



CONCORDIA UNIVERSITY TEXAS

Academic Catalog  
2010- - 2011



OUR MISSION IS TO DEVELOP CHRISTIAN LEADERS



Be strong and courageous.

Joshua 1:4

A Godly Leader...

Finds strength by realizing his weakness  
Finds authority by being under authority  
Finds direction by laying down his plans  
Finds vision by seeing the needs of others  
Finds credibility by being an example  
Finds loyalty by expressing compassion  
Finds honor by being faithful  
Finds greatness by being a servant.

Roy Lessin

A student maintains the degree plan and program requirements as published in the official catalog in effect on their date of admission or subsequent declaration of major. All other policies printed in this catalog are subject to change.

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## President's Greeting

On behalf of all of us at Concordia, welcome! What a thrilling time this is! Your college experience will be one of the most exciting and rewarding of your life. It is a time to grow in your faith, learn about this world God has given us, and learn about yourself.

We believe Concordia's mission of "developing Christian leaders" is what sets us apart from other schools. "Developing Christian leaders" means that our students:

- will understand and strive to live the Christian faith.
- will be educated in the liberal arts.
- will be skilled in effective communication.
- will have expertise in a specific academic major, program and/or minor.
- and will understand what it means to be a servant leader.

How do we do this? We accomplish it by teaching about Christian leadership, modeling it as a faculty and staff, giving our students opportunities to practice it, and recognizing Christian leadership when we see it. We are also blessed to be on a new campus that provides an exceptional environment to develop Christian leaders.

Finally, we will get to know you. Concordia has an excellent student-to-faculty ratio of 18 to 1 and you will get to know your professors not only as an instructor but also as someone who is there - to listen - to react - and to help you succeed.

We pray God's richest blessings on your search for a university. Please contact us through our admissions office ([www.concordia.edu](http://www.concordia.edu) or 1-800-865-4282) if you have any questions.

A handwritten signature in black ink that reads "Thomas E. Cedel".

Tom Cedel, President

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## 1.00 Communicating with Concordia

### 1.01 Telephone Numbers

Main Switchboard	512.313.3000		
Employee Directory	512.313.3001		
Accounting	512.313.4400	Food Services	512.313.4801
Admissions	512.313.4600	Ft. Worth/Dallas Center	817.810.0226
Advancement	512.313.4100	Houston Center	281.484.5128
Athletics	512.313.4500	Human Resources	512.313.4470
Austin Ctr./Main Campus	512.313.5701	Library	512.313.5050
Austin Ctr./North Lamar	512.313.5600	Maintenance	512.313.4060
Bookstore	512.313.4850	Registrar	512.313.4640
Campus Police	512.313.3311	San Antonio Center	210.253.3255
Career Services	512.313.5040	Scheduling & Events	512.313.4175
College of Business	512.313.5300	Student Services	512.313.4300
College of Education	512.313.5100	Success Center	512.313.5030
College of Liberal Arts	512.313.5400	Support Services	512.313.4440
College of Science	512.313.5500	University Services	512.313.4000
Financial Aid	512.313.4670		



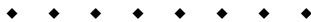
### 1.02 Fax Numbers

Main Fax	512.313.3999	Financial Aid	512.313.4699
North Lamar Ctr.	512.313.5698	Food Services	512.313.4849
Accounting	512.313.4439	Human Resources	512.313.4499
Admissions	512.313.4639	Library	512.313.5089
Advancement	512.313.4174	Maintenance	512.313.4089
Athletics	512.313.4599	Master's Degree Program	512.313.5199
Bookstore	512.313.4899	Registrar	512.313.4669
Campus Police	512.313.4059	Scheduling & Events	512.313.4199
Career Services	512.313.5049	Student Services	512.313.4329
College of Business	512.313.5399	Success Center	512.313.5039
College of Education	512.313.5199	Support Services	512.313.4469
College of Liberal Arts	512.313.5499	University Services	512.313.4039
College of Science	512.313.5599		



### 1.03 Toll Free Numbers

Admissions	1.800.865.4282	Financial Aid	1.800.845.4282
Accelerated Degree Program	1.888.282.1237	Student Services	1.800.903.4282
Development	1.800.923.4282	University Services	1.800.735.3232



### 1.04 E-Mail

Admissions Office	<a href="mailto:admissions@concordia.edu">admissions@concordia.edu</a>
Alumni Office	<a href="mailto:alumni@concordia.edu">alumni@concordia.edu</a>
Accounting Office	<a href="mailto:accounting@concordia.edu">accounting@concordia.edu</a>
Financial Aid Office	<a href="mailto:financialaid@concordia.edu">financialaid@concordia.edu</a>
Help Desk	<a href="mailto:helpdesk@concordia.edu">helpdesk@concordia.edu</a>
Library Office	<a href="mailto:library@concordia.edu">library@concordia.edu</a>
Registrar's Office	<a href="mailto:colleen.rinaldi@concordia.edu">colleen.rinaldi@concordia.edu</a>
	<a href="mailto:nancy.matetszchk@concordia.edu">nancy.matetszchk@concordia.edu</a>
	<a href="mailto:lallie.greinert@concordia.edu">lallie.greinert@concordia.edu</a>
	<a href="mailto:tracey.officer@concordia.edu">tracey.officer@concordia.edu</a>
	<a href="mailto:connie.beran@concordia.edu">connie.beran@concordia.edu</a>

## 1.05 Academic Calendar:

### 2010 – 2011 Academic Terms

Fall Term 2010: Aug 23 – Dec. 17  
 Spring Term 2011: Jan. 3 – April 29  
 Summer Term 2011: May 2 – Aug.19

#### Important Dates to Remember

Traditional Undergraduate Semesters	Accelerated Degree Program Semesters	Graduate Programs Semester
<p><u>Fall 2010</u></p> <p><b>Aug 25</b> First Day of Classes  <b>Sept 1</b> Last Day to Add a Course  <b>Sept 6</b> Labor Day Holiday  <b>Sept 8</b> Census Date/Official Date of Record - All courses and enrollment become matter of permanent record  <b>Sept 8</b> Last day to <b>Drop</b> a Course <i>without it appearing on transcript</i>  <b>Sept 20</b> Fall Commencement/Graduation applications accepted  <b>Oct 11-15</b> Fall break  <b>Oct 20</b> Mid-Term  <b>Nov1</b> Spring on-line registration opens  <b>Nov 5</b> Last day to turn in Fall Commencement/Graduation applications  <b>Nov 8</b> Last Day to <b>Withdraw</b> from a Course or the University <i>with a "W" on transcript</i>  <b>Nov 24-28</b> Thanksgiving Break  <b>Dec 3</b> Spring on-line registration closes  <b>Dec 4</b> Fall Commencement Ceremony  <b>Dec 13-17</b> Final Exams  <b>Dec 17</b> End of Fall Semester  <b>Dec 18 -Jan. 9</b> Christmas Break</p> <p><u>Spring 2011</u></p> <p><b>Jan 10</b> First Day of Classes  <b>Jan 17</b> Martin Luther King Day observance - no classes  <b>Jan 19</b> Last Day to Add a Course  <b>Jan 24</b> Census Date/Official Date of Record - All courses and enrollment become matter of permanent record  <b>Jan 24</b> Last day to <b>Drop</b> a Course <i>without it appearing on transcript</i>  <b>Jan 24</b> Spring/Summer Commencement/Graduation applications accepted  <b>Mar 7</b> Mid-Term  <b>Mar 14-18</b> Spring Break  <b>Mar 24</b> Last Day to <b>Withdraw</b> from a Course or the University <i>with a "W" on transcript</i>  <b>Mar 28</b> Summer and Fall on-line registration opens  <b>Apr 1</b> Last day to turn in spring/summer Commencement/Graduation application  <b>Apr 8</b> <b>Field Day (no daytime classes held)</b>  <b>Apr 22</b> Summer and Fall on-line registration closes  <b>Apr 22-25</b> Good Friday /Easter Break  <b>Apr 26-29</b> Final Exams  <b>Apr 30</b> Spring Commencement Ceremony</p>	<p><u>Fall 2010</u></p> <p><b>Aug 23</b> First Day of Classes  <b>Sept 6</b> Labor Day Holiday  <b>Sept 20</b> Fall Commencement/Graduation applications accepted  <b>Nov 1</b> Spring on-line registration opens  <b>Nov 5</b> Last day to turn in Fall Commencement/Graduation application  <b>Nov 24-28</b> Thanksgiving Break  <b>Dec 3</b> Spring on-line registration closes  <b>Dec 4</b> Fall Commencement Ceremony  <b>Dec 17</b> Last day of fall classes/end of fall term  <b>Dec 18 -Jan. 2</b> Christmas Break</p> <p><u>Spring 2011</u></p> <p><b>Jan 3</b> First Day of Classes  <b>Jan 17</b> Martin Luther King Day observance - no classes  <b>Jan 24</b> Spring/Summer Commencement/Graduation apps. accepted  <b>Mar 28</b> Summer on-line registration opens  <b>Apr 1</b> Last day to turn in Spring/ Summer Commencement/Graduation apps.  <b>Apr 22</b> Summer on-line registration closes  <b>Apr 22</b> Good Friday  <b>Apr 29</b> Last day of classes/end of Spring term  <b>Apr 30</b> Spring Commencement Ceremony</p>	<p><u>Fall 2010</u></p> <p><b><u>Master of Business Adm.</u></b>  <b>Aug 31</b> Courses begin  <b>Dec 14</b> Courses end  <b>Dec 18–Jan 2</b> Christmas Break</p> <p><b><u>Master of Education</u></b>                      First Session                      Week of August 23 – Week of October 11                      Second Session                      Week of October 18 – Week of December 13                      (no classes during Thanksgiving week)                      Christmas Break                      December 18, 2010 – January 2, 2011</p> <p><u>Spring 2011</u></p> <p><b><u>Master of Business Adm.</u></b>  <b>Jan 4</b> Courses begin  <b>Mar 22</b> Courses end</p> <p><b><u>Master of Education</u></b>                      First Session                      Week of January 3 – Week of February 21                      Second Session                      Week of February 28 – Week of April 25 (no classes during Spring Break)</p>



Traditional Undergraduate Semesters	Accelerated Degree Program Semesters	Graduate Programs Semester								
<p><u>Summer 2011 Session I</u></p> <p><b>May 9</b> First Day of Classes  <b>May 10</b> Last Day to Add a Course  <b>May 11</b> Census Date/Official Date of Record - All courses and enrollment become matter of permanent record  <b>May 11</b> Last day to <b>Drop</b> a Course <i>without it appearing on transcript</i>  <b>May 27</b> Last Day to <b>Withdraw</b> from a Course or the University <i>with a "W" on transcript</i>  <b>May 30</b> Memorial Day Observance  <b>June 2</b> Final Exams</p> <p><u>Summer 2011 Session II</u></p> <p><b>June 6</b> First Day of Classes  <b>June 7</b> Last Day to Add a Course  <b>June 8</b> Census Date/Official Date of Record - All courses and enrollment become matter of permanent record  <b>June 8</b> Last day to <b>Drop</b> a Course <i>without it appearing on transcript</i>  <b>June 24</b> Last Day to <b>Withdraw</b> from a Course or the University <i>with a "W" on transcript</i>  <b>June 30</b> Final Exams  <b>July 3-10</b> July 4th Holiday Observance</p> <p><u>Summer 2011 Session III</u></p> <p><b>July 11</b> First Day of Classes  <b>July 12</b> Last Day to Add a Course  <b>July 13</b> Census Date/Official Date of Record - All courses and enrollment become matter of permanent record  <b>July 13</b> Last day to <b>Drop</b> a Course <i>without it appearing on transcript</i>  <b>July 29</b> Last Day to <b>Withdraw</b> from a Course or the University <i>with a "W" on transcript</i>  <b>Aug 4</b> Final Exams</p> <p><u>Summer 2011 Full Session</u></p> <p><b>May 2</b> First Day of Class  <b>May 6</b> Last Day to Add a Course  <b>May 16</b> Summer Graduation Applications Accepted  <b>May 16</b> Census Date/Official Date of Record - All courses and enrollment become matter of permanent record  <b>May 16</b> Last day to <b>Drop</b> a Course <i>without it appearing on transcript</i>  <b>May 30</b> Memorial Day Observance  <b>July 3-10</b> Independence Day Holiday  <b>July 13</b> Last Day to <b>Withdraw</b> from a Course or the University <i>with a "W" on transcript</i>  <b>July 15</b> Last day to turn in Summer Graduation applications  <b>Aug. 18-19</b> Final Exams  <b>Aug. 19</b> Official Summer graduation date</p> <p style="text-align: center;"><u>END OF CALENDAR</u></p>	<p><u>Summer 2011</u></p> <p><b>May 2</b> First Day of Classes  <b>May 16</b> Summer Graduation Apps. Accepted  <b>May 30</b> Memorial Day Observance  <b>June 13</b> Fall on-line registration opens  <b>July 1-4</b> Independence Day Holiday  <b>July 15</b> Last day to turn in Summer Graduation applications  <b>July 15</b> Fall on-line registration closes  <b>Aug 19</b> Last day of Summer classes/end of Summer term</p> <p style="text-align: center;"><u>END OF CALENDAR</u></p>	<p><u>Summer 2011</u></p> <p><b><u>Master of Business Adm.</u></b>  <b>May 3</b> Courses begin  <b>Aug 16</b> Courses end</p> <p><b><u>Master of Education</u></b>  First Session  Week of May 2 – Week of June 20  Second Session  Week of June 27 – Week of July 18  (classes will meet 2x/week, Tues/Thurs)</p> <p style="text-align: center;"><u>END OF CALENDAR</u></p>								
<p><b>Definitions:</b></p> <p><b>DROP</b> – the termination of course attendance initiated by the student prior to Census day/date of Record (not recorded on transcript)</p> <p><b>WITHDRAW</b> – the termination of course or university attendance initiated by the student after Census Day/Date of Record (“W” recorded on transcript)</p> <p><b>ADMINISTRATIVE WITHDRAWAL</b> – the termination of course attendance initiated by the center dean or dean of college</p>										
<p><b><u>Registration Schedule</u></b></p> <table border="0"> <tr> <td>Spring 2011</td> <td>Nov. 1 – Dec. 3, 2010</td> </tr> <tr> <td>Summer 2011</td> <td>March 28 – Apr. 22, 2011</td> </tr> <tr> <td>Fall 2011 (standard semester)</td> <td>March 28 – Apr. 22, 2011</td> </tr> <tr> <td>Fall 2011 (ADP)</td> <td>June 13 – July 15, 2011</td> </tr> </table>			Spring 2011	Nov. 1 – Dec. 3, 2010	Summer 2011	March 28 – Apr. 22, 2011	Fall 2011 (standard semester)	March 28 – Apr. 22, 2011	Fall 2011 (ADP)	June 13 – July 15, 2011
Spring 2011	Nov. 1 – Dec. 3, 2010									
Summer 2011	March 28 – Apr. 22, 2011									
Fall 2011 (standard semester)	March 28 – Apr. 22, 2011									
Fall 2011 (ADP)	June 13 – July 15, 2011									

## 2.00 General Information

### 2.01 The Concordia University System

#### 2.01.01 - Mission Statement

The Concordia University System builds national identity, enables cooperative endeavors, and enhances the strength of the colleges and universities of the Lutheran Church-Missouri Synod as they engage students of diverse ages and cultures in quality, Christ-centered, value-oriented, Lutheran higher education for lives of service to church and community.

#### 2.01.02 - Member Institutions

Concordia University	Ann Arbor, Michigan
Concordia University Texas	Austin, Texas
Concordia College New York	Bronxville, New York
Concordia University	Irvine, California
Concordia University Wisconsin	Mequon, Wisconsin
Concordia University Portland	Portland, Oregon
Concordia University Chicago	River Forest, Illinois
Concordia University	Saint Paul, Minnesota
Concordia College	Selma, Alabama
Concordia University Nebraska	Seward, Nebraska

### 2.02 Concordia University Texas

#### 2.02.01 - Mission Statement and Goals

The mission of Concordia University Texas is to develop Christian leaders. Concordia aims to develop Christian leaders who are:

- ◆ Well informed in regard to natural science and quantitative representation of ideas, current technology, human culture and behavior and Christian theology;
- ◆ Skilled in critical and analytical thinking in scientific, humanistic, and theological topics;
- ◆ Skilled in modern methods of communication;
- ◆ Aware of, sensitive to, and able to respond with understanding to the aesthetic, cultural, and personal dimensions of life;
- ◆ Aware of God's gifts offered in the Christian Gospel, and aware of God's call toward the Gospel mission;
- ◆ Empowered to serve in appropriate roles that help guide the church in professional worker positions and lay leader positions, as well as guide society in improving the environment and lives of human beings.

Operated under the auspices of The Lutheran Church-Missouri Synod and under girded by a Christian theology, Concordia University Texas offers a variety of educational programs. These programs equip co-educational, traditional and non-traditional students for ministry in the church and for service in a broad range of careers in society through a variety of means of curriculum delivery. The programs also encourage students to develop caring, sharing and serving attitudes towards others.

Concordia believes that the basis for its mission is found in Scripture and the Lutheran Confessions, which teach that everyone is in need of salvation; that salvation has come through the life, death, and resurrection of Jesus Christ; and that, in response to God's love, all are motivated to service in the Christian community and the world. Because of this Scriptural emphasis, Concordia has designed its curriculum to challenge and guide students in their quest for knowledge about God and about the world, to motivate them toward self-realization, to improve their skills, and to enable them to develop a life style consistent with God's will.

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#### 2.02.02 - Accreditation

Concordia University Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award the associate's, bachelor's, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Concordia University Texas.

Concordia's Bachelor of Business Administration degree in the College of Business is accredited by the International Assembly for Collegiate Business Education.

Concordia's elementary and secondary teacher education programs are approved by the Texas Education Agency for pre-school through grade 12. Students successfully completing Concordia's teacher education programs are eligible for teacher certification in Texas after passing the appropriate state certification exams.

The Concordia Nursing Program has received initial approval as a professional BSN program by the Texas Board of Nursing. Application for accreditation through the Commission on Collegiate Nursing Education (CCNE) is in process.

#### *2.02.03 - Memberships*

Concordia is a member of the Independent Colleges and Universities of Texas, the Association of Texas Colleges and Universities, the American Association of Colleges for Teacher Education, the Association of Independent Liberal Arts Colleges for Teacher Education, the Texas Association of Colleges for Teacher Education, the Association of Lutheran College Faculties, and the International Assembly for Collegiate Business Education.

#### *2.02.04 - Concordia History*

Concordia Academy opened in 1926 to train young men for ministry in the Lutheran Church. The junior college department, added in 1951, became coeducational in 1955. Concordia received authorization to proceed with the implementation of a four-year liberal arts program in 1979 and its first B.A. students graduated in May 1982. In July 1995, Concordia moved from college status to university status. During the summer of 2007, Concordia University at Austin became Concordia University Texas. In July 2008, Concordia University Texas closed its doors for the last time at its 3400 Interstate Highway 35 North location and threw open the doors of its new campus at 11400 Concordia University Drive in northwest Austin. Building on the eighty-plus-year history of this wonderful institution, this change is the culmination of many hours of dedicated prayer, discussion, and planning, moving Concordia forward in its continuing mission of developing Christian leaders.

Currently, Concordia confers the Associate of Arts degree, the Associate of Arts in Behavioral Science, the Bachelor of Arts degree in the following majors: Behavioral Science, Biology, Business, Communication, Director of Christian Education, Elementary and Secondary Education, Environmental Science, English, Healthcare Administration, History, Human Resource Management, Kinesiology, Liberal Arts, and Music Ministry. Concordia also offers the Bachelor of Business Administration, the Bachelor of Science degree with the following majors: Biology, Computer Science, Mathematics and Environmental Science, and the Bachelor of Applied Arts and Sciences with a Technical Management major. Additionally, students can incorporate a pre-professional program into their major to prepare themselves for the seminary, law school or the health professions.

Concordia University Texas offers two graduate degrees. The College of Education offers a Master of Education degree program with four sequences: Curriculum and Instruction, Early Childhood, Educational Administration and Advanced Literacy Studies. The College of Business offers a Master of Business Administration with a focus on leadership.

Concordia serves its diverse student body through a variety of programs. The Accelerated Degree Program, which began in the spring of 1995, is specifically designed for the working adult student. The Community Learners Program provides educational opportunities for members of the local community who are not seeking academic credit. Concordia supports Veterans Administration Benefit programs including the Yellow Ribbon Program.

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#### *2.02.05- Location*

Concordia is located on a tree-shaded 389-acre campus in the northwest corner of Austin, Texas. Located in the Texas Hill Country, Austin is an educational and cultural center providing many opportunities for enrichment. Austin's Sun Belt location provides an average winter high temperature of 62° and an average summer high of 94°, allowing ample opportunity for recreation on the seven Highland Lakes beginning within the Austin city limits.

Concordia's main campus site includes 250 acres of nature preserve, with wetlands, caves, dense tree cover and a habitat for the Golden-Cheeked Warbler. Concordia University Texas is one of a few universities in the U.S. to hold a Fish and Wildlife 10A permit. With this, the University will play a leadership role in urban environmental studies and offer students the rare opportunity to study environmental management and stewardship.

Concordia also has centers located in Austin, Ft. Worth/Dallas, Houston, and San Antonio.

## 2.03 Complaints

*Concordia University Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's, bachelor's, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Concordia University Texas.*

Complaints against the institution from students, faculty, staff, or other interested parties in any of these areas may be submitted in writing to the Provost. Within thirty days, the Provost will review the complaint, investigate it thoroughly, exploring all available avenues, respond in writing, following all procedures expressed in this paragraph and elsewhere, or guide the process through the appropriate procedures in those cases where other university officials must address the complaint. In those cases, the Provost will supervise the process in order to bring it to a responsible conclusion.

Concordia University Texas also offers students opportunities in more specific areas to express their complaints about various processes according to established procedures. The appropriate personnel at Concordia will attempt to help students through the resolution process in accord with the Christian principles that are laid out in our Mission Statement.

Complaint procedures regarding the following areas are specified in the *Student Handbook*:

Faculty Member	Food Service
Harassment	Residential Life
Security Matters	

Complaints not resolved by these means may be submitted for final resolution to the President of Concordia University Texas.

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## 2.04 Worship

Faith in Jesus Christ as Savior and Lord is the integrating factor in the curriculum at Concordia University Texas. The main campus community is invited to attend Chapel daily for worship during the Fall and Spring terms from 11:00 to 11:20 a.m. and at varying times during the Summer; the campus pastor and students lead a Sunday evening worship service; students organize additional worship experiences on a week night; and the chapel is open during the day for private meditation. Students are encouraged to participate actively in the worship life on campus and in one of the Austin area churches.

## 2.05 Athletics - NCAA

### 2.05.01 Athletics

Concordia is affiliated with the National Collegiate Athletic Association (NCAA) Division III and with the American Southwest Conference. Concordia currently participates in men's and women's basketball, golf, soccer, cross country, and track and field; men's baseball; and women's softball and volleyball.

### 2.05.02 Wellness and Recreation

Concordia offers a wellness/intramural/recreation program administered through the office of the Intercollegiate Athletics. Both team and individual sports and activities are sponsored including basketball, volleyball, sand volleyball, softball, ping pong, badminton and others. Students may participate individually or join a team. No previous experience is required.

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## 2.06 Legal Notices

This catalog is a general information publication only. **It is not intended to nor does it contain all regulations that relate to students.** The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student or faculty member and Concordia University Texas or The Concordia University System. The University reserves the right to withdraw courses at any time, change fees, rules, calendar, curriculum, degree programs, degree requirements, graduation procedures and any other requirements affecting students. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled. When changes are made, updated information can be found on the Concordia web site at [www.concordia.edu](http://www.concordia.edu).

As required by the Higher Education Act, Concordia University Texas has made available to all interested parties the graduation rate for all degree-seeking, full-time students entering Concordia since 1985. The information can be obtained

by calling the Office of the Director of Institutional Research during business hours or by accessing Concordia's web site at [http://www.concordia.edu/page.cfm?page\\_ID=1006](http://www.concordia.edu/page.cfm?page_ID=1006).

Concordia University Texas, in compliance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disabilities in admission or access to its programs. Students who believe they have been discriminated against may institute an internal *Grievance Procedure for Disability Complaints* to resolve their complaints. For more information, click on the following link: [http://www.concordia.edu/page.cfm?page\\_ID=1568](http://www.concordia.edu/page.cfm?page_ID=1568).

As required by the Clery/Campus Security Act, Concordia University has made available statistics for the previous three years regarding criminal offenses that have occurred on campus; in certain off-campus buildings or property owned or controlled by Concordia University Texas; and on public property within, or immediately adjacent to and accessible from, the campus. The *Annual Campus Security Report* also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. This information can be obtained by calling the Concordia University Texas Police Department during business hours or by accessing the following web site: <http://ope.ed.gov/security/>.

As required by the Equity in Athletics Disclosure Act (EADA), The Report on Athletic Program Participation Rates and Financial Support Data is intended to make prospective and current students aware of Concordia University Texas' commitment to providing equitable athletic opportunities for its men and women students. This report contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs. For further information, contact the Director of Athletics during business hours or access the following Web site: <http://ope.ed.gov/athletics/>

Concordia University Texas reserves the right not to teach any course listed in the catalog or its published schedules if enrollment does not warrant offering it or if other circumstances dictate its withdrawal.

Concordia University Texas does not exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions and privileges of Concordia University Texas because of disability, sex, age, race, color, religion, or national origin. The Director of the Concordia Success Center is the disability coordinator. The Vice-Provost for Enrollment Services is the ADA/Section 504 compliance officer.

Concordia University Texas's non-discrimination committee is chaired by the Vice Provost for Enrollment Services. Any person who has a question about discrimination with respect to handicapping condition should address the inquiry to the Director of Student Services.

Concordia University Texas abides by the policies found in the Family Education Rights and Privacy Act (FERPA) which provides registered students over the age of 18 the right of access to educational records that contain information directly related to them. FERPA also states that a university **cannot permit access** to or release of educational records or personally identifiable information contained therein to any party without consent of the student. For information about the Family Education Rights and Privacy Act, see section 7.18.

Concordia University Texas fully supports and abides by the law enacted by the 70<sup>th</sup> Texas Legislature concerning hazing. The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The law states that a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report, in writing to the Director of Students or another appropriate official of the institution, first-hand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under this law.

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## 3.00 Admissions

### 3.00 Definitions

Degree-seeking students are admitted to Concordia University Texas in one of the following categories:

- First time college freshmen: Students who will graduate from high school (including GED and non-accredited high schools) in the same year as enrollment in college OR who have not completed 12 hours of college level work.
- Transfer students: Students who graduated from high school prior to the date of application AND have completed at least 12 hours of college level work OR students who hold an Associate of Applied Science (AAS) degree and are seeking admission to the Bachelor of Applied Arts and Sciences.
- International students: Students who need an I-20 issued in order to apply for an F-1 visa to attend school in the United States. Note: students who are not US citizens, but do not need an I-20, can apply as either freshmen or transfer students above.
- Non-Degree Seeking Students: Students who have earned a baccalaureate degree or have completed at least 18 semester hours of course work and wish to take courses for the purpose of personal enrichment or for employment and/or promotion opportunities.
- Readmits or Former students: Students, who have not attended Concordia University Texas for one complete academic year, defined as three academic semesters and must reapply for admission to resume their studies. See the admissions guidelines in this catalog for instructions and eligibility for Readmission.
- Graduate students: Students who have earned a baccalaureate degree and wish to take courses to earn either a Master's of Education or Master's of Business Administration. Students who already hold a Master's degree and are seeking certification as a Principal or Reading Specialist in the State of Texas.

#### Deadlines:

Concordia University Texas accepts undergraduate Applications for Admission on a rolling basis. All materials must be submitted one (1) month prior to the start of classes. Specific application deadlines are established for the Accelerated Degree Program and graduate programs. Please contact the Office of Admissions regarding deadline dates, exceptions or extensions.

International students may need more time to complete the visa process. Applicants should have their files complete by June 1 for the Fall term and November 1 for the Spring term. International graduate students must be accepted for admission and place one semester's tuition on deposit in enough time to have a visa issued from their home country. In the event a student cannot get the visa approved for the semester of application, admission can be rolled to the following semester.

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### 3.01 First-Time College Freshmen

#### Required Materials:

All *first time college freshmen* must submit the following in order to be considered for admission.

1. Application for admission
2. \$25 application fee (unless waived by the Admissions Office)
3. An **official** high school transcript (Note: Unofficial transcripts will be accepted prior to the student's graduation. However, an official final transcript must be received prior to the start of classes).
4. **Official** SAT or ACT scores
  - a. SAT/ACT scores that are recorded on high school transcripts are sufficient.
  - b. Students who have graduated from high school more than 5 years prior to enrollment may be exempt from the SAT/ACT requirement.
  - c. Students applying to our Accelerated Degree Program are exempt from the SAT/ACT requirement.
5. In the case of students who do not meet our admissions standards, additional information may be required prior to admission.

Transcripts, applications, test scores, and other documents submitted to gain admission to Concordia University Texas become the property of the university and will not be returned to the applicant. Applicants who fail to enroll for a given term and apply later may be required to submit an updated set of documents.

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#### Admissions Requirements for Graduates of an Accredited High School

- First time freshmen must demonstrate a grade point average of at least 2.5 on a 4.0 scale and an ACT cumulative score of 20 (with a minimum of 20 on each section of the ACT) or an SAT score of 1440 (with a minimum 480 on each section of the SAT).
- Admission for applicants who fall below these standards will be determined by the faculty Admissions Committee. Those applicants may be required to submit additional information.

- A strong college preparatory program in English, mathematics, social sciences, and natural sciences is recommended.
- Students applying to our Accelerated Degree Program must be at least 23 years of age.

#### Admission Requirements for Graduates of a Non- Accredited High School

- *GED Candidates*

Students who did not graduate from high school will be considered for admission to Concordia upon submission of satisfactory GED scores. A satisfactory score is 50 for those who took the test prior to 2002 or 500 for those who took the test during or after 2002. GED candidates may be required to submit additional information at the request of the Admissions Officer.

- *Home Schooled Students*

Applicants from non-accredited high schools will be considered for admission upon submission of transcripts of the work completed in high school, ACT/SAT scores, and such other documentation as the Admissions Officer may direct.

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### 3.02 Degree Seeking Transfer students

#### Required Materials:

All *college transfers* must submit the following in order to be considered for admission.

1. Application for admission
2. \$25 application fee (unless waived by the Admissions Office)
3. **Official** transcripts from all colleges/universities attended  
Transcripts must reflect all credits attempted and/or earned through regular enrollment, correspondence, extension, or night school programs from each institution. Failure to report all prior colleges attended constitutes reason for refusal to admit or for dismissal. Completed courses from an accredited college/university not reported at the time of admission cannot be considered for transfer credit at a later date. Transfer students must arrange to have all transcripts for work attempted at other colleges or universities sent to Concordia directly from the institution of record. A student-delivered transcript will not be accepted as an official transcript, unless it is received in the original sealed envelope and appropriately stamped by the institution of record as "issued to student in a sealed envelope."
4. In the case of students who do not meet our admissions standards, additional information may be required prior to admission.

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#### Admissions Requirements

- College transfers must demonstrate grade point average of 2.0 on a 4.0 scale, cumulative for all colleges attended.
- Students applying to our Accelerated Degree Program (ADP) must be at least 23 years of age.
- Admission for applicants who fall below these standards will be determined by the Enrollment Committee. Those applicants will be required to submit additional information.

#### Transfer credit

The acceptability of courses presented for transfer credit from other colleges/universities will be determined by the Registrar's Office. Courses from colleges or universities not listed on the initial application for admission may not be accepted for credit. Additional information on transfer credit can be found in Section 7.0 of this catalog.

All courses, except developmental/remedial courses, are used by Concordia to compute the applicant's grade point average for admissions purposes.

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### 3.03 Students Who Hold an Associate of Applied Science Degree (AAS)

#### Required Materials:

All students who hold an AAS degree and are seeking a Bachelor of Applied Arts and Sciences must submit the following in order to be considered for admission.

1. Application for admission
2. \$25 application fee (unless waived by the Admissions Office)
3. **Official** transcripts from all colleges/universities attended  
Transcripts must reflect all credits attempted and/or earned through regular enrollment, correspondence, extension, or night school programs from each institution. Failure to report all prior colleges attended

constitutes reason for refusal to admit or for dismissal. Transfer students must arrange to have all transcripts for work attempted at other colleges or universities sent to Concordia directly from the institution of record. A student-delivered transcript will not be accepted as an official transcript, unless it is received in the original sealed envelope and appropriately stamped by the institution of record as "issued to student in a sealed envelope."

#### Admissions Requirements

- Students who will be taking classes through our Accelerated Degree Program (ADP) must be at least 23 years of age.
- Admission for applicants who fall below these standards will be determined by the Enrollment Committee. Those applicants will be required to submit additional information.

#### Transfer credit

The acceptability of courses presented for transfer credit from other colleges/universities will be determined by the Registrar's Office. Courses from colleges or universities not listed on the initial application for admission may not be accepted for credit. Additional information on transfer credit can be found in Section 7.0 of this catalog.

