certified teacher with a minimum of three years experience and a college supervisor.

EC 451 Classroom and Behavior Management (Fall, Spring) 3 hrs.

A study of developmentally appropriate, effective methods and strategies for organizing and managing classrooms in a diverse society. Various behavior management models will be critically analyzed. Techniques for individual, small group, and large group management will be developed. Topics include age and stage appropriate behavior, preventive strategies, and conflict resolution. To be taken concurrently with student teaching (EC 475).

EC 475 Student Teaching (Fall, Spring) 12 hrs.

A twelve week field experience under the supervision of college supervisors and a certified early childhood teacher with a minimum of three years teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education is required.

### MIDDLE GRADES COURSES

EM 300 Curriculum: Essentials of Middle School Instruction (Fall) 3 hrs.

A study of the organization, curriculum and instructional patterns in the middle grades, with emphasis on the growth and development of early adolescence. Emphasis is on varying patterns of curriculum organization and activities, school organization patterns, teachers' roles, instructional delivery systems including differentiated instruction, daily programs, courses of study, records, and evaluation of students. The ability to write instructional objectives and lesson plans is developed. To be taken concurrently with EM 300P. PY 220 is a prerequisite or co requisite. Prerequisites: ED 101 and ED 200.

EM 300P Curriculum Practicum (Fall) 3 hr.

A 120-hour clinical experience taken concurrently with EM 300 performed in grades 4 and 5 under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

EM 310 Reading and Writing in the Content Areas (Spring) 3 hrs.

Provides a foundation for reading and writing instruction where current theory is connected with appropriate practice. Instructional practices, materials, and assessment techniques for enhancing reading, writing, speaking, and listening in various content areas with diverse learners is emphasized.

EM 400P August Experience 1 hr.

A 40-hour clinical experience taken in August of the senior year under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

EM 401P Practicum for Methods (Fall) 3 hrs.

A 120-hour clinical experience taken concurrently with EM 412, EM 430, EM 420 and EM 421, performed in grades 6, 7 or 8 under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

EM 412 Language Arts Methods (Fall) 3 hrs.

Designed to acquaint pre-service teachers with the teaching of middle grades language arts. Provides a knowledge base and experience to enhance literacy instruction through the integration of reading, writing, listening, speaking, and thinking. This course addresses the use of appropriate strategies and materials used in teaching English to diverse students in grades 4-8. To be taken concurrently with EM 401P.

EM 420 Mathematics Methods (Fall) 3 hrs.

A study of content, teaching methods, and trends. Emphasis is on designing learning activities appropriate for early adolescents in a multicultural society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior and on knowledge of mathematical concepts and principles and their application in technology and society. To be taken concurrently with EM 401. Prerequisite: PY 220, EM 300.

EM 421 Science Methods (Fall) 3 hrs.

A study of basic content, teaching methods, and trends. Emphasis is on designing learning activities appropriate for early adolescents in a multicultural society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior and on knowledge of scientific concepts and principles and their application in technology and society. To be taken concurrently with EM 401P. Prerequisites: PY 220, EM 300



EM 430 Social Studies Methods (Fall) 3 hrs.

A study of content, teaching methods and trends. Emphasis is on designing learning activities appropriate for early adolescents in a multicultural society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior, and on knowledge of social concepts and principles and their application in technology and society. Taken concurrently with EM 401P. Prerequisite: PY 220, EM 300.

EM 451 Classroom and Behavior Management (Fall, Spring) 3 hrs.

A study of the knowledge, skills, and values important for managing students in a school setting. It is designed to critically analyze various behavior management models and to develop appropriate, effective skills for organizing and managing classrooms in a diverse society. Topics include age and stage appropriate behaviors, growth and development needs of early adolescents, preventive strategies, conflict resolutions, and individual and group management. To be taken concurrently with student teaching (EM 475).

EM 475 Student Teaching (Fall, Spring) 12 hrs.

A twelve week field experience under the supervision of college supervisors and a certified middle grades teacher with a minimum of three years teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education Governance Committee is required.

## SECONDARY EDUCATION COURSES

ES 300 Secondary Curriculum (Fall) 3 hrs

This is a study of the historical, philosophical, psychological and theoretical foundations of secondary education, with emphasis on developmentally appropriate objectives, pedagogy, and evaluation techniques for diverse students grades 6-12. The ability to write instructional objectives and lesson plans is developed. Co-requisite or prerequisite: PY 220.

ES 300P Curriculum Practicum (Fall) 1 hr.

A 30-hour clinical experience taken concurrently with ES 300, performed in grades 6-8 under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

ES 310 Reading and Writing in the Content Areas (Spring) 3 hrs.

Provides a foundation for reading and writing instruction where current theory is connected with appropriate practice. Instructional practices, materials, and assessment techniques for enhancing reading, writing, speaking, and listening in content areas with diverse learners is emphasized.

ES 400P August Experience 1 hr.

A 40-hour clinical experience taken in August of the senior year during pre-planning in a secondary school under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

ES 401P Methods Practicum 5 hrs.

A 180-hour clinical experience taken concurrently with ES 412, ES 430, ES 420 or ES 425, performed in grades 9-12 under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

ES 412 Secondary English Teaching Methods (Fall) 3 hrs.

Designed to acquaint pre-service teachers with the teaching of secondary English. Provides a knowledge base and experience to enhance literacy instruction through the integration of reading, writing, listening, speaking and thinking. This course addresses the use of appropriate strategies and materials used in teaching English to diverse students in grades 6-12. To be taken concurrently with ES 401P.

ES 420 Secondary Math Methods (Fall) 3 hrs.

This course includes investigations of mathematical trends, relevant mathematics, content, teaching strategies, integrating technology, and assessment techniques. Emphasis is on creating a classroom in which the student learner will "think mathematically". Classroom lessons and learning activities will be developed which are appropriate for students in a multicultural society. Current research concerning proven innovative teaching methods; classroom management; motivational materials; creative lesson formats; technology, including the World Wide Web; and alternative assessment will be discussed and used. This will be taken the fall before student teaching and concurrently with ES 401. Prerequisite: ES 300.

ES 425 Secondary Business Instructional Strategies and Assessment (Fall) 3 hrs.

A study of appropriate content, methods, materials and evaluation techniques for teaching business education to secondary students. To be taken concurrently with ES 401P.

ES 430 Secondary Social Studies Methods (Fall) 3 hrs.

A study of content, teaching methods and trends. Emphasis is on designing learning activities appropriate for secondary school students in a multicultural society, innovative teaching methods (i.e., interdisciplinary teams, cooperative learning, creative and critical thinking skills), classroom management, motivational materials, planning and evaluation of instruction to enhance student learning and positive behavior, and on knowledge of social concepts and principles and their application in technology and society. To be taken concurrently with practicum ES 401P. Prerequisite: PY 220, ES 300.

ES 451 Classroom and Behavior Management (Fall, Spring) 3 hrs.

A study of the knowledge, skills, and values important for managing students in a school setting. It is designed to critically analyze various behavior management models and to develop appropriate, effective

skills for organizing and managing classrooms in a diverse society. Topics include age and stage appropriate behaviors, growth and development needs of adolescents, preventive strategies, conflict resolutions, and individual and group management. To be taken concurrently with student teaching (ES 475).

ES 475 Student Teaching (Fall, Spring) 12 hrs.

A twelve-week field experience under the supervision of college supervisors and a certified secondary teacher with a minimum of three years teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education Governance Committee is required.

### HEALTH AND PHYSICAL EDUCATION COURSES

HPE 320 Health Education (Fall) 3 hrs.

A study of the physical and mental health problems of society including but not limited to mental health, alcohol and drug abuse, communicable diseases, marriage and the family, nutrition, and conflict resolution. A field experience is required.

HPE 415 Teaching Individual and Dual Sports (Fall) 2 hrs.

The study of and the practicum teaching of individual and dual sports i.e. tennis, badminton, golf, archery, wrestling, etc.

HPE 416 Teaching Team Sports(Fall) 2 hrs.

The study of and the practicum of teaching team sports i.e. soccer, softball, flag football, volleyball, team handball, etc.

HPE 417 Methods of Teaching Creative Movement and Dance (Fall) 2 hrs.

Designed to provide experiences in teaching creative and thematic movement and dances i.e. folk, square, social, ballroom, etc.

HPE 418 Teaching Outdoor Activities (Fall) 2 hrs.

Designed to provide experiences in teaching outdoor activities i.e. camping, hiking, geo-caching, ropes courses, etc.

HPE 420 Methods of Teaching Early Childhood (P-5) Health and Physical Education (Spring) 3 hrs.

The study and the practicum teaching in the methods and materials needed to design, implement, and evaluate developmentally appropriate and multicultural learning through movement education for students in grades P-5. A field experience is required.

HPE 421 Methods of Teaching Middle and Secondary (6-12) Health and Physical Education (Fall) 3 hrs.

The study and the practicum teaching in the methods and materials needed to design, implement, and evaluate developmentally appropriate and multicultural learning through movement education in grades 6-12. A field experience is required.

HPE 431 Adapted Physical Education (Fall) 3 hrs.

Designed to educate the student with programs to accommodate the needs and abilities of special needs students (P-12). A field experience is required.

HPE 400P August Experience (Fall) 1 hr.

A 40-hour clinical experience taken in August of the senior year during pre-planning in a secondary school under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

HPE 451 Classroom and Behavior Management (Fall, Spring) 3 hrs.

A study of the knowledge, skills, and values important for managing students in a school setting. It is designed to critically analyze various behavior management models and to develop appropriate, effective skills for organizing and managing classrooms in a diverse society. Topics include age and stage appropriate behaviors, growth and development needs of adolescents, preventive strategies, conflict resolutions, and individual and group management. To be taken concurrently with student teaching (ES 475).

HPE 475 Student Teaching (Fall, Spring) 12 hrs.

A twelve-week field experience under the supervision of college supervisors and a certified secondary teacher with a minimum of three years teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing. Approval of candidacy by the School of Education Governance Committee is required.

### MUSIC EDUCATION COURSES

ME 302 Methods of Teaching Music P-6 (Spring) 3 hrs.

A study of developmentally appropriate, effective methods and strategies for organizing and teaching P-6 music classes in a diverse society. Various approaches will be critically analyzed. The ability to write instructional objectives and lesson plans implementing a variety of activities will be emphasized, along with various assessment and evaluation techniques. Taken concurrently with ME 302P.

ME 302P Music Practicum P-6 (Spring) 2 hr.

A 65-hour clinical experience taken concurrently with ME 302. Completed in grades P-6 under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

ME 390P August Experience P-6 1 hr.

A one-week, full-time (40 hours) field experience for music education majors in the public school system in grades P-6, to be completed prior to the beginning of the fall semester. The student will gain experience in the planning for the school year and the initial preparations and staff meetings. To be taken prior to the junior year.

ME 391P August Experience 7-12 1 hr.

A one-week, full-time (40 hours) field experience for music education majors in the public school system in grades 7-12, to be completed prior to the beginning of the fall semester. The student will gain experience in the planning for the school year and the initial preparations and staff meetings. If there is a marching band camp in progress, the student will be involved in it. To be taken prior to the senior year.

ME 402 Curriculum and Methods of Teaching Music 7-12 (Fall) 3 hrs.

This course is for music education majors who are nearing completion of their course work. It is a direct preparation for the teaching internship and for full-time teaching. Concentration is on curriculum, methods, and evaluation techniques for teaching music to a diverse student body in the secondary schools. Special attention is given to multicultural issues, marching techniques, and music technology. Taken concurrently with ME402P.

ME 402P Curriculum Practicum 7-12 (Fall) 2 hr.

A 65-hour clinical experience taken concurrently with ME 402. Completed in grades 7-12 under the supervision of a certified teacher with a minimum of three years experience and the college supervisor.

ME 451 Classroom and Behavior Management (Fall, Spring) 3 hrs.

A study of the knowledge, skills, and values important for managing students in a school setting. It is designed to critically analyze various behavior management models and to develop appropriate, effective skills for organizing and managing classrooms in a diverse society. Topics include age and stage appropriate behaviors, growth and development needs of adolescents, preventive strategies, conflict resolutions, and individual and group management. To be taken concurrently with student teaching (ME 475).

