



**Concordia College
Selma, Alabama**

**Bulletin
2008—2011**

CONCORDIA COLLEGE

Selma, Alabama

Bulletin 2008-2011

CONCORDIA COLLEGE
1804 Green Street
Selma, Alabama 36701
(334) 874-5700

LICENSURE

Concordia College is licensed and approved by the State Department of Education under Title 16-46-1 through 10, Code of Alabama, Act No. 80-272.

ACCREDITATION

Concordia College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Arts degree and the Bachelor of Science degree.

CHANGES

The contents of this Catalog represent the most current information available at the time of publication. However, during the period of time covered by this Catalog, the College reserves the right to make necessary changes with respect to this information without prior notice. Students can be provided with information on changes by contacting the office of the Dean of Academic Affairs.

STATEMENT OF EQUAL OPPORTUNITY

Concordia College operates in compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the regulations issued there under to the end that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity sponsored by this institution. For further information, contact the Dean of Academic Affairs.

Concordia College complies with the provisions of the Family Educational and Privacy Act of 1974 (HEW Rules and Regulations, Title 45, Section A, Part 99 of Section 438 of Federal Law 93-380, Buckley Amendment).

Concordia College is committed to providing equal educational opportunities for individuals with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Requests for reasonable accommodations should be directed to the 504 Coordinator 334-874-5700.

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GENERAL INFORMATION

History

Concordia College, formerly known as Alabama Lutheran Academy and Junior College, is the direct result of the pioneer Lutheran missionaries in Alabama. In 1916 Miss Rosa Young, supremely concerned about the spiritual and educational welfare of the Black people in her native area, directed a plea for help to the Lutheran Synodical Conference of North America. The conference responded favorably and sent The Rev. Nils Jules Bakke, who on Palm Sunday in 1916 performed 58 baptisms and 70 confirmations in Rosebud, Alabama. Within a few years, more than 20 congregations were founded.

In 1919 at a conference held in Midway, near Miller's Ferry, a resolution was adopted to petition the Synodical Conference for funds to build a school for the special purpose of training professional church workers. The location selected for the new school was Selma. The first classes were conducted in a rented cottage at 521 First Avenue, November 13, 1922. The Rev. R.O. Lynn was the first president. The first buildings on the present campus were dedicated by the Director of Missions, C.F. Drewes, on September 20, 1925. One year later, four females made up the school's first graduating class.

God continued to bless this new Alabama school with capable leaders like President Edward Wescott, who, in a long period of dedicated service to the school, made survival possible during the Great Depression.

In 1945, the Rev. W.H. Ellwanger became president. For many years he served also as superintendent of the Alabama Mission Field. Throughout the period of this dual role, he constantly aligned the activities of the school with the needs of the field. In 1962 the Synodical Conference transferred the entire ownership, control, and maintenance of the school to The Lutheran Church-Missouri Synod. Thereafter, President Ellwanger directed the school in an active program of modernization.

Following President Ellwanger's resignation in 1964, Prof. Varnes J. Stringer became acting president and served in that capacity until February 1, 1966, when Prof. Paul G. Elbrecht assumed the presidency. In March 1970 President Elbrecht tendered his resignation from the presidency, and Dr. Peter R. Hunt assumed the duties of acting president until the fall of 1971.

Dr. Willis L. Wright became president in 1971 and served in that capacity until 1980. During his tenure as president, the school experienced remarkable progress.

On August 1, 1980, Dr. Julius Jenkins, a graduate of the institution, assumed the presidency. On July 1, 1981, the name of the institution was changed from Alabama Lutheran Academy and College to Concordia College.

In December 1983 the school received accreditation as an associate-degree granting college from the Commission on Colleges of the Southern Association of Colleges and Schools. In December 1994, the school received accreditation as a baccalaureate-degree granting institution.

On November 13, 2009, Rev. Dr. Tilahun M. Menedo was elected President of Concordia College Selma.

Mission

Concordia College, one of ten postsecondary institutions in the Concordia University System of the Lutheran Church-Missouri Synod, is an historically black, four-year, coeducational college, where the Christian faith as taught from the Holy Scriptures and subscribed to by the Lutheran Church-Missouri Synod, is the foundation and guide for all programs, activities, and relationships. Concordia's student body represents a diversity of geographic, ethnic, and socioeconomic backgrounds. Concordia, therefore, provides a faculty and administration that are sensitive and responsive to the needs of its entire student body.

Concordia's traditional liberal arts curriculum provides the conceptual framework necessary for analysis and problem solving in society while the fine arts enlighten and enrich the human spirit. Additionally, the college provides activities and programs that promote the development of social concern and sensitivity toward the dignity and worth of each individual. Its Christian campus atmosphere is also supported by such activities as chapel worship, Bible study, dormitory devotions, intercollegiate and intramural athletics, and participation in various organizations and clubs.

The mission of Concordia is to prepare its students through Christ-centered education for lives of responsible service to the church, community and the world. To achieve its mission, Concordia engages its students in programs and activities which identify and meet their spiritual, academic, social, and physical needs. Included are:

- 1) challenging and rigorous academic programs leading to a Bachelor's degree in business administration, early childhood or elementary education, or an Associate of Arts degree in general studies;
- 2) extensive developmental skills courses and tutorial services for the under prepared student;
- 3) counseling and testing, career planning services, job placement assistance, and intervention programs in substance abuse and other problems;
- 4) regular chapel worship experiences, opportunities for Bible study, dormitory devotions, and spiritual counseling; and
- 5) opportunities for involvement in extracurricular activities and participation in various community services and activities.

Institutional Goals

1. To provide an environment which helps students grow in Christian faith;
2. To evaluate, develop, and improve the administrative structure and operating procedures and tools of the college;
3. To provide an environment which fosters creative, inquiring and discriminating minds;
4. To provide effective learning experiences for students with differing needs, abilities, interests, goals, and ages so that they may receive both a general education as well as specific, in-depth knowledge in a chosen area of study.
5. To provide an opportunity for total student development through a program of student support services designed to complement the academic program by creating and maintaining a spiritual, cultural and social environment conducive to student life.
6. To continue to improve the quality of education by providing instructional and learning resources, support and facilities that strengthen academic programs and promote an environment conducive to the development of competence in personnel and pride in the institution;
7. To provide both associate and baccalaureate programs which prepare students for further study or the job market;
8. To provide programs, activities and services (credit and non-credit courses) designed to meet the needs of constituent communities.
9. To continue to advance the institution through improved public relations, increased enrollment, and increased support from alumni, corporations, foundations, government and friends; and
10. To maintain a system of planning, budgeting, and evaluation designed to improve the efficiency and effectiveness in the utilization of available resources.

Location

Concordia College is located on a 22-acre site in the northeastern section of Selma, approximately four blocks from Highway 80. Selma, the county seat of Dallas County, is about 50 miles west of Montgomery and has a population of approximately 23,000. It is characterized by fine residential areas and a good business district.

Buildings and Facilities

The campus of Concordia College currently includes thirteen buildings. **Thompson Hall**, dedicated in 1975, is a two-story building which contains science laboratories, classrooms, and offices for administrators and faculty members.

The **Ellwanger-Hunt Learning Resource Center**, completed in 1980, contains individual study rooms, study carrels, audio-visual equipment, reading facilities, a variety of instructional materials, and space for 60,000 volumes.

Lynn Hall and **Bakke Hall** are the two oldest buildings on the campus. **Lynn Hall** has been converted to a men's dormitory and **Bakke Hall** houses the campus chapel and the STAARS

Program. The **Lehman Center**, dedicated in 1971, includes the gymnasium, a classroom, and offices for instructors. **Kreft Hall** contains food service facilities for the campus community.

Four residence halls are available for student housing. **Rosa Young Hall**, a dormitory initially built for women with partial financial support from the Lutheran Women's Missionary League, contains a residence director's apartment, two student lounges, a laundry for student use, and facilities to accommodate 68 residents. **Betty Skinner Hall**, dedicated in 1990, is a women's dormitory that provides accommodations similar to those in Rosa Young Hall, but has some rooms with private baths. Men are housed in **Carter Hall**, dedicated in 1975, which is also the headquarters for security. **Dominick Hall**, was dedicated in 1991 and has a residence director's apartments, lounge facilities, laundry rooms, and a variety of other accommodations.

The **Willis Wright Complex**, dedicated in 1990, contains an auditorium which seats approximately 300 people for a variety of presentations and performances, science, teacher education and computer laboratories, facilities for preparatory reading, writing and mathematics, classrooms, resource/testing rooms, and offices for faculty members.

The most recent additions to the campus facilities are the **Kreft Campus Center** and the **Julius and Mary Jenkins Center**. The **Kreft Campus Center**, dedicated in 1994, houses recreational facilities, a snack bar, a conference room, classrooms, a board room, health/fitness rooms, post office, a career center, a bookstore and administrative offices. The **Julius and Mary Jenkins Center**, dedicated in 2001, is a facility that contains a gymnasium, an all-season swimming pool, classrooms, activities rooms and a jogging track.

Tuition and Fee Schedule

(Per Semester)

	On-Campus (with Private Bath)	On-Campus (w/o Private Bath)	Off-Campus
Tuition*	\$3,000.00	\$3,000.00	\$3,000.00
Room	800.00	600.00	
Damage Deposit**	100.00	100.00	
Board	1,000.00	1,000.00	
Student Activity Fee	30.00	30.00	30.00
Technology Fee	20.00	20.00	20.00
	\$4,950.00	\$4,750.00	\$3,050.00

*Full-Time Tuition (Part-Time Tuition is charged at \$233.00 per credit hour)

**This deposit will be refunded at the end of the academic year after inspection of the dorm. Charges for damages other than normal wear and tear will be charged against the deposit. If damage charges are greater than the deposit, the student will be responsible for the difference.

Miscellaneous Charges

Application Fee:

US Citizen	\$10.00
International Student	\$15.00

Graduation Fee:

Associate	\$75.00
Baccalaureate	\$100.00

Audit Fee	\$100.00 (per course)
ID Card Replacement	\$25.00
Key Replacement	\$25.00
Late Registration Fee	\$50.00
Professional Semester Fee	\$150.00 (Teacher Ed. Only)
Transcript Fee (Regular)	\$10.00
Transcript Fee (Express)	\$30.00
Vehicle Registration	\$50.00

Methods of Payment

Arrangements for all semester fees are to be made at the time of registration. Fees that are not covered in the financial aid package may be paid in monthly installments upon prior approval by the Business Manager. For additional information, contact the Business Office, Concordia College, 1804 Green Street, Selma, Alabama 36701 or (334) 874-5700.

Written notification of district aid, scholarships, or other aid will be accepted in lieu of payment by cash. One-half of such aid will be credited to the student's account each semester. International students are expected to pay all fees in United States currency prior to enrollment.

Refunds

The refund policy which follows applies to students who pay their charges in cash and who officially withdraw from the institution.

Room	This expense is not refundable after registration.
Board	Board will be refunded on a pro-rated basis in units of one week. Any fraction of a week will be treated as a whole week.
Special Fees	These fees are not refundable.
Tuition	If withdrawal occurs within one week after the official registration date (the date designated for registration), 75% of tuition will be refunded. If withdrawal occurs during the second week after the registration date, 50% of tuition will be refunded. If withdrawal occurs during the third week after the registration date, 25% of tuition will be refunded. Students who withdraw after the third week are not eligible for a tuition refund.

Federal regulations require that students receiving federal financial aid (Title IV Programs—PELL Grant, etc.) who withdraw must return the portion of unused funds to the Title IV Program.

Withdrawal from Concordia College invalidates any scholarship or financial aid monies applied to the student's account. It is the student's responsibility to make payment for all financial obligations not covered by any previous financial aid commitments.

Student Financial Aid Program

Concordia College is aware of the financial burden facing many prospective college students and their parents. Students desiring to attend college, however, should not let the possibility of financial problems alter their plans and desires.

Instead, they should seek advice from Concordia's Financial Aid Administrator, who, in many instances, may be able to help arrange an acceptable financial package.

Application forms for financial aid awarded through the college should be requested from the Admissions Office of Concordia College. All undergraduate students needing financial aid are

eligible to apply and are expected to apply for assistance under the PELL Grant. Application forms for this grant are available online at www.fafsa.ed.gov.

Financial assistance for students at Concordia is available in three types. One is based upon achievement, both academic and extra-curricular, and is administered in the form of scholarships. One is based upon the student's financial need and is administered in the form of grants and employment opportunities. The other is the Stafford student loan. Students may apply for assistance from all types. Financial aid questions may be directed to finaid@concordiaselma.edu

Scholarships

All Concordia College scholarships are designed to encourage excellence in performance. Scholarship recipients are selected on the basis of superior performance in academic work, active participation in extra-curricular activities, and positive contributions to all areas of college life.

Academic Scholarships. These awards are made to new students who have demonstrated high academic achievement during their high school years and to currently enrolled students who meet the requirements. Applicants must have a cumulative average of 3.0 or higher on a 4.0 point scale. Stipends range from \$1000 to \$1800 per academic year and may be renewed during subsequent years if at least a 3.0 GPA is maintained. Persons interested in this scholarship should contact the Vice President of Academic Affairs at Concordia College. Scholarship questions may be directed to academics@concordiaselma.edu

Activity Scholarships. A limited number of scholarships, available through various departments of the institution, are awarded to qualified students. Ranging from \$200 to \$1500 per year, these scholarships include athletics and music. Students wishing to apply for one of these should contact the head of the department in which the scholarship is sought.

AmSouth Bancorporation Endowment. Established by Amsouth Bancorporation as an illustration of its commitment to education, the endowment provides annual scholarships for qualified students.

Anderson, Coleman, Ramsey Scholarship Endowment. This fund was established in memory of Mrs. Minder Coleman, a dedicated farmer of the Gees Bend and Boykin community, who gave of her time, talents, and gifts to help others in their time of need. This fund will be used to assist needy and deserving students who seek to prepare themselves at Concordia College, Selma, for greater service to the church and society.

Bruce and Danica Taylor Scholarship. This scholarship is given to an African-American student who is a resident of Dallas County, Alabama, or to an Alabama resident who has a cumulative grade point average of at least 2.5 on a scale of 4.0.

Carstarphen Scholarship Endowment. Established by the Carstarphen family in memory of their parents, Mr. and Mrs. Johnny Carstarphen, this endowment provides an annual scholarship to qualified students.

The Clark Scholarship Endowment Fund. This endowment was established by members of the Clark family and friends in recognition of the many years of dedicated service to our church by Rev. Moses Clark, Sr., and Mrs. Lucille Clark, his late wife. Through these two servants, God has blessed the lives of many people. Income from this endowment will be used to help provide scholarships for students who plan to enter full-time church work.

The Dankis Scholarship Endowment. This scholarship, established by Mr. and Mrs. Dankis, provides assistance for students planning to enter the pastoral ministry.

Donald W. and Mina Lee Sandau Scholarship Endowment Fund. Funds from this endowment provide scholarships for students who plan to enter church work.

The Donald and Patricia Bokenkamp Scholarship Endowment. This scholarship was established to assist qualified and needy students.

The Ellwanger Memorial Endowment Scholarship Fund. This fund was established by the Ellwanger family in memory of their parents who gave many years of dedicated service to this college. Dr. Walter H. Ellwanger served the college as President, and Mrs. Jesse Ellwanger served as an instructor and carried out many other responsibilities. This fund is used to provide scholarships for minority students who attend Concordia College, Selma, to prepare for full-time church work. The amount of the scholarships will depend upon the availability of funds.

The Board For Higher Education Scholarship. Eligibility includes being accepted or enrolled at a LCMS college or seminary; being enrolled in a “bonafide” churchwork program; being a member of a racial minority and a member in good standing in a LCMS congregation; and making satisfactory progress toward program completion. Awards vary according to financial need and availability of funds.

Dr. Ewald H. Mueller Scholarship Endowment. This endowment, established by Mrs. Joan Schelle Mueller in memory of her husband, provides annual scholarships for qualified students.