### 3.04 International students

#### Admissions Requirements

- Demonstrated proficiency of English,
- Proficiency may be demonstrated in the following ways:
  - Citizenship in an English speaking country,
  - At least 1 successful year of education in the United States,
  - Submission of the results of the Test of English as a Foreign Language (TOEFL),
  - TOEFL score of 550 (paper based) / 215 (computer) / 80 (internet based),
  - Pearson tests score must be 62.
- The U.S. equivalent of a high school diploma with a grade point average of at least 2.5 on a 4.0 scale for students entering as first-time freshmen.
- Satisfactory SAT (1440) or ACT (20) scores as necessary.
- The U.S. equivalent of at least a 2.0 grade point average on college work attempted for students who have attended any higher education institution in or outside the United States.

#### Required Prior to Admission:

All *students seeking an I-20 leading to an F-1 (student) visa* must submit the following in order to be considered for admission.

- A completed and signed Concordia University Texas Application for Admissions and Concordia University Texas International Student Application for Admission.
- A non-refundable application fee of \$50.00.
- Official transcript of all credits earned or attempted from each high school and/or college.
  - If the undergraduate student attended high school and/or college in the US, official transcripts should be submitted.
  - High school transcripts not required for graduate admission.
  - If the student did not attend high school and/or college in the US, an official AACRAO Foreign Education Credential Service evaluation of all secondary and/or post-secondary work completed outside of the United States.
  - If undergraduate applicants have completed the equivalent of a U.S. high school degree, they should submit the Basic Statement of Comparability Evaluation.

For more information about these Evaluations, see <http://www.aacrao.org/credential/>.

#### Required Prior to Issuance of an I-20:

All *students* must submit the following before Concordia will issue an I-20:

- Written proof of financial support, including return travel, for one school year in the United States. Financial Assistance is not available from Concordia to international students. (Students who attended high school or college in the US may be considered for merit scholarships).
- Payment of one term's full tuition placed on deposit with the university.



### 3.05 Non - Degree Seeking Students

Students who have earned a baccalaureate degree or have completed at least 18 credit hours of course work at a regionally accredited college or university and who wish to take courses for the purpose of personal enrichment or for employment promotion opportunities may enroll as non-degree seeking students.

Non-degree seeking students:

- Are not required to meet regular admission standards,
- Are not eligible for financial assistance, and
- Are limited to six credit hours per term.

Students need to declare their intent regarding degree seeking status or non-degree seeking status at the time of initial application to Concordia.

### 3.06 Readmission of Former Students

Former students who have not actively attended Concordia University for more than three terms must apply for readmission. Applicants who left in good standing are eligible for readmission at their old GPA.

Students being readmitted can elect to continue under the terms of either the degree requirements in force at the time the student first entered Concordia OR the degree requirements in force at the time of readmission. All requirements for a degree at Concordia must be completed within seven years of the date of the degree requirements elected by the student. At the discretion of the Admissions Officer or Center Dean, applicants who left on academic probationary status may be readmitted. If readmitted, student will be placed on Scholastic Probation at their old GPA.

Students dismissed from Concordia University for academic reasons must complete the Academic Dismissal Appeal Process regardless of the amount of time that has transpired since the dismissal. The Academic Dismissal Appeal forms are available through the Registrar's Office and must be submitted to the dean of the college in which the student was previously enrolled. Students who enroll at another college or university must furnish an official transcript of their academic work there. New transfer work from other regionally accredited colleges and universities will be considered in determining the applicant's readmission but will not affect their GPA.

3.07 Graduate Program Admissions (MBA and MED) – see section [14.00 Graduate Programs](#) for more information

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## 4.00 Academic Information

### 4.01 Academic Responsibility of the Student - **Amended**

Students are responsible for knowing university policy regarding the standard of work required to continue in the university as well as the policies dealing with scholastic probation and enforced withdrawal.

Students should

- know and meet the requirements of their degree program,
- enroll in courses appropriate to their degree program,
- take courses in the proper sequence to ensure orderly and timely progress, and
- seek advice about degree requirements when appropriate.

**Failure to read the ensuing material does not excuse students from meeting all policy requirements.**

#### **Attendance**

##### Undergraduate

###### *Traditional Programs:*

Concordia University Texas expects students to attend class regularly in order to maximize their educational experience. Individual programs and/or instructors establish an attendance policy for courses and that policy is communicated to the student. Students are responsible for familiarizing themselves with this policy at the beginning of each course. Students receiving any form of financial assistance (including VA benefits) must maintain regular attendance to be eligible for assistance.

###### *Accelerated Degree Program:*

This Accelerated Degree Program attendance policy states that any student not attending the first night of class will be administratively dropped from that course. Likewise, these programs have attendance policies that limit the number of hours a student may miss before being administratively removed from the course. Students receiving any form of

financial assistance (including VA benefits) must maintain regular attendance to be eligible for assistance. For more information, contact the center director/dean.

#### **Graduate - Amended**

##### *Master of Education*

The Master of Education (MED) program requires that all students must attend the first night of class for every course. If a student misses the first night of class, (s)he will be administratively dropped from the course. **Because of the accelerated format of the M.Ed. program, (i.e. three credits in 8 weeks), it is required that students attend all class sessions, and students are to be present for the entire class session. There are no excused absences. However, if emergency circumstances dictate missing a session, students will notify the professor to determine how to make up the work missed in the class session. If, for whatever reason, a student misses more than four (4) hours of cumulative absences, including late arrivals and early departures, he/she will, without exception, be administratively withdrawn from the course, and will have to repeat it at a later date.**

**NOTE:** *MED cohort students who miss the first class meeting of the first course will still be administratively withdrawn from the entire program.*

##### *Master of Business Administration*

Participation is part of the grade in every course and the student must be in class to participate. See specific requirements in each course syllabus.

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#### **Academic Honesty - Amended**

Concordia students are expected to practice academic honesty at all times. This expectation includes avoiding all forms of plagiarism including those attained through electronic media, fabrication, cheating, or academic misconduct of any kind. It is the official policy of Concordia University Texas that all acts or attempted acts of alleged academic dishonesty, whether at the graduate or undergraduate level, be reported to the Office of the Provost by way of the Dean of the respective school within which the course is taught.

##### Definitions of Academic Dishonesty

- *Plagiarism* - Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work, whether intentional or unintentional. When such words, ideas, or data is used, the source of that information must be acknowledged through complete and accurate references. Quotation marks or block quotes along with appropriate notation(s) must be used if verbatim statements are included. Plagiarism covers unpublished as well as published sources.
- *Fabrication* - Fabrication is the intentional use of invented information or the falsification of academic records, research, or other findings with the intent to deceive.
- *Cheating* - Cheating is an act or an attempted act of deception by which students seek to misrepresent that they have mastered information on an academic exercise that has not been mastered.
- *Academic Misconduct* - Academic misconduct is the intentional violation of University policies by tampering with grades or transcripts, or taking part in obtaining or distributing in advance any part of a test.

If Academic Dishonesty is confirmed, the student will be informed of the charge, the investigation, the determination, and the resulting consequences by the Dean of the respective college in which the alleged incident occurred. The Provost will be informed of the incident by the Dean, who will submit a report concerning the process within five working days from the time the student has been informed of the initial allegation. **If the incident should occur within the last week of classes, the student will be given an *Administrative Incomplete* until the situation is resolved.**

#### 4.02 General Information

##### Census Date

The Census Date for each long semester is published in the Academic Calendar. As of that date all class schedules are official, a matter of permanent record, and will appear on a student's transcript. For the Accelerated Degree Program, census day is the first night of class.

- Courses dropped before the Census Date will not appear on the student's transcript.
- Courses dropped after the Census Date and before the Withdrawal deadline will be recorded on the student's transcript with the grade of "W".
- Certification of attendance for insurance purposes will be done as of Census Date for that semester.
- Census date for a full semester (semester/courses lasting sixteen weeks) is the tenth day of the semester.
- Census date for part-of-term semesters (semesters/courses lasting from four to eight weeks) is the first meeting time of each course.

## Classification of Students

### Standard Classifications

- Freshman - Students who have successfully completed less than 30 credit hours.
- Sophomore - Students who have successfully completed 30 - 59 credit hours.
- Junior - Students who have successfully completed 60 - 89 credit hours.
- Senior - Students who have successfully completed 90+ credit hours or who have been awarded a baccalaureate degree and who plan to obtain another degree at Concordia.

### Other Classifications

#### **Special/Post-Baccalaureate**

Students who hold a baccalaureate degree from any regionally accredited institution who 1) are enrolled in a certification program or 2) are pursuing another major, but do not plan to obtain a second baccalaureate degree.

#### **Degree Seeking**

Students, full or part-time, in pursuit of an associate, baccalaureate, or master's degree; students wishing to take course work for the purpose of applying for credit in another institution fall under this classification.

#### **Non-Degree Seeking**

Students who wish to take course work for purposes of personal enrichment or employment promotion opportunities. See the paragraph on Admission under Non-Degree Seeking Students.

#### **Lutheran Church Work**

Students preparing themselves for one of the Lutheran Church-Missouri Synod church work vocations and have signed a Declaration of Intent. Such students must hold membership in a Lutheran Church-Missouri Synod congregation.

#### **Community Learner**

The Community Learning program is designed to allow the community to take part in courses for personal enrichment. A community learner is not considered a student and does not receive any credit for the course. To participate in the Community Learner program, an individual must file an application with the Registrar's Office as well as secure permission of the instructor prior to enrolling in the course. Participation in the Community Learner program requires a per course fee due at the time of enrollment along with any associated special fees if applicable (see [Tuition and Fees](#)). Community Learner participants may not register for music lessons, internships, travel courses, practicum courses, or courses that are full and/or closed.

### Concurrent Enrollment

Current Concordia students may take correspondence courses and/or courses in residence at one of the neighboring institutions. A *Transfer Course Approval Form* should be completed prior to enrollment. Registrar approval of the form indicates to the student that credit from the course taken will be accepted by Concordia. Current students who complete coursework at other institutions must provide the Registrar's Office with transcripts from these institutions immediately after completion of the course(s). Courses in which a grade of A, B, or C has been earned will transfer for credit only and will not be included in the Concordia grade point average.

NOTE: For prior-approved transfer credit taken during the term of anticipated graduation to be counted toward degree completion and graduation, all transcripts must be received in the registrar's office prior to the end of that term.

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### Course Loads

- No student is permitted to enroll in more than 19 credit hours in any combination of courses. Exceptions to this policy must be approved, in advance, by the dean of the college in which the student is enrolled.
- Students desiring to enroll in more than 18 credit hours are required to have earned a 3.00 cumulative GPA or higher.
- Other restrictions about course loads are included under the headings of Scholastic Probation and Provisional Admission.
- Students are allowed to register for and enter upper level courses regardless of classification if that student meets the prerequisites of the course.

### Auditing Classes

Students who wish to acquaint themselves with a subject without receiving credit may audit the course, subject to seat availability. Students registered for credit have first priority. Audit requests should be made with the advisor during the normal registration periods.

- There is an audit fee per academic hour (see [Tuition and Fees](#)); students who are enrolled in 12 or more hours of credit bearing course work may audit free of charge.
- Auditing grants individuals the privilege of hearing, observing, and participating.

The instructor will advise the auditing student of course expectations with respect to the student's responsibilities at the beginning of the term. Based upon these criteria:

- The instructor will determine whether or not the audit designation will appear on the student's academic record at the end of the term.
- Students may not change status from "Audit" to "Credit" within the same term in a course originally started as an audit. (Likewise students may not change status from "Credit" to "Audit").
- Music lessons may not be audited.

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#### Course Placement

Concordia offers placement options for several introductory courses in the curriculum. Students interested in course placement should contact the appropriate College dean for information on procedures. Courses currently having placement options are in the areas of music and math.

NOTE: Placement does not constitute waiver of hours required in the core, major, or minor.

#### 4.03 Schedule Changes (Add/Drop)

##### *Traditional Students*

Courses may be added or dropped during the on-line registration period or before the Add/Drop deadlines (see Academic Calendar), subject to approval of the Faculty Advisor and the Registrar. All course schedule changes must be filed by the student in the Registrar's Office once the on-line registration period has ended. Courses may not be added or dropped after the designated Add/Drop deadlines for each term.

##### *Accelerated Degree Program*

Students may drop the course in which they are currently enrolled until the beginning of the second class session of the course. [If student is receiving financial aid, (s)he must contact their Financial Aid advisor prior to dropping a course.]

##### *Master's Degree Program*

Students in the MED and MBA cohort programs are not encouraged to drop courses. If dropping/changing schedules is absolutely necessary, see section [14.00 Graduate Programs](#) or advisor for instructions.

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#### 4.04 Degrees, Majors, and Minors - **Amended**

Concordia University Texas grants the following degrees at the undergraduate level:

- Associate of Arts
- Bachelor of Arts
- Bachelor of Science
- Bachelor of Business Administration
- Bachelor Of Applied Arts and Sciences

The general requirements for each degree as well as majors offered are described in the following subsections.

#### *Degree Programs and Majors*

##### **Associate of Arts (AA)**

Requirements for the Associate of Arts Degree

Students selecting the Associate of Arts degree must successfully complete a minimum of 64 credit hours to satisfy degree requirements.

##### **Associate of Art (AA) in Behavioral Science (AABS)** (Accelerated Degree Program only)

Students selecting the Associate of Arts degree must successfully complete a minimum of 64 credit hours to satisfy degree requirements. A minimum of 22 of the 64 academic hours required for the AA in Behavioral Science (AABS) must be taken at Concordia to meet the residency requirement. Students seeking the AABS who wish to continue to a BA degree should complete all degree requirements for the AABS degree before taking courses toward the BA degree.

##### **Bachelor of Arts (BA)**

Through the study and experience of the liberal arts, students will develop the ability to read, speak, and think critically in public settings make informed decisions and interpretations about national and international events concerning culture, economics, government, and religion communicate clearly and persuasively in oral and written form develop insights and understanding of the human condition

##### *Majors*

Behavioral Sciences

The Behavioral Sciences major draws from two academic areas: Psychology and Sociology. Students study human behavior and develop skills that enable them to communicate effectively, think critically, and engage in research and investigation.

#### Business (Accelerated Degree Program only)

This degree provides a well-rounded introduction to the world of business. While familiarizing students with general business principles, this major specializes in developing leadership skills with the goal of better-preparing its graduates to become effective, caring, Christian managers. Because the degree emphasizes finance and accounting, graduates from this major will be well-prepared to enter graduate-level programs in Business and Business-related fields. The BA in Business, like all degrees in the Accelerated Degree Program, emphasizes communication skills.

#### Biology

The mission of the Biology Major is to cultivate in students those capabilities necessary for them to promote stewardship of the biotic environment and provide Christian leadership in careers related to biology.

#### Communications

The Communication Major provides students with an understanding of the communication process and with skills in message production. As society moves into the information age, men and women with schooling in communication will have a distinct advantage in sharing ideas and beliefs, molding opinion, and assuming an active role in shaping the future.

#### Director of Christian Education

The Director of Christian Education major provides basic educational, religious, and interpersonal foundations for the student and provides specialized training to develop individual interests in areas such as youth and family ministry, children's ministry, music and the arts, theology, cross cultural ministry, and outdoor ministry.

#### Education-**Amended**

Concordia University Texas currently offers state approved Bachelor of Arts programs for Elementary (Early Childhood through 4th grade), Middle School (grades 4 through 8), and Secondary (grades 8-12) Certification as based on the State Board for Educator Certification (SBEC) Rules for a Center for Professional Development of Teachers. Upon completion of a teacher education program at Concordia and successful completion of the state certification examination (TEXES), a graduate may apply for recommendation for the appropriate state certification.

Elementary School Curriculum Major - Early Childhood – 6<sup>th</sup> grade

Middle School Curriculum Major - Grades 4-8 Generalist or Grades 4-8 Content Specific Certificate

Secondary School Curriculum Major - Grades 8-12 Content Specific Certificate

**Special Education Major-All Level EC-12**

#### English

The English Major provides students the opportunity to read and analyze critically a variety of literary genres, and to develop skills in communicating clearly, cogently and coherently in writing and speaking.

#### Environmental Science

The Environmental Science Major emphasizes the relationship between humankind and the natural world, and prepares students to recognize and deal with the impact of human interventions on environmental systems.

#### Healthcare Administration (Accelerated Degree Program only)

The Bachelor of Arts in Healthcare Administration is a timely and important major that aims to prepare qualified workers for the burgeoning healthcare industry. This major concentrates on developing the skills necessary to be a qualified, capable and confident manager in a variety of healthcare environments. Considerable attention is given to the development and articulation of a student's individual ethical positions regarding the complex issues that often arise in this industry. Successful students in this major may or may not have prior work experience in health-related fields. A culmination course will provide a real-world experience for all students in the major. The BA in Healthcare Administration, like all majors in the Accelerated Degree Program, emphasizes communication skills.

#### History

The History Major prepares students for participation in a highly complex and demanding society. It fosters their ability to understand the origin and impact of major political and cultural developments, economic trends and social movements of the world around them. They come to appreciate and respect the diversity of their own rich heritage, as well as that of others and interpret responsibility the world around them through the use of critical thinking and communication skills.

#### Human Resource Management (Accelerated Degree Program only)

The Bachelor of Arts in Human Resource Management offers an introduction to the myriad of issues facing today's HR manager. Required courses focus on areas of responsibility common to all human resources professionals, while also keeping students abreast of contemporary issues and concerns in HR. The courses are taught by working HR professionals who emphasize the development of leadership skills. Particular care is given to the issue of demonstrating Christian faith in work environments that may not always support this action. Successful students in this major may or may not have prior work experience in the field of Human Resources. The major in Human Resources Management, like all majors in the Accelerated Degree Program, emphasizes communication skills.

#### Multidisciplinary

The Multidisciplinary Major helps students acquire a broad background in the common areas of knowledge; focus on at least two areas for more in-depth study; develop critical thinking skills; and improve their ability to communicate effectively in speaking and writing.

#### Music Ministry

This major prepares students for a career as a parish music director, conducting and organizing the musical components of worship for a variety of worship styles as a performer and an ensemble director. All students choose a performance area (organ, piano, vocal, instrumental or guitar) in which to specialize.

### **Bachelor of Applied Arts and Sciences**

The Bachelor of Applied Arts and Sciences (BAAS) degree is designed to provide a transfer path into a bachelor degree program from AAS degree programs, which are approved in Texas by the Workforce Commission to meet specific career skill requirements through college credit programs. The BAAS degree requires a minimum of 124 credit hours and the structure for the degree plan is based on 4 classifications of credit hour requirements: general education core, a coherent technical specialty earned through an AAS degree, a major track enhancing the AAS and/or career, and general elective hours.

#### *Major*

##### Technical Management

Technical management provides the necessary skills to advance into supervisory and entry level management positions within the career path of the student as supported by the AAS training already achieved. The Technical Management program provides a selection of business courses in which students learn how to apply core business skills within their own career field or business environment.

##### **Bachelor of Business Administration (BBA)**

The Bachelor of Business Administration (BBA) is offered in the traditional program only. Students graduating with a BBA degree will concentrate in one of five areas: Accounting, Finance, Management, Marketing and General Business. In addition, minors can be earned in Accounting, General Business, and Finance. The BBA consists of 128 hours: 55-57 hours of University core curriculum, 36 hours in the BBA Major, and 15 hours in the specific Concentration. The remaining hours of the required 128 hours are electives chosen from the Business curriculum or other fields of interest for the student.

##### **Bachelor of Science**

The College of Science offers both the Bachelor of Arts and Bachelor of Science degrees and includes those majors that focus on the natural world rather than the philosophical or spiritual world. In addition to the traditional sciences, the College also oversees programs of study in health care, as well as the advising of individuals pursuing careers in medical fields.

#### *Majors*

Biology

The Biology Major cultivates in students those capabilities necessary for them to continue to explore the field of biology, promote stewardship of the biotic environment, and provide Christian leadership in careers related to biological science.

#### Computer Science

The Computer Science Major is modeled after the Association for Computing Machinery (ACM) recommendations, which require 39 hours of computer science and 18 hours of mathematics courses. In the required courses, students develop both the theoretical and the practical skills needed to design computer systems; to design, install, or repair computer hardware; to write software; to perform mathematical analysis of algorithms and performance studies; and to reason clearly, think analytically, and solve problems.

#### Environmental Science

The Environmental Science Major emphasizes the relationship between humankind and the natural world, and prepares students to recognize and deal with the impact of human interventions on environmental systems.

#### Kinesiology

A study of the mechanics and the anatomy of human movement, kinesiology has direct applications to fitness and health. With three tracks, Generalist, Athletic Training, Pre-Physical Therapy, and Fitness and Wellness Supervisor, students in this major select the track best suited to their career goals.

#### Mathematics

The Mathematics Major offers courses in analysis, calculus, discrete mathematics, cryptology, differential equations, geometry, modeling, number theory, problem solving, probability, and statistics. In these courses, students develop the ability to reason clearly, think analytically, communicate mathematically, value mathematics, and solve problems.

#### Nursing

The Nursing Major has two distinct parts: The Pre-Nursing preparation sequence of courses are taken the freshman and sophomore years; midway through your sophomore year, student may apply for the BSN in Nursing professional sequence, which is taken during your junior and senior years. The pre-nursing sequence consists of required courses in the sciences and humanities that provide students a solid foundation for the art and science of caring for others. The professional nursing sequence [NUR courses] will consist of nursing lecture and clinical courses that provide students the knowledge, skills, and attitude necessary to become competent and compassionate professional nurses and are only available to students admitted to the professional nursing sequence.

#### **Double Majors and Post-Baccalaureate Certificate**

Students pursuing a baccalaureate degree and desiring a double major must complete all courses unique to each major and make application for each major through the appropriate channels.

Students holding a baccalaureate degree and desiring a post-baccalaureate certificate must complete course work unique to the major. Upon successful completion of the coursework, the student will be awarded a certificate of completion and it will be recorded on the student's transcript as a post-baccalaureate certificate.

#### **Second Bachelor's Degree**

Students may qualify for and earn a second bachelor's degree from Concordia University Texas by completing a minimum of 30 credit hours above the 128 credit hours required for the first bachelor's degree. These hours must include all specific core and major requirements pertaining to the second degree that were not included in the first degree program. All courses must be completed in residence. The major for the second degree must differ from the first.

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#### **Minors – Traditional - Amended**

A minor may be earned in most subject areas, unless otherwise specified, by completing a minimum of eighteen (18) credit hours in a given subject with at least nine of the eighteen hours being upper-level. Courses that a student uses to fulfill core requirements may not be used to fulfill minor requirements.

Courses that a student uses to fulfill major requirements may be used to fulfill minor requirements as well. Students majoring in an area may not also earn a minor in the same area. Some subject areas have specific course requirements for a minor. Those are shown below. All other subject areas require completing a minimum of eighteen (18) credit

hours in a given subject with at least nine (9) of the eighteen hours being upper-level. If a subject area does not offer at least eighteen (18) hours of courses of which at least nine (9) are upper-level, then a minor is not possible in that subject area.

**Accounting Minor - 21 credit hours**

ACC 2301 Financial Accounting  
ACC 2302 Managerial Accounting  
ACC 3301 Intermediate Accounting I  
ACC 3302 Intermediate Accounting II  
Plus 9 credit hours of other upper-level accounting courses.

**Behavioral Science Minor - 21 credit hours**

PSY 1311 General Psychology  
SOC 1301 Introduction to Sociology  
PSY 2341 Statistics for the Behavioral Sciences  
PSY 3391 Research in Behavioral Sciences

*Plus 9 upper-level hours*

3 hours in Psychology

3 hours in Sociology

3 Hours in Psychology or Sociology

**Biblical Languages Minor – 20 credit hours**

GRE 2311 Greek I  
GRE 2312 Greek II  
GRE 3313 Greek III  
GRE 3314 Greek IV  
HEB 3401 Biblical Hebrew I  
HEB 3402 Biblical Hebrew II

**Business Minor - 21 credit hours**

ACC 2301 Financial Accounting  
BADM 3311 Principles of Management  
BADM 3321 Business Law  
BADM 3350 Principles of Marketing  
BADM 3360 Finance  
ECO 2301 Intro. To Macroeconomics  
ECO 2302 Intro. To Microeconomics

**Church Music/Conducting Emphasis Minor\* - 25 credit hours**

MUS 2116 Vocal Technique  
MUS 2118 Sight Singing and Ear Training  
MUS 2314 Conducting I  
MUS 2334 Music Theory I  
MUS 3314 Conducting II  
MUS 3262 Worship and Hymnology  
MUS 3332 Orchestration  
MUS 3344 History of Music II  
MUS 3354 Children's Choir  
MUS 3356 Adult Choir

\*Students seeking the Church Music/Conducting Emphasis Minor are required to demonstrate keyboard proficiency to accompaniment level and to participate in four terms of ensemble experiences, of which at least two must be choir.

**Church Music/Organ Emphasis Minor\* - 26 credit hours**

MUS 1142 Organ Design  
MUS 2116 Vocal Technique  
MUS 2118 Sight Singing and Ear Training  
MUS 2314 Conducting I  
MUS 2334 Music Theory I  
MUS 3314 Conducting II  
MUS 3262 Worship and Hymnology  
MUS 3332 Orchestration  
MUS 3344 History of Music II  
MUS 3354 Children's Choir  
MUS 3356 Adult Choir

\*Students seeking the Church Music/Organ Emphasis Minor are required to demonstrate organ service playing proficiency, take at least two terms of organ lessons, and participate in at least two terms of choir.

**Chemistry Minor – 25 credit hours**

CHE 1401 Chemistry I  
CHE 1402 Chemistry II  
CHE 2401 Organic Chemistry I  
CHE 2403 Organic Chemistry II  
*Plus 9 Upper Level Hours from:*  
Any Upper Level CHE courses  
or SCI 4310 Natural Science Research Project with a CHE topic

**Communication for Business Minor–21 academic hrs.**

COM 2301 Human Communication Theory  
COM 2303 Mass Media History and Theory  
COM 3331 Organizational Communication  
*Plus any four course from the following:*  
COM 2308 Writing for the Mass Media  
COM 2314 Communication Technology  
COM 3301 Diffusion of Innovation  
COM 3302 Nonverbal Communication  
COM 3304 Group Dynamics  
COM 3308 Persuasive Communication  
COM 3310 Public Relations  
COM 3320 Media Law and Ethics

**Communication in Church Minor-21 academic hrs**

COM 2301 Human Communication Theory  
COM 3303 Communication in the Church  
COM 3304 Group Dynamics  
Plus any four courses from the following:  
COM 2308 Writing for the Mass Media  
COM 3301 Diffusion of Innovation  
COM 3302 Nonverbal Communication  
COM 3308 Persuasive Communication  
COM 3310 Public Relations  
COM 3317 Media Production I  
COM 3331 Organizational Communication



**Communication/Speech Minor - 21 credit hours**

COM 2301 Human Communication Theory  
COM 2303 Mass Media History and Theory  
*Plus five of the following:*  
COM 3301 Diffusion of Innovation  
COM 3302 Nonverbal Communication  
COM 3303 Communication for Church Workers  
COM 3304 Group Dynamics  
COM 3306 Oral Performance of Literature  
COM 3307 Media Analysis and Criticism  
COM 3308 Persuasive Communication  
COM 3331 Organizational Communication

**Communication/Production Minor - 21 credit hrs**

ART 1308 Introduction to Photography  
COM 2308 Writing for Mass Media  
COM 3315 Video Production I  
COM 3316 Video Production II  
COM 2301 Human Communication Theory  
**or** COM 2303 Mass Media History and Theory  
*Plus two of the following:*  
COM 3302 Nonverbal Communication  
COM 3306 Oral Performance of Literature  
COM 3307 Media Analysis and Criticism

**Computer Science Minor - 21 credit hours**

CSC 1301 Introduction to Computer Science I  
CSC 1302 Introduction to Computer Science II  
CSC 2301 Introduction to Computer Systems  
CSC 2303 Data Structures  
*Plus Three Courses from any 3000 level CSC classes:*

**Economics Minor – 21 credit hours**

ECO 2301 Introduction to Macroeconomics  
ECO 2302 Introduction to Microeconomics  
ECO 3320 International Economics and Trade  
*Choose four of the following classes:*  
ECO 3321 Inter-American Trade and Development  
ECO 33XX Quantitative Methods (pre-req.: MTH 2301)  
ECO 3361 Money, Banking and Credit  
ECO 3362 Healthcare Economics  
ECO 4365 Governmental Finance

**English Minor (Drama) - 18 credit hours**

ENG 1101 Experience of Drama (required 3 times)  
ENG 3302 Drama  
ENG 3321 Theatrical Performance  
ENG 3322 Group Performance  
ENG 3323 Shakespeare  
ENG 3307 Drama at Stratford  
**or** International Study ENG 3398

**Environmental Science Minor - 18 to 26 credit hrs**

BIO 1403 Cellular and Molecular Biology - If not taken in the core.  
CHE 1401 Chemistry I - If not taken in the core.  
CHE 3402 Environmental Chemistry  
ESC 1302 Introduction to Environmental Science

ESC 3306 Nat. Resources & Conservation Planning  
ESC 3403 General Ecology  
*Plus at least 5 hours from the following, including at least 3 upper level hours:*  
GLG 3301 Geology  
SCI 3303 Geology and Ecology of Southwestern US **or**  
SCI 3304 Geology and Ecology of Hawaii **or**  
BIO 3302 Tropical Biology  
BIO 1101-1106 Field Biology (only one course may be counted)  
ESC 3303 Environmental Law  
GLG 1101 Urban Geology  
BIO 1402 General Zoology  
BIO 2403 General Botany  
PHY 1401 Physics I  
CHE 1402 Chemistry II

**Finance Minor - 18 credit hours**

BUS 1360 Personal Finance  
BADM 3332 Quantitative Methods I  
BADM 3333 Quantitative Methods II  
BADM 3360 Finance  
*Plus two of the following:*  
BADM 3361 Money, Banking, and Credit  
BADM 4361 Investments  
BADM 4363 Capital Budgeting  
BADM 4365 Governmental Finance  
BADM 4366 Financial Risk Management

**Mathematics Minor - 21 credit hours**

MTH 1341 Probability  
**or** MTH 1352 Pre-calculus  
MTH 2301 Introduction to Statistics **OR**  
MTH 2305 Discrete Structures  
MTH 2401 Calculus I  
MTH 2402 Calculus II  
*Select 10 credit hours from the following:*  
Select 10 additional upper level MTH academic hours (3000 or 4000 level)  
MTH XXXX \_\_\_\_\_  
MTH XXXX \_\_\_\_\_  
MTH XXXX \_\_\_\_\_  
MTH XXXX \_\_\_\_\_

**Media Production Minor – 21 credit hours**

COM 2308 Writing for the Mass Media  
COM 3317 Media Production I  
COM 3318 Media Production II  
COM 3307 Media Analysis and Criticism  
*Plus any three courses from the following:*  
COM 2301 Human Communication Theory  
COM 2303 Mass Media History and Theory  
COM 3304 Group Dynamics  
COM 4320 Production III

**Music Minor (Instrumental) - 27 credit hours**

*Prerequisites:* (do not count toward necessary credits in minor)  
MUS 1332 Music Fundamentals (or pass test) and  
MUS 11xx Private Lessons (Variable)

MUS 1110 Piano (two terms)  
 MUS 1127 Wind Ensemble (4 terms)  
 MUS 11xx Private Lessons (3 terms at the lower level)  
 MUS 31xx Private Lessons (2 terms at the upper level)  
 MUS 2118 Sight Singing and Ear Training  
 MUS 2314 Conducting I  
 MUS 2334 Music Theory I  
 MUS 2338 Music Theory II  
*Choose two of the following:*  
 MUS 2340 Jazz History  
 MUS 3342 Music History I  
 MUS 3344 Music History II

**Worship and the Arts Minor - 22 credit hours**

COM 3303 Communication for Church Workers

COM 3322 Group Performance  
 MUS 3362 Worship & Music  
 MUS 4110 Worship Internship  
 MUS 2314 Conducting I  
 REL 3345 Theology of Worship  
*Plus three of the following:*  
 MUS 1110 Piano-Keyboards  
 MUS 1114 Guitar  
 MUS 1124 University Choir  
 MUS 1128 Instrumental Ensembles  
 MUS 2116 Vocal Technique  
*Choose one of the following:*  
 ART 1303 Introduction to Studio Art  
 COM 2314 Communication Technology

**NOTE:** Minors for students in the Accelerated Degree Program (ADP) are listed in the section "Accelerated Degree Program."

4.05 Degree Requirements – General for All Degrees (except those in the Accelerated Degree Program)  
 All BA and BS degrees require the following general education core credit hours. While some of the courses are prescribed, others may be chosen from the selected subject area to fulfill degree requirements.

**General Education Core Requirements**

**English - 12 credit hours**

ENG 1316 Academic Research & Writing  
 ENG 1317 Introduction to Literature  
 6 additional credit hours of English

**Fine Arts - 3 credit hours**

Any ART, Drama or MUS course.

**Leadership – 1 academic hour**

LDR 1100 Life and Leadership

**Mathematics - 3 credit hours**

Level 2 Math or higher

**Natural Science - 7 to 8 credit hours**

Any natural science lab course **plus** any three-or four-hour natural science course unless otherwise indicated.