ME 475 Student Teaching (Fall, Spring) 12 hrs.

A twelve-week field experience under the supervision of college supervisors and a certified secondary teacher with a minimum of three years teaching experience, provides an opportunity for the student to satisfactorily demonstrate effective teaching practices. Self-evaluation and reflective teaching are facilitated by seminars and journal writing.

### SPECIAL COURSES

The following courses are not a part of the regular School of Education programs and require permission from the School of Education Governance Committee for enrollment.

EC/EM/ES/ME 470 Special Topics 1-3 hrs.

An in-depth study of a subject of special interest to students or public school personnel in one area of study in education. By permission only.

ED 476 Practicum (Fall, Spring) 3 hrs.

Observation, participation and teaching under the guidance of a qualified supervising teacher in the school setting. Seminars on campus, journal writing, and conferences focus on the practicum experience. By permission only.

EC/EM/ES/ME 480 Internship (Fall) 5 hrs.

EC/EM/ES/ME 481 Internship (Spring) 5 hrs.

Internship teaching under the guidance of a mentor teacher, a college supervisor, principal and the district curriculum director in the school setting. Seminars on campus, journal writing, journal readings, and conferences with the mentor team focus on helping the teacher develop a self-evaluative and reflective teaching style. By permission only.

### EDUCATIONAL TUTORING

TR 210 Introduction to Tutoring (Fall) 1 hr.

Provides instruction to students in the fundamentals of one-on-one peer tutoring. Prerequisites: Sophomore standing and a 3.0 cumulative GPA or special permission of the instructor.

TR 220 Advanced Tutoring (Spring) 1 hr.

Builds on skills learned in TR 210. Students will work through a variety of tutoring situations to learn skills necessary to problem solve in difficult tutoring situations, such as with academically struggling students. Prerequisites: TR 210 and a 3.0 cumulative GPA, or special permission of the instructor.

TR 310 Tutoring for Academic Integrity (Fall) 1 hr.

Builds on skill learned in TR 220. Students will learn how to instruct others in issues of academic honesty, especially in reference to academic research. Prerequisites: TR 220 and a 3.0 cumulative GPA, or special permission of the instructor.

TR 320 Tutoring the Research Paper (Spring) 1 hr.

Students who reach this fourth tutoring course will be trained in research skills and serve as tutors for a "research hub" arm of the library. Students will learn advanced research techniques and continue documentation training. Prerequisite: TU 310 and a 3.0 cumulative GPA, or special permission of the instructor.

### ENGLISH

EN 090 Basic Writing\* (Fall, Spring) 3 hrs.

This course provides a thorough review of the fundamentals of English grammar, including parts of speech, sentence structure, standard grammatical usage, punctuation, and mechanics. Emphasis is placed upon the application of these principles to written and spoken communication. (\*See Requirements for Graduation.) A grade of "C-" or better and a passing score on the exit exam is required to exit this course. This course does not meet graduation requirements for English.

EN 101 Freshman Composition I (Fall, Spring) 3 hrs.

Preparation for academic writing. Focuses on general writing processes and grammar, diction, and organization as well as specific academic writing skills, including narration, description, analysis and summary/response. Prerequisite: SAT verbal of 450 or higher, ACT of 18 or higher, or passing grade on the Accuplacer test, or a grade of "C-"

or above in EN 090. A grade of "C-" or better is necessary to exit this course.

EN 101H Honors Freshman Composition I (Fall) 3 hrs.

Using texts from classical and Christian authors to spur thought, sharpening and refining the skills of written English prose, this course explores the practice of writing, the character of a life's calling, and the purpose of education by writing academic essays about some interesting texts that argue in wildly different ways about how to educate those called to serve communities. Prerequisite: Invitation and admission to Emmanuel College's Honors Program.

EN 102 Freshman Composition II (Fall, Spring) 3 hrs.

Intensive practice in the development of academic writing skills. Focuses on exploratory writing, critical analysis, persuasion, and synthesizing research materials. The major project will be writing a research paper. Prerequisite: Grade of "C-" or better in EN 101. A grade of "C-" or better is necessary to exit this course.

EN 102H Honors Freshman Composition II (Spring) 3 hrs.

Focusing our attention on the conventions of research writing, this course invites students to partake in two, multiple-stage research projects in very different genres, highlighting the rhetorical context of academic and web writing and exploring connections that both sorts of writing have with the life of the spirit and the soul. Along with producing an academic paper on a potential pilgrimage, students will also produce a web artifact for evaluation that uses and calls into question particular options that appear and disappear in the move from text to hypertext. (No prior knowledge of web programming will be required for this assignment.) Prerequisite: C- or above in EN 101.

EN 200 Introduction to Literature (Fall, Spring) 3 hrs.

An introduction to great literature of the world (narrative prose, poetry, and drama) focusing on the deepening and broadening of students' interpretive and analytical skills to help them become thinkers, readers, and writers for life. Prerequisite: Grade of "C-" or better in EN 102.

EN 200H Honors Introduction to Literature (Fall) 3 hrs.

Analytical readings of selected short stories, novels, poetry, and drama from around the world. Students will be required to analyze, discuss, and write critically about course readings and to engage with critical sources at a sophisticated level. Prerequisites: EN 101, EN 102, and admission to the Honors Program.

EN 260 Advanced Grammar (Fall, even years) 3 hrs.

A study of traditional and structural English grammar and standard usage as it continues to evolve. Prerequisite: Grade of "C-" or better in EN 102.

EN 391 Christianity and Literature (Infrequent) 3 hrs.

Drawing on the rich heritage of Christian literature, EN 391 offers students an introduction to notable authors and works through assigned readings, classroom discussions, and substantive analytical and

evaluative course work. Prerequisite: Grade of "C-" or better in EN 200.

EN 393 Oxford Christians (Infrequent) 3 hrs.

EN 393 offers students a focused study of the major themes, key techniques, and significant qualities of the writings of C.S. Lewis, J.R.R. Tolkien, Dorothy Sayers, Charles Williams, and others associated with the Inklings group of Oxford, England, during the middle half of the twentieth century. In addition to reading widely, sharing observations, and conducting critical research, students will be introduced to the intellectual milieu and the biographical details relating to these figures which provide the context for productively exploring the literary accomplishments of these authors, educators, journalists, friends and believers. Prerequisite: Grade of "C-" or better in EN 200.

EN 302 Technical Writing (Spring, odd years) 3 hrs.

Technical Writing focuses on the processes of developing field-specific technical information related to the student's major and includes instruction in researching, drafting, editing, revising, and designing professional documents such as technical reports, proposals, manuals, brochures, resumes, and professional correspondence for specific audiences. Prerequisite: A grade of "C-" or better in EN 200.

EN 311 Adolescent Literature (Fall, even years) 3 hrs.

A critical study of literature for the adolescent reader. Emphasis is placed on the special characteristics and needs of young people and the evaluation of materials for readers grades 4-12. Prerequisite: Grade of "C-" or better in EN 200.

EN 320 The English Novel (Infrequent) 3 hrs.

A study of the British novel from the beginning of the modern form of the novel in the eighteenth century through contemporary works. Prerequisite: Grade of "C-" or better in EN 200.

EN 325 The American Novel (Infrequent) 3 hrs.

A study of the development and evolution of major works of American fiction. Prerequisite: Grade of "C-" or better in EN 200.

EN 335 Modern Drama (Infrequent) 3 hrs.

A study of representative plays from Ibsen to contemporary dramatists. This is a close readings course. Writers whose works may be considered include Ibsen, Strindberg, Chekhov, Rostand, Shaw, Coward, Wilde, Synge, Eliot, O'Neill, Miller, Williams, Beckett, Shepard, Wasserstein, Mamet, and Stoppard. Prerequisite: Grade of "C-" or better in EN 200.

EN 340 Non-Western World Literature (Spring, even years) 3 hrs.

This course is a multi-ethnic approach to the literature of Australia, Oceania, New Zealand, the Far East, Africa, and Latin America. A variety of genres will be read and studied from each area, analyzing the uniqueness of each culture and its traditions. At the same time the needs and aspirations, the desires and struggles which embrace us all and unite us in the human experience will be discovered. Prerequisite: Grade of "C-" or better in EN 200.

EN 345 Major American Authors I (Fall , odd years)	3 hrs.	EN 431 English Romantic Literature (Infrequent)	3 hrs.
Intensive survey of major American authors from the Colonial Period to 1865 with reference to historical, biographical, and social backgrounds. Prerequisite: Grade of "C-" or better in EN 200.		This course concentrates on poetry and fiction of the period from 1798 to 1832, with special emphasis on Blake, Coleridge, Wordsworth, Byron, Keats, and Shelley. Prerequisite: Grade of "C-" or better in EN 200.	
EN 346 Major American Authors II (Spring, even years)	3 hrs.	EN 445 Major British Authors I (Fall, even years)	3 hrs.
Intensive survey of major American authors beginning with the Age of Realism (1865) and continuing to the present with reference to historical, biographical, and social backgrounds. Prerequisite: Grade of "C-" or better in EN 200.		Intensive survey of major British authors from the Middle Ages through the eighteenth century (450-1798) with reference to historical, biographical, and social backgrounds. Prerequisite: Grade of "C-" or better in EN 200.	
EN 355 Prose Writing (Fall, odd years)	3hrs.	EN 446 Major British Authors II (Spring, odd years)	3 hrs.
This course emphasizes the composition of literary prose, including fiction, creative non-fiction, and drama, through all phases of the writing process. Prerequisite: A grade of "C-" or better in EN 200.		Intensive survey of major British authors beginning with the Romantic Period (1798) and continuing to the present with reference to historical, biographical, and social backgrounds. Prerequisite: Grade of "C-" or better in EN 200.	
EN 365 Poetry Writing (Spring, odd years)	3 hrs.	EN 447 Major Western Authors I (Spring, odd years)	3 hrs.
This course emphasizes the composition of poetry through all phases of the writing process, the characteristics of various poetic genres (including both open and closed forms), and poetic skills such as scansion and the ability to utilize various types of figurative language. Prerequisite: A grade of "C-" or better in EN 200.		Intensive survey of major Western world authors, from the ancient period to the Renaissance. This course takes as its emphasis man's search for meaning and for his place in the universe. In it are examined the best of the human endeavor and its inherent limitations, as viewed through the literature of our Western cultural heritage. Included are the origins and development of the epic, the drama, and the lyric. Prerequisite: Grade of "C-" or better in EN 200.	
EN 370 Advanced Composition (Spring, even years)	3 hrs.	EN 448 Major Western Authors II (Fall, odd years)	3 hrs.
This course is a writer's workshop emphasizing style, techniques, and form in expository writing. Prerequisite: Grade of "C-" or better in EN 200.		Intensive survey of major Western world authors beginning with the Neoclassic period continuing through the Romantic, Realistic, Naturalistic, and Modern periods, and continuing to the present. Prerequisite: Grade of "C-" or better in EN 200.	
EN 380 History of the English Language (Fall, odd years)	3 hrs.	EN 450 Special Topics in English Studies	3 hrs.
This course provides a survey of the development of the English language through Old English, Middle English, and Modern English, with emphasis on growth of vocabulary, grammatical changes, dialectal variations, and pronunciation. Prerequisite: Grade of "C-" or better in EN 200.		This course is designed to provide examination of subjects not otherwise offered in the English program. Instructors and subject matter will vary from semester to semester. Only one such course may be counted toward the Major in English (as three of the six hours of general electives). Sample topics: The Bible as Literature, Folklore Studies, African-American Literature, Studies in Faulkner, Christ Figures in Film, and Milton. Prerequisite: Grade of "C-" or better in EN 200.	
EN 392 Studies in Southern Literature (Infrequent)	3 hrs.	EN 474 Senior Research Project I (Fall, Spring)	1 hr.
This course is a study of literary achievement in the South from 1610 to the present, with attention to local color, the Southern Renaissance, and more recent Southern writers. Study may include writers such as Poe, Clemens, Warren, Faulkner, O'Connor, and Welty, among others. Prerequisite: Grade of "C-" or better in EN 200.		Option 1: Senior BA in English majors who do not plan to attend graduate school will learn the value of revision and expansion of papers by submitting a senior portfolio during the fall semester of their senior year. Departmental approval must be given for this option.	
EN 395 Introduction to Critical Theories (Spring, even years)	3 hrs.	Option 2: Senior BA in English majors will begin working bi-weekly with a major professor on a 20-25 page paper on a topic authorized by the entire department. The project must be approved by the English Department in the second semester of the student's junior year. This paper should demonstrate the student's ability to think and write	
This course surveys the systems of and provides a historical introduction to the major schools of critical theory which have influenced the development of literary interpretation as a scholarly, academic discipline of study. Engaging the historical and contemporary schools of critical theory will provide the student—in the context of an integration of faith and learning and with an eye to individual prospects for graduate or other scholarly studies—with an understanding of the concepts which have served as intellectual underpinnings for the interpretation of literature throughout the modern era. Prerequisite: Grade of "C-" or better in EN 200.			

analytically, critically, and creatively and to do an acceptable caliber of research using a variety of credible sources.