Gotthilf Kramer Memorial Scholarship Endowment. Established in memory of Mr. Gotthilf Kramer, this endowment provides scholarships to qualified students.

Grayson/Ratcliffe Scholarship Endowment. Established by Rev. and Mrs. Kermit Ratcliff in memory of their parents, this scholarship will be awarded annually to a student who plans to enter full-time work in the Lutheran Church-Missouri Synod.

Harvey Lange Scholarship. Established in honor of the important ministry of Dr. and Mrs. Harvey Lange, this fund provides an annual scholarship to a qualified student.

Harvey Lehman Scholarship Endowment. This endowment, established by the family in recognition of Rev. Lehman’s many years of dedicated service to the church, provides an annual scholarship to a qualified student.

Heinz Scholarship Endowment. This endowment was established by the Black Ministry Council of the Southeastern District in recognition of the contributions made by the Reverend Richard T. Heinz and for his dedication and contributions to the Black Ministry of the Southeastern District and Concordia College, Selma. Funds from the endowment will provide annual scholarships to qualified students.

Henry Brick Company owned and operated by the Ted Henry Family and a business that has been in Selma for many years has established the Henry Brick Company Endowment to assist needy students seeking a degree in Business. Interested students may apply through the Business Office and must hold and maintain at least a 2.5 G.P.A to receive and keep the scholarship.

Honors Scholarships. Concordia College's Honors Scholarships are designed to encourage excellence in academic performance. These awards are made to students who have demonstrated high academic achievement during their high school years by being identified as either the valedictorian or salutatorian of their graduating class or having made an acceptable score on the ACT or the SAT.

Hunt Scholarship Endowment. Established by the C.E. Moore Foundation in memory of Dr. Peter Hunt and his loving ministry, this endowment provides scholarships which are awarded annually.

John H. McCants, Sr., Memorial Scholarship Fund. This fund was established in memory of John H. McCants, Sr., a layman who gave so much of his time, talents, and gifts to the service of our Lord and his fellow man. This fund will be used to assist needy and deserving students who seek to prepare themselves at Concordia College, Selma, for greater service to the church and society.

J. Robert Cade Scholarship Endowment. Established in recognition of the contributions of Dr. and Mrs. J. Robert Cade, this endowment provides scholarships to qualified students.

Kampschmidt Scholarship Endowment. Established in memory of William H. and Irma B. Kampschmidt and their ministry to the church, this endowment provides scholarships which are awarded annually to qualified students.

Kreft Scholarship Endowment. This endowment was established in recognition of Mr. and Mrs. Karl Kreft and their support of Christian higher education. Scholarships are awarded annually to qualified students.

Leadership Scholarship. This scholarship is awarded each year to a student selected by the Scholarship Committee for his/her exemplary leadership.

Lehman Endowment Fund. This endowment was established by Colonel and Mrs. Paul D. Lehman, Jr., to provide scholarships for qualified students. Awards are based upon academic achievement, leadership and need.

Malinda Potratz Scholarship Endowment Fund. This fund was established in honor of the ministries of the Rev. Robert Brockopp and the Rev. John Potratz and provides scholarships for students preparing for full-time church work.

Mary Rawls Jenkins Scholarship Endowment. This endowment was established in memory of Mrs. Mary Jenkins, who gave her last 12 years of dedicated service to students at Concordia College, Selma. An award is made each year to a student who demonstrates exemplary concern and support for others.

Moore Scholarship Endowment. Established by the Moore family in memory of Dr. Kittrell Moore and his dedicated ministry, this endowment provides an annual scholarship for qualified students.

Osborn T. Smallwood Scholarship Endowment. Established in recognition of the contributions of Rev. Dr. Osborn T. Smallwood, these scholarships are awarded annually to qualified students.

Othneil R. Thompson Scholarship. Established by Holy Cross Lutheran Church, Philadelphia, Pennsylvania, in honor of Rev. Othneil Thompson, founder and pastor emeritus of the congregation, this scholarship is awarded to a student who is committed to the full-time pastoral or teaching ministry of The Lutheran Church-Missouri Synod.

The Pastoral Scholarship Endowment Fund. This fund was established for students at Concordia-Selma who intend to prepare for the pastoral ministry.

Pennekamp Scholarship Endowment. This scholarship was established in memory of Arnold H.C. and Emma B. Pennekamp and their ministry to the church. It provides scholarships for students who want to become church workers.

Percy Herzfeld and Rosa J. Young Scholarships. Eligible students must be active members of a congregation of The Lutheran Church-Missouri Synod and preparing for full-time church work. Awards range from \$100 to \$300 depending on the availability of funds.

Ramsey-Bonner Scholarship. This scholarship was established by members of the Ramsey/Bonner families to provide scholarships for qualified students.

The Ratliff Scholarship Endowment. This scholarship was established by the sons of Ms. Camillia Ratliff in honor of their mother. Scholarships from this fund will be awarded annually to qualified students.

The Richard D. and Joyce Peterson Peters Scholarship Endowment Fund. This endowment will be used to help provide scholarships for students enrolled in courses leading to full-time church work in the Lutheran Church-Missouri Synod.

Rosmary M. Green Scholarship Endowment. Established in memory of Mrs. Rosmary M. Green by the Louisiana Chapter of Alumni and Friends, this scholarship is awarded annually to a Lutheran student with a GPA of 2.5 or above.

Synder Scholarship Endowment. Established in recognition of Dr. and Mrs. Arnold Snyder and their support of Christian education, this scholarship is awarded to a qualified student.

Southern District Aid. This aid may be used by Lutheran students preparing for the professional ministries of The Lutheran Church- Missouri Synod. Prospective students living in Alabama, north Florida, Mississippi or Louisiana should write to Concordia College for the necessary application forms. The deadline for applying is usually May 15 of each year.

William Adam Scholarship Endowment. This scholarship was established in honor of Rev. and Mrs. William Adam and their ministry to our Lord and His people. The scholarship is awarded to qualified students.

Wright Scholarship Endowment. This endowment was established in memory of Dr. and Mrs. Willis Wright and their service to young people. Scholarships are awarded to a qualified student.

Grants and Employment Opportunities

Alabama Student Assistance Program. This is a state/federal aid program established in 1975 and designed to provide financial assistance to residents of the State of Alabama for undergraduate post-secondary education within the State of Alabama. It is the responsibility of the Alabama Commission on Higher Education to establish policies and procedures for the implementation of the Alabama Student Assistance Program. The program is administered in accordance with the policies and procedures established by the Commission.

To be eligible for Alabama Student Assistance Funds, the student must:

- 1) be a citizen of the United States or intend to become a permanent resident;
- 2) have resided in the State of Alabama for at least twelve consecutive months prior to the beginning of the term for which financial assistance is requested, and is in the State of Alabama for other than a temporary purpose;
- 3) be enrolled in an undergraduate course of study and must not have previously received a bachelor's degree from any institution;
- 4) be enrolled on at least a half-time basis in an eligible program at an eligible post-secondary educational institution in the State of Alabama;
- 5) not be enrolled in a course of study leading to a degree in theology, religion, or other field of preparation for a religious profession;
- 6) not owe a refund on a grant previously received under the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, or Alabama Student Assistance Program; and not be in default on a loan made, issued, or guaranteed under the Federal Stafford Loan Program for attendance at the institution enrolled; and
- 7) have established a substantial financial need for an Alabama Student Assistance Program grant, by means of a financial statement utilizing a need analysis system approved by the U.S. Secretary of Education. Award priorities will be given to completed need analysis reports in accordance with dates established by the eligible institutions.

This award is not transferable from one educational institution to another. Each award is made on the basis of the family contribution figures provided on the students' financial statements utilizing an approved federal need analysis system. This financial statement should be submitted as soon as possible after January 1 of each year.

Alabama Student Grant Program. This program is a state student assistance program established August 4, 1978, by the legislature of the State of Alabama and designed to provide financial assistance to residents of Alabama for undergraduate non-sectarian, secular education at independent, non-profit, post-secondary institutions of higher learning located with the State of Alabama.

To be eligible for an Alabama State Grant Program Award the student must:

- 1) have obtained a certificate of graduation from a secondary school or the recognized equivalence of such graduation or who is beyond the age of compulsory school attendance and has the ability to benefit from the education or training being offered;
- 2) be classified as an undergraduate student;
- 3) be a citizen of the United States or in the process of becoming a citizen of the United States;
- 4) be an Alabama resident;
- 5) be enrolled as a full-time or part-time student in an eligible program in an approved institution; and
- 6) not be enrolled and not intend to enroll in a course of study leading to an undergraduate degree in theology, divinity, or to the field of preparation for a religious vocation.

Application forms can be obtained from the Financial Aid Office at Concordia College. Deadline for applying is September 15 for Fall Semester and February 15 for Spring Semester. Awards depend upon funds available and the total number of eligible students enrolled at eligible institutions.

Work-Study Program. This program provides part-time jobs through which students enrolled at Concordia may earn a portion of their educational expenses. The institution determines eligibility, rate of earning, and work areas.

To qualify for work-study, a student must be enrolled in at least six (6) semester hours of course work, must be making satisfactory progress, and must have established a financial need by means of a FAFSA (Free Application for Federal Student Aid) from the U.S. Department of Education.

Federal Pell Grants. Federal Pell Grants are awarded by the federal government to undergraduate students for educational purposes. These grants, which do not have to be repaid, may vary in the amount awarded from year to year. To apply, the student and parent(s) must complete the Free Application for Federal Student Aid (FAFSA) and return it to the address given on the form. This application is also available on line at www.studentaid.gov. The student will receive a report indicating his eligibility for the grant. This eligibility report should be submitted to the Financial Aid Administrator at Concordia College. Students must be enrolled in at least six (6) semester hours of classes to be eligible for a Federal Pell Grant.

Federal Supplemental Educational Opportunity Grant (SEOG). This grant is a federal aid program designed to provide financial assistance to students attending post high school educational institutions. Eligibility requirements are 1) American citizenship, 2) at least a half-time student and 3) satisfactory academic progress. No grant may be awarded for a full academic year that is less than \$100 or more than \$4000.

Church-Worker Financial Assistance. Students who plan to enter full-time work in the Lutheran Church-Missouri Synod may be eligible for a financial-aid package that will cover most of their cost of attending Concordia College, Selma. This package will include applicable grants, scholarships and other forms of aid. It will pay tuition, regular room and board fees, building fee, activity and application fees. Recipients of this aid will pay for books, I.D. card, mailbox, room key, and parking decal.

To be eligible for this assistance, students must meet the following requirements:

- 1) be an active member of a LCMS congregation;
- 2) be committed to becoming a full-time worker in the LCMS;
- 3) be enrolled in the Lutheran Teacher Diploma Program;
- 4) be enrolled in twelve or more semester hours for the entire semester;
- 5) maintain at least a 2.00 cumulative average;
- 6) complete all applicable applications for grants and scholarships;
- 7) pass all preparatory courses attempted; and
- 8) attend chapel on a regular basis, at least twice weekly

Recipients who do not become full-time church workers or enroll in a LCMS seminary within two years of leaving Concordia College, Selma, will have to repay the college the amount of financial assistance which they would not have received if they had not been enrolled as a prospective full-time church worker. Also, failure to meet each of the requirements listed above will result in the loss of this financial-aid package.

Academic Requirements for Financial Aid

Federal and State. In accordance with federal and state regulations, students participating in any of the federal or state financial aid programs offered through Concordia College-Selma must maintain satisfactory academic performance and progress. To be considered to be making satisfactory academic performance and progress, the student must perform and progress as indicated below.

Satisfactory Academic Progress and Performance

Hours attempted will include any course for which a student was enrolled for at least one week.

Hrs. Attempted	Minimum Cumulative Grade Point Average	Minimum % Hrs. Earned
24-47	1.50	65
48-71	1.70	70
72-95	1.90	75
96+	2.00	80

Note: A 2.00 cumulative average is required for graduation from either the associate program or baccalaureate program. Students who maintain satisfactory academic performance and progress shall be eligible to receive federal financial aid until they complete their undergraduate degree. Students taking two (2) or more preparatory courses are treated differently; however, no student is eligible for the state grant for more than five (5) semesters for the Associate of Arts Degree or ten (10) semesters for the Bachelor of Science.

Students who fail to meet satisfactorily the stipulated standards of academic progress and performance shall be placed on financial aid probation for one year during which time they will continue to be eligible for financial aid. Students who fail to meet satisfactorily the stipulated standards of academic progress by the end of their financial aid probation period shall be placed on financial aid suspension. A student on financial aid suspension is not eligible for financial aid until such time as the suspension is lifted and the student is reinstated.

Students who have been suspended from receiving financial aid may have their eligibility reinstated in one of the following ways:

1. through an appeal procedure; or
2. through enrolling in courses at the college without the benefit of financial aid and meeting the standards of academic performance and progress.

A student under financial aid suspension may appeal the suspension by submitting a written statement to the Financial Aid Administrator. This statement should include the reason(s) the student failed to meet the requirements for good academic standing during the prior year. Any documentation that supports the contention should be attached. The Financial Aid Administrator will review the appeal within 21 days and determine whether there are mitigating circumstances that might justify lifting the suspension. If the Financial Aid Administrator denies the appeal, the student may further appeal by submitting a written statement to the Financial Aid Committee requesting a review of the case.

If the suspension is lifted, the student's status reverts to financial aid probation for an additional semester. Following this second probationary period, the student shall not be eligible for further financial aid until such time as the standards of academic progress are satisfactorily met.

Institutional Financial Aid. To receive institutional financial aid, a student must perform according to the following requirements during each semester:

- 1) a minimum of a 1.25 grade point average at the end of the first semester in attendance;
- 2) a minimum of a 1.50 grade point average or better at the end of the second semester and subsequent semesters;
- 3) for those enrolled in three preparatory courses, a passing grade in least two of the three preparatory courses by the end of the first semester and a passing grade in all three by the end of the second semester;
- 4) for those enrolled in two preparatory courses during any semester, a grade of least a “C” must be earned in the non-preparatory course and pass at least one preparatory course; or, if the student earns a “D” or “F” in the non-preparatory course, the student must pass both preparatory courses by the end of that semester.

Standards of Progress and Conduct for Veterans Benefits. The following policies pertain to Concordia College students who receive veterans benefits:

1. For full-time classification, a student must enroll for a minimum of twelve(12) semester hours during a regular semester. Students enrolled in summer school, inter-term, or half semester must enroll for a minimum of one(1) semester hour of credit per week for any one week during the term.
2. The last day of attendance will be determined by the date the student officially attritions.
3. Satisfactory progress will be measured by use of the grade point average. In determining a student’s grade point average the following will be included:
 - A. Grades of all courses attempted whether completed or not.
 - B. A zero grade will be added for all incomplete courses until the incompletes are removed.
 - C. A zero grade will be added for all withdrawals whether passing or not, if the withdrawal occurs after normal drop and add periods.
 - D. No bankruptcy policies will be permitted.
4. The Veterans Administration is notified via the United States mail whenever a student does not progress satisfactorily, whenever conduct falls below the minimum requirements, or when interruption, termination, dismissal or change occurs.
5. Cases involving extenuating circumstances such as lengthy illnesses, death in the family, or injury are handled individually by the Registrar. When questions arise relative to benefits, the Registrar checks with the local Veterans Administration Office.

Statement of Registration Compliance. An amendment to the Military Selective Service Act provides that any male student who must register with Selective Service and fails to do so is ineligible for student financial assistance provided under Title IV of the Higher Education Act. The amendment mandates that beginning with the 1983-84 award year, any male student who fails to register is ineligible for the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work-Study, Federal Stafford Loan, Federal Perkins Loan, and State Student Incentive Grant Programs. Please see the Financial Aid Administrator for more information.

ADMISSIONS AND ACADEMIC REGULATIONS

Admission Procedures

Concordia welcomes applications for admission from eligible students who may profit from its programs. Admission is open, without discrimination as to race, color, creed, sex, national or ethnic origin, or handicap.