*All students must also complete the following additional general graduation requirements:*

**Classics/Humanities – 3 credit hours**

Choose one of the following:

ENG 2301 World Literature: Classicism \*  
 HIS 2321 History of Western Civilization to 1715  
 HIS 3314 Traditions/Values of Classical Civilization  
 PHL 3301 Survey of Western Philosophy

\*this course will also fulfill one of the English requirements in the general education core

**Foreign Language Requirement**

Students majoring in the College of Liberal Arts are required to pass two terms of the same foreign language. Students graduating from high school in another country in which the language of instruction in the school was a language other than English are presumed to be fluent and literate in another language and are exempted from the foreign language

**Physical Education - 3 credit hours**

KIN \_\_\_\_\_ Fitness Activity  
 KIN \_\_\_\_\_ Skill Activity  
 KIN \_\_\_\_\_ Fitness or Skill Activity

**Social/Behavioral Science - 12 credit hours**

HIS 1301 US History to 1877 *or*  
 HIS 1302 US History from 1877  
 GOV 1303 Introduction to American Government  
 6 additional credit hours from Social/Behavioral Science

**Communication - 3 credit hours**

COM 2300 Fundamentals of Communication

**Religion - 12 credit hours**

REL 1301 New Testament History and Reading  
 REL 1311 History and Literature of the Old Testament  
 6 additional credit hours of Religion

**Computer Competency**

CIS 1301 Introduction to Personal Computers or  
 Competency Exam (no credit)

**CAAP/GRE**

Complete the Collegiate Assessment of Academic Proficiency (CAAP) exam (offered each long semester through Concordia) or the Graduate Record Examinations ® (GRE) (offered at various testing sites) and have a copy of the GRE scores sent to Concordia.

requirement. The foreign language requirement may also be met by receiving the recommended score on a CLEP exam in any of the language exams offered.

### Special Courses

#### Course-by-Arrangement (CBA)

Concordia University Texas offers the opportunity for students to receive instruction in an approved course within its curriculum through personal arrangement between the student and instructor. To apply for Course-by-Arrangement instruction, a *valid scheduling conflict* (see *definition* below) must exist. Permission to take a Course-by-Arrangement must be approved by the instructor, the advisor, and the Dean of the appropriate college or, for students in the Accelerated Degree Program, the Center Director/Dean.

- A maximum of **nine (9)** credit hours towards the completion of the degree requirements may be earned through Course-by-Arrangement instruction at the undergraduate level.
- Course-by-Arrangement (CBA) in the Master of Education program is limited to **three (3)** credit hours and will only be allowed by petition to the Graduate Education Committee.

Students may obtain the necessary [form for Course-by-Arrangement](#) from the Registrar's website ([www.concordia.edu](http://www.concordia.edu)) or in the Registrar's Office. In addition to tuition, there is an extra fee for a Course-by-Arrangement.

### Definition

A valid scheduling conflict exists when:

- Courses a student needs for graduation are offered at the same time; or
- Course a student needs for graduation is not offered in that given term, and there is a valid reason the student did not take the course when last offered.

NOTE: Student's personal schedule or work schedule does not automatically constitute a valid scheduling conflict.

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### Independent Study

An Independent Study is an individual tutorial emphasizing close reading and discussion of literature in an area of interest to the student that is applicable toward the student's degree but not offered as an existing course at Concordia. With guidance from the professor who has agreed to lead the Independent Study, the student is responsible for generating an outline for the course, selecting the appropriate text books/readings, developing objectives for the course, and creating a timeline for the starting and ending of the course.

Requirements:

- A 2.75 cumulative GPA and a 3.25 average GPA in either: 12 credit hours of course work in the chosen discipline, including six upper-level-hours, or at least 12 credit hours of course work in the student's major, including six upper-level hours;
- Signature of approval from instructor, Director of the Major and Dean of the College.

The [Independent Study Form](#) is available on the Registrar's page of the Concordia website ([www.concordia.edu](http://www.concordia.edu)).

### Travel Courses

Concordia University Texas offers students the opportunity to take courses which meet in other regions, and/or nations. A travel course is designed so that students complete the majority of the course requirements, either by field experience or a period of concentrated study, during the designated time of the course. Students involved in travel courses will be excused from the normal class schedule, but are required to make arrangements prior to the trip with their other professors regarding assignments, work due, tests, etc.

In some instances, the designated dates for a travel course may span two terms with portions of the work due in one term and the remainder of the work due in the next term. Students may register for the trip in either term but are responsible for meeting the due dates/deadlines for course work assigned in either term. Grades for travel courses that meet these criteria are available three days following the ending date of the course. Travel course dates are published in the schedule of classes.

Travel courses may be dropped prior to the first day of the course without penalty. A grade of "W" will be recorded on the student's official transcript. Students may not withdraw from a travel course after the course has begun; at that point the instructor of record must assign the student a letter grade. Students who register for travel courses must pay any/all special fees and meet all requirements before the course is completed. Students who drop a travel course are

still responsible for paying any/all special fees. Students who officially withdraw from a travel course before it starts may be eligible for a 100% tuition refund.

Concordia presently offers travel opportunities to the following locations.

### **International Travel**

*AHA International.* Concordia partners with several organizations that facilitate student travel to and enrollment in academic programs with institutions around the globe. These experiences are invaluable in not only continued learning but also in giving experiences and context outside of those that would be gained staying only at one location in the US. The Study Abroad Programs Director is currently Dr. Paul Muench, who can be reached for more details on the programs and available options. Students should note that additional fees (Concordia's fee is currently \$250) apply for participation beyond the added travel and living expenses. Participation in a program that requires enrollment at Concordia during the duration of the experience and that will not provide a transcript from the international school will require an additional fee (currently \$500) for the courses to be approved and loaded to Concordia's system for your transcript. Other options for this service may be available at US schools as arranged by the sponsoring study abroad organization, contact the Director of Study Abroad programs for more details.

*Central America and the Caribbean.* BIO 3302 Tropical Biology. Every spring break we conduct a 9-day trip to a Central American country and to the Caribbean. See Dr. Laurence Meissner for details. Additional fees apply.

*Texas/Mexico Border.* BADM 4311 International Business Management. A four-day trip usually scheduled during the Fall term to Eagle Pass/Piedras Negras which explores the economics, politics and culture of doing business on the Texas/Mexico border. Contact the Dean of the College of Business for details. Additional fees apply. Not offered every year.

*Stratford, Ontario, Canada.* ENG 3307 Drama at Stratford. Held each August, this one week trip to Stratford, Ontario, Canada, covers eight plays during the Stratford Festival and additional plays at the Shaw Festival at Niagara-on-the-Lake. Contact the Director of the English Major for more information. Additional fees apply.

### **United States Travel**

*Hawaii.* SCI 3304 Geology and Ecology of Hawaii. Every third summer Concordia students travel on a two week trip to the Big Island and Kauai. See Dr. Laurence Meissner for details. Additional fees apply.

*Pacific Northwest.* BIO 3370 Ecosystems of the Pacific Northwest. Every third summer students may travel for two weeks to Mt. St. Helens and other ecological sites in the Pacific Northwest. See Dr. Laurence Meissner for details. Additional fees apply.

*Grand Canyon & Southwest.* SCI 3303 Geology and Ecology of the Southwestern US. Every third summer students have the opportunity to travel to the Grand Canyon and other desert sites in the Southwest. Contact the Office of the Dean, College of Sciences for details. Additional fees apply.

*Texas.* BIO 1101 - 1106. Each term a different geographical region (six total) of Texas will be visited. The regions include East and Southeast, Rio Grande Valley, Southwest, Panhandle and Northwest, Central, and the Guadalupe Mountains. See Dr. Laurence Meissner for details. Additional fees apply.

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### **Internships**

General Internship and Scholarship Information

Information on non-program-specific internships that are available can be found by contacting the Career Center. Some types of internships offered may include summer internships in a broad array of disciplines as well as summer travel internships. For example, when in session, the Texas House of Representatives offers a 20-hour per week internship in Political Science that can last one term.

The Career Center also offers other career-related information.

### Specific Program Internship Guidelines

The major objective of an internship is to provide meaningful work experiences similar to those of professionally trained employees. It should provide a variety of work opportunities, allowing you to spend time in several different departments or areas, providing as much “hands-on” experience as possible.

The programs listed below provide an internship option to earn credits towards a degree. If interested, the student should take the initiative to a) gather information about the internship experience, b) talk with the internship program director or the director of the major, c) register for the class and d) arrange the internship with an organization related to that field. Each program has some guidelines for students to follow which provide internship-related information to students.

Programs offering this opportunity maintain contacts and have a file of available internships. In some cases internships may be generated by the internship coordinator, but in most cases students will work in conjunction with their director to establish their own internships. Before pursuing the internship, approval must be received from the internship program director or the director of the major. Credit will be given only for those approved internships that meet the program guidelines and policies.

The following programs offer internship opportunities:

Accounting	Director of Christian Education
Behavioral Sciences	Environmental Science
Business Administration	History
Communication	Kinesiology
Computer Science	Marketing

### Program Specific Guidelines

*Behavioral Sciences Internships:* In the Behavioral Sciences internship, students set up their own internships, but are assisted by the faculty contact person. Students may complete an internship with any human service organization (state agency or non-profit). They must complete 180 hours of on-the-job work as well as several written assignments. The students meet with the contact person periodically, who visits them at the site and meets with their supervisor.

*Business Administration Internships:* College of Business students seeking an internship in accounting, business, or marketing must first apply for an internship through the Director of Business Internships. Applications are included in the College of Business Internship Guidelines package, located on the College of Business Web Site or in the College of Business office. Internship sites may be student-initiated or set up through the Director of Business Internships. Students must complete 150 – 180 hours of on-the-job work on a project outside of normal day-to-day responsibilities. Requirements include weekly written reports, periodic meetings with the Director and/or the professor responsible for the internship, and a final evaluation from the internship supervisor. For pre-requisites and further information, see the College of Business Internship Guidelines.

*DCE Internships:* The final requirement for DCE certification is a yearlong internship, normally following graduation, in a congregation, agency or mission site of The Lutheran Church-Missouri Synod. While interns register as students under the ultimate direction of the DCE Program Director during internship, they are also paid by the participating congregation or agency and are under the direct supervision of a full-time person in the congregation or agency during this time.

*Environmental Science Internships:* An internship in environmental science provides students with meaningful work experiences similar to those of environmental agency professionals. To the extent possible, internships provide as much “hands-on” experience as possible, allowing interns to perform meaningful work. An extremely important emphasis of the internship program is to provide exposure of interns to a wide array of opportunities in a variety of departments for observation, training, and participation in the functions of the business or agency. Prior to pursuing an internship, the student must consult with the Director of the Major. All internships must meet the Environmental Science Program guidelines and policies as described in the Environmental Science Handbook.

### 4.06 Service-Learning

Concordia's Service-Learning program and mission combines a Servant Youth Leadership Initiative to provide leadership development for college students.

Service-Learning is a form of instruction in which students design projects to address community needs as part of their academic studies. It combines field and classroom instruction by linking community partners to service projects. Service projects directly flow from established and required learning outcomes for non-credit or credit-bearing academic courses. Students collaborate and discuss their ideas with community partners in order to identify and address a meaningful community need. Service-Learning links academic study to meaningful community service so that students' academic experience and communities are mutually strengthened.

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#### 4.07 Online Courses

Concordia University Texas is a member of the Online Consortium of Independent Colleges and Universities (OCICU). Online courses are offered through OCICU in a variety of subject areas. Courses taken through OCICU count as residency hours. Contact the Dean of your College, your Academic Advisor, or your Center Director/Dean for more information about the program. For more information on the Concordia OCICU courses, see the College of Business section of the catalog.

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#### 4.08 Methods of Gaining Non-Residential Credit

##### Transfer Credit

Credit from a regionally accredited institution must fit within the liberal arts framework of Concordia University Texas to be considered for transfer credit. Transfer credit that meets this requirement is normally accepted on a credit for credit basis. Transfer credit from institutions in candidacy status with a regional accrediting body which are later granted accreditation will normally be accepted based on the same criteria as that from a regionally accredited institution. A minimum grade of "C-" in the course for which credit is requested for transfer is required by Concordia University Texas. Courses from a junior college are not accepted as upper-level credit. Credit from non-regionally accredited institutions is generally not acceptable.

Transfer credit from institutions attended prior to enrollment at Concordia will only be evaluated for acceptance if the institution attended was listed on the original Concordia application. If a student requests transfer credit from an institution not listed on the application, it will generally not be accepted for evaluation. When completing the Concordia application, students must note all institutions of higher education previously attended from which transfer credit will be requested.

Concordia students who wish to take courses at other institutions for credit transfer back to Concordia should fill out, sign, and submit a Transfer Course Approval form to the Office of the Registrar prior to enrolling in a course at another institution. After review, notification will be sent to the student indicating whether or not the request has been approved. Positive approval from the Registrar's office assures the student that credit for that course will be accepted as credit toward their degree at Concordia. Credit from courses taken without prior approval may not be accepted.

It is the student's responsibility to provide the Registrar's Office at Concordia University Texas with all needed documentation from the institution from which they want to receive transfer credit. The acceptability of courses presented for transfer credit from other colleges will be determined by the Registrar's Office in conjunction with Concordia faculty.

Courses/Credits that are generally not accepted for credit include:

- Credit from courses that are remedial in nature;
- Credits from non-regionally accredited institutions; and
- Credits from institutions that are regionally accredited but do not fit within the liberal arts framework of Concordia University Texas.

Courses/Credits not accepted for transfer credit

- Credits from courses for which the student earned a grade of "D" or lower; and
- Credits received through continuing education.

Grade points earned from any accepted transfer credit is not figured into the grade point average (GPA) calculation for Concordia University Texas except for admission purposes. Transfer courses cannot be used to replace an existing grade at Concordia nor can it be used to improve Standards of Academic Progress evaluations.

##### Neutral Credit

Credit by exam including CLEP, AP, ACTPEP, DANTES/USAFI, military colleges and other extra-institutional programs evaluated by American Council on Education (ACE), may be used to satisfy degree requirements but do not

count toward residential credit requirements. Credits based on ACE evaluations of non-collegiate sponsored instruction (e.g., corporate, state training programs) and Prior Learning Assessment (PLA) do not meet Concordia residency requirements (neutral).

#### Advanced Placement Exams

Concordia University Texas accepts college credit for satisfactory scores on the College Board's Advanced Placement Examinations.

Scores of 3, 4, or 5 = Satisfactory CE (Credit by Exam)

Scores of 1 or 2 = Unsatisfactory No Credit

Admitted students who receive satisfactory scores in the subject areas indicated by the Advanced Placement Examinations will be awarded equivalency credit for the Concordia courses as indicated below:

#### AP Examinations

Biology  
 Chemistry  
 Computer Science  
 Economics: Macro  
 Economics: Micro  
 English Literature & Composition  
  
 Gov't & Politics: American US History  
 Geography, Cultural (Human)  
 United States History  
  
 Latin (both tests)  
 Math: Calculus AB  
 Math: Calculus BC  
 Modern European History  
 Music Theory  
 Physics A  
 Physics B or C  
  
 Psychology  
 Spanish Language  
  
 Statistics

#### Concordia Equivalent

BIO 1401 Principles of Biology  
 CHE 1401 Chemistry I  
 CIS 1301 Intro to Personal Computing  
 ECO 2301 Intro to Macroeconomics  
 ECO 2301 Intro to Microeconomics  
 ENG 1316 Academic Research and Writing and  
 ENG 1317 Intro to Literature  
 GOV 1303 Intro American Gov't  
 GRG 1311 Principles of Geography  
 HIS 1301 History of the U.S. to 1877 and  
 HIS 1302 History of the U.S. from 1877  
 LAT 1301 Latin I  
 MTH 2401 Calculus I  
 MTH 2402 Calculus II  
 HIS 2322 Western Civilizations from 1715  
 MUS 2334 Music Theory I  
 PHY 1302 Physical Science for Liberal Arts  
 PHY 1401 Physics I and  
 PHY 1402 Physics II  
 PSY 1311 Introduction to Psychology  
 SPN 1401 Spanish I and  
 SPN 1402 Spanish II  
 MTH 2301 Introduction to Statistics

Admitted students who receive satisfactory scores in other Advanced Placement Examinations that do not have a Concordia equivalent will be granted three hours of credit. The Advanced Placement Examinations in this category are:

Art, History	German
Art, Studio	Literature
Comparative Government and Politics	Music Literature
English Language and Composition	Spanish
European History	World History
French	

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#### CLEP Examinations

Currently enrolled students may submit CLEP scores for evaluation for credit. Students must score at or above the ACE recommended passing grade on the appropriate CLEP examination. Concordia University Texas will award equivalency credit for the following:

#### Concordia Course Title

ACC 2301 Financial Accounting  
 BIO 1401 Principles of Biology  
 BUS 3311 Principles of Management  
 BUS 3321 Business Law  
 BUS 3350 Principles of Marketing  
 CHE 1401 Chemistry I and  
 CHE 1402 Chemistry II\*

#### CLEP Examinations

Financial Accounting  
 General Biology  
 Principles of Management  
 Introduction to Business Law  
 Principles of Marketing  
 General Chemistry

ECO2301 Intro to Macroeconomics	Principles of Macroeconomics
ECO 2302 Intro to Microeconomics	Principles of Microeconomics
ENG 1316 Academic Research & Writing	College Composition
ENG 1317 Introduction to Literature	Analysis/Interpretation of Literature
ENG 2303 American Literature	American Literature
ENG 2305 Survey of British Lit	English Literature
GER 1401 German I and	German
GER 1402 German II*	
GOV 1303 Intro to American Government	American Government
HIS 1301 History of the U.S. to 1877	US History I
HIS 1302 History of the U.S. from 1877	US History II
HIS 2321 Western Civilization to 1715	Western Civilization I
HIS 2322 Western Civilization from 1715	Western Civilization II
MTH 1323 Quantitative Literacy	College Math
MTH 1325 Math for Liberal Arts	College Math
MTH 1352 Pre-calculus	Trigonometry/College Algebra/Trig
MTH 1351 College Algebra	College Algebra
MTH 2401 Calc I & MTH 2402 Calc II*	Calc/Elementary Functions
PSY 1311 General Psychology	Introduction to Psychology
PSY 2301 Lifespan Development	Human Growth and Development
SOC 1301 Introduction to Sociology	Introduction to Sociology
SPN 1401 Spanish I and	College Spanish
SPN 1402 Spanish II*	
No Concordia equivalent	French (may satisfy foreign language requirement)

\*ACE recommended test scores will determine if foreign language, calculus or chemistry credit will be awarded.

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#### Credit by Examination

A maximum of 15 credit hours of credit may be earned by examination for application toward the Associate of Arts Degree; a maximum of 30 credit hours may be earned by examination for application toward the Bachelor of Arts or Science Degree. Concordia will determine the award of postsecondary academic credit for extra institutional credit-by-examination programs related to the student's educational objective at Concordia based on the most recent recommendations by the American Council on Education. **Concordia assumes no responsibility for awarding credit for examinations taken that are not on the acceptable list for such credit.**

#### International Baccalaureate

Concordia University recognizes the International Baccalaureate (IB) and accepts individual course credit for higher level (HL) IB courses with test scores of 4, 5, 6, or 7. For each course presented and accepted, 3 credit hours of credit will be granted to be used in the student's program as appropriate. No credit will be granted for standard level (SL) courses.

#### Military Experience and Education

Concordia will accept credits earned through the USAFI or DANTES program and grant credit for military educational experiences in accordance with the recommendations of the American Council on Education. Student will need to provide the Registrar's Office with:

- a copy of the student's DD-214 showing all schools attended, or
- a Community College of the Air Force (USAF) transcript, or
- a SMART (US Navy, US Army, or US Marine Corp) transcript.

If there is more than one DD-214 showing schools attended, student will need to provide the Registrar's Office with copies of each one. Based on this documentation, evaluation of the student's military education and experience will determine if credit can be awarded.

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#### Prior Learning Assessment (PLA)

Degree-seeking students currently enrolled at Concordia University Texas may petition for Prior Learning Assessment (PLA) credit based on previous experiential learning acquired on the job, in previous training and/or through personal study. Students may petition for PLA credit for only those eligible courses listed in the current Concordia



Undergraduate Catalog. Students must meet with their advisor to review the PLA criteria and the petition development process before attempting to earn credit through prior learning assessment.

Concordia grants **up to** eighteen (18) credit hours for properly documented prior experiential learning that demonstrates achievement of all outcomes for specific courses in an approved Concordia major. PLA credit may not be used to satisfy Concordia residency requirements for graduation. PLA credit is awarded on a Pass/Fail basis. Concordia University does not grant block credit and will not award PLA credit based on internships, Independent Study courses or courses for which CLEP or other equivalency exams exist (as listed in the Concordia Undergraduate Catalog). Maximum use will be made of national, standardized equivalency exams to award credit for prior experiential learning.

Students are responsible for supplying clear and convincing documentation to support their PLA petition. Concordia may not accept documentation of experiential learning acquired while the student attended an institution that was not accredited by a regional accrediting association. Students may not petition for PLA credit using a course for which they have already received credit on a college-level transcript.

Once submitted, the PLA petition is reviewed by selected faculty at Concordia University Texas. Final approval is given by the Provost and notification comes from the Registrar's Office. All material submitted with the PLA petition becomes the property of Concordia University Texas.

Students intending to submit a portfolio for PLA evaluation must submit it no later than six months prior to their anticipated date of graduation. The PLA assessment fee for each petition submitted must be paid in advance with a copy of the receipt included in the portfolio at the time of submission. PLA credit is awarded in the term in which the petition is approved by the Provost. Concordia University Texas does not accept PLA-type credit from other institutions. See **5.00 Fees and Refunds** section of the catalog.

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#### 4.09 Grades and Academic Appeals

##### Posting of Grades

Completed course grades are posted to MyInfo twice during the term; once at mid-term (9<sup>th</sup> week of the term) for courses completed in the first eight-weeks of the term and within 7 to 10 business days after the official last day of the term.

##### Academic Appeals

Students who have an academic grievance with an instructor should discuss the issue with the instructor before pursuing any other action. If the student and the instructor are unable to resolve the issue, the student may appeal to the Dean of the College or University Center in which the issue occurred. If the student does not feel that the issue has been resolved by the Dean of the College, the student may appeal to the Provost, whose decision is final.

**NOTE:** In the case of grade appeals, students have until midterm of the following long term to challenge course grades, have a decision reached, and, if necessary, have the appropriate paperwork submitted to the Registrar's Office. Paperwork received in the Registrar's Office after the deadline will in most cases not be accepted.

##### Grade Change Policy

Requests for grade changes are to be made to the instructor of the course in which the grade was received. Grades may be changed by the professor until noon on the third day following the last day of final exams without additional paperwork submitted. Grade changes are normally limited to miscalculations by faculty when computing the final grade, errors in recording grades or delays by faculty in locating misplaced assignments. After the third day following the last day of exams, all grade changes must be a result of miscalculation of the final grade by the faculty person assigned to the course in question and submitted on a Grade Change Request form with all required signatures. A grade change request may not be initiated after mid-term of the following long term.

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##### Incompletes

An "Incomplete" is not a grade but a place-holder (denoted by an indicator of "I" in place of a grade). In order for an instructor to assign a student an "Incomplete" an Incomplete Form must be submitted to the Registrar's Office which indicates that

- specific course requirements have not been completed due to circumstances clearly beyond the student's control, and
- the completed work to date is of passing quality.

Under no circumstances will the "I" indicator be assigned as a means of avoiding or postponing a low course grade. By signing the Incomplete Grade form, the instructor and the student agree that **both** conditions exist. Completed and signed forms are due in the Registrar's office prior to the last regularly scheduled class day of the term or for the Accelerated Degree Program, prior to the beginning of the last class session of the course for which an incomplete is sought.

The Incomplete Form requires that both parties state

- the reason for the incomplete,
- the specific work required to complete the course, and
- the grade to be assigned if the work is not complete by the agreed upon date.

The student assumes the primary responsibility for completing the course within the initial or extended time limit and under the criteria established by the instructor. The "I" will be changed to the agreed upon grade if the specified deadline is not met or notice is sent to the Registrar's Office of the completion of the work as indicated by a final grade.

Resolution of the Incomplete must be finished by end of the following long term. Whether or not the student is enrolled during the following long term has no bearing on this date. One extension is allowed. **Total time of Incomplete, with extensions, may not exceed one (1) calendar year.** Incompletes must be processed in time to allow the instructor to submit the Incomplete Grade Form to the Registrar's Office along with the final grade roster of the class. *Failure to fulfill all requirements of an "Incomplete" where no agreed upon grade was specified should requirements not be completed will result in a grade of "F."*

**Note: Students with an unresolved Incomplete on their transcript are not allowed to participate in commencement ceremonies.**

#### *Accelerated Degree Program Incomplete Requirements*

Students in the Accelerated Degree Program must fulfill the requirements of an Incomplete within two (2) weeks of the end of the course in which the Incomplete was given. *Failure to fulfill all requirements of an "Incomplete" where no agreed upon grade was specified should requirements not be completed will result in a grade of "F."* No time extensions are allowed following the initial two-week period.

#### *Master of Education*

The student has the following eight week session to fulfill the requirements of the course in which the Incomplete was received. If more time is required, the student may request one extension (via petition to the Dean). If granted, the student would have one additional eight week session to fulfill the requirements of the incomplete course. If a student is granted an Incomplete in a summer 1 course, the student will have a full eight weeks to fulfill the requirements of the course in which the Incomplete was received starting with the first day of the summer 2 term. If the student fails to complete the course in the second eight week session, the student will receive the grade indicated by the professor on the incomplete form. An Incomplete designation is not allowed for thesis students.

#### **Repeating Courses**

Students may elect to repeat any course(s). While the previous grade in a repeated course continues to be included on the transcript, only the higher of the two grades will be used in computing the grade point average. A course taken at Concordia University Texas must be repeated at Concordia University Texas if it is intended to replace an earlier grade. Unless otherwise specified in the course description, regardless of how many times the student passes the course, the credit hours for a repeated course will only be counted once.

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#### **Final Examination**

Normally, written examinations covering the work of the entire traditional semester or part of term are given at the end of each semester or part of term. During the last week of each sixteen-week semester, time is set aside for final exams and all final exams are to be given during this designated time. The registrar's office will publish a finals schedule, make it available to all faculty members, and post it on the Concordia web page. All final exams are to be given during the scheduled times and dates.

Accelerated Degree Program final exams are administered on the last class day of the course. See course schedule for final class date. All final exams are to be given during the scheduled times and dates.

#### 4.10 Grading System and Final Course Grades

## Grading System

Concordia uses the following grades:

A	Excellent	I	Incomplete	P	Passing (for Pass/Fail Courses)
B	Above Average	CE	Credit by Examination	W	Withdrawal
C	Average	CR	Credit	NR	No grade recorded
D	Below Average	NC	No Credit		
F	Failure				

**Note:** The Master of Business Administration and the Master of Education Programs do not award the grade of "D". Grades of I, CE, CR, NC, P, and W are not used in computing a student's cumulative grade point average. However, the hours may count toward attempted hours as stated in Concordia's Standard of Academic Progress policy.

## Dean's List

Full-time (enrolled in 12 or more credit hours), degree seeking, undergraduate students whose Concordia term grade point average is 3.50 or higher are placed on the Dean's List for that term. This academic status is recorded on the student's official transcript.

## 4.11 Satisfactory Academic Progress

Concordia University Texas has established Standards of Academic Progress (SAP) as an integral part of its goal to promote student success. Periodic measurements are made of each student's academic achievement in comparison to the standards established as the minimums for continued participation in the program. It is in neither the students' nor Concordia's best interest to have students remain in a program if satisfactory progress is not being achieved toward degree completion. For students who have difficulty meeting these minimum standards, Concordia has in place a series of interventions to determine the nature of each student's difficulty and to set immediate goals and strategies for improvement. When indicated, permission for continued enrollment is withdrawn by Concordia in a timely and professional manner.

## Grade Point Evaluation Standard

Qualitative standards of academic progress are assessed through Grade Point Average (GPA) evaluation. The calculation of the grade point average is done at the end of each term (spring, summer, fall). Only courses taken at Concordia are used to figure GPA. Calculation is done by dividing attempted hours by quality points (see **Table 1** below). Attempted hours are all credit hours in which the student is enrolled on the date of record for the semester (census day). If a course is repeated, only the highest grade\*\* will be figured in the GPA. For the purpose of GPA calculation, grades of "I", "NC", or "W" will not be counted.

## Determining Quality Points

**Table 1**

Grade	Formula	Example
A	4 pts. X number of credit hrs	3-credit hr. course = 12 pts.
B	3 pts. X number of credit hrs	3-credit hr. course = 9 pts.
C	2 pts. X number of credit hrs	3-credit hr. course = 6 pts.
D	1 pt. X number of credit hrs	3-credit hr. course = 3 pts.
F	0 pts.	0 pts.

◆◆ Highest grade earned on a repeated course is figured into the calculation to determine GPA. The lower grade no longer counts in the GPA calculation, but the hours are included in attempted hours on transcript. ◆◆

A Concordia student must maintain a prescribed GPA (see diagram below) to remain in good academic standing to graduate from Concordia. If the term GPA is less than 2.00 at the end of any term during which at least one GPA course was completed, the student is placed on Dean's Warning (provided the student was not dismissed under another provision of this policy). Developmental courses are not considered GPA courses and are therefore not calculated into the cumulative GPA.

If at the end of any term the student's cumulative GPA drops below the prescribed standard (see diagram below), the student is placed on University Probation for the next term in which the student is enrolled. University Probation is permanently noted on the student's transcript and becomes part of the student's permanent record.

### Earned Credit Hour Evaluation Standard

Quantitative standards of academic progress are assessed through earned credit hour evaluation. The calculation to determine whether or not the correct percentage of coursework has been earned (credit given) is done at the end of every term (spring, summer, fall). See **Table 2** below.

- All hours transferred in plus all hours attempted at Concordia are used to determine Level.
- Only courses passed with grades of "A", "B", "C", "D", "P", or "CR" will be counted as hours earned.
- Grades of "I", "F", "NC", or "W" will not be counted as credits earned, but will count towards credits attempted.
- Courses repeated to improve GPA will not be counted as hours earned toward satisfactory progress but are counted as hours attempted.

If the student's earned credit hours do not meet the stated standard, the student is placed on University probation and permanently noted on the student's transcript.

**Table 2**

**Standard of Academic Progress Chart**

Level	Percentage of attempted hrs. that must be earned*	Undergraduate Student Cumulative GPA	Undergraduate College of Ed. Cumulative GPA	Graduate Student Cumulative GPA
Freshman [0 – 29 earned hrs.]	45%	2.00	2.00	3.00
Sophomore [30 -59 earned hrs.]	50%	2.00	2.00	3.00
Junior [60 – 89 earned hrs.]	60%	2.00	2.50	3.00
Senior [90 + earned hrs.]	67%	2.00	2.50	3.00

(\*partial hours will be rounded up)

If at any time the student does not reach the required percentage of earned hours or the student's cumulative GPA drops below prescribed standard, the student is placed on Academic Probation.

### Academic Probation Sanctions

While on University probation, the student

- is limited to fifteen (15) hours or less of registered courses within the term,
- must meet with the director of the Success Center within the first two (2) weeks of classes (either in person or by telephone),
- may be referred for counseling.

### Standards of Performance for Students on Academic Probation

The probationary period is generally one term and formal academic advising is encouraged prior to enrollment in this term. The student who enrolls in a probationary term must attempt at least one necessary course. At the end of the term, the student will be in one of the following categories:

If **any** of the following occurred, the student is dismissed:

- Withdrew from all courses during the term
- Enrolled in one or more non-degree-required courses, but did not pass them all
- Enrolled in and completed one or more degree-required courses, and the term GPA was below 2.00
- Did not meet one or more quantitative standards

If all quantitative standards were met, **and** the cumulative GPA was below 2.00 or the student had never completed a degree-required course, **and any** of the following occurred, the student remains on probation one more term:

- Enrolled only in degree-required courses, completed at least one of them, and the term GPA was at least 2.00
- Enrolled only in developmental courses and passed them all
- Enrolled in both degree-required and developmental courses, passed all developmental courses, and the term GPA was at least 2.00 if any degree-required courses were completed

At the end of the second probationary/reinstatement term, if **any** of the following occurred, the student is dismissed:

- Withdrew from all courses during the term
- Enrolled in one or more developmental courses, but did not pass them all
- The cumulative GPA was below a 2.00
- Never completed a degree-required course
- Did not meet one or more quantitative standards

If **all** of the following are true, the student returns to good academic standing:

- Completed the term
- Passed all developmental courses attempted during the term
- Cumulative and term GPA were at least 2.00, or had never completed a degree-required course
- Met all quantitative standards

### Appeal Process

Academic Dismissal appeals for reinstatement must be submitted in writing to the Academic Dean of the program in which the student was enrolled at the time of dismissal. All Academic Dismissals must be successfully appealed prior to attempting to continue study at Concordia University Texas.

- All appeals must include the Dismissal Appeal Form (provided with dismissal letter) prior to the start of the next term or the intended enrollment period.
- All appeals must explain the cause of the mitigating circumstances that directly contributed to the poor performance, including any documentation necessary to validate issues of fact, and provide evidence that these circumstances have been remediated or are no longer a contributing factor towards your ability to perform academically.
- Student must provide a realistic plan for meeting the requirements to be restored to good standing. The Academic Appeal Documentation form (provided with dismissal letter) should be used to properly prepare the required documentation and must be submitted with the Dismissal Appeal Form.
- All petitions for reinstatement must be presented to the Dean of the college in which the student was enrolled. The Dean or their designee, in consultation with student's faculty advisor and Division Chair as deemed necessary, will review the petition and decide on the outcome of the appeal including any conditions or requirements. The Dean may or may not choose to meet in person with student. If student has not yet declared a major, the petition should be submitted to the Registrar. A committee chaired by the Registrar, and including the Faculty Advisor, Provost and one of the College Deans will review the petition and make the official ruling.
- Submitting the correctly completed forms does not automatically guarantee reinstatement.
- Student will be notified of the results of the appeal by letter and/or email to student's CTX email account.