EN 475 Senior Research Project II (Fall, Spring) 1 hr.

Option 1: This course is a continuation of Option 1 in EN 474. Students will perform a variety of research tasks aimed at making them more aware of careers outside the field of teaching. These tasks shall include discovering three career paths, observing workplaces, and interviewing successful professionals. The research will culminate in a job application portfolio and an essay describing each student's research experience and discoveries.

Option 2: This course is a continuation of Option 2 in EN 474, with the first completed rough draft of the paper being due in the 6th week of the last semester of the student's program. The final draft is due the last week of the same semester. Upon final departmental approval, the paper will be presented in a public venue.

EN 490 Shakespeare (Fall, even years) 3 hrs.

This course is a study of a representative sample of Shakespeare's comedies, tragedies, and histories, as well as his sonnets. Prerequisite: Grade of "C-" or better in EN 200.

#### FOREIGN LANGUAGE

FR 120 Elementary French I (Fall) 3 hrs.

Elementary French I introduces the student to one-fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking.

FR 121 Elementary French II (Spring) 3 hrs.

Elementary French II introduces the student to the second fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FR 120 or placement test.

FR 220 Intermediate French I (Fall) 3 hrs.

Intermediate French I introduces the student to the third-fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FR 121 or placement test.

FR 221 Intermediate French II (Spring, Infrequent) 3 hrs.

Intermediate French II introduces the student to the last fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: FR 220 or placement test.

GR 351 New Testament Greek I (Fall, even years) 4 hrs.

This course is the first of a one-year study of the essentials of Greek grammatical forms, syntax, and vocabularies for preparing students to read the New Testament in the original language.

GR 352 New Testament Greek II (Spring, odd years) 4 hrs.

A continuation of GR 351, a study of the essentials of Koine Greek grammar, syntax, and vocabulary of the New Testament. Attention is given to ways in the N. T. Greek studies can provide grammatical and exegetical insights for preaching and teaching the New Testament. Prerequisite: Grade of "C-" or better in GR 351.

GR 411 Greek Readings in John's Gospel (Infrequent) 3 hrs.

Translation of passages from the Gospel and epistles of John with attention given to vocabulary building. Emphasis is placed upon attaining reading skills through word-form recognition. Attention will be given to exegetical insights derived from reading the texts. Prerequisite: Grade of "C-" or better in GR 352.

GR 451 Principles of Greek Exegesis (Fall, odd years) 4 hrs.

Review an elaboration of important syntactical and grammatical forms with a view toward enabling the student to do grammatical-historical exegesis of the New Testament. The praxis of textual criticism will be introduced. Prerequisite: Grade of "C-" or better in GR 352.

SP 120 Elementary Spanish I (Fall) 3 hrs.

Elementary Spanish I introduces the student to one-fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking.

SP 121 Elementary Spanish II (Spring) 3 hrs.

Elementary Spanish II introduces the student to the second fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SP120 or placement test.

SP 220 Intermediate Spanish I (Fall) 3 hrs.

Intermediate Spanish I introduces the student to the third-fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SP121 or placement test.

SP 221 Intermediate Spanish II (Spring, infrequent) 3 hrs.

Intermediate Spanish II introduces the student to the last fourth of the culture, phonetics, grammar and vocabulary needed to adequately express the target language. The student will maintain a balance between the four basic language skills of reading, writing, listening, and speaking. Prerequisite: SP220 or placement test.

**FRESHMAN SEMINAR**

FS 101 Freshman Seminar (Fall, Spring) 2 hrs.

Within the framework of a Christian environment, FS 101 enhances the positive transition from high school to Emmanuel College, develops personal relationships, builds an understanding of and respect for diversity, fosters cultural literacy, and strengthens academic success. The course, which will include group activities and innovative teaching styles, will be taught by a faculty/staff instructor and a peer instructor.

HS 100 Freshman Honors Seminar (Fall) 1 hour

The honors cohort will engage in relationship building while acclimating to the college environment. Class meets as a breakfast seminar once weekly. College faculty will present unique aspects of their lives, and students will explore themes of personal diversity and commonality. Students will create the beginning of a college narrative which will be maintained through the senior year.

HS 200 Sophomore Honors Seminar (Fall) 1 hour

The honors cohort will meet weekly for a meal and explore synergistic themes between seemingly incongruent pieces of literature. Students will continue to develop their college narratives and interpersonal relationships.

**GEOGRAPHY**

GY 101 Human Geography (Fall, Spring) 3 hrs.

A survey of global patterns of resources, population, culture, and economic systems.

**HISTORY**

HY 110 History of Western Civilization I (Fall, Spring) 3 hrs.

A survey course in history which covers the rise and development of the western world from prehistoric times until 1715.

HY 111 History of Western Civilization II (Fall, Spring) 3 hrs.

A survey course in history which covers the major developments of the western world from 1715 until present.

HY 272 American History I (Fall, Spring) 3 hrs.

A survey of the American nation from the Age of Discovery to 1865.

HY 273 American History II (Fall, Spring) 3 hrs.

A survey of the American nation from 1865 to the present.

**Enrollment in the following courses has a prerequisite of completion of at least one 200-level history survey course.**

HY 290 Historiography (Spring) 3 hrs.

This course is a study of the methods of historical research and writing as well as a brief study of the philosophy of history and historiography.

HY 301 History and Government of Georgia (Fall) 3 hrs.

A study of Georgia history and government from its first occupation and development to the present with emphasis on political, economic, and social trends.

HY 305 Non-Western World Historical Influences (Spring) 3 hrs.

A study of selected developing areas in Africa, Asia, or Latin America. Present day governmental and cultural practices will be viewed from a historical perspective. Some emphasis will be placed on the national interest of each area in conjunction with U. S. policy concerns.

HY 310 Ancient History (Infrequent) 3 hrs.

A study of the ancient Near East, Greece and Rome. Emphasis is given to political, economic, religious and social factors in the rise and fall of these civilizations.

HY 311 Medieval History (Spring, even years) 3 hrs.

An examination of the decline of the Roman Empire, the arrival and spread of Christianity, and the emergence of Western European kingdoms. This study focuses on political, economic, religious, and intellectual developments in Europe until 1500.

HY 312 History of Christianity (Fall) 3 hrs.

A study of the history of Christianity from the origin of the Christian church to the present. Includes the study of the Early Church Fathers, early church organization, the development of Roman Christianity, Eastern Orthodoxy, and the development and spread of Protestantism.

HY 315 Renaissance, Reformation, Enlightenment (Fall, even years) 3 hrs.

A survey course of European history from 1400 to 1789 covering the historical epochs of the Renaissance, Reformation, Scientific Revolution, and Enlightenment to the eve of the French Revolution.

HY 335 Birth of the American Nation (Fall, even years) 3 hrs.

This course is a study of the American nation from 1700 through 1789 to include development of the colonies under the British Empire and the struggle of the colonies to escape from that empire and to establish a new nation.

HY 340 Early National and Antebellum America (Spring, odd years) 3 hrs.

This course is a study of American social, political and cultural development from 1789 to 1860.

HY 345 Growth of the American Nation (Fall, odd years) 3 hrs.

This course is a study of the United States from 1860 to 1900. The course will include advances made in government, the economy, the social structure, the results of military conflicts, and the influx of immigrants into the United States .

HY 411 Europe in the Nineteenth Century (1815–1914)  
(Spring, odd years) 3 hrs.

A study of European developments from the Congress of Vienna until World War I. Emphasizes the political upheavals, unification movements, and imperialism.

HY 412 Twentieth Century Europe (1914–Present)  
(Fall, odd years) 3 hrs.

Surveys from World War I to the present including the rise of the Soviet system, Fascism, and Nazism. Includes World War II and a study of the social and cultural developments in the contemporary phase of European history.

HY 435 Expansion of the American Nation (Spring, even years) 3 hrs.

A study of political, economic, and social forces operating within America from 1914 to present. Special foci will be World War I, the Great Depression and the New Deal, World War II, the Cold War, the fall of the Soviet Union, and the post-Cold War world.

HY 460 Civil War and Reconstruction, 1848–1877  
(Infrequent) 3 hrs.

The crisis period in American History, secession, social and economic problems, changes in the South.

HY 470 Special Topics in Historical Studies 1-3 hrs.

Surveys or in-depth examinations of areas of interest not otherwise provided for in the formal historical studies curriculum. Students may enroll in the course more than once as topics, methodologies or instructors change. Credit hours are based on class meeting time and academic workload.

HY 480 Internship (Per student demand) 3 hrs.

A supervised work experience in a history/political science related area within an approved on-campus or off-campus organization, school, business, or industry.

HY491 History/Pre-law Seminar I (Fall) 1 hr.

A capstone course for history and pre-law majors who, with the direction and approval of the instructor, will identify a problem for research and critical analysis. Students must demonstrate the ability to formulate a historical/legal problem, explore and gather relevant resources, and prepare an analytical, annotated bibliography. Students also must begin collecting material for a professional resume.

HY492 History/Pre-law Seminar II (Spring) 1 hr.

A continuation of HY 491. Students must submit the first draft of a 20 page analytical essay using the approved topic and resources demonstrating a clear biblical world view and integrating content from their previous history/pre-law courses by the fourth week of class. The final draft must be presented the 10<sup>th</sup> week of class. Students will also complete a professional resume, complete the departmental exit exam, and meet any other departmental requirements. Prerequisite HY 491 History/Pre-law Seminar I.

## HUMANITIES

HU 200 Art-Music Appreciation (Fall) 3 hrs.

This survey course is designed to acquaint students with the great masterworks of Western and non-Western art and music. The student will learn about the socio-economic, political and cultural environments in which the works were created, and about the great masters and their techniques. Historical eras will range from Antiquity through the Twentieth/Twenty-First Century.

HU 200H Honors Art/Music Appreciation (Spring) 3 hrs.

This course is designed to acquaint honors students with the great masterworks of art and music, from Antiquity through Twentieth/Twenty-First Centuries. Students will delve into the connections between art and music, ancillary areas such as philosophy, theology, and literature, and the historical, socio-political, economic environments that shaped them. Focus is problem-based and thematic, rather than chronological, relating always to the delicate balance between humanism and religious faith. Prerequisite: honors students of sophomore standing.

HU 203 Introduction to Acting (Fall) 3 hrs.

A study of basic techniques and approaches to the art of acting.

HU 204 Theater Appreciation (Spring) 3 hrs.

A study of Western dramatic literature, the art and craft of the 20th century theater. Includes an analysis of the play script, the audience, and the various elements of production and performance that constitute theater.

HU 218 Drama Workshop (Spring) 1 hr.

Practical training and experience in a broad range of both performance and technical drama experience.

HU 220 Religion and Culture (Infrequent) 3 hrs.

An introduction to the study of the popularity, nature, value and controversies of religion as portrayed in academic disciplines from music to psychology to physics. After examining different ways of studying religion, a survey is given to various theories on the origin and function of religion in human culture from philosophical, anthropological, sociological, psychological, political, theological and Biblical perspectives. Special attention is given to the student's personal integration of faith and learning, religion and its interface with culture, into a Christian worldview. Prerequisite: BI140 or BI141, sophomore status or permission of instructor.