Application materials may be obtained online at www.concordiaselma.edu (admissions) or by writing to the Director of Admissions, Concordia College, 1804 Green Street, Selma, Alabama 36701. Prospective students are urged to apply as soon as possible. Admission question may be directed to admission@concordiaselma.edu

For admission, the applicant must follow the procedures listed below:

- 1) send a completed application form to the Director of Admissions; (appropriate fee included)
- 2) request that a high school transcript be mailed directly from high school to the Office of the Director of Admissions;
- 3) request that a college transcript(s) be sent if any other college work has been done;
- 4) return Concordia's health form completed by a physician; (residential and international students only)
- 5) have American College Test (ACT) scores or Scholastic Aptitude Test (SAT) scores forwarded to the Admissions Office.

All admission materials should be in the office of the Director of Admissions before a student registers; however, if all materials are not in before registration, the student may be allowed to register but will be asked to withdraw from Concordia if all required materials are not in 2 weeks after registration.

Admission Requirements

First-time College Students. Students who have never attended college before must meet the following admission requirements:

1. Graduates completing the regular program of regionally and/or state accredited high schools are eligible for admission.
2. Graduates of non-accredited high schools can be admitted if they present official transcripts indicating successful completion of a four-year course of study on the secondary level based on 20 units or more of credit.
3. Applicants who cannot comply with either of the above may submit a General Education Development (GED) Certificate.

Transfer Students. Applicants who have attended another college or university will be considered transfer students. These students are required to furnish an official transcript of all work attempted at all institutions before being considered for admission. Only courses completed with a passing grade of “C” or better at an accredited post-secondary institution will be accepted for transfer. Transfer credit is recorded on the student’s permanent academic record, but only work at Concordia College is included in the cumulative grade point average. Credit by examination at Concordia is available only through AP (Advanced Placement) or CLEP (College Level Examination Program). Concordia’s standards for granting credit for these tests are available from the registrar’s office.

The cumulative grade point average (GPA) of transfer students must meet the definition of Satisfactory Academic Performance at Concordia College. If the cumulative GPA of the transfer students is less than that required by Concordia for Satisfactory Academic Performance, the cumulative GPA may be adjusted by excluding from computation of the cumulative GPA a maximum of nine (9) semester hours or twelve (12) quarter hours of courses with the lowest grades. If, after excluding these hours, the student meets Concordia’s definition of Satisfactory Academic Performance, the student is admitted on academic probation. However, the excluded courses or their equivalent must be repeated at Concordia.

Students on suspension from another institution will not be considered for admission to Concordia College until the suspension period is over. Students who have been expelled from another institution for disciplinary reasons will not be accepted for admission.

Special Students. Persons wishing to pursue certain courses without reference to a degree may apply for admission as special students. They may take a maximum of 15 hours as special students. Also, high school seniors may take up to three (3) hours each semester. Before permission is given to enter a degree program, the applicants must meet all requirements for admission as a regular degree student. Special students must apply for admission at the beginning of each semester.

International Students. International students must meet all admission requirements that regular students meet as soon as possible prior to the date of planned registration. These students also need Affidavit of Support including bank statement, proof of insurance and World

Education Services (WES) Credential Evaluation Report. Tuition, fees, room and board must be paid in advance. Applicants must also be able to read, write and speak English.

Transient Students. Students currently enrolled in another institution of higher education who desire to take courses at Concordia College to be transferred to that institution will be eligible to register upon presentation of an application for admission and a letter of transiency signed by the Vice President of Academic Affairs and/or designated school official. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions. Students may not be classified as transient for more than one semester, and must fulfill all requirements of regular transfer students if they return for the next consecutive semester.

Credit by Examination. Credits awarded by other institutions for Advanced Placement (AP) and the College Level Examination Program (CLEP) must be re-evaluated to determine if credit will be awarded at Concordia College. Students wishing to submit such credits should ask the Educational Testing Service to send an official AP or CLEP transcript directly to the Registrar, Concordia College, 1804 Green Street, Selma, AL 36701. Students may be awarded up to 20 semester hours through Advanced Placement and the College Level Examination Program.

Readmission Procedures

Former students who have not been in attendance at Concordia during the immediately previous semester must update their application files. If students have attended other institutions during this time, official transcripts of all work earned or attempted at these institutions must be on file in the Office of the Director of Admissions and the Registrar's Office at Concordia.

Readmission After Academic Suspension

Students on academic suspension will not be considered for admission until the suspension period is over. To be considered, the students should forward a letter of application to the Office of the Director of Admissions.

If the cumulative GPA is less than that required by Concordia for Satisfactory Academic Performance, the cumulative GPA may be adjusted by excluding from computation of the cumulative GPA a maximum of nine semester hours or twelve quarter hours of courses with the lowest grades.

If, after excluding these hours, the student meets Concordia's definition of Satisfactory Academic Performance, readmission may be granted or, if a new student, admitted for the first time. However, the excluded courses required for graduation or their equivalents must be repeated at Concordia.

The College limits the number of times that a student may be suspended from the institution because of academic reasons. A student may be suspended and return on academic probation only once. Students who are suspended a second time for academic reasons may enroll as students at Concordia only when their cumulative GPA earned elsewhere is at least a 2.00 in 24 or more transferable hours. None of these hours may be earned during the first semester of suspension from Concordia College.

Readmission After Disciplinary Suspension

To be readmitted, the student must have a cumulative GPA that meets Concordia's definition of Satisfactory Academic Performance. The steps for readmission are:

1. Submit an application for admission.
2. Write a letter to the Vice President of Student Services stating how change has occurred since suspension and explain why readmission should be granted.
3. Meet with at least one member of the Admissions Committee and the Vice President of Student Services to discuss behavior expectations for readmission.
4. Sign a statement indicating that all rules and regulations of the college will be followed and that a positive attitude will be displayed following readmission.
5. The above steps must take place at least 3 weeks prior to the semester in which the student seeks readmission.

A student who is suspended a second time because of a disciplinary infraction is expelled from the College.

Athletic Suspension

Any student athlete who has not earned at least a 2.0 cumulative GPA at the end of any academic semester will not be eligible to participate in the athletic activity until earning a cumulative GPA of 2.0.

Any student athlete placed on disciplinary or academic probation is suspended from the athletic activity until the end of the probationary period.

Registration

Registration of students is conducted on the days scheduled in the school calendar. Registration is not complete until satisfactory financial arrangements have been made with the Business Office and the program of study has been approved by the Registrar.

The following points are to be considered in registration:

1. A normal load for a full-time student is 16-18 semester credit hours. The approval of the Vice President of Academic Affairs is required for a student to enroll in more than 18 semester credit hours. Prospective graduates may take a maximum of 20 hours during the semester of expected graduation with the approval of the Vice President of Academic Affairs.
2. One semester hour is normally equivalent to one period of class recitation or lecture each week of the semester. At least two hours of study time should be reserved for each hour of class time.
3. All changes in registration must have the written approval of the student's advisor and the Registrar.
4. A late registration fee of \$50.00 is charged to a student who fails to register during the official registration period of each semester.
5. A student may elect to repeat course(s). The previous grade in a repeated course continues to be included on the transcript but is not included in determining the cumulative grade point average. Federal funds may not be used to repeat a course in which a grade of "D" or higher was earned.
6. A failed course must be repeated successfully if it is required for graduation.

ACADEMIC INFORMATION AND REGULATIONS

Student Records

Concordia's policy relating to the confidentiality of student records is consistent with the regulations of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment. Under the provisions of this law, all students and former students of Concordia College have the right to inspect their official educational records in the Office of the Registrar. This right of inspection does not apply to any information submitted to the Office of the Registrar as confidential prior to January 1, 1975, nor to access by students to financial records of parents. Parents or guardians of a student may not see records nor receive any grades unless the student specifically designates that records and/or grades may be made available to the parents or guardians. Grades are mailed to the address indicated by the student on the registration form.

Information classified as Directory Information may be released by the College unless a student specifically informs the Registrar in writing that written consent is necessary before even this information may be released. Directory Information includes the following:

1. Name, address, telephone listing;
2. Date and place of birth;
3. Major and minor fields of study;
4. Participation in officially recognized athletics and other activities, including weight and height of members of athletic teams;
5. Dates of attendance;
6. Degrees and awards received; and
7. The most recent previous educational institution attended

Other information from a student's record will be released only to Concordia College officials, including instructors, who have legitimate educational interests, unless the student has given written consent for the release of specific information to others.

Students who have questions regarding their official records should address them to the Registrar.

Classification of Students

Persons other than special students are classified according to the total number of semester hours earned as indicated below:

Freshmen	Those who have completed fewer than 32 semester hours of credit.
Sophomores	Those who have completed 32 through 63 semester hours of credit.
Juniors	Those who have completed 64 through 95 semester hours of credit.
Seniors	Those who have completed 96 or more semester hours of credit.

Class Attendance Policy

Students are expected to attend all classes. Absences will count from the first day of class. The maximum number of absences that a student in the day program may have without penalty will equal the number of periods that the class is scheduled to meet during a week. Class grades will be lowered by one letter grade for every two absences above the number of absences allowed. The maximum number of absences that a student in the evening program may have without penalty will be two meetings. Each additional absence will lower the course grade by one letter.

An absence due to student participation in an approved institutionally sponsored activity will not be considered a class absence. However, the student will be responsible for making up all class assignments missed. All authorized excuses for institutionally sponsored activities will be dispatched from the office of the Vice President of Academic Affairs at least one week in advance when possible.

Other excused absences will be determined by the instructor. Each instructor will announce during the first class meeting the penalty for missed quizzes, examinations and late or missed assignments. It is the student's responsibility to know each instructor's policy.

Grading Policies and Practices

Final grades of all students are recorded and preserved. Letter grades are assigned according to the following system for all courses for which students register.

Grade/Notation	Scale	Quality Points
A - Excellent	100-90	4
B - Good	89-80	3
C - Average	79-70	2
D - Poor but Passing	69-60	1
F - Failure	59-Below	0
F/AB - Failure for Excessive Absences		0
W - Withdrawn		0
WP - Withdrawn Passing		0
WF - Withdrawn Failing		0
I - Incomplete		0
AUD - Audit		0
P - Pass		0
N - No Grade Submitted		0

Satisfactory grades at Concordia are A, B, C, and D. (The grade of D may not be satisfactory for some courses in the teacher education program. Please refer to the Teacher Education Handbook for further details.) Colleges and universities to which a student may transfer determine their own transfer policies. A grade of F/AB is recorded when a student's failure is due to excessive absences.

A grade of W, WP, or WF is recorded when a student officially withdraws from a course. A grade of W is assigned by the Registrar when a student withdraws up to two weeks after midterm. After that period, a grade of WP or WF is assigned by the instructor. A grade of WF is computed into the grade point average as an F.

A grade of I is a temporary notation which the instructor may assign when a student has not completed all course requirements. Such a notation is the sole prerogative of the instructor and is normally used only if the student's circumstances are extenuating and there is reasonable expectation that the course requirements can be satisfactorily completed by the end of the fourth week of the following semester. When the instructor submits a grade of I, the instructor must also submit a grade based on the work that the student has already completed. If at the end of the fourth week of the following semester the student has completed the course, the instructor will reassign a grade of A, B, C, D, or F based on work completed and submitted. If, however, at the end of the fourth week of the following semester the student has not completed the assignments, the grade assigned earlier will be entered for the course. An extension of time may be granted by the Vice President of Academic Affairs.

AUD is a notation assigned to students who audit courses. The privilege of an auditor is limited to attending classes and listening. The auditor assumes no obligation to do any work in the course, is not expected to take any tests or examinations, nor receives grades for the course. Persons may be permitted to audit courses under the following conditions: 1) obtain consent of the Registrar and the instructor; 2) audit only courses for which there are adequate classroom facilities; 3) in the case of full-time students, obtain consent of the advisor; and 4) pay the regular audit fee. All permissions and registration for auditing courses must be filed in the Registrar's office.

A grade of P is recorded when students successfully complete preparatory courses. A "Pass" grade is not included in determining grade point average nor credit hours earned toward graduation. However, preparatory hours are included in hours earned for financial aid eligibility.

N (No grade submitted) is a temporary notation made by the Registrar if no grade is assigned the student by the course instructor. This notation is used only when the Registrar is unable to obtain a grade from the instructor prior to the issuing of grade reports. However, it remains the instructor's responsibility to assign a permanent grade. Should the instructor fail to complete this responsibility by the end of the following term, the Registrar enters the permanent notation of W(Withdrawn).

Major

A major is the field of study in which students focus to accomplish educational goals. It is also the combination of courses which have been designated as minimal to provide a knowledge base in a particular field of study.

An Area of Concentration or Emphasis

An area of concentration or emphasis is one in which a student must earn at least a minimal number of hours for at least a minimal degree of specialization. The minimal number of hours required for a concentration at Concordia is eighteen (18) semester hours in a specific area.

Satisfactory Academic Progress and Performance

Students who do not have at least a 1.00 cumulative GPA after having attempted 24 or more semester hours will not be able to continue as students at Concordia-Selma. If they enroll

elsewhere and earn at least a 2.00 cumulative average in no fewer than 24 transferable hours, their application to re-enroll at Concordia will be considered. However, none of these hours may be earned during the first semester of suspension from Concordia.

Students who have a GPA of 1.00 to 1.24 after having attempted 24 semester hours will be able to continue at Concordia only after a one-semester suspension from the institution. Students who are suspended a second time for academic reasons may enroll as students at Concordia only when their cumulative GPA earned elsewhere, is at least a 2.00 in 24 or more transferable hours. None of these hours may be earned during the first semester of suspension from Concordia.

Students who have to take both Preparatory English and Preparatory Reading must test out of at least one by the time it is taken the second time. Otherwise, the student will not be eligible to return to Concordia. All preparatory courses must be completed by the time the student has attempted 24 transferable hours.

Students who have to take Preparatory English or who score within five points above the cutoff score for Preparatory English must take English Grammar.

Satisfactory Academic Progress and Performance Schedule

A student who does not meet the following Satisfactory Academic Progress and Performance requirement is subject to academic and/or financial probation and/or suspension.

Hrs. Attempted	Minimum Cumulative Grade Point Average	Minimum % Hrs. Earned
24-47	1.50	65
48-71	1.70	70
72-95	1.90	75
96+	2.00	80

NOTE 1: Hours attempted include all hours in which a student was enrolled for at least one week.

NOTE 2: A 2.00 cumulative average is required for graduation from either an associate program or baccalaureate program.

Probation and Suspension

Students who have less than a 2.0 cumulative GPA at the end of a semester will be placed on Academic Probation. A student is expected to earn a 2.0 cumulative GPA by the end of the next semester he or she is enrolled to be removed from Academic Probation. However, an additional semester may be allowed, if the student earns a semester GPA of 2.0 after completing a course load of no more than 12 semester hours. A student may be continued on probation no longer than two consecutive semesters. Students seeking an extension may petition the Academic Review Committee. An Additional semester may be granted by the Academic Review Committee.

If the student does not obtain a 2.0 cumulative or semester GPA by the end of the next semester enrolled at Concordia, the student will be placed on Academic suspension.

Academic Bankruptcy or “Forgiveness” Policy

A student may petition the Academic Review Committee through the Vice President of Academic Affairs to declare academic bankruptcy. Academic bankruptcy involves a student’s request to retroactively withdraw from one academic term of work because of extreme personal, emotional, or financial circumstances so that it became impossible for the student to perform academically. The bankruptcy policy is subject to the following guidelines:

1. Academic bankruptcy may be declared for only one semester.
2. Two semesters must have passed since the semester the student requests to declare bankruptcy. The student must have maintained a 2.5 grade point average on a 4.0 scale and earned at least 18 semester credit hours during the previous two semesters.
3. The student must be currently enrolled at Concordia College.
4. All courses taken during the semester in question will be included in the bankruptcy action. This includes all courses successfully completed by the student during that period.
5. The student’s academic record will be shown on the Final transcript but grade point averages will indicate that no credit is to be given for that period. The bankruptcy action will be indicated on the transcript.