### Secondary Appeal

Denied petitions for reinstatement may be presented to the Provost's Office with an additional written statement delineating the challenges to the prior ruling and providing any additional relevant information. The Provost or an appointed academic review committee (Deans or designees involved in the initial appeal decision will be excluded) will consider the challenge appeal. Successful challenges received after the start of the next term will not be granted reinstatement until the following term.

### Reinstatement

If the appeal is approved and the reinstatement takes place prior to the end of late registration, the student will be permitted to register for classes. Readmitted students are automatically placed on Academic Probation status for the term in which he/she is reinstated. Failure to meet the requirements specified in the appeal approval or those required for the probationary term will result in a second academic dismissal from the University. Reinstatement from such a second dismissal is not generally approved except in extreme situations.

Once a student has been Academically Dismissed, a successful appeal process as outlined previously in this section must be completed prior to or as part of the re-enrollment process. In order to register for courses, the student must be fully admitted to Concordia University Texas. If the appeal for reinstatement is not successfully completed prior to the end of the late registration period, the individual is required to complete the re-enrollment process.

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## 4.12 Graduation - Amended

### Graduation Application

Candidates for a Concordia University Texas degree or the Lutheran Teacher's Diploma must file a written Graduation Application with the Registrar's Office during the final term in which the work is to be completed and the

diploma/certificate is to be awarded. Graduation applications are accepted during the period of time published in the Academic Calendar. *If the student does not complete the work in the term when the application was filed, the application will remain valid for the following term/graduation period (fall, spring, or summer).* If the student fails to complete their work in the following graduation period, **(s)he will have to reapply for graduation in the term when the work is completed.** The Graduation Application is available in the Registrar's Office or on the web site ([www.concordia.edu](http://www.concordia.edu)).

Submitting the graduation application initiates a comprehensive degree audit. When the graduation audit shows that the student is eligible to graduate and/or participate in commencement ceremonies, the student's account is billed for the graduation application fee (see Tuition and Fees). Notification of the outcome of this audit is sent to the student's ctx.edu email account. If the degree audit indicates that the requirements for graduation and/or participation in commencement have not been met, the student is sent a detailed explanation. This explanation includes a listing of all requirements still outstanding.

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#### Graduation Requirements

Undergraduate Associate of Arts degree-seeking students will

- Attain a 2.00 cumulative GPA in all college coursework attempted at Concordia.
- Successfully complete a minimum of 64 credit hours.
- Earn a minimum of 48 hours from the liberal arts and/or fine arts areas.
- Earn a minimum of 22 credit hours in residence.

Undergraduate Baccalaureate degree-seeking students will

- Attain a 2.00 cumulative GPA in all work completed at Concordia; except students in the Director of Christian Education, Elementary School Curriculum, Middle Curriculum, Secondary School Curriculum majors who must earn a 2.50 cumulative GPA.
- Attain a 2.25 cumulative GPA in all courses attempted at Concordia in the major. Students in the Director of Christian Education program must earn a 2.50 cumulative GPA in all courses attempted at Concordia. Elementary School Curriculum, Middle School Curriculum, Secondary School Curriculum majors must earn a 2.50 cumulative GPA based on all courses attempted at any college including Concordia.
- Earn a minimum of 39 upper-level credit hours (courses beginning with a "3" or "4").
- Earn a minimum of 45 credit hours in residence\*.
- Earn a minimum of 128 total credit hours.
- Earn 12 upper level credit hours in major in residence.
- Earn 50% of credit hours for a minor in residence.
- Complete all of the specific course requirements outlined on the degree plan including either passing the computer competency exam or successfully completing the required computer course.
- Complete the Collegiate Assessment of Academic Proficiency (CAAP)\*\* exam (offered each long semester through Concordia) or the Graduate Record Examinations® (GRE)\*\*\* (offered at various testing sites) and have a copy of the GRE scores sent to Concordia.
- File a completed and signed graduation application with the Office of the Registrar.

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#### \*Residency Requirements

- At least 45 credit hours must be earned in residence at Concordia University Texas.
- A minimum of twelve upper level hours in the student's major must be earned in residence.
- A minimum of 50 percent of the credit hours for the minor must be earned in residence.
- Concordia will not accept transfer course credit toward final completion of the degree requirements for courses beginning more than three (3) years after the student has taken his/her final course work at Concordia.
- Students who intend to complete their final course work at an institution other than Concordia must, while in residence, receive approval for such action from the Dean of the School in which they are taking their major and turn in the form to the Registrar's Office for filing in their permanent record.

\*\*The **Collegiate Assessment of Academic Proficiency (CAAP)** is a standardized assessment program that enables postsecondary institutions to assess, evaluate, and enhance the outcomes of their general education programs.

\*\*\*The **Graduate Record Examinations® (GRE)** measures verbal reasoning, quantitative reasoning, and critical thinking and analytical writing skills. The **GRE® Subject Tests** gauge undergraduate achievement in 8 specific fields of study.

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### Graduation Requirements - Master Level - **Amended**

Master of Business Administration degree-seeking students:

- Must satisfy all degree requirements
- Must attain a 3.0 cumulative GPA in all work completed at Concordia
- **Must attain a 3.0 GPA within specialization**
- File a completed and signed graduation application with the Office of the Registrar

Master of Education degree-seeking students:

- Must satisfy all degree requirements
- Must attain a 3.0 cumulative GPA in all work completed at Concordia
- Must attain a 3.0 GPA within specialization
- File a completed and signed graduation application with the Office of the Registrar

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### Graduation (Latin) Honors (Undergraduate Students Only)

Degree seeking, 4-year undergraduate students with at least 60 credit hours in residence and whose cumulative Concordia grade point average is 3.50 or higher at the end of the term in which the student completes degree requirements are eligible for graduation with honors. This academic status is recorded on the student's official transcript.

Honors will be awarded as follows:

- Summa cum Laude 3.900 - 4.000
- Magna cum Laude 3.750 - 3.899
- Cum Laude 3.500 - 3.749

For information on participating in commencement with honors, see “Commencement Ceremonies” section below.

### Diploma

Concordia University Texas provides original signature diplomas to its graduates following certification of degree completion. Names are placed on the diplomas according to the information provided on the Graduation Application. When the diplomas are ready, notification is sent that they are available for pick up. If mailing was chosen rather than pick up, Concordia will mail degrees at no cost to any legitimate address in the United States. Average length of time for delivery is two to three months from point of certification following the end of the term.

Any diplomas that are returned as undeliverable which belong to former students of the main campus will be held in the Office of the Registrar for pick up. Diplomas belonging to former students of the Regional Centers will be sent to the Centers for convenient pick-up. Centers will keep them for one month and then return them to the Office of the Registrar where they will be housed and available for pick up.

### Commencement Ceremonies

**Taking part in the commencement ceremony is a privilege, not a right.** *Students may participate in commencement only once per degree awarded.*

The following conditions must be met before students are declared eligible to participate in the fall commencement ceremony. Students must

- have completed all of the requirements needed to graduate;
- be currently enrolled in or participating in all remaining classes required for graduation, documented proof must be supplied if courses are taken at an institution other than Concordia);
- be at or above the minimum GPA requirement for the degree **and** the major; and
- have paid the graduation fee or had the fee billed to their existing Concordia account.

The following conditions must be met before students are declared eligible to participate in the spring commencement ceremony. Students must

- have completed all of the requirements needed to graduate;
- be currently enrolled in or participating in all remaining classes required for graduation, or
  - for undergraduates, are within either nine (9) hours or three (3) courses of graduating, whichever is greater;
  - for graduates, are within either six (6) hours or two (2) courses of graduation, whichever is greater;
- be officially registered at Concordia for all remaining course work necessary to complete their degree ; or
  - provide proof of intent to register at another institution, and
  - provide a completed and signed registration form
- be at or above the minimum GPA requirement for the degree **and** the major; and
- have paid the graduation fee or had the fee billed to their existing Concordia account.

If the student does not meet the forty-five (45) hour residency requirement (cumulative), the twelve (12) upper-level hour major requirement, or the 50% of minor credit hours in residency requirement but is enrolled in courses in the commencement term that will fulfill the requirement, the student will be allowed to participate in the commencement ceremony.

**NOTE:** Honors at commencement, including cum laude, magna cum laude, summa cum laude (explained previously in this section), and honor societies (see determining criteria in section 7.24), are determined at the end of the term preceding the commencement ceremony. This determination is based on the cumulative GPA at the end of the preceding term and whether or not the student has met the sixty (60) hour residency requirement.

Concordia offers graduation ceremonies twice a year. The fall term ceremony takes place the first Saturday in December. The spring term ceremony(ies) takes place the Saturday following the close of the term. Location, time, and other information can be found on the website at [http://www.concordia.edu/page.cfm?page\\_ID=123](http://www.concordia.edu/page.cfm?page_ID=123) .

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### **Honor Societies**

#### **Alpha Chi**

Alpha Chi is a nationally affiliated honor society. In order to be considered for inclusion in this honor society, students must achieve

- junior or senior standing,
- a grade point averages of 3.50 or above,
- completed one-half of the credits required for graduation (traditional) or earned not fewer than twenty-four credit hours of credit toward a baccalaureate degree (transfer), and
- rank in the top 10% of their classes.

The number of students invited to join is directly related to the number of students in the junior class and the senior class. "...not more than the top-ranking ten percent of students classified as juniors and not more than the top-ranking ten percent of students classified as seniors, including those previously elected to membership, may be elected to membership." (Alpha Chi Chapter Handbook, retrieved 03/10/08 from <http://www.harding.edu/alphachi/constitution.htm>)

#### **Alpha Sigma Lambda**

Alpha Sigma Lambda is a nationally affiliated honor society for adult non-traditional students with a grade point average of 3.50 or higher and who have completed at least 24 hours at Concordia University.

#### **Pi Lambda Theta**

Pi Lambda Theta is a nationally affiliated honor society for junior or senior undergraduate, graduate and certificate/diploma students in education who have maintained a grade point average of at least 3.5.

#### **Sigma Beta Delta**

Sigma Beta Delta is the highest nationally recognized honor society for students of business management and administration. Members must rank in the top 20% of the junior, senior or master's class and be invited to membership by the faculty officers.



## Upsilon Phi Delta

Upsilon Phi Delta is the premier honor society for students in the profession of healthcare administration to advance their competence and academic excellence. Members are honored on the basis of academic achievement, a grade point average of 3.5 or higher, service to the community, and leadership contributions to the healthcare management field. The official colors are crimson red and cobalt blue.

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### 4.13 Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Concordia University Texas accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students except to:

- Personnel within the institution who have a valid educational interest.
- Officials of other institutions in which students seek to enroll.
- Persons or organizations providing financial aid.
- Accrediting agencies carrying out their accreditation function;
- Parents of dependent students. The parent must present documentation that the student is a dependent for income tax purposes by claiming the student on their income tax form; the parent must renew the request annually to show that the student is still a dependent for income tax purposes.
- Persons in compliance with a judicial order.
- In an emergency in order to protect the health or safety of students or other persons.

All these exceptions are permitted under the Act.

Within the Concordia University community, only the following offices' staff and faculty, individually or collectively, acting in the student's educational interest are allowed access to student education records:

Registrar	Academic Advisors
Financial Aid	NCAA Athletic Certification Official(s)
Admissions	Coaches
Accounting	ADP Center Directors
Provost/Academic Services	Legal Counsel
Vice Provost for Enrollment Services	Other administrative personnel within the limitations of their need to know.
Vice Provost of Remote Operations	
Placement Advisors	

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at Concordia has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admission, personal, academic, and financial files, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Copies of the policy detailing the procedures to be used by Concordia University Texas for compliance with the provisions of the Act can be found in the Office of the Registrar.

## Directory Information

Directory information is that information which may be made public without the written consent of the student. Such information may be disclosed by the institution for any purpose, at its discretion. Concordia University Texas hereby designates the following student information as Directory Information:

- Name
- E-mail address
- Local Address
- Local phone number
- Dates of attendance
- Classification
- Major Field of study
- Previous institution(s) attended
- Awards, honors (incl. Honors list)
- Expected date of graduation
- Degree(s) conferred with date(s)
- Photographs
- Past and present participation in officially recognized sports and activities

- Physical factors of athletes (height, weight)

Currently enrolled students may withhold disclosure of directory information. To withhold disclosure, written notification must be received in the Office of the Registrar prior to the ninth class day of any regular term. Forms requesting the withholding of Directory Information are available in the Office of the Registrar. Request for non-disclosure will be honored by the institution until the student takes action in writing to revoke the request. ***Before taking this action, students are strongly encouraged to talk with the Registrar as implementation of this block results in far-reaching consequences.***

Concordia University Texas assumes that failure on the part of any student to specifically request the withholding of Directory Information indicates individual approval for disclosure.

### **Parental Notification**

The Family Educational Rights and Privacy Act ("FERPA") permits universities to notify the parents or guardians of students under 21 of alcohol and other drug violations which result in a determination that the student has committed a disciplinary violation. This exception to the privacy rights of students was enacted because of the health and safety consequences of alcohol and other drug abuse.

Concordia University Texas believes that parents share the University's concern for their students' health, safety, and academic progress. Therefore, Concordia University Texas may notify parent(s) or legal guardian(s) of any student under the age of 21 found responsible for a violation of any federal, state, and/or local law or University policy regarding alcohol and/or controlled substances or other dangerous drugs.

Students have the right to file complaints with the Department of Education concerning alleged failures by institutions to comply with the Family Education Rights and Privacy Act. Written complaints should be directed to: The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-5920.

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#### 4.14 Withdrawal from Concordia

Students who wish to interrupt their studies and withdraw from the institution may get the appropriate form from the Office of the Registrar. A grade of "W" is assigned for all courses if a student withdraws by the published Last Day to Withdraw From a Course for each term and/or session. After that date, grades (A-F) will be assigned. Students interrupting their studies in any term may be eligible for refunds as required by law and should see their Financial Advisor.

Students who do not officially withdraw from Concordia, but who stop attending classes, will receive grades for all courses in which they are enrolled. They also remain responsible for all fees and tuition charges.

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#### 4.15 Transcripts

Transcripts are ordered by completing a Transcript Request Form and submitting the completed and signed form to the Registrar's Office. Unofficial transcript requests can be ordered in the Registrar's Office with a photo ID. Official transcript requests must be on the Transcript Request Form and contain the signature of the student. Because of the signature requirement, requests can be in person or via USPS, computer scan, or fax. No phone requests will be processed.

If the student has a "hold" on their record because of an unpaid financial obligation to Concordia, the transcript request will not be processed. The student will be notified of the hold and ask to contact the Accounting Office to resolve the issue. Once the Accounting Office removes the hold, the student will need to submit another request.

### **Definitions**

**Official Transcript** - A transcript that has been issued and sent directly from one school to another, or has been given to a student in a sealed envelope and delivered unopened. If there is any evidence of tampering, the transcript is deemed unofficial.

**Unofficial Transcripts** - These are transcripts that have been issued to a student in an open envelope, faxed to our office, Xeroxed copied, or delivered in a sealed envelope that has been opened.

## Ordering Official Transcripts

### **Standard Requests – \$3.00 per request\***

Standard requests are filled on a first come-first served basis and are normally processed within five (5) business days and sent via first class mail. Faxed requests are accepted with legible signature. Because of the signature requirement, emailed requests are not acceptable. Valid photo identification is required for in-person office pick up.

\* Individuals who graduated from Concordia University Texas receive free standard-request transcripts for life. A completed Transcript Request Form is required for each request.

\*Current students of Concordia University Texas may pick up a standard-request official transcript from the Registrar's Office at no charge. If the transcript is to be mailed, the \$3.00 fee applies. A completed Transcript Request Form is required for each request.

### **Expedited Request - \$10.00 per order**

Orders are processed within one (1) business day of receipt of written signed request and are sent first class mail or may be picked up in person. Valid photo identification is required for in person office pick up. Faxed requests are accepted with legible signature. Because of the signature requirement, emailed requests are not acceptable.

### **Express Request - \$25.00 per order**

Orders will be processed same day of receipt of written signed request if request is received prior to 2:00 p.m. Orders are sent overnight express with a contracted shipping company. Faxed requests are accepted with legible signature. Because of the signature requirement, emailed requests are not acceptable.

## Ordering Unofficial Transcripts

### **Unofficial Transcripts – In Office Copy**

Unofficial Transcripts may be requested in the Registrar's Office during regular business hours. Unofficial Transcripts will only be released with valid photo identification.

### **Unofficial Fax Transcript Request - \$10.00 per order**

Following receipt of written and signed request, orders are processed and faxed by noon of the next business day. Faxed requests are accepted with legible signature. Because of signature requirement, emailed requests are not acceptable. Effort will be made to fax orders out on the day received. **NOTE: OFFICAL COPIES CANNOT BE FAXED. One unofficial copy will be faxed and one official copy will be sent via standard first class mail if the address is included in the request.**

## **Sending Transcripts to Concordia**

### Receipt of Transcripts from other College and Universities

Official transcripts may be mailed to Concordia University from the issuing College or University. Hand carried official transcripts are accepted only if in a SEALED envelope and issued from another College or University. All questions regarding the authenticity of transcripts will be resolved by calling the issuing institution and verifying all information in question.

Transcripts issued from a foreign country and/or in a language other than English must be translated, word for word, by a nationally recognized organization providing this service. Concordia recognizes the services of AACRAO and uses them for translation services. We cannot guarantee the acceptance of other providers. AACRAO can be contacted on the web at [www.AACRAO.ORG](http://www.AACRAO.ORG). Click on Non-member > International> Foreign Education Credential Service > Course-by-Course Evaluation. The cost of this service is the responsibility of the applicant/student.

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## 4.16 Simultaneous Enrollment

All Concordia University Texas (CTX) students are eligible to register for courses and events on other Concordia University System (CUS) campuses without additional matriculation, within applicable policies. The three programs are:

**Distance Learning Program:** All CTX students can register for courses taught by other CUS campuses via distance education.

**Visiting Student Program:** All CTX students can become resident students on other CUS campuses without additional matriculation.

**Travel Study Program:** All CTX students can participate in travel/study events conducted by other CUS campuses. Applicable fees may apply.

### Student Eligibility

- Students currently enrolled and in good standing at their home campus are eligible to apply for the Simultaneous Enrollment programs of the Concordia University System. Simultaneous Enrollment is a privilege rather than a right.
- The home institution is responsible for establishing the qualifications of all applicants that it sends to a host institution.
- Visiting Students are to have completed one term at the home campus and have at least a sophomore standing, having at least a 2.00 cumulative GPA.
- Visiting students are limited to 2 terms (three quarters) visiting other campuses.
- Visiting Students do not make application for admission to the host campus.
- Enrollment in summer or other special short academic sessions is not part of the Visiting Student program.
- Traveling Students are to have completed one term at the home campus.

### Initiating Participation

Each campus is to ensure that students have adequate information on Simultaneous Enrollment programs. The office of the registrar or another appointed person on each campus will make the following information available (most of this information is on the school's web site):

- Academic catalogs from the Concordia University System campuses.
- Current academic calendars, course schedules, and materials describing special programs and trips.
- Simultaneous Enrollment Program application materials.

### Courses Eligible

- Any course offered at a cooperating Concordia University System campus may qualify for Simultaneous Enrollment (assuming proper prerequisite background), with the exception of courses that are unavailable because of specific institutional requirements.
- Course work should be beneficial to the overall educational program worked out between the student and their student's academic advisor.
- If the coursework is to apply to a specific program, it must be pre-approved by the advisor. Students should work closely with the home institution to determine if courses taken through the Simultaneous Enrollment Program will meet program requirements of the home campus.

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### Registrations, Grades, and Records

- The process for Simultaneous Enrollment Program registration begins and ends at the student's home campus, where the registrar is responsible for sending out the registration to the campus where the student is studying and for recording the grades on the home transcript.
- The registrars will maintain a record of program enrollment for both incoming and outgoing students at their own campuses.
- In all cases, the registrar at every campus, in consultation with the instructor, has the final authority to decide questions of admission to the course.
- In courses commonly overloaded, instructors should be encouraged to make room for as many Simultaneous Enrollment students as possible. In the interest of fairness, institutions may adopt a first-come, first-served policy; others may try to reserve a few spaces for Simultaneous Enrollment Program students; and still others may subscribe to a ranking formula that gives preference to home majors and, in turn, to all seniors, Simultaneous Enrollment Program majors, juniors, and so forth.
- Should the number of registrations rise or fall dramatically, or should imbalances pose a burden to any one institution, appropriate administrators will assess the situation and intervene with appropriate adjustments.
- Changes in course registration must have the approval of the home campus and follow procedures of the host campus.
- Grades are recorded on the home campus official transcript and are calculated in the home campus grade point average.
- There may be situations where there is not a common system of grading and credits. In such cases, the home campus "translates" grades and credits from another campus into their own system. Students requesting a transcript do so from their home campus.

### Host Campus Policies

Students are subject to the guidelines and policies established and administered by the host institution. In special problem situations, the home campus reserves the right to take additional action.

## Fees

- Students pay tuition at the home campus, based on what the assessment would normally be if they were taking the course load on the home campus.
- For students needing room and/or board arrangements, the host campus will provide information on the nature of services available along with the associated rates. The student will pay these charges to the host campus.
- Visiting and travel study students using other host campus services that carry special fees will pay such fees to the host campus.
- Distance Learning students pay fees to the home campus.
- Institutional transfer of funds for expenses incurred through distance learning programs will be determined and expedited by the appropriate administrators.

## Financial Aid

- Students will continue to receive federal, state, institutional aid and other outside scholarships while participating in the Simultaneous Enrollment Program.
- Simultaneous Enrollment Program course load is considered part of the student's total credit load at the home campus and as such is subject to home campus financial aid procedures.

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### 4.17 Military Call-Up

If a Concordia student is activated by the military (including the National Guard) they need to submit a copy of the activation orders to the Office of the Registrar. Concordia will honor the call-up period and the student will not be required to re-apply if they return to Concordia in the first term after their return from active duty.

If the activation occurs during a term, the student will be given one of three options:

- A 100% refund of tuition and grades of "W" recorded on the transcript.
- Continue with the courses and apply for grades of "incomplete". Normal incomplete rules will apply.
- Continue with the courses, take the final exams and receive grades.

While the service member is deployed, we will conduct all business with the person given signature authority through a Power of Attorney.

### 4.18 Veterans Educational Benefit Information

For students who are eligible, Veterans Educational Benefits can be used to pursue a college education. For information about Veterans financial aid benefits for education, visit the VA web site, [www.gibill.va.gov](http://www.gibill.va.gov). For information about Veterans financial aid related to Concordia University Texas, go to the Financial Aid section of this catalog (section 5.11)

Once the Department of Veterans Affairs (VA) determines eligibility, the student will be issued a certificate of eligibility from the VA. A copy of the certificate must be turned in to the VA certifying official in the Office of the Registrar at Concordia University Texas before the student's enrollment will be certified to the VA.

The Office of the Registrar also needs a copy of the student's DD-214 showing all schools attended, or a Community College of the Air Force (USAF) transcript, or a SMART (US Army, US Navy or US Marine Corp) transcript. If more than one DD-214 showing schools attended exists, the certifying official will need copies of each one. Each form allows the student's military education and experience to be evaluated to determine if credit can be awarded. NOTE: Receipt of a DD-214 does not automatically trigger VA benefits.

Students receiving VA educational benefits must successfully meet Concordia's published Standards of Academic Progress (SAP). Students who do not meet the SAP requirements are placed on academic probation. Students who fail to meet the SAP criteria at the end of that first probationary period are reported to the Department of Veterans Affairs as making unsatisfactory progress. Students who meet the quantitative portion of the SAP but fail to achieve a cumulative GPA of 2.00 at the end of the second probationary term will be reported to the VA Regional Office as making unsatisfactory progress. [See section 7.26 for more information on the [Standards of Academic Progress](#).]

### 4.19 Texas Common Core

Transfer students who do not **complete** the Texas common core requirement will be evaluated on a course-by-course basis.

Transfer students who **complete** the Texas Common Core requirements at an accredited college or university will not be evaluated on a course-by-course basis. Instead, all of the Concordia Core requirements will be satisfied with the following two exceptions:

- The 12 hour religion requirement.
- The three hour P.E. requirement.

Transfer students must provide evidence of completion of the Texas Common Core prior to admission to Concordia in order to have it satisfy Concordia's core requirements.

See your admissions counselor or Center Dean for more information.

## 5.00 Fees and Refunds

### 5.01 Tuition and Fees

Tuition Deposit (new students only; see next section for explanation)	\$225
Tuition Deposit (MBA students only, see next section for explanation)	\$500
Traditional Undergraduate Full Time (12-18 sem. hrs.)	
◆ Tuition per Term	\$10,850
Per Hour beyond 18 hours (no extra charge for 1 extra hour beyond 18 if enrolled in approved course)	\$720
Traditional Undergraduate Part-Time (1-11 sem. hrs.)	
◆ Tuition per Hour	\$720
Traditional Undergraduate Summer	
◆ Tuition per Hour	\$420
Accelerated Degree Program – All locations	
◆ Tuition, books (per credit hour)	\$420
Services Fee (non-resident students only)	\$50
Graduate School	
◆ MED Tuition & fees (per credit hour) – All locations	\$465
◆ MBA Tuition & fees per credit hour – All locations	\$550
◆ MBA Tuition & fees (non profit discount per cr. hr.) – All locations	\$500
Dual Credit (approved high school program)	To Be Determined
<b>Community Learning</b>	
Tuition per Course	\$175
<b>Room &amp; Board</b>	
Residence Hall Resv. Deposit (see explanation “Deposits” in next section)	\$200
Long Semester Room Rate	
◆ Residence Hall / Term	\$235
◆ Private Dorm Room (per semester-Student requested)	\$600
Summer and Break(s) Room Rates	
◆ Summer Break – Monthly (26 days or more)	\$500
◆ Summer Break – Daily Pro-rate (up to 25 days)	\$18
◆ Winter Break (entire break)	\$50
Meal Plan	
◆ Plan A (Full-Meal Plan, 19 Meals/Wk, \$50 DCB)	\$1730
◆ Plan B (Reduced Meal Plan, 14 Meals/Wk, \$75 DCB)	\$1630
◆ Plan C (180 Block Meal Plan, \$50 DCB)	\$1730

◆ Plan D (Commuter Plan, 5 Meals/Wk, \$100 DCB)	\$550
<b>Additional Fees:</b>	
Application Fee – Undergraduate	\$25
Application Fee - Graduate	\$50
Audit Fee / Hour	\$175
Course-by-Arrangement Fee	\$250
DCE Internship/year (fall, spring, summer)	\$5850
DCE Outdoor Christian Education Fee	\$400
Diploma Replacement	\$100
Graduation Application Fee, undergraduate	\$90
Graduation Application Fee, graduate	\$120
Independent Study Course Fee (per credit hour)	\$75
International Travel	
◆ Study Abroad Program Fee (per semester involved)	\$250
◆ International Program Transcribing Fee (per semester)	\$500
Late Registration Fee	\$50
Non-Residential Services Fee – all full time commuters (per semester)	\$50
Online course administrative fee (per course)	\$250
PIN Reset Fee	\$10
Prior Learning Assessment ((PLA)	
◆ PLA Administrative Fee	\$100
◆ PLA Evaluation Fee / per semester hour	\$75
Schedule Change Fee	\$25
Special Course Fees	See Schedule of Courses
Student Teaching Rm. & Bd. Fee (hosted students)	\$1950
Textbook Loan Program – late return	\$20
Textbook Loan Program – lost book fee (charged with cost of book)	\$20
Transcript Fees	
◆ Standard Request (3-5 day processing)	\$3
◆ Expedited Request (24 hr. processing if received before noon)	\$10
◆ Express Request (same day processing if received before noon)	\$25

**Other service fees, course fees, fines or penalties may be charged. Fees are subject to change.**

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### 5.02 Deposits

#### Residence Hall Reservation Deposit for Future Students:

A non-refundable reservation deposit of \$225 is required of each student planning to live in a residence hall. This \$225 is due in full by the published deadline for the relative term. It is applied to the payment of room fees.

#### Tuition Deposit for Future Students:

A non-refundable tuition deposit of \$225 is required of all freshmen and transfer non-resident students. This deposit is applied to the payment of tuition and fees.

#### Residence Hall Reservation Deposit for Current Concordia Students:

A non-refundable reservation deposit of \$200 is required of each student planning to live in a residence hall. This \$200 is due in full by the published deadline for the relative term. It is applied to the payment of room fees.

#### Master of Business Administration Tuition Deposit

A non-refundable tuition deposit of \$500 is required of all MBA students. This deposit will be credited to your first term tuition requirement and reserves your position in the cohort. The deposit is due ten (10) business days after receiving an admission decision.

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### 5.03 Payment Options

**To confirm registration**, all charges for tuition and fees are due in full upon published deadlines for the relevant program and term. If registration is completed after the normal payment deadline, tuition and fees are due immediately upon registration. Payment may be made either online, by mail or in person at the Accounting Office.

Additional charges for special course fees, insurance, etc., may be assessed after registration and are due when charged to the student account.

Students who complete the financial assistance process may apply identified Credits/Anticipated Credits on the Student Schedule/Bill against the total charges; any remaining balance is due and must be paid in full. Eligible students planning to pay charges through the various student aid programs (please refer to the section on *Financial Aid*) must meet the deadlines required by the Student financial Services Office. If student aid is not recorded by the due date shown on the Student Schedule/Bill, other payment arrangements must be made.

To satisfy payment requirements for the fall and spring terms, traditional and graduate students may request participation in a payment plan program that allows eligible students to make payments in installments. Information regarding this payment plan will be mailed out with your initial bill. Additionally, information regarding this payment plan can be obtained in the Accounting and Student Financial Services Offices. Setup fees are charged for participation in the program. Concordia is unable to offer this payment plan to Accelerated Degree Program students due to the condensed nature of the class terms. Concordia is also not able to offer this option to international students.

Payment may be made by cash, check, money order, ACH, MasterCard, Visa, or Discover. Concordia assumes no responsibility for loss of cash if sent through the mail. Payments made by mail must be received by Concordia on or before their due date. **A late charge may be assessed for accounts past due for over thirty (30) days.** Further, a student whose account is in arrears may not be able to register for classes, receive transcripts, or recommendations.

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#### 5.04 Refunds

Tuition refunds are processed in accordance with the following schedule:

##### **Traditional Fall and Spring Terms**

During the first five class days of the term	100%
During the second five class days of the term	75%
During the third five class days of the term	50%
During the fourth five class days of the term	25%
After the fourth five class days of the term	0%

##### **Traditional Summer Sessions**

During the first two class days of the term	100%
During the third and fourth class days of the term	75%
During the fifth or sixth class days of the term	50%
During the seventh and eighth class days of the term	25%
After the eighth class day of the term	0%

##### **Master of Business Administration**

Prior to the second teaching week of the term	100%
Prior to the third teaching week of the term	75%
No other tuition refunds are granted.	

##### **Master of Education**

Any time before the first class session	100%
After the first class session but before the 2 <sup>nd</sup> class session	75%
After the second session	0%

##### **Accelerated Degree Program**

If the student drops the class:

Prior to start of term:	100% refund, no schedule change fee
After start of term but prior to the 1st class meeting:	100% refund, \$25 schedule change fee

If the student withdraws from the class:

Within one week after the 1st class meeting:	75% refund
After 1 week from the first scheduled class meeting:	0% refund

If a student is administratively removed from a class:

Did not attend first night of class (Administrative drop):	50% refund
Missed more than 4 hours of class (Administrative withdrawal):	0% refund

Students should contact the Accounting Office for further information or questions about refunds.

#### **Other Refunds Are Processed as Follows**



- Scholarship, grant, and loan funding (student aid) awarded through the Student Financial Services office will be subject to the same prorated formula applied to tuition and fee refunds, unless otherwise stipulated by program requirements. The percentage of tuition, fees, room and board charged the student would be paid; the remainder of the student aid will be returned to the fund from which the award was paid. All students receiving Title IV (federal) student aid are subject to the return of student aid if withdrawing prior to the 60% point of any enrollment period. No refund of assistance will be paid to the student.
- Residence Hall Deposits are refunded in accordance with the statement concerning them in the section titled, "Deposits."
- The unused portion of the Food Service Fee may be refunded when students discontinue food service during a term. Unused portions of the Food Service Fee at the end of a term will not be refunded.
- Student housing charges for students who leave the dorm during a term will be prorated based on the length of residence. Students must properly check out of housing in accordance with Housing Office policy to receive prorated charges.
- Refunds will be made payable to the student, with the exception of PLUS loan refunds which are made payable to the person who incurred the loan debt.
- These provisions apply to all students without respect to the reason for withdrawal or dismissal.

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#### 5.05 Non-Refundable Fees

These provisions apply to all students without respect to the reason for withdrawal or dismissal:

1. Special course fees and deposits
2. Tuition deposits
3. Student Housing deposits

#### 5.06 Withdrawals - Refunds

Official withdrawal from the university is dated at the time a student signs a withdrawal request and files it in the Registrar's Office. Forms for withdrawal may be obtained in the Registrar's Office. The date of official withdrawal determines the charges assessed and/or refunded.