HU 230 Religion and Philosophy (Infrequent) 3 hrs.

An examination of the rational foundations of religious beliefs about God and life in contemporary culture. An introduction is given to the nature of critical thinking and procedures of logical thinking for assessing whether belief in God is rational, objective, intelligible and justifiable. The value of the use of reason in religion and its interface with culture and individual experience will be examined with a view toward the student's development of a Christian worldview. Attention is



given to historic claims of the Christian religion concerning the status of the Bible and the person of Jesus Christ in view of contemporary issues of pluralism and tolerance.

HU 470 Special Topics in Humanities 3-6 hrs.

This is a flexible course ranging from 3 to 6 credit hours, for the purpose of special studies in foreign language, English, art history, music history, theater, or any combination thereof. The student must be of junior or senior standing, and must have approval of the instructor, department chair, and vice president for academic affairs. Students may take the course for credit more than once if the topics are different. Study abroad must be directed by an Emmanuel College faculty member in order for the student to receive credit. This course is conducted as a directed study and requires payment of the appropriate directed study fees.

## KINESIOLOGY

Physical Education Activity Courses:

PE 101, 201 Volleyball (Fall)	1 hr.
PE 102, 202 Tennis (Spring)	1 hr.
PE 103, 203 Basketball/Softball (Infrequent)	1 hr.
PE 105, 205 Total Fitness (Fall, Spring)	1 hr.
PE 107, 207 Racquetball (Fall, Spring)	1 hr.
PE 108, 208 Weight Training (Spring)	1 hr.
PE 125, 225 Hiking (Infrequent)	1 hr.
PE 126, 226 Golf (Fall, Spring)	1 hr.
PE 127, 227 Scuba Diving* (Fall, Spring)	1 hr.

(\*This course requires an additional fee.)

Physical Education activity courses may not be taken more than two times for credit toward meeting the course requirements for graduation.

Intercollegiate Team Members Only:

PE 110–410 Varsity Basketball (Fall)	1 hr.
PE 111–411 Varsity Tennis (Spring)	1 hr.
PE 112–412 Varsity Baseball (Spring)	1 hr.
PE 116–416 Varsity Volleyball (Fall)	1 hr.
PE 119–419 Varsity Softball (Spring)	1 hr.
PE 123–423 Varsity Soccer (Fall)	1 hr.
PE 128–428 Varsity Track and Field	1 hr.
PE 129–429 Varsity Cross Country	1 hr.
PE 1300430 Varsity Golf	1 hr.

**The following courses may not be used as substitutes for the PE activity course requirement.**

KN 116, 117, 216, 217 Intramural Officiating (Fall, Spring) 1 hr.

Practical experience in officiating intramural games.

KN 215 First Aid and Safety (Fall) 3 hrs.

Included in this study are the principles and techniques of emergency treatment of illness or injury before medical aid can be obtained. The American Red Cross First Aid Course is used as a guideline with civil defense and related factors covered. All students will be required to take the certification test at the end of the course.

KN 218 History and Philosophy of PE, Exercise Science and Sport (Fall) 3 hrs.

An introduction to the field of physical education and sport including aims, objectives, history, philosophy, programs, principles, basic concepts of organization and administration, professional organizations, and the relationship of Christian commitment to the field.

KN 219 Personal & Community Health & Wellness (Fall, Spring) 3 hrs.

A general course dealing with knowledge and understanding of physical and emotional health as related to the individual and his environment.

KN 221 Sports Officiating (Spring) 3 hrs.

A study of rules, interpretation, and officiating techniques for basketball, volleyball, softball, and soccer. Practical laboratory officiating experiences are required.

KN 313 Organization and Administration of PE, Recreation and Athletics (Spring) 3 hrs.

Review of supervision and administration of physical education and athletic programs at the school, community, or business levels.

KN 314 Principles of Nutrition (Fall) 3 hrs.

A study of food and its relationship to the well-being of the human body. Emphasis is placed on the nutritive value of food and metabolism.

KN 319 Athletic Training (Spring) 3 hrs.

An introduction into the handling of common injuries involved in competitive athletics; preventive techniques, immediate care, and taping of selected injuries. Prerequisite: KN 215.

KN 321 Kinesiology (Fall) 3 hrs.

A survey of the basic mechanics of human motion, action of muscles and joints, motor skills, and application of these to physical activities.

KN 322 Exercise Testing and Prescription (Fall) 3 hrs.

This course provides knowledge and practical experience in exercise testing procedures emphasizing principles and guidelines for safe and effective prescription.

KN 330 Sports Psychology (Fall, even years) 3 hrs.

This course will examine the influence of psychological factors on performance in sports. Topics will include: athlete personality, attention, anxiety and arousal issues, cognitive intervention, causal attribution, motivation, aggression in sport, and benefits and problems of exercise.

KN 400 Contemporary Issues in Sports (Spring, even years) 3 hrs.

This course examines contemporary issues and controversies in the world of sports today. Topics covered include, but are not limited to, the following: violence in sports, race and ethnicity in sports, economic issues related to sports, youth sports, sports and the media, sports and politics, performance-enhancing substances, and sports and

religion. The course will provide an in-depth analysis of these topics and ask the student to explore his/her views on these issues.

KN 401 Tests and Measurements (Fall, odd years) 3 hrs.

Application of measurements to health and physical education, including tests of strength, physical fitness, skill educability, and progress. Prerequisite: MA 200.

KN 405 Advanced Athletic Training (Infrequent) 3 hrs.

Advanced training in evaluation methods and rehabilitation techniques for athletic injuries.

KN 410 Sports Management (Spring, odd years) 3 hrs.

This course discusses the meaning of sports management in terms of its scope, principles, issues and future trends. Coverage includes, but is not limited to, the following: management principles applied in sports, including strategic planning and human resource management issues; sports marketing, including the use of feasibility studies; sports finance and accounting, including financial and economic impact analysis of sports-related problems; and forms of ownership and taxation issues. Also, the student will be exposed to different career opportunities that are available in the field of sports management. Pre-requisite: BU 260.

KN 413 Motor Learning (Spring, odd years) 3 hrs.

A study of the processes related to the acquisition and performance of motor skills.

KN 414 Exercise Physiology (Spring, even years) 3 hrs.

The combined study of the structure and function of the human body as it relates to living in a physical world of muscular activity.

KN 450 Internship (Fall, Spring) 3 hrs.

KN 452 Internship (Fall, Spring) 3 hrs.

A supervised work experience in sports management taking place on the college campus working with the athletic department, student activity center, and/or intramurals. Or with an approved organization, school, business, or industry within the community. Minimum of 120 hours.

KN 454 Internship (Fall, Spring) 3 hrs.

KN 456 Internship (Fall, Spring) 3 hrs.

A supervised work experience in kinesiology with an approved organization, school, business, or industry. Minimum of 120 hours.

## MATHEMATICS

MA095 Introductory Algebra\* (Fall Spring) 3 hrs.

This course is designed for those students who need additional preparation before taking MA 099, Intermediate Algebra, and their required mathematics course(s). The topics include but are not limited to whole numbers, fractions, decimals, integers, real numbers, order of operations, distributive property, exponents, proportions and percents. Problem solving will be emphasized throughout the course. This course

does not meet the requirements for graduation. (\*See Requirements for Graduation.)

MA 099 Intermediate Algebra\* (Fall, Spring) 3 hrs.

This course is designed for those students who need additional preparation before they take their required mathematics course(s). The topics include but are not limited to solving equations and inequalities, writing linear equations, graphing linear equations and inequalities, exponents, polynomials, factoring, and solving quadratic equations. Problem solving will be emphasized throughout the course. This course does not meet the mathematics requirement for graduation Prerequisite: Satisfactory score on the Mathematics Placement Exam (MPE) or 'C-' or better in MA095. (\*See Requirements for Graduation.)

MA 122 Mathematical Ideas (Fall, Spring) 3 hrs.

This course covers topics that include but are not limited to critical thinking, problem solving, logic, sets, integers, rational and real numbers, introductory statistics, exponential growth, functions, geometry, visual art, music and networks. Prerequisite: Satisfactory score on the Mathematics Placement Exam (MPE) or "C-" or better in MA 099.

MA 124 College Algebra (Fall, Spring) 3 hrs.

This course is a study of the real number system, functions and graphs, polynomials, rational, exponential and logarithmic functions, linear and quadratic equations and inequalities, systems of equations, and complex numbers. Prerequisite: Satisfactory score on the Mathematics Placement Exam (MPE) or "B-" or better in MA 099.

MA 124I Intensive College Algebra (Fall, Spring) 3 hrs.

This course covers the same content as the College Algebra course (MA 124), but meets five (5) class contact hours in order to help students who will benefit from more examples and explanation of concepts provided by additional classroom interaction with the instructor. Prerequisite: Satisfactory score on the Mathematics Placement Exam (MPE) or "C-" or better in MA 099.

MA 125 College Trigonometry (Fall, Spring) 3 hrs.

This course is a study of trigonometric functions, equations, identities, inverse functions, solutions of triangles, and complex numbers. Prerequisite: Satisfactory score on the Mathematics Placement Exam (MPE) or "C-" or better in MA 124/124I.

MA 175 Pre-Calculus (Fall, Spring) 4 hrs.

This course is designed for students who will take calculus and already have basic algebra and trigonometry skills. Topics covered include polynomial, rational, exponential, logarithmic and trigonometric functions with emphasis on graphing techniques. Other topics include inequalities and trigonometric identities. Prerequisite: Satisfactory score on the Mathematics Placement Exam (MPE) or "C-" or better in MA 125.

MA 200 Statistics (Fall, Spring) 3 hrs.

This is an introductory course designed for students who need a working knowledge of statistics. This course includes the following: descriptive

statistics, probability and probability distributions, parameter estimation, hypothesis testing, and linear regression. Prerequisite: Satisfactory score on the Mathematics Placement Exam (MPE) or “C-” or better in MA 099.

MA 210 Principles of Mathematics (Fall) 3 hrs.

This course provides content and structural development necessary for elementary teachers. Emphasis on techniques and definitions of addition, subtraction, multiplication, division, including numeration systems, sets, whole numbers, integers, elementary number theory, and algebra. This course is available for credit only to Early Childhood Education majors. Prerequisites: Satisfactory score on the Mathematics Placement Exam (MPE) or “C-” or better in MA 099.

MA 211 Mathematics for Early Childhood Teachers (Spring) 3 hrs.

This course is a completion of structural development of the real number system including operations, solving equations, problem solving, informal geometry, measurement and metric concepts. It includes use of manipulatives and introduction to computer application in the classroom. Special emphasis is given to teaching mathematics at P-5 level under simulated conditions. This course is available for credit only to Early Childhood Education majors. Prerequisites: “C-” or better in MA 210.

MA 220 Linear Algebra I (Fall) 3 hrs.

This course is an introduction to linear algebra with a focus on matrix algebra. Topics include: an introduction to vectors, dot products and linear geometry, matrices, theory of systems of linear equations, determinants, and finite dimensional vector spaces, linear transformations, eigenvalues and eigenvectors. Applications will be discussed. Prerequisites: “C-” or better in MA240.

MA 240 Differential Calculus (Spring) 4 hrs.

This course is an introductory differential calculus course with applications. Topics include: limits, continuity, differentiability, derivatives exponential, logarithmic and trigonometric functions, related rates, maximum and minimum problems, curve sketching, Newton’s method, and conic sections, and infinite series. Prerequisites: “C-” or better in MA175.

MA 241 Integral Calculus (Fall) 4 hrs.

This is an introductory course in integral calculus and its applications. Topics include: Riemann sums, the Riemann integral, anti-derivatives, infinite series, the Fundamental Theorem of Calculus, techniques of integration, area, volume, arc length, surface area, force, work, center of mass, and an introduction to differential equations. Prerequisites: “C-” or better in MA240.

MA 242 Multivariable Calculus (Spring) 3 hrs.