Class Size

Concordia reserves the right to withdraw from its schedule any course for which fewer than eight students have enrolled. However, some courses which are necessary to complete requirements for students’ intended majors may be offered with fewer than eight students if approved by the Vice President of Academic Affairs.

Withdrawal from a Course

Students are not considered officially withdrawn from a single course or their entire registration until they have completed an Add/Drop Form and submitted it to the Registrar’s office, or have written a letter to that office requesting that they be withdrawn. Failure to attend class does not constitute a formal drop or withdrawal either academically or financially. The date the Add/Drop Form or the letter is received in the Registrar’s office is regarded as the official date of withdrawal.

A student may withdraw without penalty from a course up to two weeks after midterm. The grade of “W” will be recorded when the student withdraws officially during that period. A student who withdraws from a course after that period while passing the course will be assigned a grade of “WP” (Withdraw Passing) by the instructor. The instructor must sign the Add/Drop Form and indicate the grade of “WP.” A grade of “W” or “WP” does not enter into the calculation of the grade point average.

A student who withdraws from a course after the second week following midterm while failing a course is assigned a grade of “WF” (Withdraw Failing) by the instructor. The instructor must sign the Add/Drop Form indicating the grade of “WF.” A grade of “WF” is computed into the grade point average as an “F.”

Withdrawal from the Institution

A student may withdraw from Concordia at any time. No notation of courses attempted will be made on the permanent record of a student who withdraws before the last day for late registration. A notation, for each course, of withdraw passing or withdraw failing will be made on the permanent record of a student who withdraws after the last day to withdraw from a course with a "W." A grade of "WP" will not be computed into the student's grade point average. A grade of "WF" will be computed into the student's grade point average as an "F."

To withdraw officially the student must get the Withdrawal Form from the Registrar's office and obtain signatures from the Vice President of Academic Affairs, the Vice President of Student Services, the Librarian, the school counselor, the Business Manager and academic advisor. I.D. cards must be returned to the Business office. The date of withdrawal is noted on the student's permanent record.

Administrative Withdrawals

The college reserves the right to require at any time the withdrawal of any student whose conduct or academic standing it regards as undesirable, either for the student's sake or for the college's.

Grades of "W," "WP," and "WF" are recorded for administrative withdrawals. The grade of "W" is not computed in a student's grade point average and, therefore, involves no academic penalty. The administration has the authority to withdraw a student from the college and to revoke the student's registration for the following reasons:

- (1) Violation of college registration regulations. If a student registers in violation of the eligibility rules, the registration is declared invalid.
- (2) Failure to comply with attendance policy. If a student acquires enough consecutive absences to fail a class, the student may be withdrawn.
- (3) Failure to pay tuition and fees by due date. For failure to pay tuition and fees, only "W" is assigned.
- (4) Disciplinary suspension or dismissal before the week of final examinations. For disciplinary suspension or dismissal, only "WP" or "WF" grades are assigned. Disciplinary suspensions or dismissals are initiated by the Vice President of Student Affairs or designee. Written notification is sent to the Registrar, who withdraws the student's registration and notifies other administrative offices and faculty members as necessary.
- (5) Other reasons deemed appropriate by the Administrative Council. In other instances of administrative withdrawal, the date of the withdrawal and the reasons for the withdrawal are used to determine the grade to be recorded and the amount of tuition and fees to be assessed or canceled.

For administrative withdrawals during the first five weeks of a semester or two weeks in a summer session, the grade of "W" is recorded for all grades on a student's transcript. No other grades, such as incompletes, are assigned. After this period, the date of the administrative withdrawal and the reason for the withdrawal are considered. If faculty members have reason to inquire about a specific case of Administrative Withdrawal, they should consult the Registrar or

the Vice President of Academic Affairs. In certain instances, the student's right to confidentiality may not permit full disclosure of the circumstances.

Final Examinations

Final examinations, scheduled by the Registrar, are held in all subjects at the close of each semester. Attendance for the final examination is required.

Evaluation of Credits

Credit is normally granted for any course successfully completed in an accredited or affiliated college which parallels a course in the student's educational program at Concordia. Certain exceptions are found in the bachelor degree programs. For further information, contact the Director of the program.

A tentative evaluation of courses presented on an official transcript(s) for advanced standing from institutions of higher education not accredited by any of the recognized agencies is made at the time of admission to Concordia.

Academic Honors

Students who complete their degree requirements with an overall cumulative grade point average between 3.50 and 3.69 will receive their degrees designated cum laude; those with grade point averages between 3.70 and 3.89 will receive their degrees designated magna cum laude; and those with grade point averages of 3.90 or above will receive degrees designated summa cum laude.

Academic Records

All academic records (transcripts, etc.) and related materials are kept in the Registrar's office. Students have the right to inspect them and to have any inaccurate or misleading information corrected. The Vice President of Academic Affairs is responsible for seeing that any justifiable corrections are made.

Upon written request to the Registrar's office signed by the student, a transcript will be sent to other institutions or organizations. The first such transcript is free; each additional request must be accompanied by a fee of \$7.00.

Degrees Offered

Concordia College offers the Associate of Arts Degree (A.A.) and the Bachelor of Science Degree (B.S.). In the A.A. Degree Program the college is committed to a program of courses that will serve two groups of students: 1) those planning to further their education at a four-year college or university, and 2) those planning to terminate formal study after two years. The B.S. Program is designed for students who wish to pursue immediate employment and/or graduate studies.

A carefully prepared and executed plan for academic counseling and advising is available to assist students in selecting courses consistent with their special interests, needs, abilities, and goals.

General Education Requirements

General Education is the foundation of the undergraduate curriculum. It provides students with a broad liberal arts foundation in the areas of communication, technology, mathematics, natural and social sciences, fine and creative arts, humanities, physical education, and Judeo-Christian values and philosophies. The General Education goals are aligned with the Institutional Goals, Mission and Vision of Concordia College, Selma.

Students who complete the General Studies curriculum will be able to:

1. Communicate effectively in writing and through oral expression
2. Demonstrate technological literacy in basic computer applications
3. Apply quantitative reasoning to solve problems and participate in scientific inquiry
4. Demonstrate an understanding of fine and creative arts
5. Demonstrate critical and logical thinking skills
6. Demonstrate an understanding and appreciation of Judeo-Christian values and philosophies.
7. Demonstrate an understanding and appreciation for cultural diversity
8. Demonstrate an understanding and appreciation of the principles of mental and physical health as they apply to the individual and the community

The core curriculum for general education includes:

EH 111	English Composition I	3 hrs.
EH 112	English Composition II	3 hrs.
EH 226	General Speech	3 hrs.
OR 101	Orientation to College	1 hr.
PE 111	Personal Physical Fitness	1 hr.
PE 222	Personal Community Health	2 hrs.
PY 110	General Psychology	3 hrs.
RE 110	Old Testament	3 hrs.
RE 120	New Testament	3 hrs.
	Mathematics	6 hrs.
	World or American History	3 hrs.
	Music or Art Appreciation	3 hrs.
	A computer course	3 hrs.
	A science course	4 hrs.
	An economics course	3 hrs.
	TOTAL	44hrs

Application for Graduation

Candidates for graduation are expected to file their application one semester prior to the term of graduation. An application will be provided and accepted by the Registrar's Office. Students who fail to complete requirements by the time stated on the application will be required to file a new one. The graduation fee is payable to the Business Office at the time the application is filed but not later than one month prior to the graduation date.

Graduation Requirements

All students pursuing an Associate of Arts Degree must meet the following graduation requirements:

1. Must have a cumulative grade point average of 2.00 or higher in all college work earned;
2. Must have earned a minimum of 64 semester hours, which must include all requirements for the degree, but not include any preparatory hours;
3. Must have earned at Concordia-Selma at least 16 of the last 24 semester hours required for graduation;
4. Must have earned satisfactory scores on Concordia's Proficiency Exam; and
5. Must have satisfied all financial obligations to the college.

All students pursuing the Bachelor of Science in Business Administration Degree must meet the following graduation requirements:

1. Must have earned a minimum of 126 semester hours, which must include all requirements for the degree, but not include any preparatory courses;
2. Must have earned a minimum grade point average of 2.0 in each of the following components: general education, business professional core, and major courses;
3. Must have a grade of no less than "C" in all major course components;
4. Must have earned at Concordia-Selma at least 36 of the last 40 semester hours required for graduation;
5. Must have earned satisfactory scores on Concordia's Proficiency Examination and the Comprehensive Examination in Business;
6. Must have satisfied all financial obligations to the college.

All students pursuing the Bachelor of Science in Education Degree must meet the following graduation requirements:

1. Must have earned a grade point average of 2.5 or higher in each of the following areas: general education, teaching specialization and professional education;
2. Must have no grade below a "C" in the required courses in professional studies;
3. Must have earned a minimum of 137 semester hours, which must include all requirements for the degree, but not include any preparatory courses;
4. Must have earned at Concordia-Selma at least 36 of the last 40 semester hours required for graduation;
5. Must have earned satisfactory scores on Concordia's Proficiency Examination and the Teacher Education Exit Examination; and
6. Must have satisfied all financial obligations to the college.

Associate of Arts Degree

The Associate of Arts Degree Program includes requirements from each of the five curricular divisions of the college. These requirements provide a nucleus around which students can build an educational experience that will enhance their ability to make reasoned choices and decisions. At the associate level a student may develop a program of concentration or emphasis in various areas. Examples include the Associate of Arts Degree with a concentration in General Studies and the Associate of Arts Degree with an emphasis in Childhood Development.

Students interested in an additional concentration or emphasis should consult the Vice President of Academic Affairs, related division chair and academic advisor for program approval.

Associate of Arts Degree with a Concentration in General Studies

RELIGION: 6 sem. hrs.

RE 110, History and Literature of the Old Testament	3 hrs
RE 120, History and Literature of the New Testament	3 hrs

HUMANITIES: 15 sem. hrs.

EH 111 & EH 112, English Composition I & II	6 hrs
EH 211 or EH 212, World Literature I or II	3 hrs
EH 226, General Speech	3 hrs
AR 112 Art Appreciation	3 hrs
or	
MU 125, Music Appreciation	3 hrs

SOCIAL SCIENCES: 12 sem. hrs.

HI 111 or HI 112, World History I or II	3 hrs
HI 221 or HI 222, American History I or II	3 hrs
BU 201 or BU 202, Principles of Economics I or II	3 hrs
PY 110, General Psychology	3 hrs

COMPUTER INFORMATION: 3 sem. hrs.

CI122, Microcomputer Software Applications	3 hrs
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HEALTH AND PHYSICAL EDUCATION: 3 sem. hrs.

PE 111, Physical Fitness	1 hr
PE 222, Personal and Community Health	2 hrs

ORIENTATION: 1 sem. hr.

OR 100, Orientation to College	1 hr
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MATHEMATICS: 6 sem. hrs.

Any two (2) of the following courses appropriate to the level of mathematical proficiency.

MH 112, Intermediate Algebra	3 hrs
MH 221, College Algebra	3 hrs
MH 222, Pre-Calculus	3 hrs
MH 223, Calculus and Analytic Geometry I	3 hrs
MH 224, Calculus and Analytic Geometry II	3 hrs
MH 225, Applied Statistics	3 hrs

NATURAL SCIENCES: 8 sem. hrs. to be selected from 2 of the 3 groupings below:

GENERAL SCIENCE

SC 100, General Science 4 hrs

BIOLOGICAL SCIENCES

BI 100, General Biology 4 hrs

BI 200, General Zoology 4 hrs

BI 210, General Botany 4 hrs

PHYSICAL SCIENCES

CH 222, Survey of Chemistry 4 hrs

CH 223, General Chemistry I 4 hrs

CH 224, General Chemistry II 4 hrs

PH 200, College Physics I 4 hrs

PH 210, College Physics II 4 hrs

GENERAL ELECTIVES: 10 sem. hrs.

Electives from the list below may be selected in consultation with the academic advisor to meet this requirement subject to the following limitations: Preparatory courses may not count to meet this requirement nor can courses used to meet other requirements above.

Any Computer course

Any Religion course

Any Literature course

Any History course

Any Mathematics course

Any Natural Science course

Any Physical Education course

Any Psychology course

Any Sociology course

Any Geography course

Any Art course

Any Music course

Any Business course

Any Education course

TOTAL REQUIREMENTS

64 sem. hrs.

Associate of Arts Degree with Emphasis in Childhood Development

The Associate of Arts with emphasis in Child Development program is designed to provide appropriate training for individuals who work or plan to work in Child Care Centers such as Head Start, Day Care and/or selected private or public programs for young children.

Degree Requirements

RELIGION: 6 sem. hrs.

RE 110, History and Literature of the Old Testament	3 hrs
RE 120, History and Literature of the New Testament	3 hrs

HUMANITIES: 12 sem. hrs.

EH 111 & EH 112, English Composition I & II	6 hrs
EH 226, General Speech	3 hrs
AR 112 Art Appreciation	3 hrs
or	
MU 125, Music Appreciation	3 hrs

SOCIAL SCIENCES: 9 sem. hrs.

HI 111 or HI 112, World History I or II	
or	
HI 221 or HI 222, American History I or II	3 hrs
BU 201 or BU 202, Principles of Economics I or II	3 hrs
PY 110, General Psychology	3 hrs

COMPUTER INFORMATION: 3 sem. hrs.

CI 112, Microcomputer Software Applications	3 hrs
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HEALTH AND PHYSICAL EDUCATION: 3 sem. hrs.

PE 111, Physical Fitness	1 hr
PE 222, Personal and Community Health	2 hrs

ORIENTATION: 1 sem. hr.

OR 100, Orientation to College	1 hr
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MATHEMATICS: 3 sem. hrs.

One of the following courses appropriate to the level of mathematical proficiency.

MH110, Mathematical Concepts	3 hrs
MH 112, Intermediate Algebra	3 hrs
MH 221, College Algebra	3 hrs
MH 222, Pre-Calculus	4 hrs
MH 223, Calculus and Analytic Geometry I	3 hrs
MH 224, Calculus and Analytic Geometry II	3 hrs
MH 225, Applied Statistics	3 hrs

Plus the following required course:	
MH 200/300, Math for Teachers	3 hrs
NATURAL SCIENCES: 4 sem. hrs.	
General Science	
SC 100, General Science	4 hrs
EDUCATION: 27 sem. hrs.	
ED 100, Orientation to Teaching*	3 hrs
ED 200, History and Philosophy of Education	3 hrs
ED 300, Intro to Instructional Technology*	3 hrs
ED 205/305, Children's Literature	3 hrs
Early Childhood	
EC 200/300, Introduction to ECE*	3 hrs
EC 210/310, Creative Learning Activities*	3 hrs
Reading	
RD 200/310, Reading Skills Development*	3 hrs
Psychology	
PY 200, Child Growth and Development	3 hrs
PY 210/310, Parenting: Home, School and Community*	3 hrs

*Field Experiences required. See the Director of Field Experiences for more information.

TOTAL REQUIREMENTS

70 SEMESTER HOURS

Graduates of the Associate of Arts Degree with emphasis in Childhood Development may seek admission to the Bachelor of Science Degree in Education program. Professional level 200 courses may be accepted for the B.S. degree by completing additional requirements to meet the 300 level skill requirements.

Bachelor of Science in Business Administration Degree Program

Management Emphasis

The Discipline

The academic program in Business Administration and Computer Information provides a broad intellectual outlook and analytical skills for students who wish to combine a liberal art education with academically rigorous course work in the areas of administration and decision-making needed for an eventual career in management or preparation for graduate study. Course work is designed to provide an understanding of the variety of approaches to the complexity of managerial decision-making in the contextual framework of a global society.

Mission Statement

The Division of Business and Computer Information supports the College's liberal arts mission. Accordingly, the curriculum provides a balanced rigorous foundation in the core areas of accounting, finance, management and marketing, all in the context of the broad liberal arts environment provided by the College.