Non-attendance in classes or moving from the residence hall does not constitute official withdrawal from the university or from a course. Students who do not officially withdraw will receive grades for all registered courses and will be billed accordingly.

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## 6.00 Financial Aid

#### 6.01 Deadline for Application - Financial Aid – Traditional Program

Fall and Spring Terms - July 1, 2010

Fall Term Only - July 1, 2010

Spring Term Only - December 1, 2010

Summer Classes - May 1, 2011

Applications will be accepted after these deadlines; however, a payment will be required. Please refer to Section 4 regarding payment options.

#### 6.02 Application Information - Financial Aid

Students interested in applying for financial assistance must be accepted for admission to Concordia, submit the Free Application for Federal Student Aid (FAFSA), and Concordia's Application for Financial Aid. Church-Work students must also complete a Declaration of Intent from their home church. When all required forms have been received by the Office of Student Financial Services, the student's eligibility is computed based on a formula arriving at a contribution to be made by the family and the student toward educational costs. An award package is then constructed by the Office of Student Financial Services through combinations of scholarships, grants, low-interest loans, and on-campus work-study programs depending upon the student's eligibility and funds availability.

Eligibility for all financial assistance (see following list of programs) requires that a student be accepted for admission or be currently enrolled and maintaining Satisfactory Academic Progress according to the Standards for Satisfactory Academic Progress as listed in the Academic Section of this catalog. Included in the types of assistance (based upon financial need, merit, and/or other criteria) administered by or offered through Concordia are in the following sections.

### 6.03 Scholarships

- Lutheran Servant Leadership Award (two-year renewable for an additional two years)
- President's Scholarship (four-year renewable)
- Leadership Student Scholarship (four-year renewable)
- Luther Student Scholarship (four-year renewable)
- Walther Student Scholarship (four-year renewable)

#### *2008-09 and previous award years*

- *Superior Student Scholarship (four-year renewable)*
- *Distinguished Student Scholarship (four-year renewable)*
- *Presidential Student Scholarship (four-year renewable)*
- *Collegiate Student Scholarship (four-year renewable)*
- *Dean's List Award (three-year renewable)*
- *Community Scholarship (recommended by Leander Independent School District)*
- *Music Scholarships (determined by department)*
- *Business Scholarship (determined by department)*
- *Biology Scholarship (determined by department)*
- *Behavioral Sciences Scholarship (determined by department)*
- *Education Scholarship (determined by department)*
- *Alumni Award (determined by department)*
- *Schjerven Scholarship (one-time award)*

### 6.04 Grants

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Academic Competitiveness Grant (ACG)

National Science and Mathematics Access to Retain Talent Grant (SMART)

Teacher Education Assistance for College and Higher Education Grant (TEACH)

Texas Tuition Equalization Grant (TEG)

Leveraging Educational Assistance Partnership (LEAP)

Special Leveraging Educational Assistance Partnership (SLEAP)

Concordia Grant

Church Work Grant

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### 6.05 Loans

- Federal Direct Stafford Loan (subsidized and unsubsidized)
- Texas B-On-Time Loan
- College Access Loan (CAL)
- Federal Direct PLUS Loan (Parent Loan for Dependent Undergraduate or Student Loan for Graduate)
- Alternative Loans

### 6.06 Employment

Federal College Work-Study

Texas College Work-Study

### 6.07 No Documented Need Financial Aid Programs

For students who have no documented financial need, several programs of assistance are available. These include:

- Lutheran Servant Leadership Award (four-year renewable)
- President's Scholarship (four-year renewable)
- Leadership Student Scholarship (four-year renewable)
- Luther Student Scholarship (four-year renewable)
- Walther Student Scholarship (four-year renewable)

#### *2008-09 and previous award years*

- *Distinguished Student Scholarship (four-year renewable – 08-09 and previous)*
- *Presidential Student Scholarship (four-year renewable)*
- *Superior Student Scholarship (four-year renewable)*
- *Collegiate Student Scholarship (four-year renewable)*
- *Dean's List Award (three-year renewable)*
- *Community Scholarship (recommended by Leander Independent School District)*

- *Musical Scholarships (contact the music department)*
- *Business Scholarship (determined by department)*
- *Biology Scholarship (determined by department)*
- *Behavioral Sciences Scholarship (determined by department)*
- *Education Scholarship (determined by department)*
- *Alumni Award (determined by department)*
- *Teacher Education Assistance for College and Higher Education Grant (TEACH)*
- *Alternative Loan Programs (contact SFS for details)*
- *Federal Direct PLUS Loan (Parent Loan for Dependent Undergraduate or Student Loan for Graduate)*
- *Federal Direct Unsubsidized Stafford Loan*

Permanent endowments and trusts are established by generous donors and designated for the benefit of Concordia's students and faculty. Endowment earnings are used to fund scholarships and general grants. For a list of, or to set up a named scholarship, contact the University's Vice President for Advancement.

#### 6.08 Financial Aid and Non-traditional and Graduate, Year-round Programs

The Graduate Program and the Accelerated Degree Program were created for working adults to attend class in the evening. Financial assistance is available to those who qualify in the Federal Pell Grant, Direct Stafford Loan, and the Tuition Equalization Grant programs. Qualifying graduate students may also apply for the Teacher Education Assistance for College and Higher Education Grant (TEACH). Students may also consider alternative loan programs to assist in covering the difference between financial aid awarded and the cost of attendance. **Deadlines for financial assistance/payment may be on different schedules.** Check with your advisor, the Accounting Office or the Office of Student Financial Services for financial aid/payment deadlines each term.

#### 6.09 Satisfactory Academic Progress - Financial Aid

Financial Aid utilizes the Standards of Academic Progress of the University as listed in the Academic Information Section of this catalog.

**No financial assistance is available after 150% of the undergraduate program length which is the 12th full-time semester** (the equivalent of six years of college work), or 192 hours (128 x 1.5). Should you fall into this category, you will also be notified by Student Financial Services regarding your status and the appeals process.

Scholarships and grants may have higher criteria for GPA and hours earned to renew. Please check the Financial Aid Brochure or with your Financial Aid Advisor if you have any questions.

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#### 6.10 Return of Title IV Funds

Financial aid is awarded to a student based on the assumption that the student will complete the period to which the aid has been given. When a student withdraws from the university and has Federal aid, a Return of Title IV funds must be completed. Funds included in the Title IV return include: the Pell Grant, Academic Competitiveness Grant (ACG), National SMART Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG) and the Teacher Education Assistance for College and Higher Education Grant (TEACH); along with loans in the Direct program such as Stafford (subsidized and unsubsidized), and the PLUS loan (both Parent and Graduate). Federal Work-Study is not included in the Return.

An overview of the Return of Title IV process is as follows:

- The student should contact the Registrar's Office for a Withdrawal Form. This form should be completed for all students wishing to withdraw from the university and not just for those with Federal aid.
- The Withdrawal Form will require several signatures including Accounting, Dean of Students, and Financial Aid along with the student and Registrar's signature. Students should always consult with their advisor before requesting the Withdrawal Form. If Federal funds are included in a student's package, an appointment will be required with the Director of Student Financial Services in order to process a Return of Title IV funds. In most cases, the Director will be available immediately to visit with the student. If an appointment cannot be made, the Return of Title IV forms with a letter of explanation will be sent by mail to the student's permanent address.
- The withdrawal date is reported on the Withdrawal Form and is generally the last day of attendance. Should there be any question as to this date, the Director of Student Financial Services will determine the date of withdrawal. The Director will be responsible for completing the return within 30 days of the date of withdrawal and notifying the appropriate Financial Aid Advisor of the withdrawal and any change to the

student's package. The Director will also notify the Assistant Director of Financial Aid Programs of any return of loan funds. The Assistant Director will then be responsible for processing the return of loan funds and notifying the guarantor and lender of the withdrawal.

- The Director of Student Financial Services will be responsible for notifying the student as to whether the school or the student will be responsible for repayment of Title IV funds, if applicable. The Director is responsible for tracking all notifications and deadlines. In the event of an overpayment by the student, the Director will notify the student within 30 days of the withdrawal date as to the student's responsibility to repay the funds within 45 days of the date of the notice and the options for repayment. It will be the responsibility of the Director to notify the Assistant Director of Financial Aid Programs any item that needs to be reported to NSLDS.
- The Director will be responsible for offering and tracking post-withdrawal disbursements to students, if applicable. Notice to students will occur within 30 days of the date of withdrawal. The student will be required to report to the Director within 14 days after the date of the notice as to whether or not they wish to accept the post-withdrawal disbursement. In the case of a loan creating the post-withdrawal disbursement, the student will be counseled as to the nature of the funds. The school will disburse any accepted post-withdrawal disbursement within 120 days after the date of withdrawal.

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#### 6.11 Veterans Educational Benefits

For students who are eligible, Veterans Educational Benefits can be used to offset college costs. For information about Veterans benefits, please use the VA web site, [www.gibill.va.gov](http://www.gibill.va.gov).

Chapter 30 - Montgomery G.I. Bill/Pre-1990 G.I. Bill

Chapter 31 - Vocational Rehabilitation

Chapter 32 - Post-Vietnam Era Veterans' Educational Assistance

Chapter 33 – Post 9/11 and Yellow Ribbon Program

Chapter 35 - Survivors' and Dependents' Educational Assistance

Chapter 1606 - Selected Reserve Educational Program

Chapter 1607 - Gulf War Selected Reserve Educational Program

Once the Veterans Administration determines eligibility, the student will be issued a certificate of eligibility from the VA. A copy of the certificate must be turned into the VA certifying official in the Office of the Registrar at Concordia University before the student's enrollment will be certified to the VA.

The Office of the Registrar also needs a copy of the student's DD-214 showing all schools attended, or a Community College of the Air Force (USAF) transcript, or a SMART (USN or USMC) transcript. If there is more than one DD-214 showing schools attended, the VA certifying official will need copies of each one. This will allow an evaluation of the student's military education and experience to determine if credit can be awarded. Receipt of a DD-214 does not automatically trigger VA benefits.

Students receiving VA educational benefits must maintain a cumulative GPA of 2.00 to be considered making satisfactory academic progress. Students on academic probation, who fail to achieve a term GPA of 2.00 at the end of the first probationary term, will be reported to the Department of Veterans Affairs as making unsatisfactory progress. Students who fail to achieve a cumulative GPA of 2.00 at the end of the second probationary term will be reported to the VA Regional Office as making unsatisfactory progress.

## 7.00 Athletics

**Intercollegiate**-Concordia is affiliated with the National Collegiate Athletic Association (NCAA) Division III and with the American Southwest Conference. Concordia currently participates in men's and women's basketball, golf, soccer, cross country, and track and field, as well as men's baseball, and women's softball and volleyball.

**Intramural/Recreation**-Concordia offers an extensive intramural/recreation program administered through the Office of the Dean of Student Services. Both team and individual sports and activities are sponsored including basketball, volleyball, beach volleyball, softball, racquetball, trivial pursuit and others. Students may participate individually or join a team. No previous experience is required.

### 7.01 Athletic Eligibility - NCAA

The athletic program is open to all full-time, regularly enrolled students who are in good standing with the university and who are in compliance with the eligibility requirements indicated below. Concordia athletes compete in men's and women's basketball, cross country, golf, soccer, track and field, men's baseball, and women's softball and volleyball.

The Faculty Athletic Representative, the NCAA Compliance Officer, the Athletic Director and the Registrar are charged with the responsibility of ensuring that all participants in intercollegiate athletics are eligible in accordance with the rules and regulations of the NCAA prior to their representing the institution in any manner. This responsibility is taken very seriously and eligibility is carefully checked.

### 7.02 NCAA Athletic Eligibility Standards for New Students

In addition to NCAA standards, Concordia University requires that during their first academic year of attendance students must meet the following requirements in order to participate in NCAA intercollegiate athletics.

First-time, Full-time Freshmen must:

- Be a graduate of an accredited high school or be accepted as a regular student (for GED, home schooled, international students, graduates of non-accredited high schools), and
- Be accepted as a "student in good standing."

Transfer Students must:

- Be accepted as a "student in good standing" based on Concordia's current rules regarding transfer student admission.
- Have been considered academically and athletically eligible to practice, play and receive financial aid based upon the academic performance at their prior institution.
- Have at least two (2) terms of NCAA eligibility remaining or meet the fourth (4<sup>th</sup>) year academic eligibility requirement.

### 7.03 Maintaining NCAA Continuing Eligibility for Student Athletes

In order to remain eligible to participate in NCAA intercollegiate athletics, student-athletes must:

- Demonstrate satisfactory progress toward a recognized baccalaureate or graduate degree
- Meet Concordia's Standards of Academic Progress requirements
- Remain in "Good Standing" academically

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## 8.00 Student Services

### 8.01 General Information

The Student Services department at Concordia University Texas is committed to providing students with opportunities to help them make the most of the resources God has given them. The college years are a wonderful time for growth and development. The Student Services department, through a wide range of activities and programs, is determined to help students make the most of this time. For specific information about Student Services, please see the Student Handbook on the Concordia University website.

#### Orientation

Freshman orientation is provided for all incoming students to Concordia's campus. At the beginning of each term information is introduced regarding services that will assist all students in discovering the possibilities and the programs of Concordia University Texas. Likewise, all students enter the Accelerated Degree Program and the Graduate Programs are provided an orientation experience.

#### Success Center

The university is committed to providing a learning environment that is both challenging and supportive for all its students. Students can access counseling services and other academic assistance and tutoring through the Success Center. Services for students with disabilities are provided in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), 1990. For more information, click on the following link:

[http://www.concordia.edu/page.cfm?page\\_ID=799](http://www.concordia.edu/page.cfm?page_ID=799)

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### 8.02 Counseling Services

A licensed counselor, the campus pastor, and trained members of Concordia's faculty and staff offer guidance and counseling services to students seeking assistance with personal issues. The Director of the Success Center is available to provide academic counseling, coordinate counseling appointments with a licensed professional counselor or make referrals to community services. For more information, click on this link: [http://www.concordia.edu/page.cfm?page\\_ID=799](http://www.concordia.edu/page.cfm?page_ID=799)

### 8.03 Career Center

Career Services offers assistance to students and alumni in exploring career options. The focus is on teaching life long career management skills. Students may make individual appointments or sign up for a variety of special events or workshops on employment related topics. Career Services also maintains information on numerous internship programs as well as a website with job postings for full and part-time employment. Contact [careerservices@concordia.edu](mailto:careerservices@concordia.edu) for specific information.

### 8.04 Housing

Housing is open to all full-time, unmarried students. Each year students who desire to live in a residence hall must complete a residence hall application and pay a residence hall deposit before being considered for on-campus housing.

Each residence hall is under the direct supervision of the Director of residence Life and a resident assistant. The University supplies the following: single size bed, mattress, chest of drawers, desk and chair. Students must supply linens, pillow, blankets, bedspread, and desk lamp. Students clean their own rooms. Students may purchase needed items from nearby shopping centers; laundry facilities are available in the residence hall.

A number of special regulations apply to residence hall students. These deal with contract provisions, keys, furnishings, conduct, hours, etc. Resident Assistants will distribute these regulations to each student at the beginning of the term. Of special importance is the fact that Concordia University suspends all activities during vacation periods. There is no food service during the Thanksgiving, Christmas, Spring and Easter recesses. Students must submit a written request to remain in the residence hall during closed periods.

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### 8.05 Motor Vehicles

Students may own and operate a motor vehicle on campus provided that:

- All required licenses and insurance are current. This includes the following: a driver's license to operate the vehicle, a vehicle license plate displayed on the vehicle, insurance coverage for the driver and the vehicle, a vehicle registration sticker, and a vehicle state inspection sticker (if applicable).
- They register the vehicle, their driver's license information and their vehicle license plate information with the university and conform to city and state regulations in operating and parking the vehicle.
- They obtain and display the university-parking sticker.

### 8.06 Health Services and Insurance

Concordia University has a list of physicians located close to campus. Students must bear the cost of any medical treatment/care.

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### 8.07 Student Government and Organizations

All students are entitled to student government privileges. The Concordia Student Government and Leadership Association (SGLA) exists to promote the general welfare of students, secure active involvement and function, provide communication between the students and administration, secure appropriate legislation and justice, support an atmosphere of Christian fellowship, and develop Christian leaders at Concordia University Texas. To lead in this purpose, the student body elects officers and representatives. Others serve in various leadership roles on university committees.

Other campus activities and organizations are managed within the Office of Student Activities, including but not limited to new-student orientation, family weekend, social activities, intramural and recreational sports, peer mentoring for new students, student-organized clubs and organizations, and student center staffing and activities. For a complete and current list of co-curricular activities, SGLA policies and procedures, and other campus activities and organizations, please contact the office of Student Activities.

### 8.08 Bookstore

The Bookstore is the one-stop shopping source for the Concordia student. The Bookstore stocks all required textbooks and supplies for all classes taught at Concordia. Additionally, students can purchase a wide variety of emblematic clothing and other gifts, as well as school supplies, residence hall room necessities, snacks and drinks, greeting cards, and health and beauty aids at the Bookstore. A satellite bookstore location with limited hours of availability is also available at the North Lamar University Center. Check with the North Lamar Center or the Bookstore for hours of operation.

### 8.09 Student Handbook

A Student Handbook, which fully describes all aspects of student life and regulations, is published through the Office of the Dean of Student Services. A copy of the Student Handbook is available on the Concordia website under “Current Students, Campus Life;” students are responsible to be informed about the content of the Handbook. The Handbook provides guidelines and information on spiritual growth experiences, academic matters, community living, lines of communication, various student services, extracurricular activities, and residence halls. The Handbook is a resource guide for students needing information on general rules of conduct applicable to commuter and resident students, disciplinary procedures, the Student Body Constitution, and important phone numbers.

### 8.10 Library Services

The Concordia University Texas Library, located in Building F, offers over 70,000 books, both in print and online. The library also subscribes to more than 90 academic databases and 700 journals and magazines. For items not held in our collection, the library offers Interlibrary Loan, which allows patrons to request materials from other participating libraries. Concordia University Library is also a member of the Texshare Library Consortium, which allows patrons to check out materials from other participating area libraries. There are several study rooms available on the lower level, as well computers for searching the catalog. For research help, students can contact a librarian at the reference desk, by phone at (512) 313-5050, or through the Ask a Librarian chat service. Our website ([www.concordia.edu/library](http://www.concordia.edu/library)) offers both on campus and off campus users access to our online catalog/databases, and also offers several research guides and tutorials to assist at all stages of the research and writing process.

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## 9.00 Certificate and Pre-Professional Programs

### 9.01 Colloquy for The Lutheran Church-Missouri Synod Teaching Ministry

Men and women of The Lutheran Church-Missouri Synod (LCMS) who have graduated from an accredited college with teaching credentials, but who have not completed requirements for a Lutheran Teacher Diploma, may become certified by the Synod as eligible for the church's educational vocations by pursuing a program to qualify for this status. Interested applicants who cannot take classes on campus in Austin should contact CUE Net in Medford, Oregon, for more information on taking classes for the teacher colloquy program. Interested applicants who can take courses on campus in Austin should contact the Office of the Registrar. Students enrolled in the Colloquy Program are classified as non-degree seeking students. The eight required classes include:

- REL 1311 - History & Literature of the Old Testament
- REL 1301 - New Testament History and Reading
- REL 3341 - Lutheran Doctrine
- REL 3333 - Introduction to Christian Ethics
- REL 3353 - American Christianity or REL 3381 - Major World Religions
- REL 3354 - History of Christianity
- EDU 3333 - Teaching Religion
- EDU 3161 - Office of the Ministry

### Lutheran Teacher Diploma

Complete the Elementary Education or Secondary Education Program.

Membership in a congregation affiliated with The Lutheran Church-Missouri Synod.

Each year, file a Declaration of Intent to enter the Teaching Ministry of The Lutheran Church-Missouri Synod in the Office of Teacher Education in the Spring Term.

Completion of 20 credit hours of Lutheran Teacher Diploma required courses. At least 15 hours must be completed prior to the Professional Term with a GPA of 2.50 or better in all hours attempted.

Completion of EDU 4815 Elementary Student Teaching or EDU 4805 Elementary/ECE Student Teaching in an appropriate accredited/approved Lutheran elementary school (PK-8) or the completion of EDU 4873 Secondary Student Teaching in an appropriately accredited/approved Lutheran secondary school (7-12).

Recommendation of the Concordia University Texas faculty.

Students preparing for the teaching ministry in The Lutheran Church-Missouri Synod are required to complete the following (12 of these credit hours may be used to fulfill General Education Core requirements):

EDU 2102 History & Philosophy of Lutheran Education	REL 1311 History and Literature of the Old Testament
EDU 3161 Office of the Ministry	REL 2352 History and Philosophy of the Reformation
EDU 3333 Teaching Religion	REL 3341 Lutheran Doctrine
REL 1301 New Testament History and Reading	REL xxxx Elective other than REL 1331

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### **Early Childhood Certificate of Christian Teaching**

The increase of Lutheran congregations starting or developing Early Childhood Centers at this time in our history is great. So great, that we do not have sufficient Lutheran trained personnel to meet staffing requirements. Recognizing the need to develop Christian leaders, Concordia University Texas, with the Texas District of the Lutheran Church-Missouri Synod, will offer the Early Childhood Certificate of Christian Teaching (ECCCT).

The goals of this training will be to:

- provide Early Childhood professionals with a foundation of Lutheran thought and teaching;
- introduce Early Childhood professionals to the mission and ministry of the church; and
- assist Early Childhood professionals in supporting the faith life of young children.

There will be four components, covering the following topics:

- Mission and Ministry in Early Childhood Education
- Lutheran Thought and Teaching
- Faith Development of Children and Families.
- Methods and Materials of Early Childhood Education

One term unit of academic credit will be given for each component.

The pre-requisites are a high school diploma or official college transcripts and letters of recommendation.

Students in each region will move through the program as a cohort group using Friday and Saturday meeting times. A total commitment of four weekends is required. All components will be taught on location at regional sites or on the Concordia University campus. New cohorts will begin when there are 10 confirmed registrations in a region.

Course components will be taught by Concordia University faculty, Texas District staff, Lutheran Church-Missouri Synod staff or Leaders in Early Childhood Education.

#### **ECC 1111 - Mission and Ministry**

This course will assist students in determining their specific role as the early childhood educator in the larger mission of the congregation. Team ministry and ministering through early childhood education will be discussed. Early Childhood Certificate only.

#### **ECC 1112 - Lutheran Thought and Teaching**

This course will provide a foundation of basic Lutheran teaching and doctrine. Students will learn who we are as a church body and what the Lutheran church believes and teaches. How Lutheran beliefs and practices are conveyed to young children will be discussed. Early Childhood Certificate only.

#### **ECC 1113 - Faith Development of Children and Families**

This course will focus on how faith develops in young children. The people who affect faith development and their role in the young child's faith development will be discussed. Special emphasis will be placed on the role of the family in faith development as well as the role of the early childhood ministry center in reaching out to families with the Gospel message. Early Childhood Certificate only.

#### **ECC 1114 - Methods and Materials of Early Childhood Education**

This course will examine Early Childhood religious curriculums and their appropriate application in the Early Childhood classroom. The focus of the module will be on integrating faith development throughout the day as well as throughout early childhood curriculum. Early Childhood Certificate only.



## 9.02 Pre-Professional Program

### Pre-Seminary Program

The mission of pre-seminary education at Concordia University Texas is to prepare students for theological studies and pastoral formation at a seminary of The Lutheran Church- Missouri Synod. This preparation includes:

- Competency in Biblical knowledge, the Biblical languages and Lutheran doctrine
- Competency in advanced communication skills in reading, writing and speaking
- Skills in critical thinking and philosophical inquiry
- Acquisition of a global perspective
- The understanding of and appreciation for the Lutheran ethos, identity and ethic
- Helping the student to perceive, proclaim and live out the centrality of the Gospel of Jesus Christ for the whole of life

The work of a pastor or theologian may be described simply as communicating the Word of God to humans. Such a description reveals four areas of education necessary to prepare a man to serve the Church well:

- The knowledge of GOD.
- The knowledge of GOD'S WORD.
- The knowledge of HUMANITY.
- The knowledge of the skills involved in COMMUNICATION.

The Lutheran Church-Missouri Synod divides this educational preparation between the university and the seminary. The study of God (theology) is begun at the university level, and continues much more extensively at the seminary. The study of God's Word is also begun at the university level or sooner through the study of literature, languages, and the Bible. The seminary continues the study of the Scriptures in much greater depth. On the other hand, the study of the liberal arts (culture, history, psychology, etc.) and the study of the skills needed for good communication are carried out mainly at the university level through courses in writing, speech, drama, etc. The seminary provides specialized training in tasks appropriate for church work, such as sermon preparation, pastoral visitation, and counseling.

Academic preparation alone is no substitute for the student's personal devotional life or for his Christian, social, and emotional maturity. The student who chooses to offer himself for a call into the Holy Ministry is encouraged to develop a daily ritual of Scripture reading and prayer. Additionally, he is encouraged to make full use of the university's opportunities for chapel devotions, residence hall devotions, Bible study, community service, social activities, academic clubs, athletic and music activities, and the like.

### Admission Process

Students apply for admission into the Pre-Seminary Program after they enroll in studies on campus. They must submit to the Program Director a completed application form and a letter from the pastor of their home congregation stating that the student is a member in good standing of the congregation. They are then assigned to participate in an Entrance Interview with a member of the Pre-Seminary Education Committee, who will assess whether to recommend the student for acceptance into the program.

Admission into the program is restricted to men who are members in good standing of a LCMS congregation. Other students may participate in all features and courses of the program, but will not be counted in the university's statistics as "LCMS Pre-Seminary Students."

### Monitoring Process

The Pre-Seminary Program has specific expectations regarding the development of the student and has written guidelines and policies pertaining to continuation in the program and to withdrawal, removal and reinstatement in the program. This information is available from the Director of the Pre-Seminary Program and is supplied to all applicants.

All students in the Program (and those applying during their first term of enrollment) are expected to take MIN 1101 Ministry Preparation every term. This course is designed to provide the students with experiences that enhance their development in spirituality, leadership, peer relationships and knowledge of the varied aspects and venues of theological service.

## Exit Interviews and Recommendation

As he approaches graduation, the student must:

Take the GRE (Graduate Record Exam) and have the scores reported to Concordia University Texas and to the seminary of his choice.

Take the appropriate Seminary Entrance Competency Examinations (in Christian Doctrine, Old Testament, New Testament, Greek and Hebrew) as they are scheduled

Complete a District Interview (off-campus) arranged with the officers of his home LCMS District

Complete an on-campus Exit Interview with two members of the Pre-Seminary Education Committee.

When the report of the Exit Interview has been filed, he should request the University President to compose and send his recommendation to the seminary. All students entering an LCMS seminary must submit a recommendation letter from the most recent LCMS University he attended.

### Academic Major

Students in the Pre-Seminary Program should select one of the following five majors:

- Behavioral Sciences
- Communication
- English
- History
- Multidisciplinary Studies

Other majors may be used only with the approval of the Pre-Seminary Education Committee.

### Biblical Languages

Both seminaries of the LCMS require competency in reading Biblical Hebrew and Greek. Concordia University Texas offers the following languages courses and recommends this sequence:

Freshman - Latin I & II

Junior - Greek III & IV

Sophomore - Greek I & II

Senior - Hebrew I & II plus Advanced Greek Readings

Pre-Seminary students are recommended to take all of these courses, and are required to complete a minimum of 12 hours from the above offerings. Where appropriate, students may also take additional study in Latin, Greek, or Hebrew by special arrangements with the appropriate instructor.

### Additional Seminary Entrance Requirements

Both seminaries of The Lutheran Church- Missouri Synod require students to achieve a satisfactory grade point average (GPA). St. Louis requires a 2.00, and Fort Wayne requires a 2.25. All other seminary academic requirements (such as Speech or Composition) are more than satisfied by Concordia's core requirements for every graduate. Every seminary applicant must have been an active member of a LCMS congregation for no less than two years prior to enrollment at seminary.

### Elective Recommendations

Pre-Seminary students are encouraged to consider these courses as further electives:

All REL courses

COM 3303 Communication in the Church

EDU 3333 Teaching Religion

MUS 3362 Worship and Music

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### 9.03 Army and Air Force ROTC

The Air Force Reserve Officer Training Corps (AFROTC) and the Army Reserve Officer Training Corps (AROTC) provide courses of military instruction which will permit volunteer, selected, male and female college students prepare themselves for commissions as second lieutenants in the United States Air Force, Air Force Reserve, or Air National Guard and the United States Army, Army Reserve or Army National Guard while they pursue academic courses leading to baccalaureate or advanced degrees. The specific courses listed below are available to Concordia students through concurrent enrollment arrangements at the University of Texas at Austin. These courses may be taken without military obligation. ROTC courses will be treated as hours in residence at Concordia and the grades earned will be calculated in the Concordia GPA. For further information, contact the Department of Military Science at the University of Texas at Austin at 1.512.471.5919 or the Department of the Air Force Science at the University of Texas at Austin at 1.512.471.1776.

### Army ROTC Courses

**MS 000 Leadership Laboratory 0,0**

Required for all military science students. Practical application of adventure training skills, first aid, general military skills, drill and ceremonies. Prerequisite: Concurrent enrollment in another military science course. One and 1/2 laboratory hours per week.

**MS 1201 Basic Military Science I-A 2,0**

Organization and functions of the military and ROTC; customs and courtesies of the service; adventure training, introduction to rappelling and mountaineering techniques; first aid. Prerequisite: Concurrent enrollment in MS 000. One two-hour lecture/practice session per week.

**MS 1203 Basic Military Science I-B 2,0**

Leadership roles of junior officers and noncommissioned officers; marksmanship techniques, familiarization with the weapons used in infantry units. Prerequisite: Concurrent enrollment in MS 000. One two-hour lecture/practice session per week.

**MS 2210 Basic Military Science II-A 2,0**

Organization, equipment and missions of Army combat units; individual and small unit tactics; leadership in a dynamic environment. Prerequisite: Concurrent enrollment in MS 000. Meets for one-hour lecture/practice session twice per week and one full weekend training exercise.

**MS 2212 Basic Military Science II-B 2,0**

Leadership skills in adverse conditions. Map reading and small unit patrolling missions. Prerequisite: Concurrent enrollment in MS 000. Meets for one-hour lecture/practice session twice per week and one full weekend training exercise.

**MS 320 Advanced Military Science III-A 3,0**

Familiarization with staff procedures and functions; squad and platoon, combat reconnaissance patrols, advanced land navigation; offensive and defensive tactics; review of MQS skills. Prerequisite: Concurrent enrollment in MS 000 and approval of department representative. Three lecture/practice hours per week.

**MS 320K Advanced Military Science III-B 4,0**

Practical application of leadership models in tactical and non-tactical situations; operation of small unit communication systems; squad and platoon tactics; land navigation techniques; familiarization with living in a garrison environment. Preparation for advanced camp. Prerequisite: Concurrent enrollment in MS 000 and approval of department representative. Four lecture/practice hours per week.

**MS 375 Leadership and Ethics IV-A 3,0**

Military leadership and professional ethics; post and installation support system; introduction to the

military justice system. Prerequisite: Concurrent enrollment in MS 000 and approval of department representative. Three lecture/practice hours per week.

**MS 375K Transition to Lieutenant IV-B 3,0**

Fundamentals of the military justice system; training and logistical management systems; military social functions; role of the second lieutenant. Prerequisite: Concurrent enrollment in MS 000 and approval of department representative. Three lecture/practice hours per week.

**MS 379 Selected Topics in Army Leadership V-A 3,0**

Advanced study and research on historic and contemporary military subjects and events. Prerequisite: Concurrent enrollment in MS 000.

**MS 379K Selected Topics in Army Leadership V-B 3,0**

Advanced study and research on historic and contemporary military subjects and events. Prerequisite: Concurrent enrollment in MS 000.

**Air Force ROTC Courses****Lower-Division Courses (General Military Courses)****AFS 100 Leadership Laboratory.**

Various leadership techniques, including drill and ceremonies, customs and courtesies, and uniform standards. Two laboratory hours a week for one semester. Taken on a pass-fail basis for one hour credit. Instructor: Capt Scott D. Stout, USAF

**AFS 102K The Foundations of the United States Air Force I.**

Introductory course exploring the overall roles and missions of the United States Air Force and career fields available in the Air Force. Emphasis on military customs and courtesies, appearance standards, Air Force core values, and written communication. One lecture hour a week for one semester. Prerequisite: Concurrent enrollment in Air Force Science 100. [Offered fall semester only.] Instructor: Maj Son T. Nguyen, USAF

**AFS 102L The Foundations of the United States Air Force II.**

Continuation of Air Force Science 102K, with an introduction to American military history and emphasis on personal communication. One lecture hour a week for one semester. Prerequisite: Concurrent enrollment in Air Force Science 100. [Offered spring semester only.] Instructor: Maj Son T. Nguyen, USAF

**AFS 111K The Evolution of USAF Air and Space Power I.**

Key historical events and milestones in the development of air power as a primary instrument of United States national security. One lecture hour a week for one semester. Prerequisite: Concurrent enrollment in Air Force Science 100. [Offered fall

semester only.] Instructor: Col Christopher W. Bowman, USAF

### **AFS 111L The Evolution of USAF Air and Space Power II.**

Basic tenets of leadership and ethical behavior. Interweaves study of Air Force core values and competencies with history of events and leaders in United States air power. One lecture hour a week for one semester. Prerequisite: Concurrent enrollment in Air Force Science 100. [Offered spring semester only.] Instructor: Col Christopher W. Bowman, USAF

Upper-Division Courses (Professional Officer Courses)

### **AFS 120L Leadership Laboratory.**

Leadership laboratory course for upper-division students. Further development of leadership skills through leadership positions within the cadet corps. Includes training of freshman and sophomore students as well as a practicum in Air Force unit operation. Two laboratory hours a week for one semester. Taken on a pass-fail basis for one hour credit. Instructor: Capt Scott D. Stout, USAF

### **AFS 321 Air Force Leadership Studies I.**

A study of leadership, management fundamentals, professional knowledge, Air Force personnel and evaluation systems, leadership ethics, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied. Three lecture hours per

week for one semester. Prerequisite: Air Force Science 102K, 102L, 111K, and 111L; concurrent enrollment in Air Force Science 120L; and a four- or five-week field training course or equivalent ROTC or military training. [Offered fall semester only.] Instructor: Capt Scott D. Stout, USAF

### **AFS 322 Air Force Leadership Studies II.**

A continuation of AFS 321. Three lecture hours per week for one semester. Prerequisite: Air Force Science 321 and concurrent enrollment in Air Force Science 120L. [Offered spring semester only.] Instructor: Capt Scott D. Stout, USAF.