This course is an introduction to calculus of functions of two and three variables. Topics include: vectors in two and three dimensions, parametric curves, continuity and differentiability of functions of several variables, directional derivatives, Lagrange multipliers, multiple integration, polar coordinates, Gauss-Green and Stokes’ Theorems. Prerequisites: “C-” or better in MA 220 and MA241.

MA 300 Geometry (Spring) 3 hrs.

The course builds on the concepts of the NCTM Standards discussed in MA 210 and contains basic information about informal geometry and topology, motion geometry, and measurement of geometric figures as a necessary foundation for teaching these topics. Prerequisites: C or better in MA124.

MA 310 Topology (Spring, even years) 3 hrs.

This course is an introduction to general topology. Topics covered include metric spaces, topological spaces, continuity, convergence, separation, count ability, metrizable spaces, and connectedness. Prerequisites: “C-” or better in MA 220 and MA 241.

MA 320 Linear Algebra II (Spring, odd years) 3 hrs.

This course builds upon MA220 Linear Algebra I and introduces linear optimization and approximation methods and theory. Topics include: inner product spaces, infinite dimensional spaces, diagonalization, projections, linear programming and duality theory. Applications will be discussed. Prerequisites: “C-” or better in MA 220 and MA 241.

MA 321 Discrete Mathematics (Spring) 3 hrs.

This is an introduction to discrete mathematics and mathematical proof. Topics include: an introduction to logic and truth values, set theory and its relationship to numbers and numerical operations, numerical bases other than base 10, combinatorial methods including counting techniques and the Pigeon Hole principle, recursive functions, relations, modular arithmetic, and linear programming. Prerequisites: “C-” or better in MA220.

MA 350 Differential Equations (Fall, odd years) 3 hrs.

This course is an introduction to ordinary differential equations. Topics covered will include: solving first order differential equations by direct integration, separation of variables, and substitution methods, homogeneous and non-homogeneous equations, power series methods, linear systems of differential equations, and stability conditions. Prerequisites: “C-” or better in MA241.

MA 367 Mathematical Solution Technology (Fall) 3 hrs.

This course develops skills in solving problems using professional mathematical software. The software ranges from the basic mathematical functions in EXCEL and various computational packages to the symbolic capabilities in software such as MAPLE, Mathematica or MATLAB. The course includes use of the software to generate graphics for instruction or illustration of results. Basic computer proficiency is required to take this course. Prerequisites: MA 240.

MA 400 Probability (Fall, even years) 3 hrs.

This is an introduction to probability theory. Topics include: axioms of probability, discrete and continuous random variables, jointly distributed random variables, expected value, variance, and covariance. Further topics include: sample mean, sample variance, confidence intervals, hypothesis testing, and regression. Prerequisites: MA 241 and MA 321.

MA 420 Abstract Algebra (Fall) 3 hrs.

This is an introduction to abstract algebra. Topics include: sets and types of functions corresponding to sets, the integers and their properties, modular arithmetic, equivalence classes, groups, homomorphisms, rings, integral domains, fields and polynomials. Prerequisites: "C-" or better in MA220.

MA 440 Mathematical Analysis (Fall, odd years) 3 hrs.

This course is a rigorous study of topics beyond the intermediate level of the calculus. It includes the real number system, point sets, basic topology of  $\mathbf{R}^n$  functions, sequences, limits, continuity and uniform continuity, differentiation, indeterminate forms, and the Riemann integral. Prerequisites: "C-" or better in MA242 or MA 310.

MA 441 Numerical Analysis (Spring, odd years) 3 hrs.

This course introduces students to concepts for effective development and evaluation of algorithms to implement mathematics. Topics such as methods of finding zeros of functions, approximation of functions by polynomials, finite differences, numerical integration, solutions of systems of linear equations, numerical solutions of differential equations, and round-off error analysis are studied. Prerequisites: "C-" or better in MA321 and MA367.

MA 450 Mathematical Topics (Fall) 3 hrs.

This course is a review of topics covered in mathematics courses and mathematics education courses. The review concentrates mathematical topics that will appear on the terminal test that determines teacher certification for grades 7-12 in the State of Georgia. In addition to the review, the course provides an opportunity for teacher candidates to discuss issues that will arise in the secondary mathematics classroom. This class is for senior secondary mathematics education majors. Prerequisite: All mathematics courses in the student's plan of study except those that are taken concurrently with this course.

### MUSIC

MU 099 Music Seminar and Recital Attendance (Fall, Spring) NC

Co requisite with all applied music. The number of required recitals is determined by the Music Faculty each semester with regard to the number of recitals and Cultural Awareness Concerts scheduled.

MU 060 Class Piano (Fall, Spring) 1 hr.

A course designed for the non-music major/minor. Develops fundamental music skills related to the keyboard. Curriculum enables the student to have a working knowledge in note-reading, correct technique, ensemble playing, and repertoire. Also included is an introduction to transposition, scales, and keyboard harmony.

MU 061, 062, 063, 064 Class Piano Sequence (Fall, Spring) 1 hr.

A class sequence designed for the voice or instrumental music major or minor. Develops fundamental music skills related to the keyboard. Curriculum enables the student to have a working knowledge in note-reading, correct technique, ensemble playing, and repertoire. Emphasis is placed on technical skills, transposition and keyboard harmony. Also included is an introduction to piano improvisation.

MU 170 Class Voice (Fall) 1 hr.

A course designed for the non-voice major or those just beginning voice training. The course is designed to develop basic skills needed for singing, such as proper breathing technique, posture, diction, tone production, music reading skills, and expressiveness in performance. The curriculum will include lessons in effective breathing, body alignment, English and Italian diction with attention to vowel formation, note-reading, and musicality and artistry through the study of music from the standard classical repertoire.

MU 201 Musical Theatre (Fall, Spring) 1 hr.

A course designed for students interested in developing skills in acting and singing. The course covers developing basic skills in stage etiquette, stage movement, voice projection, singing, and dramatic presentation. The curriculum includes preparing a Musical Revue performance in the fall semester and a musical production, opera workshop, or other performances on and off the college campus in the spring semester. Full-year commitment is requested. Prerequisite: Audition and permission of the instructor.

### MUSIC MAJOR AND MINOR COURSES

MU 100 Fundamentals of Music (Fall, Spring) 1 hr.

Fundamentals of music is a 1-credit course to assist students who need remedial work in music reading and symbol recognition. This class may be taken before the music theory sequence begins, or as a co-requisite of MU 140 I (music theory, I, intensive) as advised by the faculty. This class does not count toward the baccalaureate program's graduation requirements.

MU 140 Music Theory I (Fall) 3 hrs.

Study of the fundamentals of tonal music, including notation, scales, keys, meter, rhythm, and chords. Keyboard proficiency is stressed. Co requisite: MU 142. Required in major and minor.

MU 140I Music Theory I (Intensive) (Fall) 3 hrs.

Study of the fundamentals of tonal music, including notation, scales, keys, meter, rhythm, and chords. Keyboard proficiency is stressed. Co requisite: MU 142. Required in major and minor. This intensive class stresses special needs for students who do not read music. Extra time will be spent on assisting students who are less prepared to learn basic essentials concurrently with regular theory. All students who score 75% or below on the theory placement test must enroll in this course.

MU 141 Music Theory II (Spring) 3 hrs.

Continuation of MU 140. Introduction to chord structures and writing of harmonic progressions through the use of figured bass. Continued keyboard emphasis. Co requisite: MU 143. Prerequisite: MU 140, 142. Required in major and minor.

MU 142 Sight Singing and Ear Training I (Fall) 1 hr.

Materials to correlate with Music Theory I. Simple intervals, triads, scales, rhythms and melodies. Co requisite: MU 140.

MU 143 Sight Singing and Ear Training II (Spring)	1 hr.	Phonetic Alphabet to learn correct pronunciations and rules governing each language. The course will assist students by enabling them to sing masterworks of vocal literature correctly in the basic European languages in which they originate.
Materials to correlate with Music Theory II. Seventh chords, diminished chords, basic progressions. Co requisite: MU 141. Prerequisite: MU 140, 142.		
MU 220 Music History and Literature I (Fall)	3 hrs.	MU 256 Woodwind/String Techniques (Spring, odd years) 2 hrs.
A survey of music history and related literature of Western Civilization from ancient times to 1750. Prerequisite: MU 140 or permission of instructor. Required in major.		A course designed to introduce the music education student to the fundamentals of playing and teaching woodwind and stringed instruments. Students receive hands-on instruction. Required in the Music Education major but open to others according to the availability of instruments. Prerequisite: MU 140 and MU 141.
MU 230 Music History and Literature II (Spring)	3 hrs.	MU 296 Brass/Percussion Techniques (Fall, odd years) 2 hr.
A survey of music history and related literature of Western Civilization from 1750 to the present. Prerequisite: MU 220, MU 141. Required in major and minor.		A course designed to introduce music education students to the fundamentals of playing and teaching brass and percussion instruments. Students receive hands-on instruction. Required in the Music Education major but open to others according to the availability of instruments. Prerequisites: MU 140 and MU 141.
MU 240 Music Theory III (Fall)	3 hrs.	MU 299P Instrumental Techniques Practicum (Fall, Spring) NC
Continuation of MU 141. Introduction to chromaticism, modulation, style analysis, and forms, with written application. Co requisite: MU 242. Prerequisite: MU 141, 143. Required in major.		Required in Music Education Major instrumental track. To be taken concurrently with any of the instrumental techniques courses. The practicum involves participation in the Instrumental Ensemble and completing assignments as required by the instructor.
MU 241 Music Theory IV (Spring)	3 hrs.	MU 300 World Music (Fall, even years) 2 hrs.
Continuation of MU 240. Includes extended use of chromaticism, introduction of 20th century techniques, and practical application of each concept. Co requisite: MU 243. Prerequisite: MU 240, 242. Required in major.		This course is designed to acquaint the student with multicultural (world) music traditions, including a broad survey of musical heritages and trends, emphasizing sacred contemporary as well as historical developments. The spectrum of geographical areas includes Sub-Saharan Africa, the Middle East, the Orient (emphasizing China and Japan), India, and Latin America.
MU 242 Sight Singing and Ear Training III (Fall)	1 hr.	MU 301 Hymnology (Fall) 2 hrs.
Materials to correlate with Music Theory III. Chromaticism and modulation, harmonic and melodic. Co requisite: MU 240. Prerequisite: MU 141, 143.		This course is a survey of hymns—structure, analysis, style, usage, and practice—from ancient through modern times. This course is intended for the church music major only. Prerequisites: Junior standing; MU 220, MU 241, MU 243.
MU 243 Sight Singing and Ear Training IV (Spring)	1 hr.	MU 305 Church Music History (Spring) 3 hrs.
Materials to correlate with Music Theory IV. Co requisite: MU 241. Prerequisite: MU 240, 242.		This course surveys church music history and related literature from the Protestant Reformation onward, with a special emphasis on American church music, singing schools to modern worship music. Prerequisite: MU 220.
MU 245 Accompanying (Fall, odd years)	1 hr.	MU 310 Methods/Materials of Church Music I (Fall) 3 hrs.
This course teaches the fundamentals of accompanying vocal and instrumental performers. Attention is given to keyboard performance practices of different historical periods. The class also includes practical experience in accompanying. Required in Piano Emphasis.		Areas of study in this first course (of two) include the multiple choir program: children, youth, adults, instruments, and bell choir, as well as praise teams. Foci are on rehearsal techniques, pedagogy, and song leading. Included is special attention to blended worship in churches of all sizes. Prerequisite: Church music major of junior standing. Co requisite: MU 310P.
MU 246 Keyboard Improvisation (Fall, even years)	1 hr.	
This course teaches a variety of techniques and fundamentals of keyboard improvisation: accompaniments, variations, transitions, and other practices used in jazz and contemporary praise and worship music. The class also includes practical application and experience in improvisation. Required in Piano Emphasis.		
MU 250 Diction (Spring, even years)	3 hrs.	
A specialized course in Italian, French, and German for singers majoring in vocal performance. Students will work with the International		