The faculty holds high expectations of the students and themselves with the goal of developing skills in diagnosing, analyzing, developing and implementing solutions to a wide variety of problems in public and private organizations. The division promotes active learning by encouraging students to manage complex, interdisciplinary problems, marshal resources, and take responsibility for implementing effective solutions. Expected student involvement includes research problems, group case analysis, internships and consultation with organization throughout the region. Students are encouraged to vigorously involve themselves in professional service, contributions to society, and the lifelong pursuit of knowledge through scholarship and research.

In an environment of mutual trust and support, concerned faculty help students learn the elements of managing resources to achieve a purpose while emphasizing the skills of writing, presentation, and speaking; technological proficiency; and critical thinking in a global context. The students' relationship with faculty is facilitated by small class size. The faculty works closely with students to instill the values of intellectual integrity and objectivity; tolerance and respect for individuality and diversity; the intrinsic rewards of ethical behavior and social responsiveness; and appropriate competitive vigor balanced with the value of effective collaboration with others.

Goals and Objectives

The Business Administration program provides students the opportunity to go forward in the broadest range of professional directions and build sound and rewarding careers that are valued by society. The mission of the Business Administration Department is to empower students to become lifelong learners who will have rewarding careers and satisfying lives. To accomplish this, we offer a superior education in the areas of banking and finance, management, marketing,

accounting, and management information system. Our students receive the close personal attention of the faculty, they use state-of-the-art computer technologies, and they receive a solid liberal arts education as the foundation for more specialized study in business. The Business Administration curriculum offers student concentrated business training for active participation in the business field as managers, accountants, financiers, or supervisors in public and private industry. The program is designed to:

- 1) increase the student's knowledge of business operation;
- 2) develop the student's ability to use the scientific approach to the solutions of problems;
- 3) provide work-related opportunities for student in the business environment;
- 4) develop an appreciation for the significant functions of business in our modern society and in relational and international economics; and
- 5) serve as foundation for professional graduate study leading to the degree of Master of Business Administration (M.B.A.) or the terminal degree.

Admission to the Program

Students are admitted as intended business majors until after the completion of all admission requirements for the Division of Business and Computer Information Systems. Sophomore or transfer students seeking admission must have completed at least 45 semester hours of coursework with at least a "C" (2.00) grade point average. Transfer students must have completed at least nine (9) of their hours at Concordia College. The following are the admission requirements.

- 1) pass all proficiency examinations (math, English, and reading);
- 2) successfully complete the following courses:
 - English Composition I and II
 - General Speech
 - College Algebra
 - A natural science course
- 3) pass the following business courses with at least a "C" or better in each course:
 - Introduction to Business
 - Principles of Economics I

The Division of Business and Computer Information Systems will accept courses in business from two and four-year colleges accredited by their regional accreditation body. These courses may be applied to the core requirements or the professional option requirements where applicable, provided they are (a) similar in nature to the course at Concordia College and (b) a grade of "C" or better was received in the course.

The Division of Business and Computer Information Systems will not accept a “D” grade in the professional option. The Bachelor of Science degree in Business Administration will be awarded after completion of 126 semester hours of credit in the following disciplines and completion of the core exam seminar:

Religion	6 hours
Humanities	15 hours
Social Sciences	9 hours
Computer Applications	3 hours
Health/Physical Education	3 hours
Orientation to College	1 hour
Mathematics	9 hours
Natural Sciences	8 hours
Lower-level Core Business Courses	15 hours
Upper-level Core Business Courses	36 hours
Concentration	21 hours

Waivers, substitutions, and other modification of this policy will be considered by the division chairperson.

Course Requirements

General Education Courses - 54 HRS.

RELIGION: 6 sem. Hours

RE 110, Hist. & Lit. of Old Testament	3 hrs.
RE 120, Hist. & Lit. of New Testament	3 hrs.

HUMANITIES: 15 sem. hours

EH 111, English Composition I	3 hrs.
EH 112, English Composition II	3 hrs.
EH 211, World Literature I	3 hrs.
or	
EH 212, World Literature II	3 hrs.
EH 226, General Speech	3 hrs.
MU 125, Music Appreciation	3 hrs.
or	
AR 112, Art Appreciation	3 hrs.

COMPUTER INFORMATION: 3 sem. hours

CI 122, Micro Computer Applications	3 hrs.
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SOCIAL SCIENCES: 9 sem. hours

HI 111, World History I	3 hrs.
Or	
HI 112, World History II	3 hrs.

HI 221, American History I	3 hrs.
Or	
HI 222, American History II	3 hrs.
PY 110, General Psychology	3 hrs.
HEALTH AND PHYSICAL EDUCATION: 3 sem. Hours	
PE 111, Personal Physical Fitness	1 hr.
PE 222, Personal & Community Health	2 hrs.
ORIENTATION: 1 sem. hour	
OR 101, Orientation to College	1 hr.
MATHEMATICS: 9 semester hours	
(Any three (3) of the following courses appropriate to the level of mathematical proficiency.)	
MH 112, Intermediate Algebra	3 hrs.
MH 221, College Algebra	3 hrs.
MH 222, Pre-Calculus	4 hrs.
MH 223, Calculus and Analytic Geometry I	3 hrs.
MH 225, Statistics	3 hrs.
NATURAL SCIENCES: 8 semester hours	
General Sciences	
SC 100, Survey of General Science	4 hrs.
Plus one of the following Biological Sciences:	
BI 100, General Biology	4 hrs.
BI 200, General Zoology	4 hrs.
BI 210, General Botany	4 hrs.

Core Curriculum

Students are expected to complete a core curriculum in business administration. The core curriculum covers the following standards:

- (1) Business Functions and Operations
- (2) Economic/Social/Legal Environment
- (3) Quantitative Methods and Information Systems
- (4) Organization Theory and Interpersonal Behavior
- (5) Administrative Process and Policy

Students must complete these courses with a minimum grade of “C”, thereby demonstrating the potential to master advanced courses in the program.

Lower Level Core Business Courses: 15 sem. hours

BU 131, Introduction to Business	3 hrs.
BU 201, Principles of Economics I	3 hrs.
BU 202, Principles of Economics II	3 hrs.

BU 213, Principles of Accounting I	3 hrs.
BU 214, Principles of Accounting II	3 hrs.

Upper Level Core Business Courses: 33 sem. hours

BU 301, Principles of Finance	3 hrs.
BU 302, Principles of Marketing	3 hrs.
BU 310, Principles of Management	3 hrs.
BU 320, Business Communications	3 hrs.
BU 338, The Legal Environment of Business	3 hrs.
BU 436, Human Resources Management	3 hrs.
BU 442, Quantitative Methods	3 hrs.
BU 490, Business Policy	3 hrs.
BU 492, Organization Behavior	3 hrs.
BU 496, Professional Development	3 hrs.
BU 499, Comprehensive Examination Seminar	0 hrs.
CI 401, Management Information Systems	3 hrs.

Major Courses

Students must complete twenty-four (24) hours in the major course component of the program. Students must earn a minimum of “C” in each course in this component.

Required Major Courses: 18 semester hours

CI 401, Management Information System	3 hrs.
BU 436, Human Resource Management	3 hrs.
BU 365, Managerial Economics	3 hrs.
BU 490, Business Policy	3 hrs.
BU 492, Organizational Behavior	3 hrs.
BU 494, Management Science	3 hrs.

Select Any Two Courses: 6 semester hours

BU 311, Intermediate Accounting I	3 hrs.
BU 312, Intermediate Accounting II	3 hrs.
BU 313, Intro to Public Relations	3 hrs.
BU 360, International Trade	3 hrs.
BU 435, Office Management	3 hrs.
BU 445, Office Internship	3 hrs.
BU 461, Labor Management	3 hrs.
BU 487, Sales Management	3 hrs.
CI 335, Business Database Management	3 hrs.

Typical Schedule for Students Majoring in Business Administration with an Emphasis in Management

FRESHMAN

Fall

OR 101 Orient to Coll.	1 hr.
RE 110 Old Testament	3 hrs.
EH 111 Eng Comp I	3 hrs
PE 111 Pers Fitness	1 hr.
PE 222 Pers Health	2 hrs.
HI 111/112 World Hist.	3 hrs.
PY 110 Gen Psychology	<u>3 hrs.</u>
	16 hrs

Spring

MH 112 Inter Algebra	3 hrs.
RE 120 New Testament	3 hrs.
EH 112 Eng Comp II	3 hrs.
BU 131 Intro to Bus	3 hrs.
CI 122 Microcomputer	3 hrs.
HI 221/222 Amer His	3 hrs.
	<u> </u>
	18 hrs

SOPHOMORE

SC 100 Gen Science	4 hrs.
BU 201 Economics	3 hrs.
EH 211/212 World Lit.	3 hrs
MH 221 College Algebra	3 hrs.
BU 213 Acct I	<u>3 hrs.</u>
	16 hrs.

MU 125 Music Appre.	3 hrs.
BU 202 Econ II	3 hrs.
BU 214 Acct II	3 hrs.
EH 226 Gen Speech	3 hrs.
A Science Course	<u>4 hrs.</u>
	16 hrs.

JUNIOR

Elective*	3 hrs.
MH 222 Pre-Calculus	3 hrs
BU 301 Prin. of Finance	3 hrs.
BU 320 Bus Comm.	<u>3 hrs.</u>
	15 hrs

Electives*	6 hrs.
MH 225 Statistics	3 hrs.
BU 310 Prin of Mgmt.	3 hrs.
BU 330 Legal Environ	<u>3 hrs.</u>
	15 hrs

SENIOR

Electives*	6 hrs.
BU 436 Human Resources	3 hrs.
BU 442 Quant Methods	3 hrs.
BU 496 Prof Dev.	3 hrs
	<u> </u>
	15 hrs.

Electives*	6 hrs.
BU 490 Business Policy	3 hrs.
BU 492 Org Behavior	3 hrs.
BU 401 Mgr Info Sys.	3 hrs.
Core Exam	<u>0 hrs.</u>
	15 hrs.

Note* Electives must be 300-400 level courses within the business major curriculum.

Bachelor of Science in Education

Degree Program

Concordia College offers two majors in its Bachelor of Science in Education Program: Elementary Education prepares teachers for Kindergarten through 6th grade and Early Childhood Education prepares teachers for Pre-school through 3rd grade.

The goals of the Teacher Education Program are:

1. To help candidates grow in the Christian faith;
2. To help candidates attain appropriate knowledge, skills, and attitudes for teaching young students;
3. To help produce a well trained competent, caring professional individual for the public and private schools of our state and nation;
4. To provide introductory and on-going field experiences;
5. To promote and inculcate an intense desire for sustained learning and professionalism;
6. To provide a firm foundation for future employment and/or graduate study.

Requirements for the Bachelor of Science degree include:

	Early Childhood	Elementary
General Education	71 sem. hours	71 sem. hours
Teaching Field	33 sem. hours	33 sem. hours
Foundations	15 sem. hours	15 sem. hours
Curriculum	9 sem. hours	9 sem. hours
Reading	6 sem. hours	6 sem. hours
Evaluation of Teaching and Learning	3 sem. hours	3 sem. hours
Internship	<u>12 sem. hours</u>	<u>12 sem. hours</u>
	149 sem. hours	149 sem. hours

Candidates who pursue certification in kindergarten through 6th grade will follow the elementary education curriculum. Elementary education majors may receive certification in Early Childhood by completing the following early childhood courses in addition to the elementary education curriculum:

EC 200/300, Introduction to Early Childhood Education
PY 210/310, Parenting, Home, School & Community Relations
EC 210/310, Creative Learning Activities in Early Childhood

Candidates who pursue certification in Pre-school through 3rd grade will follow the early childhood education curriculum.

Early childhood majors may receive certification in Elementary Education by completing the following elementary education courses in addition to the early childhood curriculum:

EL 300, Elementary School Curriculum
EL 310, Teaching Social Studies in the Elementary School

EL 410, Diagnosis and Remediation of Reading Difficulties

For those who wish to be teachers in the elementary or pre-schools of The Lutheran Church-Missouri Synod, additional requirements for the Lutheran Teacher Diploma are required.

RE 300, Lutheran Doctrine I

RE 301, Lutheran Doctrine II

ED 400, Teaching Religion/Office Ministry

Earning a Bachelor's Degree in Education at Concordia includes more than merely collecting a list of courses and grades on a transcript. Graduates of Concordia's teacher education program are required to be able to demonstrate that they know the content they will teach, how students develop and learn, and appropriate methods and materials to use in helping students learn. In addition, they must be able to demonstrate that they have the ability to use their knowledge in the classroom as effective teachers. Persons who are unable to demonstrate both knowledge and ability as described above will not be recommended for a teaching certificate even though their academic records show all the necessary courses. All teacher education candidates are required to pass Concordia's Proficiency Examination before being accepted into the program and to pass a written Exit Examination before graduating.

Issuance of an Alabama teaching certificate is the legal responsibility of the Alabama State Department of Education. Institutions cannot issue a professional certificate. To qualify for a certificate, a candidate must complete the approved course of study. When a candidate completes the approved course of study, the institution recommends to the State Department of Education that the appropriate certificate be issued.

Admission Requirements for Teacher Certification Program

To enter a teacher certification program, candidates must successfully complete all admissions requirements, including the completion of a formal application for admission to a teacher education program. Formal admission is required before any candidate is permitted to register for professional internship. Formal admission is granted on the basis of the candidate's qualifications according to policies established by the State Board of Education and Concordia College. These policies are subject to change; therefore, candidates should contact the Office of Teacher Education to determine the exact admission requirements at a given time.

Application for admission to a teacher education program must be filed with the Office of Teacher Education at least one semester prior to the semester of desired admission.

Requirements for admission include the following:

1. Complete ED 100, Orientation to Teaching, with a grade of or above.
2. Complete 65 or more semester hours by the end of the semester in which application is made--48 of which must be in the General Studies component.
3. Pass Concordia's Proficiency Examination.
4. Earn an average of 2.0 and above in required English courses.
5. Earn an overall grade point of 2.5.
6. Receive satisfactory recommendation from department chairperson, advisor and another faculty member.

7. Satisfactorily complete an interview to determine personal qualities and potential for teaching by the teacher education personnel.
8. Pass Concordia's Teacher Education Speech and Hearing Screening.
9. Submit health/immunization and police records, including an official finger print card.

Note: Candidates will not be allowed to enroll in certain Teaching Field/Specialization and Professional Studies courses without having been admitted to the Teacher Education Program. For additional information, see the Director of Teacher Education.

The following semester hours are required of all candidates who wish to earn a Bachelor of Science in Education Degree.

General Education Courses - 65 sem. hrs.

ORIENTATION: 1 sem. hour

OR 101, Orientation to College 1 hr.

RELIGION: 6 sem. Hours

RE 110, Hist. & Lit. of Old Testament 3 hrs.

RE 120, Hist. & Lit. of New Testament 3 hrs.

HUMANITIES: 15 sem. hours

EH 111, English Composition I 3 hrs.

EH 112, English Composition II 3 hrs.

EH 211, World Literature I 3 hrs.

or

EH 212, World Literature II 3 hrs.

EH 226, General Speech 3 hrs.

MU 125, Music Appreciation 3 hrs.

or

AR 112, Art Appreciation 3 hrs.

ID 300, Contemporary Issues 3 hrs.

SOCIAL SCIENCES: 12 sem. hrs.

HI 111 or HI 112, World History I or II 3 hrs.

HI 221 or HI 222, American History I or II 3 hrs.

BU 201 Principles of Economics I 3 hrs.

PY 110, General Psychology 3 hrs.

COMPUTER INFORMATION: 3 sem. hours

CI 122, Micro Computer Applications 3 hrs.

HEALTH AND PHYSICAL EDUCATION: 3 sem. Hours

PE 111, Personal Physical Fitness 1 hr.

PE 222, Personal & Community Health 2 hrs.

MATHEMATICS: 12 sem. hrs.

Any three (3) of the following courses (9 sem. hrs.) appropriate to the level of mathematical proficiency. Please note that MH 225, Statistics, would be excellent preparation for ED 350, Measurement and Evaluation of Teaching and Learning, which is required in the professional studies component.