### **AFS 331 National Security Affairs.**

Evolution of the role of national security in a democratic society, with emphasis on policy formulation, competing values, and organizations. Area studies and the impact of developing nations on US national security. Three lecture hours per week for one semester. Prerequisite: Air Force Science 321 and 322 and concurrent enrollment in Air Force Science 120L. [Offered fall semester only.] Instructor: Col Christopher W. Bowman, USAF

### **AFS 332 Current Issues and Preparation for Active Duty.**

Acculturation to active duty. Includes study of the evolution and jurisdiction of military law, officership, and current Air Force issues. Three lecture hours per week for one semester. Prerequisites: Air Force Science 331 and concurrent enrollment in Air Force Science 120L. [Offered spring semester only.] Instructor: Col Christopher W. Bowman, USAF.

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## **10.00 College of Business**

### 10.01 Mission and Overview

*Mission:* The mission of the College of Business is to empower students to be people of influence.

*Overview:* Concordia's College of Business is known for having one of the finest undergraduate business programs available to students. Students in the College of Business have direct access to their professors, all of whom are involved in their fields of study. The personal attention that students receive helps them to not only develop a deeper understanding of their major area, but provides for them a mentor that will assist them beyond their graduation from the University.

College of Business students will have opportunities to:

- Integrate technology to solve business problems
- Prepare and deliver effective presentations
- Learn and use quantitative and analytical skills
- Read and analyze graphical information
- Learn and use effective reading skills in a variety of formats
- Learn and use good writing skills in a variety of formats
- Learn and use leadership principles and skills
- Learn and use good team building skills
- Learn and use skills for effective dialogue and debate
- Learn and use skills to make ethical decisions
- Learn and use skills to communicate effectively
- Develop money management skills
- Learn and use good interviewing skills
- Think strategically
- Employ effective sales techniques
- Live a healthy lifestyle

The College of Business holds the following values as important in all decisions:

- *Everything is done with a pursuit of excellence:*
  - Our performance, both in and outside the classroom, lets the world know that we are serious about having an impact and making a difference.
- *People are important:*
  - The College of Business believes that people come first; that people create a community where learning can take place; that people's ideas are important and deserve to be heard; and that people should have the freedom to find and develop in their calling from God.
- *Collaboration can achieve better results:*
  - Collective wisdom is an important aspect of finding a better solution and the College of Business puts forth the necessary time and effort that is needed for collaborative efforts, setting the example and standard for our students.
- *An international perspective is critical:*
  - The College of Business recognizes and reflects the rapidly changing world around us and that functioning effectively in this environment calls for an understanding of the different cultural norms that have become an integral part of society.
- *When people fail, we practice forgiveness:*
  - Practicing the art of forgiveness helps to create an atmosphere of trust and care that supports and enhances the learning community in the College of Business, while understanding that forgiveness and consequences are often separate issues.
- *Everyone has the opportunity for leadership:*
  - Leadership can be defined as having influence on a group of people. The College of Business teaches, models, practices and recognizes leadership among our students, our faculty and the community.

*Students come to Concordia because they know they will receive an education that is academically rigorous, broad in scope, and relevant to today's environment. They learn what it means to be adaptable within an ever-changing world. This is reflected in the classes they take as well as the types of programs that the College of Business offers, including a variety of majors, unique internships, service learning opportunities, and travel to centers of commerce throughout the world. College of Business graduates have the necessary skills to be successful in their chosen careers as well as graduate studies.*

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#### 10.02 Bachelor of Business Administration (BBA)

The Bachelor of Business Administration (BBA) is offered in the traditional program only. Students graduating with a BBA degree will concentrate in one of five areas: Accounting, Finance, Management, Marketing or General Business. In addition, minors can be earned in Accounting, General Business, and Finance. The BBA consists of 128 hours: 55-57 hours of University core curriculum, 36 hours in the BBA Major, and 15 hours in the specific Concentration. The remaining hours of the required 128 hours are electives chosen from the Business curriculum or other fields of interest for the student.

**ACCOUNTING:** Accounting is “the language of business,” providing the means by which business transactions and events are analyzed, recorded, presented and interpreted for various interested parties as well as the process of better decision making. Receiving a BBA in the Accounting Track at Concordia University Texas will prepare you for a career in public, private, non-profit, or government accounting. A large number of classes are available for students to focus on specific areas of accounting.

**FINANCE:** Understanding the principles and analysis of investments and monetary and fiscal policy are the lifeblood of all financial matters within an organization. Receiving a BBA in the Finance track at Concordia University Texas prepares students for positions in the banking industry, financial institutions, business firms, governmental organizations and future graduate studies. Classes focus on the principles that support the decision making process in this area.

**MANAGEMENT:** Management is the heart and soul of organizations – the role of the manager in relation to the people and products of the firm relates directly to profitability. Receiving a BBA with a concentration in management will prepare students for positions and careers requiring leadership and managerial skills, as well as graduate studies. The focus of management courses is on personal and organizational behavior.

**MARKETING:** The role of marketing within a given industry or firm is critical to its sales and delivery of services. Today's marketing careers focus both on the creative aspect as well as the management of delivering the product. Receiving a BBA with a concentration in marketing from Concordia University Texas will provide students with both the theoretical background and the practical knowledge of this discipline. The focus of marketing courses is on orienting students toward careers in advertising, outside sales, and sales promotion.

**GENERAL BUSINESS:** Students majoring in business are often not sure of a specific focus, yet can be successful using their gifts, skills and talents in a variety of venues. Receiving a BBA from Concordia University with a concentration in General Business provides students with the opportunity to design their learning based around several different topics of interest. Students will choose five classes from among each of the other concentrations, with no more than two classes in any one concentration.

**10.02. 01 Attendance Policy (BBA Only):** If a student's attendance in a course reaches or goes below seventy-five percent (75%) following the official "last day to add a class", the student is at risk of being dropped/withdrawn from that particular course. Additionally, students who have not attended by census date may also be dropped from the course through this same procedure. Students may appeal the decision to be dropped from a class through written appeal to the Dean. For more information, see the College of Business Student Handbook.

*Concordia University Texas has received specialized accreditation for its Bachelor of Business Administration degree programs through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas.*

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**10.03 Degree Requirements:**

General Education Core Curriculum- All students/all majors (except students in the Accelerated Degree Program)

**English - 12 credit hours**

ENG 1316 Academic Research and Writing

ENG 1317 Introduction to Literature

ENG \_\_\_\_\_

ENG \_\_\_\_\_

KIN \_\_\_\_\_ Skill Activity

KIN \_\_\_\_\_ Fitness or Skill

Activity

**Fine Arts - 3 credit hours**

Any ART, Drama or MUS course.

**Social/Behavioral Science - 12 credit hours**

HIS 1301 US History to 1877 or

HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

\_\_\_\_\_

**Leadership – 1 academic hour**

LDR 1100 Life and Leadership

**Communication - 3 credit hours**

COM 2300 Fundamentals of Communication

**Mathematics - 3 credit hours**

Level 2 Math or higher

**Natural Science - 7 to 8 credit hours**

Any natural science lab course **plus** any three-or four-hour natural science course unless otherwise indicated.

**Religion - 12 credit hours**

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL \_\_\_\_\_

REL \_\_\_\_\_

**Physical Education - 3 credit hours**

KIN \_\_\_\_\_ Fitness Activity

**In addition, all students must complete the following general graduation requirements:**

**Classics/Humanities – 3 credit hours**

Choose one of the following:

ENG 2301 World Literature: Classicism \*

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

\*this course will also fulfill one of the English requirements in the general education core

**Computer Competency**

CIS 1301 Introduction to Personal Computers or

Competency Exam (no credit)

**CAAP/GRE**

Complete the Collegiate Assessment of Academic Proficiency (CAAP) exam (offered each long semester through Concordia) or the Graduate Record

Examinations ® (GRE) (offered at various testing sites)

and have a copy of the GRE scores sent to Concordia.

### 10.03.01 BBA Degree Plan - **Amended**

Major - 51 credit hours

The first four courses (\*) should be completed by the end of the sophomore year.

ACC 2301 Financial Accounting \*  
ACC 2302 Managerial Accounting \*  
ECO 2301 Macroeconomics (taken in the CTX core)\*  
ECO 2302 Microeconomics (taken in the CTX core) \*  
MTH 1332 Applied Calculus  
MTH 2301 Introduction to Statistics  
BADM 3310 Leadership and Business  
BADM 3311 Principles of Management  
BADM 3313 Creativity, Critical Thinking and Change  
BADM 3321 Business Law  
BADM 3371 Management Information Services  
BADM 3334 Quantitative Methods  
BADM 3340 Human Resource Management  
BADM 3350 Principles of Marketing  
BADM 3360 Finance  
BADM 4370 Business and Ethics (capstone course)  
REL 3333 Intro to Christian Ethics

*BBA Concentration Requirement – 15 hours*

**Choose one of the following concentrations:**

**Accounting Concentration** - 15 credit hours

ACC3301 Intermediate Accounting I  
ACC 3302 Intermediate Accounting II  
*Plus any three additional courses from the following:*

ACC 3320 Fundamentals of Taxation  
ACC 3340 Financial Statement Analysis  
ACC 3350 Management Control Systems  
ACC 3360 Cost Accounting  
ACC 3370 Auditing Theory and Practice  
ACC 4310 Accounting Internship  
ACC 4321 Corp., Partnership, Estate, & Gift Taxation  
ACC 4330 Governmental & Institutional Accounting  
ACC 4380 Advanced Financial Accounting  
ACC 4381 Accounting Theory

**Finance Concentration** - 15 credit hours

BADM 3361 Money, Banking, and Credit  
BADM 4361 Investments  
BADM 4364 Capital Budgeting

*Plus select two additional courses from the following list:*

BADM 4363 International Financial Management  
**BADM 4365 Governmental Finance**  
BADM 4366 Financial Risk Management  
BADM 4310 Business Internship

**Marketing Concentration** - 15 credit hours

BADM 3352 Integrated Marketing Communications  
*Plus select four additional courses from the following list:*

BADM 3351 Selling and Sales Management  
BADM 3353 Consumer Behavior  
BADM 4350 International Marketing  
BADM 4351 Advertising Management  
BADM 4352 Internship in Marketing  
BADM 4353 Marketing Management and Strategy

**Management Concentration** – 15 academic hours

COM 3331 Organizational Communication  
BADM 4312 Strategic Management  
*Plus select three additional courses from the following list:*  
BADM 33XX Entrepreneurship (course in development)  
BADM3370 Purchasing Management  
BADM 3380 Production and Operations Management  
BADM 4310 Business Internship  
BADM 4311 International Business Management  
BADM 43XX Special Topics in Business (course in development)  
BADM 33XX Negotiations and Conflict Management (course in development)

**General Business Concentration** - 15 credit hours

*Choose any five classes from among the four other concentrations, with no more than 2 in any one concentration. One of the classes must be a 4000 level class.*

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128, of which 39 must be upper-level.

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### 10.02.03 Alternative Ways Of Earning Credit: BBA - **Amended**

The Bachelor of Business Administration degree offered at Concordia University Texas provides its graduates with the knowledge, skills and attributes to achieve success in their chosen vocations – and in their lives. The program has been designed with specific courses, assignments, projects, and opportunities to provide not only a well-rounded but a unique experience for students. Because of this, students are encouraged to complete all of their coursework within the traditional structure of the BBA program, namely through on-ground, face-to-face, semester-long course delivery.

Facing a reality of students who work many hours each week and come to college with busy schedules and complex lifestyles, the College of Business wishes to provide some flexibility to students in how they achieve their goal of accumulating 128 credit hours towards graduation. In addition to transferring in lower level course work, Concordia

University Texas provides courses through its Accelerated Degree Program (ADP) and through its partnership with the Online Consortium of Independent Colleges and Universities (OCICU). These opportunities provide options and flexibility for students while maintaining the integrity of the Bachelor of Business Administration Program.

Students enrolled in the Bachelor of Business Administration Program may take up to a combined 12 hours of credit for courses required in the Major offered through either OCICU courses or ADP courses in the BBA Program. These courses will automatically substitute for the required courses in the BBA program and its various concentrations. Students may take no more than 9 hours of OCICU/ADP courses within the BBA major and no more than 3 hours within any given concentration.

Students must receive approval of their academic advisor to take an OCICU or ADP course as a part of their concentration area.

Students will not be able to register for identified OCICU courses when their BBA counterpart courses are being offered on ground during the long semesters (see \* below).

Traditional students who are receiving a minor in business may take no more than 6 combined hours in these formats.

#### OCICU COURSES

BBA Major:

OCICU Course #	OCICU Course Name	Substitutes for...	OCICU Course #	OCICU Course Name	Substitutes for...
AC302A – RU	Principles of Accounting I	ACC 2301	MGT301-SLU	Management Essentials	BADM 3311
AC302B – RU	Principles of Accounting II	ACC 2302	MKT301-SLU	Principles of Marketing	BADM 3350
ECON2301 – UIW	Principles of Macroeconomics	ECO 2301	BA381-RU	Legal Environment of Business	BADM 3321
ECON2302-UIW	Principles of Microeconomics	ECO 2302	BMGT3354-UIW	Human Resource Management	BADM 3340

Finance Concentration:

OCICU Course #	OCICU Course Name	Substitutes for...
FIN433-RU	Money and Banking*	BADM 3361
BINT3355-UIW	Foundations of Multinational Financial Management*	BADM 4363
FIN435-RU	Fundamentals of Investments*	BADM 4361

Accounting Concentration:

OCICU Course #	OCICU Course Name	Substitutes for...
ACC301-SLU	Intermediate Accounting I*	ACC 3301
ACC 302-SLU	Intermediate Accounting II*	ACC 3302
ACC421-SLU	Individual Federal Income Taxes*	ACC 3320
ACC422-SLU	Corporate Federal Income Taxes*	ACC 4321
ACC304-SLU	Government and Not-for-Profit Accounting*	ACC 4330
ACC440-RU	Cost Accounting*	ACC 3360
ACC411-SLU	Auditing*	ACC 3370
ACCT4311-UIW	Advanced Accounting*	ACC 4380
ACC493A-RU	Accounting Theory & Research*	ACC 4381

Marketing Concentration:

OCICU Course #	OCICU Course Name	Substitutes for...
MKT320-SNH	Sales Management*	BADM 3351
MKT383-SLU	Consumer Behavior*	BADM 3353
BINT3361-UIW	International Marketing*	BADM 4350
MKT429-RU	Advertising & Promotion (IMC)*	BADM 3352
MKT 4930-UIW	Marketing Management & Strategy*	BADM 4353

Management Concentration:



OCICU Course #	OCICU Course Name	Substitutes for...
BMGT4345-UIW	Small Business Management*	BADM 3312
BINT3331-UIW	International Business Management	BADM 4311
BINT 4310-UIW	International Economics	ECO 3320

#### OCICU REGISTRATION PROCESS:

- 1) Student researches OCICU courses offered by Concordia; determines which course is needed; goes to OCICU website to determine pre-requisites necessary to take the course.
- 2) Student approaches Coordinator of Student Advising about OCICU requirements and pre-requisites. Students should supply confirmation that pre-requisites have been met (i.e. copies of transcripts).
  - a) Approval/denial to take course is given; if approval is granted, student will fill out appropriate form provided by Coordinator of Student Advising.
  - b) Student should frequently check ctx.edu email for communication from OCICU or Concordia concerning registration.
  - c) Coordinator of Student Advising signs completed registration/schedule change form that student has signed.
- 3) Coordinator of Student Advising begins registration process with OCICU for student course selected
- 4) Once notified by OCICU that successful OCICU registration has taken place, the Coordinator of Student Advising will forward the original registration/schedule change form to Registrar's Office for registration into the Concordia system.
- 5) Student is billed for tuition and online course fee.

#### BBA/Accelerated Degree Program (ADP) Approved Courses

The following courses may be used with permission from academic advisor to satisfy degree requirements in the BBA degree program. REMINDER: Students enrolled in the Bachelor of Business Administration Program may take up to a combined 12 hours of coursework offered through either OCICU courses or ADP courses in the BBA Program.

ADP Course #	ADP Course Name	Substitutes for...
ACC 2301	Fundamentals Financial Accounting	ACC 2301
ACC 2302	Fundamentals of Managerial Accounting	ACC 2302
ECO 2301	Introduction to Macroeconomics	ECO 2301
ECO 2302	Introduction to Microeconomics	ECO 2302
BUS 3310	Leadership & Business	BADM 3310
BUS 3311	Principles of Management	BADM 3311
BUS 3350	Principles of Marketing	BADM 3350
BUS 3313	Creativity, Critical Thinking/Change	BADM 3313
BUS 3321	Business Law	BADM 3321
BUS 3340	Human Resource Management	BADM 3340
BUS 3360	Finance	BADM 3360
BUS 3312	Small Business Management	BADM 3312
BUS 3370	Purchasing Management	BADM 3370
BUS 3380	Production Operations Management	BADM 3380

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#### BBA/ADP REGISTRATION PROCESS:

- Courses available through Concordia's Accelerated Degree Program will be posted online for each semester (fall, spring, summer). Students should identify the course they plan to take and fill out a Schedule Change form with the course's number and name indicated.
- The first approval comes through the student's academic advisor. If the academic advisor is not available, then the student should see the BBA Registration Advisor. This approval is absolutely necessary for students to take an ADP course.
- Once the course has been approved by the College of Business, the student will then take the form to the Center Dean for the site at which the ADP course is being offered for their approval.
- The Office of the Registrar will register students for the course – students must abide by ADP policies as to course attendance and participation.
- At the end of the course, grades will be submitted to the registrar's office. Grades will be available at the end of the semester on the student's grade report/transcript.

### 10.03 Accelerated Degree Program

The Accelerated Degree Program (ADP) offers the Associates of Arts Degree in Behavioral Sciences and the Bachelor of Arts degree which incorporate a liberal arts curriculum that cultivates personal growth and the development of skills in preparation for a full and productive life. The adult learning model at Concordia provides a unique alternative to the traditional method of pursuing a degree. It is designed especially for adults whose personal and professional schedules conflict with traditional full-time course study. The goal of the adult learning experience is to relate newly acquired information directly to the student's personal and professional life.

#### 10.03.01 Course Loads

The Accelerated Degree Program is designed with adult learners in mind, recognizing their ability to apply information to life experiences and therefore learn it more quickly, and also recognizing their outside responsibilities to family, career, and other areas. Because of the pace and intensity of the program, it is intended that students attend only one course at a time. Academic performance can suffer if students take multiple classes in the ADP format at the same time.

No student is permitted to enroll in more than six (6) credits simultaneously in any combination, including but not limited to: courses with other cohorts, correspondence courses, online courses, or concurrent enrollment in other colleges/universities. No student is permitted to enroll in more than 19 credit hours in any combination of courses, including but not limited to correspondence courses or co-enrollment. Exceptions to this policy must be approved, in advance, by the Registrar; failure to secure approval of an "overload" prior to enrollment may result in denial of credit. Students desiring to enroll in more than 18 hours in any one term are required to have earned a 3.00 cumulative GPA or higher.

#### 10.03 02 Attendance

Attendance is required at all class meetings and is strictly monitored by instructors and ADP Staff. Students are required to attend the first night of every course for which they register. If a student misses the first night of class, s/he will be administratively dropped from the course. A 50% refund of tuition is applied. If students misses more than four(4) hours cumulative of a course, they will, without exception, be administratively dropped from the course, held responsible for all tuition charges, and required to repeat the entire course. Consistent administrative drops will lead to the student being administratively withdrawn from Concordia University Texas. Tardiness will be counted as absence. There are no excused absences, and students may not attend the missed session the next time that instructor teaches, or the next time that course is taught. (See additional attendance information in the Accelerated Degree Program handbook.)

#### 10.03.03 Degree Programs

##### *Associate of Arts (AA) in Behavioral Science*

The AA degree in Behavioral Science provides its students with a strong background in the liberal arts, concentrating in Psychology and other human-studies disciplines. This degree can serve as a stand-alone degree for those students pursuing an associate's degree or those simply testing the waters as they return to college life. This degree is also intended to complement the Bachelor of Arts degrees offered through the Accelerated Degree Program. Students selecting the Associates of Arts degree must complete all course requirements for the degree before taking courses for the Bachelor of Arts degree. The study of human nature emphasized in the Psychology and Sociology courses in the AA degree will support the upcoming focus on management in any of the disciplines listed below. The AA in Behavioral Sciences, like all degrees in the Accelerated Degree Program, emphasizes communication skills.

For a full description of the requirements of the Associate of Arts in Behavioral Science, see section 12.02, College of Liberal Arts.

#### 10.05 Bachelor of Arts (Offered in the Accelerated Degree Program)

This degree provides a well-rounded introduction to the many facets of the world of business. While familiarizing students with general business principles, the majors offered in this degree specialize in developing leadership skills with the goal of better-preparing its graduates to become effective, caring, Christian leaders. Because the degree emphasizes general business principles, graduates from these majors will be well-prepared to enter graduate-level programs in Business and Business-related fields. The BA in the Accelerated Degree Program emphasizes communication skills.

#### General Education Core Requirements (up to 62 hrs)

Note: The core requirements may be fulfilled by either 1) completing the following courses, or 2) enrolling in and completing the Associate of Arts in Behavioral Science degree from Concordia University.

**English - 12 credit hours**

ENG 1316 Academic Research and Writing  
ENG 1317 Introduction to Literature  
ENG \_\_\_\_\_  
ENG \_\_\_\_\_

**Fine Arts - 3 credit hours**

Any ART, Drama or MUS course.

**Mathematics - 3 credit hours**

Level 2 Math or higher

**Natural Science - 7 to 8 credit hours**

Any natural science lab course **plus** any three-or four-hour natural science course unless otherwise indicated.

**Physical Education - 3 credit hours**

KIN \_\_\_\_\_ Fitness Activity  
KIN \_\_\_\_\_ Skill Activity

KIN \_\_\_\_\_ Fitness or Skill Activity  
(May be satisfied by KIN 2320 Adult Personal and Community Wellness)

**Social/Behavioral Science - 12 credit hours**

HIS 1301 US History to 1877 or  
HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
\_\_\_\_\_  
\_\_\_\_\_

**Communication - 3 credit hours**

COM 2300 Fundamentals of Communication

**Religion - 12 credit hours**

REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL \_\_\_\_\_  
REL \_\_\_\_\_

**In addition, all students must complete the following general graduation requirements:**

**Classics/Humanities – 3 credit hours**

Choose one of the following:

- ENG 2301 World Literature: Classicism \*
- HIS 2321 History of Western Civilization to 1715
- HIS 3314 Traditions/Values of Classical Civilization
- PHL 3301 Survey of Western Philosophy

\*this course will also fulfill one of the English requirements in the general education core

Competency Exam (no credit) or CIS 2304 Spreadsheet Software

**CAAP/GRE**

Complete the Collegiate Assessment of Academic Proficiency (CAAP) exam (offered each long semester through Concordia) or the Graduate Record Examinations ® (GRE) (offered at various testing sites) and have a copy of the GRE scores sent to Concordia.

**Computer Competency**

CIS 1301 Introduction to Personal Computers or



**Business Major** (Offered only in the Accelerated Degree Program)

This major provides a well-rounded introduction to the world of business. This major specializes in developing leadership skills with the goal of better-preparing its graduates to become effective, caring, Christian leaders in the world of business. Because the degree emphasizes finance and accounting, graduates from this major will be well-prepared to enter graduate-level programs in Business and Business-related fields.

*Business Major Requirements*

In addition to the General Education Core Requirements, students must successfully complete the following for the major:

- ACC 2301 Fundamentals of Financial Accounting
- ACC 2302 Fundamentals of Managerial Accounting
- BUS 3310 Leadership and Business
- BUS 3311 Principles of Management
- BUS 3321 Business Law
- BUS 3350 Principles of Marketing
- BUS 3360 Finance
- BUS 4302 Strategic Management
- CIS 2304 Spreadsheet Software
- COM 3331 Organizational Communications
- ECO 2301 Intro to Macroeconomics
- ECO 2302 Intro to Microeconomics
- MTH 2301 Introduction to Statistics

- Plus four courses from among the following*
- BUS 3312 Small Business Management
  - BUS 3313 Creativity, Critical Thinking, and Change
  - BUS 3351 Selling and Sales Management
  - BUS 3361 Money, Banking, and Credit
  - BUS 3370 Purchasing Management
  - BUS 3380 Production and Operations Management
  - BUS 4311 International Management
  - BUS 4350 International Marketing
  - HRM 3345 Fundamentals of HR Management

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128. Of the 128 total, 39 must be upper-level.

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**Healthcare Administration Major** (Offered only in the Accelerated Degree Program)

The Bachelor of Arts in Healthcare Administration is a timely and important major that aims to prepare qualified workers for the burgeoning healthcare industry. This major concentrates on developing the skills necessary to be a qualified, capable and confident manager in a variety of healthcare environments. Considerable attention is given to the development and articulation of a student's individual ethical positions regarding the complex issues that often arise in this industry. Successful students in this major may or may not have prior work experience in health-related fields.

**Healthcare Administration Major Requirements**

In addition to the General Education Core Requirements students must successfully complete the following for the major:

COM 3331	Organizational Communications	HCA 4370	Healthcare Economics
ECO 2301	Intro to Macroeconomics	HCA 4380	Management of Medical Practices
ECO 2302	Intro to Microeconomics	HCA 4410	Healthcare Admin Practicum
HCA 3311	Consumer Issues in Healthcare	HRM 3345	Fund. of Human Resources Management
HCA 3312	Mgmt Essentials of Healthcare Org	MTH 2301	Introduction to Statistics
HCA 3315	Quality Mgmt in Healthcare	REL 3333	Introduction to Christian Ethics
HCA 3330	Information Tech in Healthcare		
HCA 3341	Essentials of Healthcare Ethics	<b>Elective Hours</b>	
HCA 3345	Marketing Management in Healthcare	A sufficient number of credit hours to bring the total number of hours to 128. Of the 128 total, 39 must be upper-level.	
HCA 3360	Principles of Healthcare Finance		
HCA 4340	Legal Aspects of Healthcare Admin		
HCA 4360	Healthcare Finance Issues		<a href="#">Return to Table of Contents</a>
HCA 4365	Managing the Healthcare Org		

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**Human Resource Management** (offered only in the Accelerated Degree Program)

The Bachelor of Arts in Human Resource Management offers an introduction to the myriad of issues facing today's HR manager. Required courses focus on areas of responsibility common to all human resources professionals, while also keeping students abreast of contemporary issues and concerns in HR. The courses are taught by working HR professionals who emphasize the development of leadership skills. Particular care is given to the issue of demonstrating Christian faith in work environments that may not always support this mission. Successful students in this major may or may not have prior work experience in the field of Human Resource Management.

**Human Resource Management Major Requirements**

In addition to the General Education Core Requirements students must successfully complete the following for the major:

BUS 3310	Leadership and Business	HRM 3345	Fundamentals of HR Management
BUS 3314	Finance for Non-Financial Managers	HRM 3350	Conflict Negotiation
BUS 3380	Production and Operations Management	HRM 3355	International HR Management
CIS 2304	Spreadsheet Software	HRM 4315	Strategic Mgmt. in Human Resources
COM 3331	Organizational Communication	MTH 2301	Introduction to Statistics
ECO 2301	Intro to Macroeconomics		
ECO 2302	Intro to Microeconomics	<b>Elective Hours</b>	
HRM 3305	Legal Concepts in HR Management	A sufficient number of credit hours to bring the total number of hours to 128. Of the 128 total, 39 must be upper-level.	
HRM 3315	Training and Development		
HRM 3320	Compensation and Benefits		
HRM 3325	Labor Relations		
HRM 3330	Organizational Staffing and Selection		

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**10.03.04 Minors**

The following minors may be used in any combination with the three ADP Majors:

<i>Healthcare Administration Minor</i> - 18 credit hours	HCA 3341	Essentials in Healthcare Ethics	
HCA 3311	Consumer Issues in Healthcare	HCA 3360	Principles of Healthcare Finance
HCA 3312	Mgmt/ Essentials of Healthcare Organizations	HCA 4340	Legal Aspects of Healthcare Administration
HCA 3315	Quality Management in HC		

*Human Resource Mgmt Minor* - 18 credit hours  
 HRM 3305 Legal Concepts in HR Management  
 HRM 3315 Training and Development  
 HRM 3320 Compensation and Benefits  
 HRM 3325 Labor Relations  
 HRM 3330 Organizational Staffing/Selection  
 HRM 3345 Fundamentals of HR Management

ACC 2301 Fundamentals of Financial Accounting  
 ACC 2302 Fundamentals of Managerial Accounting  
 BUS 3310 Leadership and Business  
 BUS 3311 Principles of Management  
 BUS 3321 Business Law  
 BUS 3350 Principles of Marketing  
 BUS 3360 Finance

*Business Minor* - 21 credit hours

### 10.06 Alternative Ways Of Earning Credit for the BA Degree

Facing a reality of students who work many hours each week and come to college with busy schedules and complex lifestyles, the College of Business wishes to provide some flexibility to students in how they achieve their goal of accumulating 128 credit hours towards graduation. In addition to transferring in lower level course work, Concordia University Texas provides through its partnership with the Online Consortium of Independent Colleges and Universities (OCICU). These opportunities provide options and flexibility for students while maintaining the integrity of the Bachelor of Arts degree program.

- Students enrolled in the Bachelor of Arts degree program may take up to a combined 12 hours of coursework offered through OCICU courses.
- Students may take no more than 12 hours of OCICU courses within any BA major.
- Students must receive approval of their academic advisor/Center Dean to take an OCICU course as a part of their major.
- Students who are receiving a minor may take no more than 6 hours of OCICU to satisfy minor requirements.
- These OCICU courses will automatically substitute for the required Concordia courses in the BA program as indicated in the table below.

<b>CTX ID</b>	<b>CTX Course Name</b>	<b>OCICU ID</b>	<b>OCICU Course Name</b>
ACC 2301	Fundamentals of Financial Accounting	AC302A-RU	Principles of Accounting I
ACC 2302	Fundamentals of Managerial Accounting	AC302B-RU	Principles of Accounting II
BUS 3311	Principles of Management	BA366-RU	Management Essentials
BUS 3312	Small Business Management	BMGT4345-UIW	Small Business Management
BUS 3321	Business Law	BA381-RU	Legal Environment of Business
BUS 3350	Principles of Marketing	MKT301-SLU	Principles of Marketing
BUS 3351	Selling and Sales Management	MKT320-SNH	Sales Management
BUS 4311	International Business Management	BINT3331-UIW	International Business Management
BUS 4350	International Marketing	BINT3361-UIW	International Marketing
ECO 2301	Introduction to Macroeconomics	ECON2301-UIW	Principles of Macroeconomics
ECO 2302	Introduction to Microeconomics	ECON2302-UIW	Principles of Microeconomics
ECO 3320	International Economics and Trade	BINT4310-UIW	International Economics
HRM 3305	Legal Concepts in HR Management	HRES3330-UIW	Human Resource and the Law
HRM 3315	Training and Development	HRES3360-UIW	Training and Development
HRM 3320	Compensation and Benefits	HRES3370-UIW	Compensation and Benefits
HRM 3325	Labor Relations	OL610-SNH	Labor Relations and Arbitration
HRM 3330	Organizational Staffing/Selection	HRES3350-UIW	Staffing
HRM 3345	Fundamentals of HR Management	BMGT3354-UIW	Human Resource Management
HRM 3355	International HR Management	INT311-SNH	International Human Resource Management
HRM 4315	Strategic Management in HR	HRES4380-UIW	Capstone in Human Resources

#### OCICU REGISTRATION PROCESS:

- 6) Student researches OCICU courses offered by Concordia; determines which course is needed; goes to OCICU website to determine pre-requisites necessary to take the course.

- 7) Student approaches Center Dean or Coordinator of Academic Advising for advising about OCICU requirements and pre-requisites. Students should supply confirmation that pre-requisites have been met (i.e. copies of transcripts).
  - d) Approval/denial to take course is given; if approval is granted, student will fill out appropriate form provided by Center Dean.
  - e) Center Dean signs completed registration/schedule change form that the student has signed. Student should frequently check ctx.edu email for communication from OCICU or Concordia concerning registration.
    1. Form is scanned and sent to Coordinator of Academic Advising.
- 8) Once notified by OCICU that successful OCICU registration has taken place, Coordinator of Academic Advising will forward the original registration/schedule change form to Registrar's Office for registration into the Concordia system.
- 9) Student is billed for tuition and online course fee.