MU 310P Practicum (Fall)	NC	MU 350 Orchestration and Arranging (Spring)	2 hrs.
Students will spend a minimum of eight (8) hours per semester under the supervision of a local music minister/director.		A course which explores the effective means of scoring music, both choral and instrumental. Attention is given to the sonorities and ranges of the orchestral instruments, and the effects of various instrumental combinations. Practical exercises in the arranging of choral works is also included.	
MU 320 Instrumental Literature and Pedagogy (Per student need)	3 hrs.	MU 360 Piano Pedagogy (Spring, even years)	3 hrs.
A study of the music literature from different periods pertaining to the major instrument of the individual student, from solo literature to small and large ensembles. Required in Instrumental Emphasis.		A study of the fundamentals and techniques of teaching piano, a survey of methods and early literature and instruction in the business aspects of teaching. Requires practical application of methods learned by the student. Required in Piano Emphasis.	
MU 326 Piano Literature (Spring, odd years)	2 hrs.	MU 400 Conducting (Fall)	3 hrs.
A survey of the historical, stylistic and formal aspects of piano literature from Pre-Classical through Contemporary periods. Prerequisites: MU 220 and MU 230. Required in Piano Emphasis.		A course designed to introduce conducting techniques, In addition, attention is given to the study of choral scores and rehearsal techniques. Prerequisite: MU 241. Required in major.	
MU 327 Choral Literature and Techniques (Spring, odd years)	3 hrs.	MU 400P Conducting Practicum	NC
This course introduces students to basic choral literature and to techniques for teaching choral music. The literature component includes an historical overview of choral literature and an introduction to matters of repertoire evaluation and selection. The technical component introduces students to instructional methodology pertaining to choral music education and to professional organizations and resources available to choral music educators. Class meetings will be a mixture of lecture, demonstration, and practical/interactive skill-building activities.		Required in Music Education Major choral track. To be taken concurrently with MU 400 Conducting. The practicum involves participation in the Emmanuel College Chorale and completing assignments as required by the instructor.	
MU 327P Choral Literature Practicum	NC	MU 410 Methods/Materials of Church Music II (Spring)	3 hrs.
Required in Music Education Major choral track. To be taken concurrently with MU 327 Choral Literature and Techniques. The practicum involves participation in the Emmanuel College Chorale and completing assignments as required by the instructor.		Areas of study in this course (of two) include a continuation of study of the multiple choir program and materials and resources for each; media and computer technology, problem solving, and choir productions. Foci are on worship materials used in blended worship styles. Prerequisite: Church Music Major junior or senior standing and MU 310. Co requisite: MU410P.	
MU 329 Vocal Literature (Spring, even years)	2 hrs.	MU 410P Practicum (Spring)	NC
A survey of English, French, German, and Italian art song literature. Song styles and genres will be discussed and analyzed by comparing the contributions of the major composers in vocal literature from 1600 to the present. Prerequisites: MU 220 and MU 230. Required in Voice Emphasis.		Students will spend a minimum of eight (8) hours per semester under the supervision of a local music minister/director.	
MU 336 Music Ministry (Spring, odd years)	3 hrs.	MU 450 Church Music Administration (Spring)	3 hrs.
This course is a general study of the organization, administration, and operation of the church music program. Areas of study include the multiple choir program (children, youth, instruments, praise teams, adult choirs), rehearsal techniques, vocal pedagogy, worship planning, song leading, blended worship, media and computer technology, and problem solving. Required of all music majors in performance, worship/music ministry, and music minors. Prerequisite: sophomore or junior status.		This course is a general study of the organization, administration, and operation of the church music program. Areas of study include recruitment, management, planning and operation of the entire church music program at all levels. Prerequisite: MU 410 or permission of the music department. Co requisite: MU 490 or permission of the music department.	
MU 340 Counterpoint (Infrequent)	2 hrs.	MU 470 Vocal Pedagogy (Spring, odd years)	3 hrs.
A continuation of the Music Theory sequence, emphasizing the compositional style of the 16th through the 18th centuries. Includes analysis and student compositions. Prerequisite: MU 241. Required in performance major.		A study of the methods used in teaching singing. Includes thorough study of the vocal and breathing mechanisms and recent scientific research in these areas. Requires practical application of methods learned by the student using a volunteer singer. Prerequisites: MU 329. Required in Voice Emphasis.	

MU 490 Church Music Internship (Spring) 9 hrs.

A twelve-week field experience under the supervision of the Music Department Faculty and a qualified music minister/director, provides an opportunity for the student to satisfactorily demonstrate effective practices associated with church music directorship. Self-evaluation, music director evaluation, and music faculty evaluation are facilitated by readings, writing assignments, and seminars. Prerequisite: Senior standing with all Church Music coursework to this point successfully completed with a minimum of a 2.50 GPA. Approval of the music faculty is required prior to placement.

MU 494 Senior Music Seminar (Fall, Spring) 1-3 hr.

Senior Music Seminar will consist of three review components: music theory, music history, and performance/music education, depending upon the degree. For the music theory review portion, the student will receive a comprehensive review of all theoretical components, including written and aural skills. For the music history review, the student will receive a comprehensive review of the genres, composers, compositions, and stylistic traits of each musical style period from Medieval to Modern. The music of non-western cultures and popular music is also studied in this course. If the student is majoring in performance, the student will review the composers and literature associated with the student's respective instrument. If the student is majoring in music education, the student will review music education principles.

MU 495 Senior Recital (Fall, Spring) 1 hr.

Concurrent with the final semester of applied music. Includes rehearsal with recital accompanist, preparation and production of the recital program and the recital itself.

#### MUSIC ENSEMBLES

MU 113 Chorale (Fall, Spring) 1 hr.

A select vocal ensemble of mixed voices. The Chorale will perform choral music from the Medieval Period to the Twentieth Century. Instruction in vowel tuning, tone, and the artistry of choral singing. Required ensemble for music majors and minors in the area of voice and piano, but open to any qualified student who completes a successful audition.

MU 115 Emmanuel Singers (Fall, Spring) 1 hr.

Study and performance of a wide variety of sacred choral literature of the worship tradition and in a worship setting. Open to all EC students by audition. A minimum of four hours of rehearsal per week. One major tour per semester in addition to other off-campus appearances.

MU 116 Instrumental Ensemble (Fall, Spring) 1 hr.

Ensemble open to all qualified students. Preparation of sacred and secular music from all periods. Minimum of one formal concert per semester. Required in Instrumental Emphasis.

#### APPLIED MUSIC

Students receive thirteen lessons for the semester. Lessons are 25 minutes for one semester hour of credit and 50 minutes for two semester hours of credit. All applied lessons require a minimum of four practice hours per week for one semester hour credit and a minimum of eight

practice hours per week for two semester hours credit. Co requisite: MU 099.

MU 131-432 Strings (Fall, Spring) 1-4 hrs.

MU 147-448 Musical Composition (Fall, Spring) 1-4 hrs.

MU 151-452 Winds (Fall, Spring) 1-4 hrs.

MU 161-462 Piano (Fall, Spring) 1-4 hrs.

MU 171-472 Voice (Fall, Spring) 1-4 hrs.

MU 181-482 Organ (Fall, Spring) 1-4 hrs.

#### PHILOSOPHY

PH 200 Introduction to Philosophy (Infrequent) 3 hrs.

An introductory examination of ways of thinking and types of ideas by which men live. Consideration will be given to representative thinkers and philosophical issues which shape the thought of an age. Special attention will be given to the role of world views and the interplay of reason and faith in the justification of religious beliefs.

#### POLITICAL SCIENCE

PS 101 American Government (Fall) 3 hrs.

A study of the historical development and the present structure and functions of the American system of government.

PS 102 State and Local Government (Spring) 3 hrs.

This is a continuation of Political Science 101, including a survey of the constitutional status of the various states, their internal structure, and process of operation. The functions of the county and municipality are examined in the light of present trends toward decentralization.

PS 301 History and Government of Georgia (Fall) 3 hrs.

A study of Georgia history and government from its first occupation and development to the present with emphasis on political, economic, and social trends.

#### PSYCHOLOGY

PY 210 General Psychology (Fall, Spring) 3 hours

Introduction to the science of psychology through investigations of its areas of specialization including experimental methods, neuro-psychology, sensation and perception, states of consciousness, learning, memory, thinking and language, intelligence, development, motivation and emotion, personality, abnormal and psychotherapy. Each area is approached from a bio-psycho-social perspective with illustrations of the phenomena and issues under study.

PY 220 Human Growth & Development (Fall, Spring) 3 hours

An introductory course in human development that provides an overview of theories and research findings which seek to identify the forces that influence human development from conception to death. Emphasis is placed upon development during preschool, early childhood, and middle grades. Prerequisite: ED 200 for Education Majors.

**Enrollment in the following courses has a prerequisite of PY 210.**

PY 305 Behavioral Statistics (Fall) 3 hours

An introduction to descriptive and inferential statistics with a focus on real-world uses of statistical analysis. Topics include distribution theory, sampling theory, estimation techniques, univariate description and inference, and hypothesis testing. Students will explore t-testing, chi-squared testing, and ANOVA techniques. Prerequisite: MA 124/124I.

PY 306 Child Psychopathology (Fall, odd year) 3 hrs.

Children's typical and atypical development is the focus of this course. Major forms of atypical development in childhood include behavior disorders (ADHD, oppositional defiant), emotional disorders (anxiety and depression), developmental and learning problems (autism, communication, and learning disorders), and physical/mental health problems (eating disorders, child abuse and neglect). The defining characteristics, associated features, causes, and current treatment approaches are presented for each of the disorders. Prerequisite: PY 220.

PY 307 Research Design (Spring) 3 hrs.

Scientific methods for conducting psychological research are explored. Students complete written assignments which practice applying research principles and methods. Twelve specific research designs are studied: literature review, archival research, case studies, naturalistic observation, survey methods, correlational strategies, quasi-experimental designs, single and multifactor within subject designs, single and multifactor between-subject designs, mixed designs, and program evaluation designs. Prerequisite: PY 305.

PY 314 History and Systems (Fall) 3 hrs.

The course is divided into three aspects. The first reviews the history of psychology from the Greek philosophers, through the middle ages, and up until the end of the 17<sup>th</sup> century: French sensationalism, British empiricism, and German psychology. The second phase studies the early schools of psychology and their subsequent impact on modern psychology: Structuralism, Functionalism, Gestalt Psychology, Psychoanalysis, Behaviorism, and Humanistic Psychology. The third phase addresses the problem of integrating psychology's scientific naturalism with Biblical Christianity. Several integration models are studied.

PY 331 Personality Theories (Spring) 3 hrs

This course is a comprehensive review of the classical personality theories, including a study of the theorist's life, his concept of human nature, the structure and function of personality, developmental dynamics, and objective evaluation of the theory's efficacy. Studied will be Freud, Jung, Adler, Horney, Fromm, Harry Stack Sullivan, Erikson, Rogers, Maslow, May, Allport, Cattell, Kelly, and Bandura. The problem of omitting the spiritual dimension of man in these naturalistic approaches is analyzed in much detail and an integrative theory based upon Biblical principles is presented.

PY341 Cognitive Psychology (Fall) 3 hours

Describes cognitive phenomena such as attention, perception, memory, imagery, decision making, learning, language, and reasoning. Explains and utilizes research methods in cognitive psychology using a hands-on approach to experimentation. Discusses theories about the phenomena, and considers assumptions on which the theories and research are based. Prerequisites: PY 305.

PY 400 Psychology Seminar (Fall) 3 hours

A capstone course for seniors where students integrate and assimilate the content from previous courses in their major field of psychology. Ethical issues pertinent to the general field of psychology are a significant portion of this course. Practicing professions in various fields of psychology share their experiences in this course. Students will consider various career fields in psychology, the requirements for preparation and entry into these fields, and opportunities for employment. Preparation for graduate school is a primary focus.

PY 410 Spiritual Formation I (Fall, Spring) 3 hrs.

An overview of the Christian Disciplines will be presented and practiced. Students are required to have personal weekly spiritual formation plans that correspond to the lectures on the individual disciplines. The course is designed to present an intellectual and experiential focus to challenge students' personal inner life to new dimensions of spiritual growth and self-awareness. The format of the class is mainly process oriented and supportive in nature. Group discussions on intrapersonal and interpersonal dynamics of spiritual formation will be an integral part of the course.