MH 112, Intermediate Algebra	3 hrs.
MH 221, College Algebra	3 hrs.
MH 222, Pre-Calculus	4 hrs.
MH 223, Calculus and Analytic Geometry I	3 hrs.
MH 224, Calculus and Analytic Geometry II	3 hrs.
MH 225, Applied Statistics	3 hrs.
MH 226, Survey of Math	3 hrs.

Plus the following required course included in Teaching Field/Specialization

MH 300, Mathematics for Teachers	3 hrs.
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NATURAL SCIENCES: 16 sem. hrs.

General Sciences

SC 100, Survey of General Science	4 hrs.
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Plus one of the following Biological Sciences:

BI 100, General Biology	4 hrs.
BI 200, General Zoology	4 hrs.
BI 210, General Botany	4 hrs.

One of the following Physical Sciences:

CH 222, Survey of Chemistry	4 hrs.
CH 223, General Chemistry I	4 hrs.
CH 224, General Chemistry II	4 hrs.
PH 200, College Physics I	4 hrs.
PH 210, College Physics II	4 hrs.

Plus an additional science elective is required. Elective may be chosen from either the biological sciences or the physical sciences.

Teaching Field/Specialization and Professional Studies

Concordia's required courses include field experiences in the Teaching Field/Specialization and Professional Studies to prepare competent elementary and early childhood teachers.

Early Childhood Major. The Early Childhood Major prepares candidates with knowledge and ability to provide students from birth through grade 3 with a continuum of experiences designed to help them achieve their potential by learning about themselves, their world, and other people through participation in expressive and creative activities and verbal and physical interaction with materials and natural phenomena in developmentally appropriate ways that meet physical, social, emotional, and intellectual needs.

Elementary Major. The Elementary Major prepares candidates to understand the developmental nature and diversified learning styles of students. Upon completion of the

program, they have the knowledge, abilities, and commitment to provide a balanced instructional program in the elementary school which emphasizes both concepts and skills. Concordia's Elementary graduates are able to assist students, within the limits of ability and stage of development, to achieve their maximum potential.

Because preschool teachers and elementary teachers need similar preparation, Concordia's education program is designed so that candidates may pursue certification in pre-school through grade 6.

Teaching Field/Specialization. The following courses are required in the teaching field/specialization area:

ED 305, Children's Literature	3 hrs.
ED 320, Teaching Health and Physical Education	3 hrs.
ED 330, Teaching Math	3 hrs.
ED 340, Teaching Science	3 hrs.
ED 371, Teaching Fine Arts	3 hrs.
ED 380, Teaching Language Arts	3 hrs.
*EL 310, Teaching Social Studies in the El. School	3 hrs.
*EL 410, Diagnosis & Remediation of Rdg Difficul.	3 hrs.
MH 300, Math for Teachers	3 hrs.
*EL 300, Elem. School curriculum	3 hrs.

*Not required for Early Childhood Majors

The following additional courses are required for Early Childhood Majors or candidates who wish to pursue certification for pre-school through grade 6:

EC 300, Introduction to Early Childhood	3 hrs.
PY 310, Parenting: Home, School, & Community Relations	3 hrs.
EC 310, Creative Learning Active in Early Childhood	3 hrs.

Professional Studies. The total number of semester hours in this component is 44 covering the following areas of professional studies.

FOUNDATIONS: 15 sem. hrs.

ED 101, Orientation to Teaching	3 hrs.
ED 200, History and Philosophy of Education	3 hrs.
PY 200, Child Growth and Development	3 hrs.
ED 490, Mainstreaming the Exceptional Learner	3 hrs.
PY 300, Educational Psychology	3 hrs.

CURRICULUM, TEACHING, AND CURRENT TECHNOLOGY: 9 sem. hrs.

ED 300, Intro to Instructional Technology	3 hrs.
ED 410, Classroom Organization and Management	3 hrs.
*EL 300, Elementary School Curriculum	3 hrs.

*Not required for Early Childhood Majors

TEACHING OF READING: 6 sem. hrs.

ED 350, Teaching Reading	3 hrs.
RD 310, Reading Skills Development	3 hrs.

EVALUATION OF TEACHING AND LEARNING: 3 sem. hrs.
 ED 450, Measurement & Evaluation in Tchng.& Lrng. 3 hrs.

INTERNSHIP: 12 sem. hrs.
 Early Childhood Majors take:
 EC, 410, Internship in Early Childhood 12 hrs.
 Elementary Majors take:
 EL 420, Internship in Elementary Education 12 hrs.

Total Semester Hour Requirements for the Bachelor's Degree with a major in either Early Childhood or Elementary Education: 140 sem. hrs.

Total Semester Hour Requirements for the Elementary Education Degree with a certification in Early Childhood Education: 149 sem. hrs.

Lutheran Teacher Diploma Requirements

The Lutheran Teacher Diploma is available only to candidates who are members in good standing in a congregation of The Lutheran Church-Missouri Synod. Other candidates who are interested may complete these requirements but will not be eligible for membership in the Synod on the roster, Commissioned Ministers - Teachers.

REQUIREMENTS: 15 sem. hrs.
 *RE 110, History and Literature of the Old Testament 3 hrs.
 *RE 120, History and Literature of the New Testament 3 hrs.
 RE 300, Lutheran Doctrine I 3 hrs.
 RE 301, Lutheran Doctrine II 3 hrs.
 ED 400, Teaching Religion/Office of Ministry 3 hrs.
 *Courses required in General Education

Total Semester Hour Requirements for the Bachelor's Degree and the Lutheran Teacher Diploma: 158 sem. hrs.

Suggested Curriculum Sequence for Early Childhood Education

Freshman

Fall Semester		Spring Semester	
OR 100 Orient to College	1	ED 101 Orient to Teaching	3
EH 111 Composition I	3	EH 112 Composition II	3
MH 112 Inter Algebra	3	RE 120 New Testament	3
RE 110 Old Testament	3	PY 110 General Psychology	3
MU 125/or112 Music or Art	3	SC 100 General Science	4
HI 111 or 112 World His	3	CI 112 Micro & Software	3
GEO 206 World Geography	<u>3</u>		
Total Hours	19	Total Hours	<u>19</u>

Sophomore

PE 111 Physical Fitness	1
MH 221 College Algebra	3
HI 221/222 Amer His I/II	3
BU 201/202 Econ Micro/Mac	3
CH 222/PH200 Chem/Physics	4
ED 200 Hist&Phil of Ed	<u>3</u>
Total Hours	17

PE 222 Per&Community Htlh	3
MH 226 Survey of Math/Ele	3
EH 226 General Speech	3
EH 211/212 World Lit I/II	3
BI 100/102 Biology I/II	4
PY 200 *Child Growth & Dev	3
PY 300 *Educational Psy	<u>3</u>
Total Hours	21

Junior

EC 300 Intro to ECE	3
MH 300 Math for Teachers	3
EH 305 Children Lit	3
RD 310*Reading Skills	3
Ed 320*Teach Health&Pe	3
ED 340*Teaching Science	<u>3</u>
Total Hours	18

*ED 300 Intro To Inst Tech	3
ID 300 Contemporary Issues	3
PY 310*Parent:Home/Sch/Com	3
RD 350*Teaching Reading	3
ED 330*Tching Mathematics	3
SC Science Elective	<u>3</u>
Total Hours	19

Senior

EC 310*Creat Act in ECE	3
ED 410 Classroom Org	3
ED 450 Measure & Eval	3
ED 490 Incude Exp Learner	3
ED 371*Teach Fine Arts	3
ED 380*Teach Language Art	<u>3</u>
Total Hours	15

ED 499 Comp Exam Seminar	0
EC 410 Early Childhood	12
Pro Internship	
Full CCS semester	
Total Hours	<u>12</u>

*Field Experiences Required

Suggested Curriculum Sequence for Elementary Education**Freshman**

Fall Semester	
OR 100 Orient to College	1
EH 111 English Comp I	3
MH 112 Inter Algebra	3
RE 110 Old Testament	3
MU 125 or AR 112 Music or Art	3
HI 111/112 World HistI/II	3
GEO 206 World Geography	<u>3</u>
Total Hours	18

Spring Semester	
ED 101 *Orient to Tching	3
EH 112 English Comp II	3
RE 120 New Testament	3
PY 110 General Psychology	3
SC 100 Gen Science	4
CI 112 Micro & Software	3
Total Hours	<u>19</u>

Sophomore

PE 111 Physical Fitness	1	PE 222 Per&Community Health	2
MH 221 College Algebra	3	MH 226 Surv of Math II/Elec	3
HI 221 or 222 World His	3	EH 226 General Speech	3
BU 201/202 Econ Micro/Mac	3	EH 211/212 World Lit/I/II	3
CH 222/PH 200 Chem/Physics	4	BI 100/102 Biology I/II	4
ED 200 Hist&Phil of Ed	<u>3</u>	PY 200 Child Growth&Dev	3
Total Hours	17	PY 300*Educational Psy	<u>3</u>
		Total Hours	21

Junior

EL 300*Elem Sch Cur	3	ED 300*Intro to Inst Tech	3
MH 300 Math for Teachers	3	ID 300 Contemporary Issues	3
EH 305 Children's Lit	3	EL 310*Tching Social Studies	3
RD 310*Reading Skills	3	RD 350*Tching Reading	3
ED 320*Tching Health&P.E.	3	ED 330*Tching Mathematics	3
ED 340*Tching Science	3	ED 380*Tching Language Arts	<u>3</u>
ED 371*Tching Fine Arts	<u>3</u>	Total Hours	21
Total Hours	18		

Senior

EL 410 Diagnosis & Remed	3	EL 420 Elementary Ed Intern	12
ED 450 Measurement & Eval	3	ED 499 Comp Exam Seminar	0
SC Science Elective	4	Full CCS semester	
ED 490 Including Except Le	3		
ED 410 Classroom Org	<u>3</u>		
Total Hours	16	Total Hours	<u>12</u>

*Field Experiences Required

COURSE DESCRIPTIONS**DIVISION OF HUMANITIES AND FINE ARTS**

The Division of Humanities and Fine Arts encompasses all courses offered in the areas of English, music, art and speech. From the perspective gained through study in this division, students can understand clearly and objectively the world which they have inherited and increase their potential for self-realization and service. This division aids further in the development of the critical, reflective, and imaginative skills needed for a realistic and yet creative approach to life. The study of the courses in this division develops indispensable skills for career development and vocational competency.

ART

AR 112 ART APPRECIATION

Study of the aesthetic and historical aspects of the visual arts through experimentation and various media. 3 hrs.

ENGLISH

EH 098 PREPARATORY ENGLISH

Required as prerequisite to EH 111 for entering freshmen who score below required minimum on the basic skills placement examination and the essay. Designed to develop proficiency in usage, mechanics, spelling and grammar and to introduce the writing process. 5 hrs. institutional credit. (No credit toward meeting graduation requirements)

EH 101 ORAL GRAMMAR

Required for students who score below or five points above the placement score for English Composition I. Designed to assist students who lack adequate proficiency in basic grammatical concepts. 3 hrs.

EH 111 ENGLISH COMPOSITION I

A study of the basic rhetorical principles of expository writing through analysis of model essays and the composition of essays. Prerequisite: Satisfactory score on placement tests or a passing grade in EH 098 and or EH 101. 3 hrs.

(Students who score 3 or higher on the Advanced English Placement Test will receive credit for EH 111.)

EH 112 ENGLISH COMPOSITION II

A continuation of EH 111. It includes the analysis of literature and the research paper. (Prerequisite: EH 111) 3 hrs.

(Students who score 5 or higher on the Advanced English Placement Test will receive credit for EH 111 and 112.)

EH 211 WORLD LITERATURE I

Survey of the literature of the ancient world, the Greeks and Hebrews, the Middle Ages and Renaissance. (Prerequisite: EH 112) 3 hrs.

EH 212 WORLD LITERATURE II

A survey of later literature from the Reformation through the twentieth century. (Prerequisite: EH 112) 3 hrs.

EH 221 GRAMMAR OF WRITTEN ENGLISH

Study of the grammar of standard written English from parts of speech to complex sentence patterns. Designed to improve students' ability to write in standard English and to prepare students to teach grammar. 3 hrs.

EH 224 AFRICAN-AMERICAN WRITERS

Study of African-American literature and its authors; genres include the novel, poetry and drama. (Prerequisite: EH 112) 3 hrs.

EH 226 GENERAL SPEECH

This course presents the fundamentals of voice and diction implemented through the various types of speech: public speaking, group discussion, oral interpretation, debate, and informed speech. (Prerequisite: EH 111). 3 hrs.

INTERDISCIPLINARY STUDIES

ID 009 INSTITUTIONAL ENRICHMENT

Students will be allowed to earn from one to six hours per semester, a maximum of 12 hours during their enrollment at Concordia, by attending the Enrichment lab and working on approved, supervised, self-improvement projects in English and/or mathematics. 1-6 Institutional credit hours, nontransferable.

ID 300 CONTEMPORARY ISSUES (SEMINAR)

An interdisciplinary, team-taught course which provides the opportunity for students to become sensitive to critical issues facing society, especially as these relate to the students' particular areas of study. Also serves as an assessment of the students' ability to integrate academic work completed in general education and specialization. Prerequisite: (Completion of 46 semester hours) 3 hrs.

MUSIC

MU 121 MUSIC ENSEMBLE

Designed for either choral or instrumental music. Includes brass, woodwind, string and percussion instruments in the classical and religious idiom and development of sound vocal practices and participation in choir. Participation in Ensemble performances is required. 1 hr. (This course may be repeated for a total of eight hours of credit.)

MU 125 MUSIC APPRECIATION

Study of musical styles, periods and representative composers from the ninth century to the present in an effort to promote enjoyment and understanding. 3 hrs.

MU 126 APPLIED LESSONS

Correlated course in tone production, embouchure, breath control, phrasing, articulation and performance. Independent study. (Prerequisite: Permission of instructor) 3 hrs.

MU 227 MUSIC THEORY I

Study in the practical application of scales, terminology, intervals and styles of harmony. Independent study. (Prerequisite: Permission of instructor) 3 hrs.

MU 228 MUSIC THEORY II

Continuation of MU 227. Application of scales, terminology, intervals and styles of harmony. Independent study. (Prerequisite: Permission of instructor) 3 hrs.

MU 229 ARRANGEMENT

Survey of techniques used in musical arrangements. Independent study. (Prerequisite: Permission of instructor) 3 hrs.

MU BAND

2 hrs

MU JAZZ BAND

2 hrs

DIVISION OF THEOLOGY AND SOCIAL SCIENCES

The Division of Theology and Social Sciences seeks to help students gain a better understanding of the Bible as the word of God and a deeper understanding of man's past and present existence in a pluralistic world.

HISTORY AND POLITICAL SCIENCE

HI 111 WORLD HISTORY I

A survey of the civilization of the western world to 1648. Emphasis on the achievements of ancient and medieval civilizations. 3 hrs.

HI 112 WORLD HISTORY II

A survey of the civilization of the western world from 1648 to the present. Special emphasis on major political, philosophical, cultural and economic trends in the modern world. 3 hrs.

HI 221 AMERICAN HISTORY I

Survey course from colonial times to 1865. Emphasis on Europe and its relationship to exploration, settlement and development of the American colonies. Emphasis given to the political, social, economic and cultural developments of the American people. 3 hrs.

HI 222 AMERICAN HISTORY II

Survey course from 1865 to the present. Attention given to the political, economic, sociological, geographical, cultural and intellectual forces which have influenced the American people. 3 hrs.

HI 240 AFRICAN-AMERICAN HISTORY

A study of essential facts and interpretations of African-Americans from a consideration of historic African civilizations to their status in current American life. 3 hrs.

GEOGRAPHY

GE 230 WORLD GEOGRAPHY

A regional study of world geography covering North and South America, Africa, Europe, and Asia and focusing on differences and similarities in culture, economics, and political systems.

3 hrs.

PS 223 AMERICAN GOVERNMENT

A survey of American government's structure, functions and processes on the national level, including civil rights and liberties, major branches of government, political parties, interest groups, elections, policies and policy-making.