### 10.07 Center Locations

Concordia University Texas has five (5) Center locations throughout Texas. Each Center serves the populations of the city in which it is located as well as the surrounding region.

#### *Austin Main Campus*

Concordia University Texas  
11400 Concordia University Texas Drive  
Building C Rm. C280  
Austin, Texas 78726  
Phone (512) 313 5700

Ft. Worth, Texas 76102  
Phone (817)810-0226 Fax (817)810-0227

#### *Houston Center*

The Houston Center's office is located on the Lutheran South Academy campus near Clear Lake. Classes are distributed throughout the city of Houston.  
Concordia University Texas  
12555 Ryewater,  
Houston, Texas 77089  
Phone (281) 484-5572 FAX (281) 484-5846

#### *North Lamar University Center*

Concordia University Texas  
7701 N. Lamar Blvd.  
Austin, TX 78752-1000  
Phone: (512) 313-5600

#### *San Antonio Center*

Concordia University Texas  
8626 Tesoro Drive  
Suite 112  
San Antonio, Texas 78217  
Phone (210) 737-8757 FAX (210)737-8758

#### *Ft. Worth Center*

The Ft. Worth Center is located near downtown at the intersection of I-35W and Summit Ave at St. Paul's Lutheran Church.  
Concordia University Texas  
1800 W Freeway

### 10.08 Bachelor of Applied Arts and Sciences (BAAS) in Technical Management

The Bachelor of Applied Arts and Sciences (BAAS) degree is designed to provide a transfer path into a bachelor degree program from AAS degree programs, which are approved in Texas by the Workforce Commission to meet specific career skill requirements through college credit programs. The structure for the degree creates 4 classifications of credit requirements: general education core, a coherent technical specialty earned through an AAS degree, a baccalaureate track enhancing the AAS and/or career, and general elective hours.

The BAAS degree provides a baccalaureate level foundation grounded in the liberal arts perspective, providing multiple perspectives and an understanding of the world in which we live. To this end, the foundation of the degree is the liberal arts core as established for the B.B.A, the B.A. and the B.S. degrees at Concordia.

To preserve the baccalaureate level of the degree, at least thirty-two (32) of the 124 minimum hours required for the degree must be upper level credits (course numbers 3000 or above). Of the twenty-two (22) general elective hours required, at least 6 of those credit hours must be upper level.

Acceptance into a BAAS degree program requires an earned AAS degree from a regionally accredited school. The AAS program must contain a required coherent technical specialty area. This specialty area must require at least 9 hours of advanced coursework in the specialty area at the sophomore, or 2000 course level. This is exclusive of any additional transfer course at higher levels outside the designated specialty. The published Academic Catalog of the granting institution for the AAS will establish the required coursework for the purposes of this review.

As a program designed specifically for transfer students, a review of the transcripts and development of a plan of study is required prior to admission. This plan of study must be approved by the Dean of the college in which the degree is housed and accepted by the Registrar's Office prior to an offer of admission.

**Program Goals and Outcomes:**

The BAAS, with a major in Technical Management, provides the necessary skills to advance into supervisory and entry level management positions within the career path of the student as supported by the AAS training already achieved. The Technical Management major provides a selection of business courses in which students learn how to apply core business skills within their own career field or business environment. These business courses include:

Introduction to Business	Leadership and Business
General Accounting Principles	Creativity, Critical Thinking and Change
Finance for Non-financial Managers	Capstone Project
Principles of Management	

**10.08.01 BAAS in Technical Management Degree Plan**

General Education – 60 credit hours (minimum)

**Religion** - 12 credit hours

REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL \_\_\_\_\_ Elective  
REL \_\_\_\_\_ Elective

**English** - 12 credit hours

ENG 1316 Academic Research & Writing  
ENG \_\_\_\_\_ Literature Elective  
ENG \_\_\_\_\_ Elective  
ENG \_\_\_\_\_ Elective

**Fine Arts** - 3 credit hours

Any ART, Drama or MUS course.

**Leadership** – 3 credit hours

LDR 2301 Leadership Theory & Practice

**Math/ Science** - 12 credit hours

MTH \_\_\_\_ Level II or higher math course  
SCI xxxx Any natural science lab course  
CIS 1301 Intro to Personal Computing\*  
3 hrs in either Math or Science

\*may be satisfied by a higher level computer course, or Competency Exam (no credit received for exam)

**Physical Education** - 3 credit hours

KIN \_\_\_\_\_ Fitness Activity  
KIN \_\_\_\_\_ Skill Activity  
KIN \_\_\_\_\_ Fitness /Skill Activity  
(May be satisfied by KIN 2320 Adult Personal and Community Wellness)

**Humanities/Social Sciences** - 12 credit hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
3 hrs from Classics Humanities  
3 hrs from Social Beh. Science or Classics Humanities

**Communications** - 3 credit hours

COM 2300 Fundamentals of Communication

**Technical Management** – 21 Credit hours

BADM 1301 Introduction to Business (Under development)  
ACC 23XX General Accounting Principles (Under development)  
BUS 3314 Finance for Non-financial Managers  
BUS/BADM 3311 Principles of Management  
BUS/BADM 3310 Leadership and Business  
BUS/BADM 3313 Creativity, Critical Thinking and Change  
BUS/BADM 43XX Technical Management Capstone Project (under development)

**Technical Specialty Hours** –21 hours minimum\*

\*transfer credit from AAS degree required

**Elective Hours**

A minimum of 22 credit hours to bring the total number of hours to 124 is required. Six (6) of the 22 elective hours must be upper level.

**All students must complete the following graduation requirement.**

**CAAP/GRE**

Complete the Collegiate Assessment of Academic Proficiency (CAAP) exam (offered each long semester through Concordia) or the Graduate Record Examinations ® (GRE) (offered at various testing sites) and have a copy of the GRE scores sent to Concordia.

10.09 Master Degree in Business Administration (MBA)

See section 14.00 Graduate Programs section for a full description of Concordia's MBA program.

## **11.00 College of Education**

11.01 Mission and Overview - Education

The College of Education through its Center for Professional Development of Teachers (CPDT) provides ongoing education for pre-service and in-service teachers in a collaborative, field-based, Christian environment for the life-long pursuit of excellence in teaching and learning.

Concordia University Texas currently offers state approved Bachelor of Arts programs for Elementary (Early Childhood through 6th grade), Middle School (grades 4 through 8), and Secondary (grades 8-12) Certification as based on the State Board for Educator Certification (SBEC) Rules for a Center for Professional Development of Teachers. Upon completion of a teacher education program at Concordia and successful completion of the state certification examination (TExES), a graduate may apply for recommendation for the appropriate state certification.

Elementary School Curriculum Major - Early Childhood – 6<sup>th</sup> grade Certificate

Middle School Curriculum Major - Grades 4-8 Generalist or Grades 4-8 Content Specific Certificate

Secondary School Curriculum Major - Grades 8-12 Content Specific Certificate

EC-12 All Level Special Education Certificate

Concordia University Texas has a summary first year passage rate of 94% on the state certification exams. Students must pass very rigorous certification exams in professional knowledge and their subject areas to be eligible for a Texas Teaching Certificate.

NOTE: Because students must meet the requirements mandated by the state legislature and the SBEC at the time of graduation, the degree program that was in place at the time they entered Concordia may change by the time of a student's graduation.

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11.02 Levels of Admission to the Education Programs

Levels of Admission into the Education Programs

Formal application and minimum criteria must be met for each admission level.

1. Admission into Concordia University Texas
2. Admission into a Teacher Education Program
3. Admission into the Professional Term (the term which includes student teaching)

Admission into a Teacher Education Program

Applications for admission into the teacher education programs are available at the office of the Dean of Education. Applications for admission pertain to the Elementary, Middle School, Secondary, or Special Education Programs. Applications must be submitted April 1 of the Spring Term before the student anticipates beginning junior level professional education courses. The junior transfer student should complete an application for admission to the Elementary, Middle School, Secondary, or Special Education Program immediately upon being admitted to the university. To help determine eligibility for admission to the Teacher Education Programs the transfer student should consult with a faculty mentor at the earliest possible date.

Applications to the Elementary and Secondary Education Program will be evaluated on the basis of the following criteria:

1. Upper level standing (a minimum of 64 academic credit hours passed) with a cumulative GPA of 2.50 or higher. (For purposes of admission to the Education Program, the GPA of education transfer students is determined by adding Concordia University Texas work to the entering GPA with all courses attempted included in the GPA calculations.)
2. Grade of C or better in:
  - ENG 1316 Academic Research & Writing



- ENG 1317 Introduction to Literature
  - EDU 2301 Introduction to Education
  - PSY 2301 Life Span Development
  - COM 2300 Fundamentals of Communication
  - CIS 1301 Intro to Personal Computing
3. Grade of "B" or better in EDU3310 Writing across the Curriculum
  4. Presentation of minimum scores on the current state mandated admission test.
  5. Personal, social, and moral qualities, and personal and mental health data may block admission from each of the following offices or persons prior to admission:
    - Director of Student Services (includes areas related to Campus activities, off-campus activities, dorms, etc.)
    - Vice Provost for Enrollment Services
    - Provost
    - Faculty Mentor/Advisor
    - Admission interview with the Director of the Teacher Ed. Program for which the candidate is applying.

#### Admission to Professional Term

Cumulative grade point average of 2.50 or higher on all academic credit hours attempted. (For purpose of admission to Professional Term, the GPA of transfer students is determined by adding Concordia University Texas work to the entering GPA, with all courses attempted included in the GPA calculations.) Grade point average of 2.50 or higher in all course work in each of the following areas:

- Professional education
- Specialization courses attempted in the Interdisciplinary Major for Elementary Education; teaching field courses in the Multi-Disciplinary Major for Secondary Education
- Combination subjects for Elementary Education
- Lutheran Teacher Diploma courses

Satisfactory ratings in field experiences as determined by the Teacher Education Committee on the basis of data compiled by and submitted to the Director of Teacher Education by the following:

- University instructors of field experience components
- Director of Early Field Experience/Director of Secondary Education
- Elementary and Secondary classroom teachers

Show personal, social, and moral qualities, and personal and mental health suitable for teaching. All applicants must receive clearance (negative data may block admission) from each of the following offices or persons prior to admission:

- Dean of Student Services (includes areas related to Campus activities, off-campus activities, dorms, etc.)
- Provost
- Coordinator of Early Field Experience
- Faculty Mentor/Advisor
- Faculty head of each teaching field/specialization attempted

All requirements for admission to the professional term must be completed within five consecutive calendar years from the date of admission to the Education Program.

#### Special notes to prospective students

Certain courses listed under the major requirements may be used to satisfy both major and core requirements. Contact your academic advisor for more explanation on how to choose the proper course to benefit from this policy.

Additional hours may be added to a student's course work if the student:

- Begins the English sequence below ENG 1316 Academic Research & Writing.
- Begins the Math sequence below MTH 1323 Quantitative Literacy.
- Begins the Religion sequence with REL 1331 Introduction to Christianity when seeking the Lutheran Teacher Diploma.

All courses in the CORE, Specializations, and Pedagogy & Professional Responsibility must be completed with grades of "C" or above.

#### 11.03 Degree Requirements - Amended

##### 11.03.01 CORE Requirements

**English - 12 credit hours**

ENG 1316 Academic Research and Writing  
ENG 1317 Introduction to Literature  
ENG \_\_\_\_\_  
ENG \_\_\_\_\_

**Fine Arts - 3 credit hours**

Any ART, Drama or MUS course.

**Leadership – 1 academic hour**

LDR 1100 Life and Leadership

**Mathematics - 3 credit hours**

Level 2 Math or higher

**Natural Science - 7 to 8 credit hours**

Any natural science lab course **plus** any three-or four-hour natural science course unless otherwise indicated.

**Physical Education - 3 credit hours**

KIN \_\_\_\_\_ Fitness Activity

KIN \_\_\_\_\_ Skill Activity  
KIN \_\_\_\_\_ Fitness or Skill  
Activity

**Social/Behavioral Science - 12 credit hours**

HIS 1301 US History to 1877 or  
HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
\_\_\_\_\_

**Communication - 3 credit hours**

COM 2300 Fundamentals of Communication

**Religion - 12 credit hours**

REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL \_\_\_\_\_  
REL \_\_\_\_\_

**In addition, all students must complete the following general graduation requirements:**

**Classics/Humanities – 3 credit hours**

Choose one of the following:

- ENG 2301 World Literature: Classicism \*
- HIS 2321 History of Western Civilization to 1715
- HIS 3314 Traditions/Values of Classical Civilization
- PHL 3301 Survey of Western Philosophy

\*this course will also fulfill one of the English requirements in the general education core

**Computer Competency**

CIS 1301 Introduction to Personal Computers or  
Competency Exam (no credit)

**CAAP/GRE**

Complete the Collegiate Assessment of Academic Proficiency (CAAP) exam (offered each long semester through Concordia) or the Graduate Record Examinations ® (GRE) (offered at various testing sites) and have a copy of the GRE scores sent to Concordia.



**11.03.02 Elementary School Curriculum - ECE-6th Grade - Amended**

The Elementary School Curriculum Major provides pre-service elementary education teachers with general knowledge of God's wondrous world as taught in the elementary curriculum.

In addition to the Core courses, the following professional education courses are required:

*Professional Education*

*Requirements - 37 credit hours*

These three courses may be taken before admission into the Teacher Education Program (freshman and sophomore year).

- EDU 2301 Introduction to Education and Tech
- EDU 3310 Writing across the Curriculum
- EDU 3326 Educational Foundations

These courses are taken after admission into the Teacher Education Program (junior and senior year).

- EDU 3340 Clsrm Mgmt & Societal Relations-Elem
- EDU 3320 Found of ESL Education
- EDU 3311 Teaching Strategies & Assess-Elem
- EDU 3312 Humanities Curr & Methods-Elem

- EDU 4101 Teacher Education Seminar
- EDU 41205 Elementary/ECE Student Teaching
- SPED 3301 Intro to Exceptional Learners

*Specialization –ESL Generalist ECE-6th*

*Requirements: 38 credit hours (does not include \*courses counted in CORE)*

- ECE 3320 ECE Curriculum, Methods & Materials
- EDU 3304 Children's Literature
- GRG 1311 Prin. of Geography (strongly recommended) **or**
- GRG 1312 World Regional Geography
- HIS 1301 US History to 1877\*
- HIS 1302 US History from 1877\*
- HIS 2321 Western Civilization to 1715\* **or**
- HIS 2322 Western Civilization from 1715
- HIS 3311 TX History(2000 level or above)

KIN 3333 Methods of Teaching PE  
MTH 3401 Mathematical Methods-Elem  
MTH 1351 College Algebra  
MUS 1332 Music Fundamentals\*  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*

RDG 3311 Fundamentals of LA/Reading  
RDG 3331 Advanced Techniques in Reading  
RDG 3341 Diagnostic/Intervention Reading  
RDG 3321 Methods of Teaching Reading  
EDU 3405 Science and Health Methods-Elem  
**MTH 1323 Quantitative Literacy**

*All Level - EC-12 P.E.*

Requirements: 33 credit hours (does not include \*courses included in CORE)

BIO 1401 Principles of Biology\* or  
**BIO 1403 Cellular and Molecular Biology**  
BIO 3411 Human Anatomy and Physiology I\*  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
KIN 1202 First Aid and Safety or valid certification  
First Aid and CPR  
KIN 2301 Personal Community and Health  
KIN 2302 Introduction to Physical Education  
KIN 2303 Theory and Application of Physical Fitness  
KIN 3313 Motor Development and Learning  
KIN 3315 Org. and Administration of PE and Sports

KIN 3316 Evaluation in Phys. Education and Sports  
KIN 3331 Coaching Team Sports  
KIN 3333 Methods of Teaching in Physical Education  
KIN 4330 Exercise Physiology  
KIN xxxx (three credit hours of fitness or skill activity  
courses)  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3342 Content Area Reading

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*All Level - EC-12 Music Education*

Requirements: 48 credit hours (does not include \*courses included in CORE)

**MUS 1110 Piano (Take 4 times)**

MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1124 University Choir  
MUS 1124 University Choir  
MUS 1124 University Choir  
MUS 1124 University Choir  
**MUS 2118 Sight Singing I**  
**MUS 2119 Sight Singing II**  
**MUS 2214 Conducting I**  
**MUS 2334 Music Theory I**  
**MUS 2335 Music Theory II**  
MUS 3119 Voice Lessons  
MUS 3119 Voice Lessons

MUS 3119 Voice Lessons  
MUS 3119 Voice Lessons  
**MUS 3223 Conducting II**  
**MUS 3336 Music Theory III**  
**MUS 3337 Music Theory IV**  
**MUS 3342 History of Music I**  
**MUS 3344 History of Music II**  
**MUS 34XX Music Pedagogy –Elem, MS, Sec (Course  
Under Development)**  
**MUS 4105 Senior Recital**  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
RDG 3342 Content Area Reading  
**Piano Proficiency required**

**11.03.03 Middle School Curriculum Grades 4-8 Generalist - Amended**

The Middle School Curriculum Major provides pre-service elementary education teachers with general knowledge of God's wondrous world as taught in the elementary curriculum.

In addition to the Core courses, the following professional education courses are required.

*Middle School Curriculum 4-8, Generalist*

*Professional Education*

Requirements: 37 credit hours (does not include \*courses included in CORE)

These three courses may be taken before admission into the Teacher Education Program (freshman and sophomore year).

EDU 2301 Introduction to Education and Tech  
EDU 3310 Writing across the Curriculum  
EDU 3326 Educational Foundations

*These courses are taken after admission into the Teacher Education Program (jr. and sr. year).*

EDU 3340 Classroom Mgmt & **Societal Relationship**  
EDU 3320 Intro to ESL Education  
EDU 3311 Teaching Strategies & Assess-Elem  
EDU 3312 Humanities Curr & Methods  
EDU 4101 Teacher Education Seminar  
EDU 41225 Middle School Student Teaching  
SPED 33XX Intro to Exceptional Learner

*Middle School Curriculum 4-8, Generalist*

Requirements: 41 credit hours (does not include \*courses included in CORE)

EDU 3313 Adolescent Literature	MUS 1332 Music Fundamentals
EDU 3304 Children's Literature	PSY 1311 Introduction to Psychology*
GRG 1312 World Regional Geography	PSY 2301 Life-Span Development*
HIS 1301 US History to 1877*	<b>RDG 3311 Fund of LA/Reading</b>
HIS 1302 US History from 1877*	RDG 3331 Advanced Techniques in Reading
HIS 3311 TX History(2000 level or above)	RDG 3341 Diagnostic/Intervention Reading
HIS 2321 Western Civilization to 1715* <b>or</b>	RDG 3342 Content Area Reading
HIS 2322 Western Civilization from 1715	RDG 3321 Methods of Teaching Reading
HIS 3321 International Relations since 1919	EDU 3405 Science & Health Methods-Elem
KIN 3333 Methods of Teaching PE	<b>MTH 3316 Geometry</b>
MTH 3401 Mathematical Methods-Elem	
MTH 1351 College Algebra	

*All Level - EC-12 P.E.*

Requirements: 33 credit hours (does not include \*courses included in CORE)

BIO 1401 Principles of Biology* <b>or</b>	KIN 3315 Org. and Administration of PE and Sports
<b>BIO 1403 Cellular and Molecular Biology</b>	KIN 3316 Evaluation in Phys. Education and Sports
BIO 3411 Human Anatomy and Physiology I *	KIN 3331 Coaching Team Sports
HIS 1301 US History to 1877 *	KIN 3333 Methods of Teaching in Physical Education
HIS 1302 US History from 1877*	KIN 4330 Exercise Physiology
KIN 1202 First Aid and Safety or valid certification	KIN xxxx (three credit hours of fitness or skill activity
First Aid and CPR	courses)
KIN 2301 Personal Community and Health	PSY 1311 Introduction to Psychology*
KIN 2302 Introduction to Physical Education	PSY 2301 Life-Span Development*
KIN 2303 Theory and Application of Physical Fitness	RDG 3342 Content Area Reading
KIN 3313 Motor Development and Learning	

*All Level - EC-12 Music Education*

Requirements: 48 credit hours (does not include \*courses included in CORE)

MUS 1110 Piano (Take 4 times)	MUS 3119 Voice Lessons
MUS 1119 Voice Lessons	MUS 3119 Voice Lessons
MUS 1119 Voice Lessons	MUS 3223 Conducting II
MUS 1119 Voice Lessons	MUS 3336 Music Theory III
MUS 1119 Voice Lessons	MUS 3337 Music Theory IV
MUS 1124 University Choir	MUS 3342 History of Music I
MUS 1124 University Choir	MUS 3344 History of Music II
MUS 1124 University Choir	MUS 34XX Music Pedagogy-Elem, MS, Sec (Course
MUS 1124 University Choir	Under Development)
MUS 2118 Sight Singing I	MUS 4105 Senior Recital
MUS 2119 Sight Singing II	PSY 1311 Introduction to Psychology*
MUS2214 Conducting I	PSY 2301 Life-Span Development*
MUS 2334 Music Theory I	HIS 1301 US History to 1877*
MUS 2335 Music Theory II	HIS 1302 US History from 1877*
MUS 3119 Voice Lessons	RDG 3342 Content Area Reading
MUS 3119 Voice Lessons	Piano Proficiency Required

**11.03.04 Middle School Curriculum Grades 4-8, Content Specific - Amended**

The Middle School Curriculum major prepares for teaching at the middle school and high school level in public schools and/or in the Lutheran teaching ministry. This program provides pre-service secondary teachers with in-depth knowledge of their chosen teaching field(s) as part of God's plan for His world and taught in the secondary curriculum.

In addition to the Core courses, the following professional education courses are required.

*Middle School Curriculum*

*Professional Education*

**Requirements:** 34 credit hours (does not include \*courses included in CORE)

These three courses may be taken before admission	EDU 2301 Introduction to Education and Tech
into the Teacher Education Program.	EDU 3310 Writing across the Curriculum

EDU 3326 Educational Foundations

EDU 3372 Teaching Strategies & Assess-Sec  
EDU 3373 Classroom Mgmt & Sec Curr  
EDU 4101 Teacher Education Seminar  
EDU 41225 Middle School Student Teaching  
SPED 33XX Intro to Exceptional Learner

These courses are taken after admission into the  
Teacher Education Program.

EDU 3320 Foundations of ESL Education

### *Content Specific Specializations*

#### *Middle School Curriculum - English/Language Arts/Social Studies*

Requirements: ~~42~~ 39 credit hours (does not include \*courses included in CORE)

EDU 2301 World Literature: Classicism \*

EDU 3304 Children's Literature

**ENG EDU** 3313 Adolescent Literature

GRG 1312 World Regional Geography

HIS 1301 US History to 1877 \*

HIS 1302 US History from 1877\*

HIS 2321 Western Civilization to 1715\*

HIS 2322 Western Civilization from 1715

HIS 3311 Texas History(2000 level or above)

HIS 3321 International Relations since 1919

HIS 3343 US History 1945-1990

PSY 1311 Introduction to Psychology\*

PSY 2301 Life-Span Development\*

RDG 3311 Fundamentals of LA/Reading

RDG 3321 Methods of Teaching Reading

RDG 3341 Diagnostic/Intervention Reading

RDG 3342 Content Area Reading

ENG 3311 Advanced Writing

**Two of the Following:**

ENG 3302 Drama

ENG 3303 Short Story

ENG 3305 Poetry

**Two of the Following:**

ENG 2303 American Literature OR ENG 3308 The  
Novel: American

ENG 3301 The Novel: British OR ENG 2305 Survey  
of British Literature

#### *Middle School Curriculum - English/Language Arts*

Requirements: ~~42~~ 39 credit hours (does not include  
\*courses included in CORE)

ENG 2301 World Literature: Classicism\*

ENG 2303 American Literature OR ENG 3308 The  
Novel: American

ENG 3301 The Novel: British OR ENG 2305 Survey  
of British Literature OR ENG 3321 Shakespeare

ENG 3302 Drama

ENG 3303 Short Story

EDU 3304 Children's Literature

ENG 3305 Poetry

EDU 3313 Adolescent Literature

ENG 4303 Major Ethnic Writers

HIS 1301 US History to 1877 \*

HIS 1302 US History from 1877\*

PSY 1311 Introduction to Psychology \*

PSY 2301 Life-Span Development \*

RDG 3311 Fundamentals of LA/Reading

RDG 3341 Diagnostic/Intervention Reading

RDG 3321 Methods of Teaching Reading

ENG 3311 Advanced Writing

**ENG 3316 Creative Writing: Fiction OR**

**ENG 3317 Creative Writing: Poetry**

**RDG 3342 Content Area Reading**

#### *Middle School Curriculum Social Studies*

Requirements:36 credit hours (does not include \*courses included in CORE)

ECO 2301 Macroeconomics

GOV 2301 Public Policy

GRG 1312 World Regional Geography

HIS 1301 US History to 1877 \*

HIS 1302 US History from 1877\*

HIS 2306 Race and Ethnic Relations

HIS 2321 Western Civilization to 1715 \*

HIS 2322 Western Civilization from 1715

HIS 3311 Texas History(2000 level or above)

HIS 3321 International Relations since 1919

HIS 3341 Civil War

HIS 3343 US History 1945 - 1990

PSY 1311 Introduction to Psychology \*

PSY 2301 Life-Span Development \*

RDG 3342 Content Area Reading

SOC 1301 Introduction to Sociology\*

HIS 3314 Traditions/Values of Classical Civ

HIS 3301 History of Mexico

#### *Middle School Curriculum - Mathematics*

Requirements: ~~40-41~~ 39-40 credit hours (does not include \*courses included in CORE)

HIS 1301 US History to 1877 \*

HIS 1302 US History from 1877\*

MTH 1341 Probability

MTH 1352 Pre-calculus

MTH 2301 Statistics  
MTH 3101-4 Problem Solving (To be taken 3 different times)  
MTH 3401 Mathematical Methods-Elem  
MTH 3403 Mathematical Methods-Sec  
MTH 3313 Number Theory  
MTH 3316 Geometry

PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
MTH 2401 Calculus I  
MTH 2402 Calculus II  
**MATH 3410 Calculus III**  
MTH 3330 Mathematical Modeling OR Calculus III  
RDG 3342 Content Area Reading

*Middle School Curriculum Science*

Requirements: **37-41** credit hours (does not include \*courses included in CORE)

AST 3301 Astronomy  
BIO 1402 General Zoology  
BIO 1403 Cellular and Molecular Biology \*  
BIO 2403 General Botany  
BIO 3411 Human Anatomy and Physiology I  
CHE 1401 Chemistry I \*  
CHE 1402 Chemistry II  
GLG 3301 Geology  
HIS 1301 US History to 1877 \*

HIS 1302 US History from 1877\*  
PHY 1401 Physics I  
PHY 1402 Physics II  
PSY 1311 Introduction to Psychology \*  
PSY 2301 Life-Span Development \*  
RDG 3342 Content Area Reading  
EDU 3305 Science and Health Methods-Elem  
**ESC 3403 General Ecology**

*Middle School Curriculum - Math and Science*

Requirements: 59 credit hours (does not include \*courses included in CORE)

AST 3301 Astronomy  
BIO 1402 Zoology  
BIO 1403 Cellular & Molecular Biology \*  
BIO 1403 Botany  
BIO 3411 Human Anatomy & Physiology I  
CHE 1401 Chemistry I \*  
GLG 3301 Geology  
HIS 1301 US History to 1877 \*  
HIS 1302 US History from 1877\*  
MTH 1341 Probability  
MTH 1352 Pre-calculus\*  
MTH 3401 Mathematical Methods-Elem

MTH 3403 Mathematical Methods-Sec  
MTH 2301 Statistics  
MTH 2401 Calculus I  
MTH 2402 Calculus II  
MTH 3101-4 Problem Solving (Must take 2)  
MTH 3313 Number Theory  
MTH 3316 Geometry  
PHY 1401 Physics I \*  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3342 Content Area Reading  
EDU 3405 Science and Health Methods-Elem

*All Level - EC-12 P.E.*

Requirements: 33 credit hours (does not include \*courses included in CORE)

BIO 1401 Principles of Biology **OR**  
**BIO 1403 Cellular and Molecular Biology**  
BIO 3411 Human Anatomy and Physiology I\*  
HIS 1301 US History to 1877 \*  
HIS 1302 US History from 1877 \*  
KIN 1202 First Aid and Safety or valid certification  
First Aid and CPR  
KIN 2301 Personal Community and Health  
KIN 2302 Introduction to Physical Education  
KIN 2303 Theory and Application of Physical Fitness  
KIN 3313 Motor Development and Learning

KIN 3315 Org. and Administration of PE and Sports  
KIN 3316 Evaluation in Phys. Education and Sports  
KIN 3331 Coaching Team Sports  
KIN 3333 Methods of Teaching in Physical Education  
KIN 4330 Exercise Physiology  
KIN xxxx (three credit hours of fitness or skill activity courses)  
PSY 1311 Introduction to Psychology \*  
PSY 2301 Life-Span Development\*  
RDG 3342 Content Area Reading

*All Level - EC-12 Music Education*

Requirements: 48 credit hours (does not include \*courses included in CORE)

MUS 1110 Piano (take 4 times)  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1124 University Choir  
MUS 1124 University Choir  
MUS 1124 University Choir  
MUS 2118 Sight Singing I  
MUS 2119 Sight Singing II  
MUS 2214 Conducting I

MUS 2334 Music Theory I  
 MUS 2335 Music Theory II  
 MUS 3119 Voice Lessons  
 MUS 3119 Voice Lessons  
 MUS 3119 Voice Lessons  
 MUS 3119 Voice Lessons  
 MUS 3223 Conducting II  
 MUS 3336 Music Theory III  
 MUS 3337 Music Theory IV  
 MUS 3342 History of Music I

MUS 3344 History of Music II  
 MUS 34XX Music Pedagogy – Elem, MS, Sec  
 (Course Under Development)  
 MUS 4105 Senior Recital  
 PSY 1311 Introduction to Psychology\*  
 PSY 2301 Life-Span Development\*  
 HIS 1301 US History to 1877\*  
 HIS 1302 US History from 1877\*  
 RDG 3342 Content Area Reading  
 Piano Proficiency Required

**11.03.05 Secondary School Curriculum Grades 8-12 - Amended**

The Secondary School Curriculum major provides pre-service secondary teachers with in-depth knowledge of their chosen teaching field(s) as part of God's plan for His world and taught in the secondary curriculum.

*Secondary School Curriculum*

*Professional Education*

Requirements: 34 credit hours (does not include \*courses included in CORE)

*These three courses may be taken before admission into the Teacher Education Program.*

EDU 2301 Introduction to Education and Tech

EDU 3310 Writing Across the Curriculum

EDU 3326 Educational Foundations

These courses are taken after admission into the Teacher Education Program.