PY 411 Spiritual Formation II (Spring) 3 hrs.

This course builds on the foundation established in PY 410 Spiritual Formation I. The Christian disciplines will be practiced in an in-depth and individualized manner. Students are challenged to select specific Christian disciplines and are required to draw up personal weekly formation plans. This course seeks to capitalize on the strength and personality of the student as he/she relates to his/her personal spiritual formation. A support group format will be used for class discussions on this personal spiritual journey. A three-day retreat at the beginning of the semester will be used to build group cohesion and to facilitate a spiritual and experiential focus for the rest of the course. Prerequisite: PY 410.

PY 412 Biological Basis of Behavior (Fall) 3 hrs

A review of the neuropsychological systems forming the substrate of human behavior. Emphasis is placed on the continuity of underlying neuro-physiological mechanisms and overt behavior patterns, including disease processes and brain pathology. Includes the following areas of study: nerve cells, synaptic processes, anatomy of the nervous system, development and brain plasticity, visual system, auditory system, mechanical and chemical senses, muscular movement, biorhythms and sleep, homeostatic processes, reproduction, emotion, learning and memory, lateralization and language, alcoholism, mood disorders, and schizophrenia.



PY 416 Abnormal Psychology (Spring) 3 hrs

A study of psychopathology from a bio-psychosocial perspective. Emphasis is placed on pathogenomic features, etiology, course of the disorder, and case study examples. Includes the following areas: history of abnormal behavior, clinical assessment, research methods, anxiety disorders, somatoform disorders, mood disorders, eating and sleep disorders, physical disorders, sex and gender identity disorders, substance related disorders, personality disorders, schizophrenia, psychotic disorders, developmental disorders, cognitive disorders, and clinical issues.

PY 429 Social Psychology (Spring) 3 hrs

An introductory course in the area of social psychology or the study of the interactive impact of individuals and groups. Emphasis is on the classical social psychological studies, basic principles of social processes, and applications to everyday life personal experience. Areas of study include the self, self-presentation, social perception, attitudes, persuasion, prejudice and discrimination, social influence, group behavior, interpersonal attraction, intimate relationships, aggression, and pro-social behavior. All students are required to participate in a Ropes course as part of a group experience project.

PY 432 Basic Counseling Skills (Fall) 3 hrs.

This course covers a problem-management and opportunity development model of counseling as well as the methods and communication skills that make it therapeutic. The emphasis is both intellectual and practical. Students are required to acquire the skills and knowledge of the therapeutic process and the practical application of those skills through live role-plays and video-tapes of their counseling sessions. Specific attending skills and therapeutic skills will be demonstrated in class by the professor and also through video presentations. Students will be evaluated on their counseling skills and the therapeutic process through the video-tapes of their sessions and on course tests.

PY 435 Helping Relationship Practicum (Spring) 3 hours

In this practical experience, students will be able to bridge the gap between academic coursework and the knowledge, skills, and professional challenges that are found beyond the classroom. Students are placed in a setting with a supervising professional in a psychology-related area to observe and apply what they have learned in the classroom. Prerequisite: PY 432.

PY 440 Psychological Testing (Spring) 3 hours

A study of the principles and psychometric theory upon which psychological testing and educational measurement are founded. The student will be exposed to many psychological instruments and will learn to administer many of them. Students are taught how to write psychological reports after analyzing data from the sample tests they administer. Prerequisite: PY 305

PY 480 Issues In Psychology (Infrequent) 3 hrs.

Issues in Psychology is presented in a seminar format to consider a wide range of topics of current interest in the area of psychology. Each student will be required to lead at least one discussion by presenting a paper to the group and guiding them in the consequent discussion. The

seminar paper presentations and discussions will focus on an aspect or position related to the particular topic selected for that semester's seminar. Examples of issues which may be included for consideration will include topics such as: Integration of psychology and Christianity, Ethical problems in therapy, Homosexuality and the Christian worldview, Child and adolescent aggression in our modern society, etc.

## READING

RD 097 College Skills and Techniques (Fall) 3 hrs.

This developmental course uses college-level texts to provide instruction in reading comprehension, vocabulary, and effective study techniques. Students are placed in RD 097 on the basis of specialized testing during orientation. This course does not fulfill elective course requirements for graduation. (See Requirements for Graduation.) A grade of "C-" or better is required to exit this course.

RD 098 Reading Sociology (Spring) 3 hrs.

This content-based reading and study-skills course is intended for those students who have been given continuing status (CS) after an initial semester of RD 097 and for first-semester students whose test scores indicate a need for the course. The course provides practical experience in applying appropriate reading and study skills to the texts used in SO 172, in which the students are simultaneously enrolled. A grade of "C-" or better is required to exit this course. This course does not fulfill elective course requirements for graduation. (See Requirements for Graduation.)

## SCIENCE

SC 101 Scientific Reasoning 1 hr.

The class begins with the proper reporting and handling of data through the use of significant figures, scientific notation, and a tutorial on the use of a scientific calculator. This portion of the class also includes unit conversion, SI, accuracy and precision, graphing, and orders of magnitude. The Scientific Method will be presented next and will include the generation of hypotheses and verification of data and results. As the Scientific Method requires critical thinking skills, students will be presented models (inductive-empirical and hypothetical-deductive) that will guide them to mature their thinking and reasoning skills. The concepts of pH and atomic structure will be presented in a way that demonstrates how reasoning and critical thinking were used (and still can be) to develop scientific knowledge. Dimensional analysis and other problem-solving tasks will be used to sharpen student reasoning skills. The class concludes with students learning to read and interpret scientific literature by reviewing articles on science topics and providing a critical analysis of the authors' methods, results and conclusions. Co-requisite: SC 111 or SC 220 or placement into MA 099 or a higher math.

SC 110 Issues in Biology (Fall, Spring) 4 hrs.

This course provides an opportunity to look at biological topics that have significance both for the individual and society. Topics include chemistry of life, cell structure and function, bioenergetics, cell division and inheritance, survey of living organisms found in the three domains:

Bacteria, Archaea and Eukarya. Lecture and laboratory are designed to provide an opportunity for students to engage in scientific scholarly activity and the appreciation of the scientific process. Lecture 3 hours/Lab 2 hours weekly.

SC 111 Principles of Biology I (Fall, Spring) 4 hrs.

Biology I consists of a study of the basic chemistry required for biology, cell structure and function, photosynthesis, bioenergetics, cell division and genetics. Lecture 3 hours/Lab 2 hours weekly. Students should not be enrolled in developmental studies courses at the same time as SC 111.

SC110H/ SC111H Honors Issues in Biology/  
Honors Principles of Biology I (Fall) 4 hrs.

This course provides an opportunity to analyze and integrate biological topics that impact the individual's biological comprehension and social responsibility. Current bioethical issues will be emphasized. Topics include chemistry of life, cell structure and function, bioenergetics, cell division and inheritance, evolution, and a survey of living organisms found in the three domains: Bacteria, Archaea, and Eukarya. Homeostasis in human body systems will be examined. The course is reading, writing, and critical-thinking intensive. Lecture sessions are discussion centered. Lecture 3 hours/Lab 2 hours weekly.

SC 112 Principles of Biology II (Fall, Spring) 4 hrs.

Biology II consists of a survey of the three domains: Bacteria, Archaea and Eukarya. With special emphasis upon topics from the animal kingdom including development and structure of animal systems, ecology, and adaptations. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: "C-" or better in SC 111.

SC 120 Physical Science (Fall, Spring) 3 hrs.

A survey course including the study of the fundamental laws and concepts of physics, chemistry, meteorology, and astronomy. Select topics from each of these fields will be included. This is not a laboratory course; however, demonstrations by both teacher and students are included. Prerequisite: MA 210 or MA 124.

SC 125 Physical Science with Lab (Fall) 4 hrs.

A survey course include the study of the fundamental laws and concepts of physics, chemistry, meteorology, and astronomy. Select topics from each of these fields will be included. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: MA 210 or MA 124. (Prerequisite may be satisfied by appropriate score on the MPE.)

SC 210 Earth Science (Spring) 3 hrs.

Consists of a study of the solar system, place and time, the moon, the sun and other stars, the atmosphere and weather, minerals and rocks, structural geology, changes in Earth's surface, geologic time, and weathering. Emphasis is placed on the utilization of minerals, energy, water resources, and on environmental impacts of processes. Laboratory exercises will be an integral part of the course.

SC 220 General Chemistry I (Fall, Spring) 4 hrs.

Includes a study of atoms, molecules, chemical equation, stoichiometry, thermo chemistry, the periodic table, chemical bonding, the gas laws and the kinetic molecular theory, solutions, acids and bases, and oxidation reduction reactions. Lecture 3 hours/Lab 2 hours weekly. Co-requisite: MA 124 or MA 124I or Score of F or higher on Math Placement Exam.

SC 221 General Chemistry II (Spring) 4 hrs.

A continuation of SC 220 and includes a study of chemical thermodynamics, the chemistry of select families of elements, chemical equilibria, the solubility product principle, coordination compounds, and the application of the principles of equilibria to the separation and identification of the commonly occurring cations and anions. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: Grade of "C-" or better in SC 220.

SC 240 Introductory Physics I (Fall) 4 hrs.

An introductory course involving the fundamentals of mechanics, thermodynamics, vibrations and wave motion. Topics included will be motion in one and two dimensions, laws of motion, equilibrium, work and energy, momentum, circular motion, fluids, thermal physics, heat, vibrations, and sound. Emphasis is placed on laboratory activities and problem solving. Lecture 3 hours/Lab 2 hours weekly. Prerequisite or Co-requisite: MA 125. (Prerequisite/Co-requisite may be satisfied by appropriate score on the MPE.)

SC 241 Introductory Physics II (Spring) 4 hrs.

A continuation of SC 240, involving the fundamentals of electricity and magnetism, light and optics, and modern physics. The topics included are direct and alternating current, electromagnetic waves, reflection, refraction, wave optics, relativity, atomic and nuclear physics. Emphasis is placed on laboratory activities and problem solving. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: Grade of "C-" or better in SC 240.

SC 320 Organic Chemistry I (Fall) 4 hrs.

An introduction to the fundamental concepts of organic chemistry. Topics include: chemical bonding, nomenclature, alkanes, alcohols, alkyl halides, alkenes, stereochemistry, reaction mechanisms, alkynes, and ethers. The laboratory will cover introduction to organic laboratory techniques. Lecture 3 hours/Lab 3 hours weekly. Prerequisite: Grade of "C-" or better in SC 221.

SC 321 Organic Chemistry II (Spring) 4 hrs.

This will be a continuation of SC 320. Topics include: spectroscopy, aromatics, nucleophilic substitution, electrophilic substitution, aldehydes, ketones, carbohydrates, carboxylic acid and their derivatives, amines, amino acids, proteins, polymers and natural products. The laboratory will cover a variety of techniques providing a comprehensive introduction to the tools of the laboratory used by the organic chemist. Lecture 3 hours/Lab 3 hours weekly. Prerequisite: Grade of "C-" or better in SC 320.