3 hrs.

RELIGION AND THEOLOGY

RE 110 HISTORY AND LITERATURE OF THE OLD TESTAMENT

A survey of the Old Testament from creation to the beginning of the nation of the children of Israel and their return from exile. Particular attention given to God's redemptive work, Messianic prophecies, the Patriarchal Period and the authenticity and content of Old Testament books. 3 hrs.

RE 120 HISTORY AND LITERATURE OF THE NEW TESTAMENT

A survey of the New Testament with particular attention given to the life and teachings of Jesus Christ and the inception and growth of the Apostolic Church. 3 hrs.

RE 300 LUTHERAN DOCTRINE I

The study of Christian Doctrine as drawn from the Holy Bible and the Lutheran Confessions. Includes: Nature and Authority of Scripture, Nature of God, Creation, Nature of Humankind under Law and Grace, Person and work of Christ. Applications to the work, worship, and life of the Christian community. (Prerequisites: RE 110 and RE 120) 3 hrs.

RE 301 LUTHERAN DOCTRINE II

Continuation of Christian Doctrine I. Topics include the Means of Grace (Word and Sacraments), person and work of the Holy Spirit, justification, the Christian life, predestination, the Church, and eschatology. (Prerequisite: TH 300) 3 hrs.

SOCIOLOGY

SO 221 INTRODUCTION TO SOCIOLOGY

An organized and scientific look at man as a social being, his behavior in groups as well as his relationships to social institutions. 3 hrs.

SO 222 SOCIAL PROBLEMS

Problems of modern society, including poverty, crime, family disorganization, mental illness and addiction. (Prerequisite: SO 221) 3 hrs.

DIVISION OF MATHEMATICS, NATURAL SCIENCES, AND PHYSICAL EDUCATION

The Division of Mathematics, Natural Sciences, and Physical Education supports the mission of Concordia by preparing students to serve their fellow man and live in harmony with their environment. The division arms its students with expertise to challenge the scientific society while at the same time developing an answer for spiritual and social questions. This combination responds to the needs of the total person. The Division helps students build self-esteem and confidence which often compensate for some shortcomings existing from deficiencies in earlier educational experiences.

MATHEMATICS

MH 010 PREPARATORY ARITHMETIC

Designed to strengthen and develop basic arithmetic skills with emphasis on percent, ratio, measurement (customary and metric), and arithmetic operations on whole numbers, fractions, and decimals. 5 hrs. institutional credit (No credit toward meeting graduation requirements)

MH 011 PREPARATORY ALGEBRA

Designed to strengthen and develop basic arithmetic skills needed to perform successfully in any higher mathematics course. Instruction is individualized and prescribed to meet the needs of individual students. 5 hrs. institutional credit. (No credit toward meeting graduation requirements)

MH 110 ELEMENTARY ALGEBRA

This course is designed for students who are seeking an Associate of Arts Degree with Emphasis in Childhood Development. It is designed to cover topics in the area of basic mathematics: addition, subtraction, multiplication and division of real numbers using mathematical manipulative whenever applicable; understanding of decimals, ratio, proportion and percentages, and geometric shapes. This course cannot be used as a substitute for any required mathematics course. 3 hrs.

MH 112 INTERMEDIATE ALGEBRA

Solutions of linear systems; exponents and their properties; polynomials; factoring; trinomials, difference of two squares and solving quadratic equations; rational expressions; related word problems. (Prerequisite: MH 012 or acceptable Math Placement Scores) 3 hrs.

MH 120 SURVEY OF MATH

This course is an overview of all the areas of mathematics - arithmetic, geometry and algebra. It is intended for students who seek to bridge the gap that may exist in the understanding of mathematics. It is recommended to any student who has already fulfilled the 6 hrs. mathematics requirement for graduation. This course can not be used as a substitute for any required mathematics course. 3 hrs.

MH 221 COLLEGE ALGEBRA

Polynomials; rational expressions; rational exponents; radicals, equations and inequalities in one variable; relations and functions; systems of equalities and inequalities; matrices and determinants. (Prerequisite: MH 112 or acceptable Math Placement Scores) 3 hrs.

MH 222 PRE-CALCULUS

Polynomials and rational functions; exponential and logarithmic functions; circular functions; trigonometric functions; identities and conditional equations; conic sections. (Prerequisite: MH 221) 4 hrs.

MH 225 STATISTICS

This course introduces the fundamental ideas of statistics. Objectives of the course are to develop a critical appreciation of statistical thinking and an awareness of the various tools of the statistician. Students should be prepared to think and write about complicated and sometimes subtle issues. (Prerequisite: 9 hrs. of mathematics) 3 hrs.

MH 230 CALCULUS AND ANALYTIC GEOMETRY I

Limits and continuity; derivative and differentiation; extreme function values and techniques of graphing. (Prerequisite: MH 222) 3 hrs.

MH 232 CALCULUS AND ANALYTIC GEOMETRY II

Definite integral and integration; applications of the definite integral; inverse functions, logarithmic functions and exponential functions; inverse trigonometric functions. (Prerequisite: MH 230) 3 hrs.

MH 200/300 MATHEMATICS FOR ELEMENTARY TEACHERS

Designed to provide the content background and mathematical insights necessary for preschool and elementary teachers. Discovery activities using manipulative and calculators are emphasized. (Prerequisite: 6 hrs. of college level Mathematics) 3 hrs.

NATURAL SCIENCES

BIOLOGY

BI 100 GENERAL BIOLOGY

The general principles of biology: biological and chemical properties of cells and their role in functioning of living things. Survey of various life forms: bacteria, algae, fungi, flowering and non-flowering plants and major animal phyla. The origin, classification and morphology of living things. Three hours lecture, two hours laboratory per week. 4 hrs.

BI 114 INTRODUCTION TO FIELD BIOLOGY

Introduces students to techniques of ecological study. Includes methods of collection, preservation, observation, and identification of specimens and their role in the environment. Three hours lecture, two hours laboratory per week. 4 hrs.

BI 200 GENERAL ZOOLOGY

A survey of major animal phyla with emphasis on taxonomy, anatomy, physiology, and environmental relationships. Three hours lecture, two hours laboratory per week. (Prerequisite BI 100) 4 hrs.

BI 210 GENERAL BOTANY

A survey of major plant phyla with emphasis on taxonomy, structure, chemistry, reproduction and environmental relationships. Three hours lecture, two hours laboratory per week. (Prerequisite BI 100) 4 hrs.

BI 220 INTRODUCTION TO MICROBIOLOGY

An introductory course with emphasis on pathogens and disease processes. Attention given to such fields as nursing, environmental protection, agriculture, food technology and public health as they apply to microbiology. (Prerequisite: BI 100 or BI 200 or BI 210) 4 hrs.

BI 223 ANATOMY AND PHYSIOLOGY I

An introductory course in anatomy and physiology. Emphasis given to cells, tissues, and translocation of materials. A survey of integument, skeletal, muscular and nervous systems. (Prerequisite: BI 100 or BI 200) Three hours lecture, two hours laboratory per week. 4 hrs.

BI 224 ANATOMY AND PHYSIOLOGY II

A continuation of BI 223 with emphasis given to the circulatory, respiratory, digestive, endocrine, urinary and reproductive systems. (Prerequisite: BI 223) Three hours lecture, two hours laboratory per week. 4 hrs.

CHEMISTRY

CH 222 SURVEY OF CHEMISTRY

An overview of the theories and concepts of inorganic chemistry covering atoms, elements, compounds, equations and elementary quantitative relationships. Selected topics in organic and biochemistry. Three hours lecture, two hours laboratory per week. 4 hrs. credit.

CH 223 GENERAL CHEMISTRY I

Survey of the general principles of inorganic chemistry. Emphasis on vocabulary, definitions and problem solving. (Prerequisite: High School Chemistry) Three hours lecture, two hours laboratory per week. (Prerequisite MH221 or equivalent) 4 hrs.

CH 224 GENERAL CHEMISTRY II

Continuation of CH 223 with emphasis on the structure and states of matter, periodic table, classification, solutions, completing and balancing equations and gas laws. (Prerequisite: CH 223) Three hours lecture, two hours laboratory per week. 4 hrs.

GENERAL SCIENCE

SC 100, SURVEY OF GENERAL SCIENCE

A survey of the major branches of science including life science, earth science, astronomy and physical science. Includes content areas for elementary teachers. Three hours lecture, two hours laboratory per week. 4 hrs.

PHYSICS

PH 200 COLLEGE PHYSICS I

Basic concepts of mechanics, heat, and sound taught through lectures, laboratory experiences and problems. (Prerequisite: 2 years of high school algebra or equivalent) Three hours lecture, two hours laboratory per week. (Prerequisite MH 221 or equivalent) 4 hrs.

PH 210 COLLEGE PHYSICS II

Continuation of PH 200. Emphasis on electrostatics, magnetism, electronics and light. (Prerequisite: PH 200) Three hours lecture, two hours laboratory per week. 4 hrs. credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

PE 111 PERSONAL PHYSICAL FITNESS I

Activities for the development and maintenance of lifelong physical fitness. Fundamental skills of throwing, hitting, fielding, and base running in softball. Basic volleyball skills of setting, service, spiking, blocking and passing. 1 hr.

PE 112 PERSONAL PHYSICAL FITNESS II

A continuation of activities for the development and maintenance of lifelong physical fitness. Fundamental skills of shooting, passing and dribbling in basketball. Offensive and defensive patterns and strategies. 1 hr.

PE 121 BASKETBALL

Skills in passing, dribbling, and shooting. Practice and basic instruction in the fundamentals of basketball. .5 hr.

PE 123 FUNDAMENTALS OF TENNIS

A course designed to develop students' skills in the fundamentals of tennis. Major components include: rules of the game, grip, forehand, backhand and strategies. .5 hr.

PE 221 FIRST AID

A course designed to prepare students to care for victims in emergency situations. Major components include CPR, respiratory emergencies, wounds, poisoning, head injuries, limb injuries, water accidents, drugs, burns, and fractures. 2 hrs.

PE 222 PERSONAL AND COMMUNITY HEALTH

A survey of vital health issues facing our society today. Major topics discussed are personal health problems, community and consumer health, human sexuality, physical and mental health, mental illness, harmful drugs, nutrition, diseases, family living and health care. 2 hrs.

PE 223 INTRODUCTION TO PHYSICAL EDUCATION

Origin, nature, and philosophy of physical education. Topics include the role of physical education in American education, the historical development of sports in American culture, professional opportunities in physical education, and physical movement as the keystone of physical education. 2 hrs.

PE 224 VOLLEYBALL

Skills in serving, spiking, blocking and passing. Practice and basic instruction in the fundamentals of volleyball. .5 hr.

PE 225 RECREATIONAL GAMES

Instruction in leisure activities, emphasis on activities which prepare people of all ages for participating, directing, and supervising games and selected sports. 1 hr.

PE 226 SOFTBALL

Practice and basic fundamental instruction in softball. Skills in throwing, catching, pitching, and batting. .5 hr.

DIVISION OF BUSINESS AND COMPUTER INFORMATION SYSTEM

The Division of Business and Computer Information Systems offers courses to prepare students to be effective managers and leaders. The business program is designed to give students a solid foundation of knowledge and understanding in business administration as well as prepare students for graduate studies and continued professional development.

BUSINESS

BU 131 INTRODUCTION TO BUSINESS

A survey course in business with emphasis on the free enterprise system, business organization, marketing, finance, accounting, and management principles. Required foundation for advanced study. 3 hrs.

BU 201 PRINCIPLES OF ECONOMICS I

An introduction to macro-economics. Studies of national income accounts and measurement, income determination, banking systems, and monetary and fiscal policies. 3 hrs.

BU 202 PRINCIPLES OF ECONOMICS II

An introduction to micro-economics. Studies of demand and supply, elasticity, market price determination, market structures, and the theory of maximum profit. 3 hrs.

BU 213 PRINCIPLES OF ACCOUNTING I

This course embraces the study of the fundamental principles of accounting as they apply to modern business practices, including theory of debit and credit. Special emphasis is given to the preparation of balance sheets, profit and loss statements, subsidiary ledgers, special journals and other accounting procedures. The students are exposed to the use of the computer in accounting applications. 3 hrs.

BU 214 PRINCIPLES OF ACCOUNTING II

A continuation of BU 213. (Prerequisite: BU 213) 3 hrs.

BU 300 OFFICE MANAGEMENT

An advanced management course in which emphasis is placed upon development and application of the basic knowledge and abilities needed for management of an office and supervision of its staff. (Prerequisite BU 301) 3 hrs.

BU 301 PRINCIPLES OF FINANCE

This course is a survey of the whole field of finance. The problems associated with sources, the uses of financing, and the tools of financial analysis are also included. (Prerequisites: BU 213 and 214). 3 hrs.

BU 302 PRINCIPLES OF MARKETING

Examination of decisions affecting the marketing of goods and services in customer, industrial, and international markets. Emphasis on the role of marketing in a managerial context. Areas include: marketing research, identification of marketing opportunities and marketing mix strategies. (Prerequisite:BU 131) 3 hrs.

BU 310 PRINCIPLES OF MANAGEMENT

Study of the contemporary manager with emphasis upon the behavioral and administrative processes fundamental to the successful operation of various types of enterprises, situational approaches to management are explored, with the manager viewed as a decision maker interacting with the firm's economic, technological, social, political and ethical background. (Prerequisite: BU 131) 3 hrs.

BU 311 INTERMEDIATE ACCOUNTING I

The content and design of this course includes intensive study of accounting theories underlying basic financial statements, with emphasis on asset accounts and their relationships to income, expense, and equity accounts. (Prerequisite: BU 213 and 214) 3 hrs.

BU 312 INTERMEDIATE ACCOUNTING II

A continuation of BU 311. 3 hrs.

BU 313 INTRODUCTION TO PUBLIC RELATIONS

An introductory course which teaches students to relate business activities to promote the good of the organization via radio, TV, newsprint; students explore writing press releases, developing promotional literature, etc. (Prerequisite: EH 111 and 112) 3 hrs.

BU 320 BUSINESS COMMUNICATIONS

In this course, students gain an understanding of the purposes and processes of communication in business and how to create communication tools that meet the needs of business audiences. Students will have the opportunities to evaluate and improve their oral communication through a number of exercises including videotaping. (Prerequisite: EH 111 and 112) 3 hrs.

BU 338 THE LEGAL ENVIRONMENT OF BUSINESS

A study of the legal system and environment of business with emphasis on legal principles relating to contracts and commercial law. Topics covered include the nature, elements, formation, operations, interpretation, discharge and remedies of contract, sales, commercial paper, secured transactions, surety. (Prerequisite: BU 131) 3 hrs.

BU 360 INTERNATIONAL TRADE

A study of the principles of international trade patterns, theories of absolute and comparative advantage, classical and modern trade theory, tariffs, quotas, non tariff barriers, and preferential trading arrangements. Topics covered include: marketing terminology, documents, financial procedures, credits, collections, and communication. (Prerequisite: BU 201 and 202) 3 hrs.

BU 361 ADVERTISING

Examinations of the firm's personal marketing communications functions, mass communications, theories, and concepts. A study of advertising and its relationship to the marketing program of the firm. (Prerequisite: BU 302) 3hrs.

BU 362 E-COMMERCE

This course is an introduction and basic overview of e-commerce, including building and maintaining the electronic store front and business interface, electronic shopping, electronic distribution, order processing, payment, and customer relationship maintenance. 3 hrs.

BU 364 INTERNATIONAL BUSINESS

This course examines the organizational, administrative, marketing, and financial aspects of business based operations and the economic factors influencing international business. 3 hrs.

BU 365 MANAGERIAL ECONOMICS

The course applies the analytical tools of economics and finance to the study of decision making by consumers and business firms. A primary focus of the course is to develop in a thorough and systematic manner those concepts, tools and principles that are necessary to understand, analyze,

and predict the economic efficiency of both the consumption and the production sectors of an economy. (Prerequisites: BU 201 and BU 202) 3 hrs.

BU 416 INVESTMENT ANALYSIS

Analysis of the investment process dichotomized into security analysis and portfolio management, background information on financial assets, securities market, and risk-return concepts. Analysis of valuation theory and techniques, modern portfolio theory and performance. (Prerequisites: BU 201,202, 213 and 214) 3 hrs.

BU 432 COST ACCOUNTING

Basic theory and procedure involving job order, standard cost and accounting systems, and fundamentals of cost analysis. (Prerequisites: BU 213 and 214) 3 hrs.

BU 436 HUMAN RESOURCE MANAGEMENT

The study of human resources management, including strategic human resource planning, job analysis, human resource information systems, training, career development, and international human resource information systems training, career development, and international human resource management. Other topics include fair employment practices, anti-discrimination law, unfair labor practices, and compensation and benefit legislation. 3 hrs.

BU 438 INTERNATIONAL ECONOMIC POLICY

This course reflects the fact that domestic policy in an open economy must take account of constraints and opportunities derived from the interdependencies in the world economy. (Prerequisites: BU 201 and 202) 3 hrs.

BU 440 MONEY AND BANKING

A study of money, financial markets, and the financial structure, with emphasis on commercial banks and the Federal Reserve System. Relationships between economic activity and the money supply are introduced. The allocation of credit and the determination of interest rates are also covered. (Prerequisite: BU 201 and 202) 3 hrs.

BU 442 QUANTITATIVE METHODS

An advanced course in problem-solving for managerial and operational decisions. The following concepts will be explored in great depth: Linear programming, simulation, waiting line formulation, and networks. Computer applications software will be used. (Prerequisite: BU 320) 3 hrs.

BU 445 OFFICE INTERNSHIP

An internship program that permits students to obtain experiential opportunities in their field of study. Students are placed by the instructor in government and private industry during the fall and spring semesters. Students are required to obtain 200 hours through documented acceptable work experience. Summer placement is possible. (Senior standing) 3 hrs.

BU 460 TECHNICAL WRITING

Instruction in composing and organizing manuscripts stressing general principles of technical writing. Emphasis is also placed on formatting technical documents such as research and business proposals, reports, and software documentation. (Prerequisite: BU 320) 3 hrs.

BU 461 LABOR MANAGEMENT

This course focuses on the management factors that determine wages, working conditions, and the structure of employment and unemployment. The course analyzes the determination and implication of manpower and industrial relation policies of business firms, the development and role of labor unions and collective bargaining, and related public policy issues. 3 hrs.

BU 487 SALES MANAGEMENT

The study of principles and practices in planning, organizing and controlling a sales force. Topics discussed include selection, training, compensating, supervising, and stimulating sales people; analysis of sales potentials and costs; forecasting, market potential in relation to the buyers. (Prerequisite: 310) 3 hrs.

BU 490 BUSINESS POLICY

Students play the role of top management in formulating business policy using cases drawn from situations in business and industry. It is intended to give students an opportunity to integrate knowledge acquired in functional areas of business. (Senior standing or consent of instructor) 3 hrs.

BU 492 ORGANIZATIONAL BEHAVIOR

This course is designed to examine the concepts and theories from the behavioral science, which explains human behavior within organizations. The focus of this course is on human behavior in an organizational context. It will provide the student with an understanding of the concepts of organizational functioning and human behavior with an emphasis on the application of these concepts to managerial problems. 3 hrs.

BU 494 MANAGEMENT SCIENCE

This course is a basic introduction to important models and solution techniques in Management Science. The basic theme is that of optimization. The emphasis is on deterministic models, focusing primarily on linear programming and dynamic programming. The development of modeling skills is an important part of the course. 3 hrs.

BU 496 PROFESSIONAL DEVELOPMENT

This course is designed to provide supplemental experiences to better prepare students for the transition from college to the highly competitive business world. Special emphasis will be placed on establishing career goals, developing mentor-mentee relationships determining strengths and weakness and making field trips to businesses. 3 hrs.

BU 499 COMPREHENSIVE EXAMINATION SEMINAR

Subject matter covers the full spectrum of business administration and its allied areas. Specifically, the course explores a set of learning objectives asset forth in the 39 hour common professional core. The core exam will be administered as part of this course. (Senior standing) 0 hr.

COMPUTER INFORMATION SYSTEMS

CI 122 MICROCOMPUTER SOFTWARE APPLICATIONS

An entry level course which prepares students to use microcomputers to implement software packages such as word processing, database management, and electronic spreadsheets. (Prerequisite: Ability to type) 3 hrs.

CI 221 PROGRAMMING I

Fundamental concepts and terminology of data processing including computer organization, flowcharting, and solution of problems using a computer language. (Prerequisite: Ability to type) 3 hrs.

CI 222 PROGRAMMING II

An introduction to computer programming using C Programming language; emphasis on flowcharting techniques, structured programming and problem solving. Integral non-scheduled laboratory. (Prerequisite: CI 221) 3 hrs.

CI 225 INTRODUCTION TO DATABASE MANAGEMENT

Fundamental concepts and terminology of database management. Teaches students how to create a database; guide planning, designing, and building a working database. (Prerequisite: CI 122 or 221) 3 hrs.

CI 322 INTERNET AND BUSINESS APPLICATIONS

Students will learn to access the most up-to-date information for research papers, get inside track on jobs and internship programs, locate and download news, quotes, software, graphics and participate in global discussions. (Prerequisite: CI 221 and 222) 3 hrs.

CI 335 BUSINESS DATABASE MANAGEMENT

Database management systems organize and retrieve information, allowing the user to access the desired information easily and efficiently. Topics include introductory concepts, relational, hierarchical, and network data model, data normalization, relational algebra and structure query language (SQL). (Prerequisite: CI 221,222 and 322) 3 hrs.

CI 401 MANAGEMENT INFORMATION SYSTEMS

This course deals with the basic principles of systems theory, computer and management information system design, and quality assurance. Case studies and projects are used in presenting theory and application. (Prerequisites: CI 222) 3 hrs.

DIVISION OF EDUCATION AND PSYCHOLOGY

As an integral part of Concordia's total program in the pursuit of truth and self-awareness, the division seeks to help candidates develop skills, techniques, and value systems that will enable them to function effectively in a constantly changing society. The Teaching Field/Specialization and the Professional Studies courses for the Early Childhood Major and the Elementary Major in the Bachelor of Science in Education Program are offered through this division.

EDUCATION - EARLY CHILDHOOD

EC 200/300 INTRODUCTION TO EARLY CHILDHOOD EDUCATION

An introduction to early childhood education. Provides knowledge of the history, philosophy, and trends in this field. A variety of current models and programs are explored. Field experiences required. (Prerequisites: ED 100 and PY 200) 3 hrs.

EC 210/310 CREATIVE ACTIVITIES IN EARLY CHILDHOOD

Develops candidates' skills to involve students in discovering and demonstrating creative talents through intellectual, social, emotional, and physical stimulation. All areas of the early childhood curriculum are explored through the development and implementation of creative teaching and learning materials and activities. (Prerequisite: PY 300 and EC 300) 3 hrs.

EC 410 INTERNSHIP IN EARLY CHILDHOOD EDUCATION

A full-semester, full-time practicum experience in an early childhood setting under the guidance of a classroom teacher and college supervisor. Candidates integrate knowledge of content, learning theory, school effectiveness research; and apply skills initially developed in previous professional preparation: observation, unit and lesson planning, utilization of educational resources, teaching and evaluation strategies, classroom management, self-evaluation. Included required pre- and post-internship seminars. Early Childhood Internship must include a pre-school and kindergarten placement unless substantial field experiences were completed at one level. (Prerequisite: Admission to the Teacher Education Program) 12 hrs.

EDUCATION

ED 100 ORIENTATION TO TEACHING

An introduction to the roles and responsibilities of the teacher, characteristics of today's schools and curricula, and selected issues facing today's teachers. Field trips to schools and related educational agencies required. Ten hours of classroom observations required. 3 hrs.

ED 200 HISTORY AND PHILOSOPHY OF EDUCATION

Traces the development of American education from the beginnings of educational thought to the present time emphasizing the philosophical, social, political, and economic movements that have influenced its direction. (Prerequisite: ED 100) 3 hrs.

ED 300 INTRODUCTION TO INSTRUCTIONAL TECHNOLOGY

This course is designed to emphasize traditional, current, and emerging instructional technology in the classroom. Candidates will learn various techniques for designing instructional materials, applying and integrating technology into instruction, and using software applications to promote effective teaching and learning. (Prerequisite: ED 100) 3 hrs.

ED 205/305 CHILDREN'S LITERATURE

Assists future teachers in becoming acquainted with a variety of books for students. Discusses the history of children's literature and principles of selecting suitable books for children; development of skills necessary to guide students toward comprehensive, creative, and insightful utilization of books in the classroom setting. (Prerequisites: EH 112 and EH 211 or EH 212) 3 hrs.

ED 320 TEACHING HEALTH AND PHYSICAL EDUCATION

Designed to provide the prospective teacher with the skills and concepts needed to organize, teach, conduct, and evaluate health and physical education curriculum for the elementary school. Field experiences are required. (Prerequisites: ED 100, PY 300, and EL 300 or EC 300) 3 hrs.

ED 330 TEACHING MATHEMATICS

The study of methods and materials of teaching mathematics. Emphasizes scope, sequence, and development of mathematical understanding in students. Discovery learning, computational skills, and problem solving are stressed. Field experiences required. (Prerequisites: 6 hrs. of Mathematics, MH 300, ED 100, PY 300 and EL 300 or EC 300) 3 hrs.

ED 340 TEACHING SCIENCE

Discusses foundations of science education, science curriculum development and evaluation, inquiry and didactic techniques, integration with other subjects. Stresses individualization of instruction relating instruction to cognitive and affective development. Lecture/laboratory experiences. Field experiences required. (Prerequisites: 16 hrs. of Natural Science, PY 300, ED 100, and EL 300 or EC 300) 3 hrs.

ED 350 TEACHING READING

A study of reading processes and methodologies in pre-school through grade 6: word recognition and comprehension, content area reading, and organizing programs including those for bilingual and exceptional students. Field experiences required. 3 hrs.

ED 371 TEACHING THE FINE ARTS

This course is designed to provide early childhood and elementary school teacher candidates with the pedagogical skills in the fine arts and assist the prospective teachers of early childhood or elementary school children in the acquisition of skills necessary to provide experiences in the arts. Concepts and content include instructional strategies in music, music literacy, instrumental music, vocal music, dance, theatre, and the visual arts. Field experience required. (Prerequisites: ED 101, PY 300, EC 300 or EL 300) 3 hrs.

ED 380 TEACHING LANGUAGE ARTS

Provides knowledge and practical application for the understanding and implementation of writing, listening, and speaking. Procedures and activities that stimulate creativity, problem solving, critical thinking and decision making. Field experiences required. (Prerequisites: ED 100, PY 300, ED 300, and EL 300 or EC 300) 3 hrs.

ED 400 TEACHING RELIGION/OFFICE OF MINISTRY

The teaching ministry of the Lutheran Church-Missouri Synod; concepts, content, methods, materials, and skills of teaching religion and conducting evaluations in the Lutheran school. Required of those wishing to earn the Lutheran Teacher Diploma. Field experiences required. (Prerequisites: RE300 and RE 301) 3 hrs.

ED 410 CLASSROOM ORGANIZATION AND MANAGEMENT

This course is designed to provide skill development in facilitating learning, establishing order and organizing the classroom for instruction. Methods of facilitating positive student behavior and achievement are discussed. Field experiences are required. (Prerequisites: ED 100, ED 300 and PY 300 plus either EC 300 or EL 300) 3 hrs.

ED 450 MEASUREMENT AND EVALUATION IN TEACHING AND LEARNING

Introductory course in evaluation for early childhood and elementary schoolteachers. Includes informal methods of pupil observation, assessment and evaluation, standardized testing and

interpretation, and teacher self-evaluation for instructional improvement. Field experiences required. (Prerequisites: 9 sem. hrs. of Mathematics and PY 300) 3 hrs.

ED 490 INCLUSION AND THE EXCEPTIONAL LEARNER

Designed to familiarize the student with psychological, medical, and sociological aspects of various handicapping conditions to enable the regular classroom teacher to integrate exceptional learners into the regular classroom. Includes a variety of multicultural concepts. Field experiences required. (Prerequisites: PY 200, PY 300, and EL 300 or EC 300) 3 hrs.

ELEMENTARY EDUCATION

EL 300 ELEMENTARY SCHOOL CURRICULUM

Identifies the essential elements, scope and sequence, objectives, skills, and trends of the elementary school curriculum; processes in evaluating curriculum resources and texts; legislation which impacts curriculum. (Prerequisites: ED 100 and ED 200) 3 hrs.

EL 310 TEACHING SOCIAL STUDIES IN THE ELEMENTARY SCHOOL

This course is designed to help candidates identify and utilize modern methods of teaching social studies to elementary school children. Includes the development of social studies programs, design and implementation of units, selection of materials and resources, and implementation through the teaching process. Field experiences required. (Prerequisites: PY 300, ED 300 and EL 300) 3 hrs.

EL 410 DIAGNOSIS AND TREATMENT OF READING DIFFICULTIES

This course provides an overview of the reading process and explores the causes of reading difficulties. It focuses specifically on instruments of measurement, instructional materials, and techniques for the identification, diagnosis, placement, and remediation of the disabled reader. (Prerequisites: RD310 and ED 350) 3 hrs.

EL 420 INTERNSHIP IN ELEMENTARY EDUCATION

A full-semester, full-time practicum experience in an elementary school setting under the guidance of a classroom teacher and college supervisor. Candidates integrate knowledge of content, learning theory, school effectiveness research; and apply skills initially developed in previous professional preparation: observation, unit and lesson planning, utilization of educational resources, teaching and evaluation strategies, classroom management, self-evaluation. Included required pre- and post-internship seminars. Elementary Education Internship must include upper and lower placement unless substantial field experiences where completed at both levels. (Prerequisite: Admission to Teacher Education Program) 12 hrs.

ORIENTATION

OR 101 ORIENTATION TO COLLEGE

Designed to increase students' success in college by assisting them in obtaining skills necessary to reach their educational goals. Topics include time management, test taking, communication skills, study techniques, and management of personal issues. 1 hr.

PSYCHOLOGY

PY 110 GENERAL PSYCHOLOGY

An introduction to the scientific study of human behavior with emphasis on individual differences, perceptions, sensory functions, learning, emotions, motivation, thinking, personality, and investigative techniques used in psychology. 3 hrs.

PY 200 CHILD GROWTH AND DEVELOPMENT

Studies the developmental stages of human beings from conception through adolescence focusing on biological processes, physical and perceptual development, learning, cognition and language development, social, spiritual and moral development and the development of personality. Field experiences required. (Prerequisite: PY 110) 3 hrs.

PY 300 EDUCATIONAL PSYCHOLOGY

Presents theories of learning, motivation, classroom management, planning, teaching, and student evaluation in relationship to developmental stages. Field experiences required. (Prerequisite: PY 110) 3 hrs.

PY 210/310 PARENTING: HOME, SCHOOL AND COMMUNITY RELATIONS

A critical examination of the parent-child relationship from conception through adulthood. Contemporary trends and issues impacting the parent child relationship, as well as techniques for fostering the optimal development of children and parents will be investigated. Field experiences required. (Prerequisites: PY 200 and EC 300) 3 hrs.

READING

RD 097 PREPARATORY READING

Required of students who score below required minimum on the Nelson Denny Reading Test. Emphasizes decoding skills, word attack, comprehension and vocabulary skills. To exit from the course, students must show satisfactory scores on the exit exam. 5hrs. institutional credit. (No credit toward meeting graduation requirements)

RD 200/310 READING SKILLS DEVELOPMENT

A thorough study of the content to be taught when teaching reading including: knowledge, skills, processes in language usage, decoding, vocabulary, and comprehension. (Prerequisites: ED 100 and ED 200). 3 hrs.

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