SC 330 Human Anatomy and Physiology I (Fall)	4 hrs.	SC 359 Environmental Science I (Fall, odd years)	3 hrs.
<p>A study of the human body: its structure and functions. Topics will include each level of organization: chemical, cellular, tissue, organs, and systems. The study of anatomy and physiology will be integrated, rather than separated. Lecture 3 hours/Lab 2 hours weekly. Prerequisite: Grade of "C-" or better in SC 111.</p>		<p>Study of the relationships between organisms and their environment. Included will be issues in managing biological and physical resources, with application of each to human environmental concerns. Prerequisite: SC 110 or both SC 111 and SC 112.</p>	
SC 331 Human Anatomy and Physiology II (Spring)	4 hrs.	SC 360 History of Life (Infrequent)	3 hrs.
<p>A continuation of SC 330. Prerequisite: Grade of "C-" or better in SC 330.</p>		<p>An in-depth study of the two major models for life history, namely, creation and evolution. Evolution is the view held by most life scientists, and it permeates all of society through the mass media and the educational system. An understanding of its foundations and implications is therefore important for the educated person. Creation is an alternative view that does not rely on a different factual basis from evolution, but rather provides an alternative interpretation of the scientific data which points to a creator as the necessary initiator and designer of life and its development. Prerequisite: SC 110 or SC 111.</p>	
SC 333 Molecular Genetics (Fall)	3 hrs.	SC 420 Biochemistry I (Fall)	4 hrs.
<p>Molecular genetics focuses on the recent advancements in the areas of gene expression, proteomics, transgenic organisms, and the manipulation of DNA, RNA, and proteins. In addition, the genetic mechanisms of DNA replication, repair, and regulation are studied. The genetic basis of human inheritance and genetic disorders are included. The genetics of bacteria and viruses are compared with that of eukaryotic cells. Lecture 3 hrs. weekly. Prerequisite: Grade of C or better in SC112.</p>		<p>Biochemistry I covers the molecular components of cells and protein dynamics. The structure and function of these macromolecules are examined. Enzymes are studied from the perspective of kinetics and catalysis. Lecture 3 hrs./Lab 2 hrs. weekly. Prerequisite: Grade of C or better in SC 320.</p>	
SC334 Molecular Biology of the Cell (Spring)	4 hrs.	SC 421 Biochemistry II (Spring)	4 hrs.
<p>Molecular Biology of the Cell is an in-depth study of the internal mechanisms that regulate life at the cellular level. The internal organization of organelles, energy conversion, and transport mechanisms are examined. Cells are also studied in their social context of cell-to-cell interactions. Embryonic development, histology, and cancer are included. Lab activities include common technologies in the field, such as PCR, gel electrophoresis and ELISA. Lecture 3 hrs. /Lab 2 hrs. weekly. Prerequisite: Grade of C or better in SC333.</p>		<p>Biochemistry II focuses on the anabolic and catabolic reactions of living systems. The pathways and regulation of carbohydrate, lipid, nucleic acid, and protein metabolism are examined. This course concentrates on metabolism and information transfer. Lecture 3 hrs./Lab 2 hrs. weekly. Prerequisite: Grade of C or better in SC 420.</p>	
SC 340 Microbiology (Spring)	4 hrs.	SC 431 Infection, Immunity, and Emerging Diseases (Fall)	4 hrs.
<p>Microbiology is the study of bacteria, fungi, viruses and protozoa, their impact on life and the body's defense against infection by these agents. The focus of this course involves bacterial growth and metabolism, classification of organisms, the immune system and infectious diseases. The laboratory activities study the growth characteristics and identification of bacteria, fungi and protozoa. Lecture: 3 hrs/Lab 2 hrs. weekly. Prerequisites: Grade of "C-" or better in SC 112 and SC 220.</p>		<p>This course covers pathogenicity of microorganisms, infectious disease processes and emerging diseases impacting our world. The body's immune response to these threats will be examined. Breakdowns in immunity will be related to disease development. A history of epidemics will be related to current worldwide disease spread. Lecture 3 hrs. /Lab 2 hrs. weekly. Prerequisite: Grade of C or better in Microbiology.</p>	
SC 351 Introduction to Research (Fall)	2 hrs.	SC 451/SC 452 Advanced Research I & II	2 hrs
<p>Introduction to research is a course designed to prepare students to perform scientific research intended for publication in peer-reviewed journals. The course provides instruction in scientific writing, searching the literature and laboratory procedures. Students are expected to begin a research project to be completed in SC 352. Prerequisite: Permission of project coordinator.</p>		<p>Advanced Research I &amp; II is a continuation of SC352 where students are expected to further develop research skills. In these courses, they will follow-up on their research from the previous year or develop a new project. Students are expected to work more independently and in greater depth while under the supervision of a member of the Natural Sciences faculty. At the end of each semester, the student will write a report, prepare a poster and perform an oral presentation of their work. Students contributing to published research will be given appropriate authorship. Prerequisite: SC352.</p>	
SC 352 Directed Research (Spring)	2 hrs.		
<p>Directed research is a continuation of SC 351 and students are expected to complete projects developed in the previous course. Students are expected to write a report, prepare a poster and perform an oral presentation of their work. Students contributing to published research will be given appropriate authorship. Prerequisite: SC 351.</p>			

### **SOCIOLOGY**

SO 172 Introduction to Sociology (Fall, Spring) 3 hrs.

This course is designed to acquaint the student with basic concepts, theoretical approaches and methods of sociology, with emphasis on culture, socialization, and social organizations.

SO 245 Marriage and Family (Infrequent) 3 hrs.

Includes an introduction to marriage and the family from a sociological, psychological, and cultural viewpoint, but the bulk deals with biblical-theological foundations for a Christian perspective and the application of these principles to premarital, marital, and family relationship and issues.

SO 275 Contemporary Social Problems (Fall) 3 hrs.

A study of both general and special contemporary social problems in our times. The problems are considered in the social and cultural setting in which they occur. The emphasis is upon causes, treatment, and prevention.

### **SENIOR SEMINAR**

SS 400 Senior Seminar (Fall, Spring) 1 hr.

A seminar approach for helping graduating seniors assess and integrate their total college program of learning and personal development within the context of a Christian liberal arts education. In addition to promoting self-reflection on issues of character-growth and formation of a personal world-view, the seminar sessions provide interdisciplinary dialogue on contemporary challenges concerning making transition from college to the broader demands of life, careers and graduate studies.

## X. COLLEGE REGISTER

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## XI. INDEX

Academic Advisors	45	Christian Ministries Major	98
Academic Calendar	2	Christian Ministries Minors	100
Academic Honors	20	Church Affiliation	8
Academic Integrity	17	Church Attendance	38
Academic Policies and Services	16	Church Music Curriculum	50
Academic Probation and Suspension	21	Church Music Major	51
Academic Support Services	25	Class Attendance Policy	16
Academic Suspension Appeal	23	Class Room Discipline	21
Accommodations	38	Class Standing	23
Accreditation	8	Clubs and Organizations	38
Administrative Officers and Staff	161	College Register	160
Admission Categories and Procedures	9	Communication Studies Curriculum	83
Admission Classifications	9	Communication Studies Major	84
Admissions Policies	9	Communication Studies Minor	87
Allied Health, Associate	121	Communication, Courses in	134
Applied Music Fee	27	Community Life	37
Applied Music, Courses in	154	Commuting Student Costs	27
Associate Degree Programs	119	Compliance with Federal Statutes	8
Athletic Health Insurance	28	Computer Information Systems, Minor	82
Athletics	38	Computer Resources	25
Auditing and Non-Credit Fee	27	Conditional Acceptance	9
Bible, Courses in	131	Conditional Acceptance Process	14
Biblical Languages, Courses in	132	Convocation Attendance	38
Billing Procedure	28	Costs	27
Biology Curriculum	47	Counseling & Career Services	39
Biology Major	48	Course Listings	128
Biology Minor	49	Course Numberings	128
Board of Trustees	160	Course Substitution Waiver	45
Business Administration Curriculum	79	Courses of Instruction	128
Business Administration Major	80	Credit by Examination	14
Business Administration Minor	82	Cultural Awareness Program	24
Business Administration, Associate	125	Curricula	45
Business Education Major	112	Default on Emmanuel College Payment Plans	29
Business, Courses in	128	Departmental GPA Requirements	24
Calculation and Notification of Awards	30	Directed Study	19
Campus Safety	39	Drop-Add Period	18
Charges Not Included in Tuition	28	Early Childhood Education Major	109
Chemistry Minor	49	Early Payment Discount	28
Christian Ministries Curriculum	95	Education Curriculum	106

Education, Courses in	137	History of the College	5
Educational Goals	7	History, Courses in	146
E-Mail Communication Policy	26	Home-School Students, Admission of	11
English Curriculum	53	Honors Program	20
English Education Major	113	Honors Seminar, Courses in	146
English Major	54	Humanities, Course in	147
English Minor	55	Incomplete Grade Policy	17
English, Courses in	142	Index	164
Enrollment Deposits	28	Information Systems, Courses in	130
Enrollment Requirements	44	Institutional Scholarships	34
Evening Classes	15	Instructional Copyright Policy	26
Extracurricular Activities, Eligibility	23	International Student Applicants	13
Faculty	162	Joint/Early Enrollment/ACCEL	12
Failure to Cover Charges	28	Kinesiology Curriculum	89
Family Educational Rights and Privacy Act	25	Kinesiology Major	90
Federal Aid Programs	32	Kinesiology Minor	91
Federal Loan Programs	33	Kinesiology, Courses in	148
Film Studies, Minor in	88	Late Registration	16
Final Examinations	21	Laundry Facilities/Vending Machines	39
Finance Charges	29	LEAP Program	34
Financial Aid Application Process	30	Liberal Arts Core	44
Financial Aid Award Policy	30	Location and Transportation	8
Financial Aid Forms	30	Major/Minor Credits	45
Financial Aid Program	30	Mathematics Curriculum	59
Food Services	39	Mathematics Education Major	117
Foreign Languages, Courses in	145	Mathematics Major	59
Freshman Seminar	25	Mathematics Minor	60
Freshman Seminar, Course in	146	Mathematics, Courses in	149
Full and Accurate Disclosure	10	Maximum Load	20
Full and Accurate Disclosure	15	Middle Grades Education Major	110
GED Students, Admission of	11	Military Call to Active Duty	18
General Education, Associate	123	Ministry, Courses in	133
General Rules	37	Missions, Course in	134
Geography, Course in	146	Move On When Ready Enrollment	12
Grade Reports	21	Music Curriculum	61
Grading System	17	Music Education Major	118
Health and Physical Education	115	Music Non-Performance Major	63
Health Awareness and Assistance	39	Music Non-Performance Minor	65
Historical Theology, Courses in	132	Music Performance Major	67
History Curriculum	56	Music Performance Minor	68
History Education Major	116	Music, Courses in	151
History Major	57	Non-Degree Seeking Students, Admission of	14
History Minor	58	Online Class Student Participation	45

Orientation, Testing, and Registration	16	Senior Seminar, Course in	159
Other Sources of Financial Aid	36	Shaw-Leslie Library	25
Part-time and Overload Tuition	27	Sociology, Courses in	158
Part-time Students, Admission of	12	Special Acceptance	9
Payment of Accounts	28	Special Events	38
Philosophy, Course in	154	Spiritual Life	38
Philosophy, Institutional Mission and Aims	6	Sports Management Curriculum	92
Physical Education, Courses in	148	Sports Management Major	92
Placement Testing	14	State of Georgia Student Aid Programs	33
Political Science, Courses in	154	Student Grade Appeal Process	21
Pre-Law Curriculum	69	Student Honor System	37
Pre-Law Major	69	Student Life	37
Pre-Law Minor	71	Student Success Center	25
Pre-Pharmacy Associate	127	Theology, Courses in	134
Pre-Professional Studies Curriculum	72	Transcripts	25
Pre-Professional Studies Major	73	Transfer Student, Admission of	10
Probationary Acceptance	9	Transient Students, Admission of	12
Programs of Study	40	Tutoring, Courses in	142
Provisional Acceptance	9	Varsity Athletics	148
Psychology Curriculum	74	Veterans Benefits	36
Psychology Major	75	Web Site	8
Psychology Minor	77	Withdrawal From Class	18
Psychology, Courses in	154	Withdrawal From College	18
Purpose of the Liberal Arts Core	40	Work-Study Programs	32
Reading, Courses in	156	Worship and Music Ministry Curriculum	101
Readmission Policy	13	Worship and Music Ministry Major	103
Refund Policy	29	Writing Minor	55
Regular Acceptance	9		
Religion, Courses in	134		
Repeating a Course	19		
Requirements for Graduation	23		
Residence Life	38		
Residence Staff	161		
Resident Student Costs	27		
Rights to Intellectual Freedom	26		
Satisfactory Academic Progress (Financial Aid)	31		
School of Arts and Sciences	46		
School of Business	78		
School of Christian Ministries	94		
School of Education	105		
Science, Courses in	156		
Second Bachelor Degree	11		
Secondary Education Majors	112		