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EDU 3372 Teaching Strategies & Assess-Sec

EDU 3373 Classroom Mgmt & Sec Curr

EDU 4101 Teacher Education Seminar

EDU 41273 Secondary School Student Teaching

EDU 3320 Foundations of ESL Education

SPED 33XX Intro to Exceptional Learner

*Content Specific Specializations*

*Secondary School Curriculum English/Language Arts*

Requirements: 39 36 credit hours (does not include \*courses included in CORE)

ENG 2301 World Literature: Classicism\*

ENG 2303 American Literature OR ENG 3308 The Novel: American

ENG 3301 The Novel: British **OR**

ENG 2305 Survey of British Lit OR

ENG 3321 Shakespeare

ENG 3302 Drama

ENG 3303 Short Story

ENG 3305 Poetry

EDU 3313 Adolescent Literature

ENG 4303 Major Ethnic Writers of the US

HIS 1301 US History to 1877 \*

HIS 1302 US History from 1877 \*

PSY 1311 Introduction to Psychology \*

PSY 2301 Life-Span Development \*

RDG 3311 Fundamentals of LA/Reading

RDG 3341 Diagnostic/Intervention Reading

RDG 3321 Methods of Teaching Reading

ENG 3311 Advanced Writing

**ENG 3316 Creative Writing: Fiction OR**

**ENG 3317 Creative Writing: Poetry**

RDG 3342 Content Area Reading

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*Secondary School Curriculum - Social Studies*

Requirements: 38 credit hours (does not include \*courses included in CORE)

ECO 2301 Macroeconomics

GOV 2301 Public Policy

GRG 1312 World Regional Geography

HIS 1301 US History to 1877 \*

HIS 1302 US History from 1877 \*

HIS 2201 Historical Methods

HIS 2306 Race and Ethnic Relation

HIS 2321 Western Civilization to 1715\*

HIS 2322 Western Civilization from 1715

HIS 3301 History of Mexico

HIS 3311 Texas History (2000 level or above)

HIS 3314 Traditions /Values of Classical Civilizations

HIS 3321 International Relations Since 1919

HIS 3341 Civil War Era

HIS 3343 US History 1945-1990

PSY 1311 Introduction to Psychology \*

PSY 2301 Life-Span Development \*

RDG 3342 Content Area Reading

SOC 1301 Introduction to Sociology\*

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### *Secondary School Curriculum - History*

Requirements: **32 35** credit hours (does not include \*courses included in CORE)

HIS 1301 US History to 1877 *	HIS 3342 American West
HIS 1302 US History from 1877 *	HIS 3343 US History 1945-1990
HIS 2201 Historical Methods	PSY 1311 Introduction to Psychology*
HIS 2321 Western Civilization to 1715 *	PSY 2301 Life-Span Development *
HIS 2322 Western Civilization from 1715*	RDG 3342 Content Area Reading
HIS 3301 History of Mexico	HIS 2306 Race and Ethnic Relations
HIS 3311 Texas History (2000 level or above)	HIS 3354 History of Christianity *
HIS 3314 Traditions/Values of Classical Civilizations	HIS 3360 Topics in History
HIS 3321 International Relations Since 1919	<b>HIS 3308 Asian History and Culture</b>
HIS 3341 Civil War Era	

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### *Secondary School Curriculum - Math*

Requirements: 36 credit hours (does not include \*courses included in CORE)

HIS 1301 US History to 1877 *	MTH 3403 Mathematical Methods-Sec
HIS 1302 US History from 1877 *	MTH 3311 Linear Algebra
MTH 1341 Probability	MTH 3313 Number Theory
MTH 2301 Statistics	MTH 3316 Geometry
MTH 2305 Discrete Structures	MTH 41XX Advanced Problem Solving
MTH 2401 Calculus I	PSY 1311 Introduction to Psychology*
MTH 2402 Calculus II	PSY 2301 Life-Span Development *
MTH 3101-4 Problem Solving (Students must take 2 of the 4 Problem Solving Courses)	RDG 3342 Content Area Reading

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### *Secondary School Curriculum - Science*

Requirements: **33 40** credit hours (does not include \*courses included in CORE)

AST 3301 Astronomy	HIS 1302 US History from 1877*
BIO 1402 General Zoology	PHY 1401 Physics I
BIO 1403 Cellular and Molecular Biology*	PHY 1402 Physics II
BIO 2403 General Botany	PSY 1311 Introduction to Psychology*
BIO 3411 Human Anatomy and Physiology I	PSY 2301 Life-Span Development*
CHE 1401 Chemistry I *	RDG 3342 Content Area Reading
CHE 1402 Chemistry II	<b>ESC 1302 Intro to Environmental Science</b>
GLG 3301 Geology	<b>ESC 3403 General Ecology</b>
HIS 1301 US History to 1877 *	

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### *Secondary School Curriculum - Life-Earth Science*

Requirements: 40 credit hours (does not include \*courses included in CORE)

AST 3301 Astronomy	HIS 1302 US History from 1877 *
BIO 1402 General Zoology	PSY 1311 Introduction to Psychology*
BIO 1403 Cellular and Molecular Biology*	PSY 2301 Life-Span Development *
BIO 2403 General Botany	RDG 3342 Content Area Reading
BIO 3401 General Microbiology	Three hours from the following:
BIO 3403 General Ecology	BIO 1101 - 1106 (field biology courses)
BIO 3404 Genetics	BIO 3303 Native Plants
BIO 3411 Human Anatomy and Physiology I	BIO 3310 Nutrition
CHE 1401 Chemistry I *	BIO 3302 Tropical Biology
CHE 1402 Chemistry II	SCI 3303 Geology and Ecology of Southwestern US
GLG 3301 Geology	SCI 3304 Geology and Ecology of Hawaii
HIS 1301 US History to 1877 *	



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*Secondary School Curriculum - Physical Science*

Requirements: ~~35~~ 40 credit hours (does not include \*courses included in CORE)

AST 3301 Astronomy	CHE 3402 Environmental Chemistry
BIO 1403 Cellular and Molecular Biology *	HIS 1301 US History to 1877 *
CHE 1401 Chemistry I *	HIS 1302 US History from 1877*
CHE 1402 Chemistry II	PHY 1401 Physics I
CHE 2401 Organic Chemistry I	PHY 1402 Physics II
CHE 2403 Organic Chemistry II	PHY 4301 Topics in Modern Physics
CHE 3301 Inorganic Chemistry	PSY 1311 Introduction to Psychology*
CHE 3401 Analytical Chemistry	PSY 2301 Life-Span Development *
GLG 3301 Geology	RDG 3342 Content Area Reading
CHE 3320 Biochemistry	Must take MTH 1351 College Algebra or higher as prerequisite for science courses

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*All Level EC-12 P.E.*

Requirements: 33 credit hours (does not include \*courses included in CORE)

BIO 1401 Principles of Biology OR	KIN 3315 Org. and Administration of PE and Sports
BIO 1403 Cellular or Molecular Biology	KIN 3316 Evaluation in Phys. Education and Sports
BIO 3411 Human Anatomy and Physiology I*	KIN 3331 Coaching Team Sports
HIS 1301 US History to 1877 *	KIN 3333 Methods of Teaching in Physical Education
HIS 1302 US History from 1877*	KIN 4330 Exercise Physiology
KIN 1202 First Aid and Safety or valid certification First Aid and CPR	KIN xxxx (three credit hours of fitness or skill activity courses)
KIN 2301 Personal Community and Health	PSY 1311 Introduction to Psychology *
KIN 2302 Introduction to Physical Education	PSY 2301 Life-Span Development*
KIN 2303 Theory and Application of Physical Fitness	RDG 3342 Content Area Reading
KIN 3313 Motor Development and Learning	

*All Level EC - 12 Music Education*

Requirements: 48 credit hours (does not include \*courses included in CORE)

MUS 1110 Piano (take 4 times)	MUS 3119 Voice Lessons
MUS 1119 Voice Lessons	MUS 3119 Voice Lessons
MUS 1119 Voice Lessons	MUS 3223 Conducting II
MUS 1119 Voice Lessons	MUS 3336 Music Theory III
MUS 1119 Voice Lessons	MUS 3337 Music Theory IV
MUS 1124 University Choir	MUS 3342 History of Music I
MUS 1124 University Choir	MUS 3344 History of Music II
MUS 1124 University Choir	MUS 34XX Music Pedagogy – Elem, MS, Sec (Course Under Development)
MUS 1124 University Choir	MUS 4105 Senior Recital
MUS 2118 Sight Singing I	PSY 1311 Introduction to Psychology*
MUS 2119 Sight Singing II	PSY 2301 Life-Span Development *
MUS 2214 Conducting I	HIS 1301 US History to 1877 *
MUS 2334 Music Theory I	HIS 1302 US History from 1877*
MUS 2335 Music Theory II	Piano Proficiency Required
MUS 3119 Voice Lessons	RDG 3342 Content Area Reading
MUS 3119 Voice Lessons	

**11.03.06 EC-12 Special Educational Curriculum - Amended**

The EC-12 All Level Special Education major provides pre-service special education teachers with specific knowledge about working with students with learning differences.

In addition to the Core courses, the following professional education courses are required.

*Professional Education*

Requirements: 52 credit hours (does not include \*courses included in CORE)

*These three courses may be taken before admission into the Teacher Education Program.*

EDU 2301 Introduction to Education and Tech  
 EDU 3310 Writing Across the Curriculum  
 EDU 3326 Educational Foundations  
 These courses are taken after admission into the  
 Teacher Education Program.  
 EDU 3320 Foundations of ESL Education  
 EDU 3373 Classroom Management & Secondary Curr  
 EDU 3311 Teaching Strategies & Assess-Elem  
 EDU 4101 Teacher Ed Seminar  
 SPED 33XX Intro to Exceptional Learners

SPED 33XX Language & Intercultural  
 Communications  
 SPED 34XX Assessment Strategies for the  
 Exceptional Learner  
 SPED 33XX Consultation & Collaboration  
 SPED 44XX Methods for Teaching the Exceptional  
 Learner  
 SPED 44XX Practicum  
 SPED 312XX Spec Ed Student Teaching

*All Level EC-12 Special Education*

Requirements: 26 credit hours (does not include \*courses included in CORE)

PSY 1311 Intro to Psychology \*  
 PSY 2301 Life-Span Development \*  
 HIS 1301 US History to 1877\*  
 HIS 1302 US History from 1877 \*  
 HIS 2321 Western Civ to 1715 \* OR Western Civ  
 from 1715  
 RDG 3311 Fundamentals of LA/Reading  
 RDG 3321 Methods of Teaching Reading

RDG 3341 Diagnosis & Intervention Reading  
 HIS 3311 Texas History (2000 level or above)  
 GRG 1311 Principles of Geography  
 MTH 3401 Mathematical Methods-Elem  
 EDU 3405 Science & Health Methods-Elem  
 ECE 3320 ECE Curriculum, Methods & Materials  
 MUS 1332 Music Fundamentals

11.04 Religious Education (Director of Christian Education) - Amended

The Bachelor of Arts program with a major in Religious Education at Concordia University Texas provides basic educational, religious, and interpersonal foundations for the student and provides specialized training to develop individual interests in areas such as youth ministry, family ministry, children's ministry, music and the arts, theology, missions, and outdoor ministry.

In addition, students in the Religious Education Major have the option of certification as a Director of Christian Education (DCE) in the Lutheran Church-Missouri Synod. DCEs are ministers of the Gospel who have been trained as parish education specialists and called to work with the pastor, staff, and lay leaders of a congregation. Their primary responsibility is to administer and provide resources for the parish education and youth programs of the church, to teach the faith, and train laity for service both inside and outside the parish. Depending on personal gifts, prior experience and training, and congregational needs, a DCE may also provide leadership in the young adult, singles, family, music, and evangelism ministry of the congregation.

Four years of university work and one full year of full-time internship are normally required to complete the DCE program. Students who successfully complete all phases of the program are awarded the DCE Certificate and are eligible to receive a call to full-time services in the LCMS as a rostered Director of Christian Education.

Upon successful completion of all requirements for the DCE Major, the final requirement for certification by the Lutheran Church-Missouri Synod is a year-long internship, normally following graduation, in a congregation, agency, or mission site of the LCMS. This internship will enable students to experience as many aspects of the DCE ministry as possible. While interns register as students under the ultimate direction of the DCE Program Director or Associate Director during internship, they are also paid by the participating congregation or agency and are under the direct supervision of a full-time person in the congregation or agency during this time.

Applications for admission into the DCE program are available in the DCE Office. Application for admission into the DCE program must be submitted by November 1 of the Fall Term before the student anticipates beginning taking junior level professional DCE courses. The junior transfer student should complete an application for admission immediately upon being admitted to the university.

Applications to the DCE program will be evaluated on the basis of the following criteria:

Completion of the application— including all reference forms and an autobiographical essay  
 A cumulative GPA of 2.5 or higher on course work taken at Concordia University  
 A personal interview with the DCE program director, associate director and one other faculty member.  
 Show personal, social and moral qualities, and personal and mental health suitable for congregational or agency ministry.

All applicants must receive clearance (negative data may block admission) from each of the following offices or persons prior to admission:

- Vice President of Student Services (includes areas related to Campus activities, off-campus activities, dorms, etc.)
- Provost
- Director of the DCE Program
- Faculty mentor/advisor
- The GPA of 2.5 must be maintained each term to continue in the program.

Director of Christian Education

**Core Requirements - 58-60 credit hours**  
**Concordia University Texas Core Curriculum**

**English - 12 credit hours**

ENG 1316 Academic Research and Writing

ENG 1317 Introduction to Literature

ENG \_\_\_\_\_

ENG \_\_\_\_\_

**Fine Arts - 3 credit hours**

Any ART, Drama or MUS course.

**Leadership – 1 academic hour**

LDR 1100 Life and Leadership

**Mathematics - 3 credit hours**

Level 2 Math or higher

**Natural Science - 7 to 8 credit hours**

Any natural science lab course **plus** any three-or four-hour natural science course unless otherwise indicated.

**Physical Education - 3 credit hours**

KIN \_\_\_\_\_ Fitness Activity

**Concordia University Texas Core Curriculum**

KIN \_\_\_\_\_ Skill Activity

KIN \_\_\_\_\_ Fitness or Skill

Activity

**Social/Behavioral Science - 12 credit hours**

HIS 1301 US History to 1877 or

HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

\_\_\_\_\_

**Communication - 3 credit hours**

COM 2300 Fundamentals of Communication

**Religion - 12 credit hours**

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL \_\_\_\_\_

REL \_\_\_\_\_

**In addition, all students must complete the following general graduation requirements:**

**Classics/Humanities – 3 credit hours**

Choose one of the following:

ENG 2301 World Literature: Classicism \*

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

\*this course will also fulfill one of the English requirements in the general education core

**Computer Competency**

CIS 1301 Introduction to Personal Computers or  
Competency Exam (no credit)

**CAAP/GRE**

Complete the Collegiate Assessment of Academic Proficiency (CAAP)\* exam (offered each long semester through Concordia) or the Graduate Record Examinations ® (GRE)\*\* (offered at various testing sites) and have a copy of the GRE scores sent to Concordia.



**DCE Major Requirements - 55 credit hours** (Courses marked with an Asterisk\* may be counted as CORE.)

COM 3303 Communications for Church Workers **or**

COM 3304 Group Dynamics

REDU 1111 Spiritual Disciplines I

REDU 1112 Spiritual Disciplines II

REDU 3220 Introduction to DCE Ministry

REDU 3250 The Christian Witness and Evangelism

REDU 3310 Youth Ministry

REDU 3315 Confirmation Planning & Implementation  
**or** REDU 33XX Middle School Ministry (for non-DCE students)

REDU 3317 Children's Ministry

REDU 3320 Parish Administration

REDU 3330 Family Ministry  
REDU 3340 Adult Education in the Parish  
REDU 3341 Leadership Development  
REDU 3350 Curriculum & Methods in Religious Ed.  
REDU 4210 DCE Practicum I  
REDU 4211 DCE Practicum II  
PSY 1311 Introduction to Psychology \*  
PSY 2301 Life-Span Development  
PSY 3331 Introduction to Counseling  
REL 3333 Introduction to Christian Ethics  
REL 3353 American Christianity **or**  
REL 3381 Major World Religions  
SOC 1301 Introduction to Sociology \*  
SOC 3302 Marriage and Family

*One of the following:*

REL 3302 Luke-Acts  
REL 3303 Major Pauline Epistles  
REL 3312 Wisdom Literature  
REL 3313 Isaiah  
REL 3335 Christian Apologetics

*Specialization Areas*

Select one of the following specialization areas

**Missional Emergent - 20 credit hours**

ANT 1301 Introduction to Anthropology  
COM 3308 Persuasive Communication  
HIS 2306 Race and Ethnic Relations  
REL 3335 Christian Apologetics  
REDU 33XX Emergent Theory  
REDU 32XX Missional Leadership  
REDU 3199 Independent Study in multicultural setting

**Worship and the Arts - 11 credit hours**

ART 1303 Introduction to Studio Art\*  
REDU 3230 Contemporary Worship Programming  
ENG 3321 Theatrical Performance  
**or** ENG 3322 Group Performance  
MUS 1120 Vocal Technique (counted in core)\*  
MUS 2214 Conducting I (counted in core)\*  
MUS 3362 Worship and Music (counted in core)\*  
REL 3345 Theology of Worship

Plus three hours from either music lessons or ensembles.

**Theology**

At least 18 additional hours chosen from the following areas: REL, GRE or HEB. REL 1331 may not be used.

Director of Christian Education Certification Program

**Purpose:**

The Concordia University DCE Specialist Certification Program is a means by which Bachelor degree graduates may complete program certification requirements for the Director of Christian Education (DCE) ministry of the Lutheran Church – Missouri Synod and be included on the roster of the Commissioned Ministry.

Curricular Structure:

2010-2011 Catalog

**Children's Ministry - 21 credit hours**

REDU 33XX Organizational Ldrshp in Children's Min  
EDU 3326 Educational Foundations  
ECE 3320 Early Childhood Education Curriculum  
ECE 3340 Leadership in Early Childhood Ministry  
COM 3302 Non-Verbal Communication  
SOC 3331 Sociology of Children and Childhood  
KIN 3313 Motor Development and Learning

**Outdoor Ministry – 19-20 credit hours**

*Up to eight hours may be counted in the core.*

AST 3301 Astronomy  
BIO 1402 General Zoology\*  
BIO 2403 General Botany\*  
REDU 3232 Outdoor Christian Education  
ESC 1302 Introduction to Environmental Science  
GLG 3301 Geology  
KIN 1202 First Aid and Safety  
PHY 1302 Physical Science for Liberal Arts **or**  
PHY 1401 Physics I\*  
*Any three-hour field biology course (BIO 3302, BIO 3370, SCI 3303, SCI 3304) or three one-hour biology courses (BIO 1101 - 1106).*

**Youth Ministry – 18 credit hours**

COM 3304 Group Dynamics  
COM 3307 Media Analysis and Criticism **or** COM 3317  
Production I  
REDU 33XX Middle School Ministry  
REDU 33XX Cultural Influences on Youth Ministry  
REDU 33XX Special Topics in Youth Ministry  
REDU 32XX Missional Leadership  
REDU 3199 Independent Study in Multicultural Setting

**Or** one of the existing minors from any of the following programs:

Behavioral Science  
Business  
Computer Science  
Communications

**Certification as a DCE in The Lutheran Church-Missouri Synod requires successful completion of two terms of an internship in a LCMS congregation.**

REDU 41210 Internship I  
REDU 41211 Internship II

**Elective Hours**

No elective hours are required since the minimum DCE requirements exceed the minimum bachelor degree requirements of 128 credit hours.

The DCE Specialist Certification Program requires a total of up to 70 hours of credit, depending on prior coursework and experience. A one-year Internship in a LC-MS parish will give 24 credit hours of credit. The Internship is required to receive the DCE Certification. Course work could be taken on a part-time basis over two or three years and would be followed by a full-time Internship.

**Program Entrance Requirements:**

Completion of a Bachelor's degree at a regionally accredited institution  
Overall Grade Point Average (GPA) of 2.50 or better  
Two letters of recommendation (one from an LCMS professional church worker)  
Official copies of all college transcripts  
Completion of the Concordia University and DCE Certification application forms  
Membership in a parish of the Lutheran Church – Missouri Synod

*DCE Specialist Certification Requirements (56-70 hours)*

**Religion (18 hours)**

REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL 2352 History and Philosophy of the Reformation  
**or** REL 3354 History of Christianity  
REL 3341 Lutheran Doctrine  
REL 3353 American Christianity **or** REL 3381 Major World Religions  
REL 3333 Introduction to Christian Ethics

**Professional Preparation** (any 24 hours from the courses listed below)

COM 3303 Communications for Church Workers **or**  
COM 3304 Group Dynamics  
REDU 2350 Curr. & Methods in Religious Education

REDU 2220 Introduction to DCE Ministry  
REDU 3250 Christian Witness and Evangelism  
REDU 3310 Youth Ministry  
REDU 3315 Confirmation Planning  
REDU 3317 Children's Ministry  
REDU 3320 Parish Administration  
REDU 3330 Family Ministry  
REDU 3340 Adult Education in the Parish  
REDU 3341 Parish Program Leadership  
PSY 3331 Introduction to Counseling

Field Experience (2-4 hours)

REDU 4210 DCE Seminar and Field Work I  
REDU 4211 DCE Seminar and Field Work II

**Internship (12-24 hours)**

REDU 41210 DCE Internship I  
REDU 41211 DCE Internship II

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## 12.00 College of Liberal Arts (CLA)

### 12.01 Introduction

The College of Liberal Arts at Concordia University Texas provides a classical liberal arts education that promotes a broad base of knowledge and develops intellectual capacities. The College is committed to a collegial environment in which students and faculty work together to grow intellectually, spiritually, and morally as knowledgeable citizens of the 21<sup>st</sup> century. We are dedicated to an intellectual foundation based on a well-rounded and comprehensive education designed to meet the needs of responsible citizenship in an ever-changing world.

The College of Liberal Arts supports the mission of Concordia University Texas: *to develop Christian leaders*. The majors, minors, and programs of the college, along with extracurricular activities, provide a multifaceted opportunity to *teach, model, practice, and recognize* Christian leadership. Program goals and outcomes are accomplished through scheduled classes, lectures and workshops by visiting scholars and guest lecturers, service learning opportunities, a variety of arts activities and venues, and a study abroad program. Ultimately, programs in the liberal arts prepare students to lead rich and rewarding lives, recognizing the interdependence of varied disciplines and professions as they are shaped and given meaning through the application of Christian values.

### Career Opportunities

We live in a dynamic world economy that demands creativity, flexibility, and change. Career opportunities for the future require adaptability, critical thinking, and the ability to make connections across disciplines. The best preparation for this type of career can be found in the liberal arts. Through the liberal arts, students immerse themselves in any one of several areas of interest while still gaining the versatility and flexibility they need for life in a rapidly changing world. A liberal arts major also serves as excellent preparation for graduate study in almost any

field, including business, humanities and social sciences, pre-seminary, pre-law, publishing, communications, and public relations.

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## 12.02 Associate of Arts (AA) in Behavioral Science (Offered only in the Accelerated Degree Program)

### Graduation Requirements for the Associate of Arts in Behavioral Science Degree

- The student must earn at least a 2.00 cumulative GPA in all college work attempted at Concordia. A minimum of 64 credit hours are required to grant the degree.
- A minimum of 48 of the 64 hours shall be from the liberal arts and/or fine arts areas.
- A minimum of twenty-two credit hours must be completed in residency at Concordia University Texas.
- Students selecting the Associate of Arts degree must complete all course requirements for the degree before electing courses for the Bachelor of Arts degree.

#### *Associate of Art (AA) in Behavioral Science*

##### *General Education Core Requirements:*

##### **English - 6 credit hours**

ENG 1316 Academic Research and Writing  
ENG 1317 Introduction to Literature

##### **Fine Arts - 3 credit hours**

*Any ART, Drama or MUS course.*

##### **Mathematics - 3 credit hours**

Level II Math or higher.

##### **Natural Science -7-8 credit hours**

Any natural science lab course plus any three or four-academic hour natural science course unless otherwise indicated.

##### **Social/Behavioral Sciences - 15 credit hours**

HIS 1301 US History to 1877  
HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
GOV 1305 Texas State Government  
ECO 2301 Introduction to Macroeconomics

**Note: A minimum of 22 of the 64 credit hours required for the AA Behavioral Science must be taken at Concordia to meet the residency requirement.**

##### **Communication - 3 credit hours**

COM 2300 Fundamentals of Communication

##### **Religion - 9 credit hours**

REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL 3333 Introduction to Christian Ethics

##### **Classics/Humanities - 3 credit hours**

PHL 3301 Survey of Western Philosophy or  
HIS 2321 Western Civilization to 1715

##### **Sociology/Psychology - 15 credit hours**

SOC 1301 Introduction to Sociology  
PSY 1311 Introduction to Psychology  
PSY 2301 Life Span Development  
PSY 3304 Group Dynamics  
PSY 3330 Social Psychology

## 12.03 Bachelor of Arts

All Bachelor of Arts degree programs in the College of Liberal Arts have core and graduation requirements in addition to specific major requirements. Concordia's core and graduation requirements for all majors in the College of Liberal Arts are listed below. Specific major requirements are listed under the specific majors.

#### *Core Requirements*

##### **Concordia University Texas Core Curriculum**

##### **English - 12 credit hours**

ENG 1316 Academic Research and Writing  
ENG 1317 Introduction to Literature  
ENG \_\_\_\_\_  
ENG \_\_\_\_\_

##### **Fine Arts - 3 credit hours**

Any ART, Drama or MUS course.

##### **Leadership – 1 academic hour**

LDR 1100 Life and Leadership

##### **Mathematics - 3 credit hours**

Level 2 Math or higher

##### **Natural Science - 7 to 8 credit hours**

Any natural science lab course **plus** any three-or four-hour natural science course unless otherwise indicated.

##### **Physical Education - 3 credit hours**

KIN \_\_\_\_\_ Fitness Activity  
KIN \_\_\_\_\_ Skill Activity  
KIN \_\_\_\_\_ Fitness or Skill Activity

**Social/Behavioral Science - 12 credit hours**  
 HIS 1301 US History to 1877 or  
 HIS 1302 US History from 1877  
 GOV 1303 Introduction to American Government

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**Religion - 12 credit hours**  
 REL 1301 New Testament History and Reading  
 REL 1311 History and Literature of the Old Testament  
 REL \_\_\_\_\_  
 REL \_\_\_\_\_

**Communication - 3 credit hours**  
 COM 2300 Fundamentals of Communication

**In addition, all CLA students are required to complete the following general graduation requirements:**

**Foreign Language**  
*Complete two consecutive terms (at least six credit hours) of a non- English language*

**Computer Competency**  
 CIS 1301 Introduction to Personal Computers or  
 Competency Exam (no credit)

**Classics/Humanities – 3 credit hours**  
 Choose one of the following:  
 ENG 2301 World Literature: Classicism \*  
 HIS 2321 History of Western Civilization to 1715  
 HIS 3314 Traditions/Values of Classical Civilization  
 PHL 3301 Survey of Western Philosophy  
 \*this course will also fulfill one of the English requirements in the  
 general education core

**CAAP/GRE**  
 Complete the Collegiate Assessment of Academic  
 Proficiency (CAAP) exam (offered each long semester  
 through Concordia) or the Graduate Record  
 Examinations ® (GRE) (offered at various testing sites)  
 and have a copy of the GRE scores sent to Concordia.



**12.03.01 Behavioral Sciences Major - BA**

The Behavioral Sciences major draws from two academic areas: Psychology and Sociology. Students study human behavior and develop skills that enable them to communicate effectively, think critically, and engage in research and investigation.

**Liberal Arts Core and Graduation requirements (up to 69 hrs) as listed in section 12.03 Bachelor of Arts plus:**

**Behavioral Science Major Requirements (51 hrs)**

MTH 1323 Quantitative Literacy or higher  
 PSY 1311 Introduction to Psychology  
 SOC 1301 Introduction to Sociology  
 PSY/SOC 3331 Social Psychology  
 PSY 2341 Statistics for the Behavioral Sciences  
 ANT 1301 Introduction to Anthropology  
 SOC/HIS 2306 Race & Ethnic Relations  
 PSY 2301 Life Span Development  
 COM/PSY 3304 Group Dynamics  
 PSY 3332 Personality Theories  
 PSY/SOC 3391 Research in Behavioral Sciences  
 SOC 3302 Marriage & Family  
 SOC 3321 Sociological Theory

Plus two upper level courses from each discipline - 12  
 credit hours

PSY xxxx \_\_\_\_\_  
 PSY xxxx \_\_\_\_\_  
 SOC xxxx \_\_\_\_\_  
 SOC xxxx \_\_\_\_\_

**Elective Hours**

A sufficient number of credit hours to bring the total  
 number of hours to 128 of which 39 must be upper-  
 level.

**12.03.02 Communication Major - BA**

The Communication Major provides students with an understanding of the communication process and with skills in message production. As society moves into the information age, men and women with schooling in communication will have a distinct advantage in sharing ideas and beliefs, molding opinion, and assuming an active role in shaping the future.

**Liberal Arts Core and Graduation requirements (up to 69 hrs) as listed in section 12.03 Bachelor of Arts plus:**

*Communication Major Requirements (43 hrs)*

**Lower-level courses required** - 12 credit hours

COM 2301 Human Communication Theory

COM 2303 Mass Media History and Theory

COM 2308 Writing for Mass Media

COM 2314 Communication Technology

PSY 1311 Intro to Psychology

SOC 1301 Intro to Sociology

**Upper-level courses required** – 7 credit hours

COM 3304 Group Dynamics

COM 4101 Communications Capstone Course

COM 4310 Communication Internship

Plus One Concentration: 24 hrs.

**Production Concentration**

COM 3307 Media Analysis and Criticism

COM 3317 Production I

COM 3318 Production II

COM 3320 Media Law and Ethics

COM 4320 Production III

Plus 9 hours from other concentrations or communication electives

**Public Relations Concentration**

COM 3301 Diffusion of Innovation

COM 3308 Persuasive Communication

COM 3310 Public Relations

COM 3331 Organizational Communication

BADM 3352 Integrated Marketing Communication

Plus 9 hours from other concentrations or communication electives

**Communication Studies Concentration**

COM 3301 Diffusion of Innovation

COM 3302 Nonverbal Communication

COM 3308 Persuasive Communication

COM 3331 Organizational Communication

COM 3307 Media Analysis and Criticism

Plus 9 hours from other concentrations or communication electives

Other Communication Electives:

COM 3303 Communication in the Church

COM 3398 Nat/International Travel: Communications

**NOTE:** *May not declare Public Relations and Communication Studies Concentrations for two areas of study.*

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

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**12.03.03 English Major - BA**

The English Major provides students the opportunity to read and analyze critically a variety of literary genres, and to develop skills in communicating clearly, cogently and coherently in writing and speaking.

**Liberal Arts Core and Graduation requirements (up to 69 hrs) as listed in section [12.03 Bachelor of Arts](#) plus:**

*English Major Requirements (42 hrs)*

ENG 2301 World Lit: Classicism

ENG 2302 World Lit: Romance and Realism

ENG 2303 American Literature **or**

ENG 2305 British Literature

ENG 3301 The Novel-British **or**

ENG 3308 The Novel-American

ENG 3302 Drama

ENG 3303 Short Story

ENG 3305 Poetry

ENG 3323 Shakespeare

ENG 4303 Major Ethnic Writers of the United States

ENG 4307 Introduction to Literary Criticism

ENG 3309 Modern Fiction

ENG 3311 Advanced Writing

ENG 3325 Women and Marginalized Studies

ENG 3331 The English Language

ENG 4304 The Bible as Literature

ENG 4306 King Arthur

ENG 4308 Chaucer

ENG 4311 Am. Women Writers of the 19th Century

ENG 4312 Brit. Wmn Wrtrs of the 19th Cent: Jane Austen

**Foreign Language**

*Complete two consecutive terms (at least six credit hours) of a non- English language*

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

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*Plus 3 English courses not taken from above list. May include, but are not limited to:*

ENG 2303 American Literature

ENG 2305 British Literature

ENG 3307 Drama at Stratford



### 12.03.04 History Major - BA

The History Major prepares students for participation in a highly complex and demanding society. It fosters their ability to understand the origin and impact of major political and cultural developments, economic trends and social movements of the world around them. They come to appreciate and respect the diversity of their own rich heritage, as well as that of others and interpret responsibility the world around them through the use of critical thinking and communication skills.

**Liberal Arts Core and Graduation requirements (up to 69 hrs) as listed in section [12.03 Bachelor of Arts plus:](#)**

#### *History Major Requirements (49 hrs)*

REL 3353 American Christianity or  
REL 3381 Major World Religions  
ENG Writing Course \_\_\_\_\_  
(ENG 3311 Advanced Writing Recommended)  
ECO 2301 Intro to Macroeconomics  
GRG 1311 or  
GRG 1312 Geography  
HIS 1301 US History to 1877 or  
HIS 1302 US Hist. from 1877 (whichever was not taken in the core)  
HIS 2321 Western Civilization to 1715  
HIS 2322 Western Civilization from 1715  
HIS 2201 Historical Methods  
HIS 3301 History of Mexico  
HIS 3314 Traditions & Values of Classical Civilization  
HIS 3321 International Relations Since 1919  
HIS 4201 Senior Thesis  
HIS 3341 Civil War Era or  
HIS 3342 The American West or  
HIS 3343 U.S. History 1945-1990

#### *One of the following:*

ANT 1301 Introduction to Anthropology  
HIS/SOC 2306 Race and Ethnic Relations  
ART 1304 Introduction to Art History: Ancient  
ART 1305 Introduction to Art History: Modern

#### *Plus three of the following:*

HIS 3304 History & Culture of the Mexican American  
HIS 3311 Texas History  
HIS 3354 History of Christianity\*  
HIS 3308 Asian History and Culture  
HIS 4310 History Internship  
HIS 4360 Topics in History  
HIS 3341 Civil War Era (if not taken above)  
HIS 3342 The American West (if not taken above)  
HIS 3343 U.S. History 1945-1990 (if not taken above)  
HIS 3398 National/International Travel\*\*

*\*This course cannot be double counted in the Core and Major.*

*\*\*This course may be repeated but may only be used to fulfill the History Major requirement once.*

#### **Foreign Language**

*Complete two consecutive terms (at least six credit hours) of a non- English language*

#### **Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

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### 12.03.05 Multidisciplinary Major - BA

The Multidisciplinary Major helps students acquire a broad background in the common areas of knowledge; focus on at least two areas for more in-depth study; develop critical thinking skills; and improve their ability to communicate effectively in speaking and writing.

**Note: Courses used to satisfy the requirements of the Multidisciplinary major may not be used to satisfy the core requirements.**

**Liberal Arts Core and Graduation requirements (up to 69 hrs) as listed in section [12.03 Bachelor of Arts plus:](#)**

#### *Multidisciplinary Major Requirements (45 hrs)*

HIS 2321 Western Civilizations to 1715\*  
HIS 2322 Western Civilizations from 1715\*  
MTH 1323 Quantitative Literacy\*  
\*May count toward Core Requirements

Choose two block areas from the following list. In each block take eighteen credit hours, at least twelve hours of which must be upper-level; of which at least six upper-level credit hours in each block must be taken from Concordia University Texas. **Courses cannot double count from one eighteen hour block to another:**

Biology  
Business (any course that satisfies the requirements of

the BBA degree may be used)  
Classical/Biblical Languages

Communication  
Computer Science  
English

Environmental Science  
Fine Arts  
History  
Kinesiology  
Literature

Mathematics  
Music  
Physical/Environ. Science  
Pre-seminary Studies\*\* (see below)  
Psychology

Religion  
Sociology

### Elective Hours

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

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#### \*\*Pre-seminary Studies

REL 3341 Lutheran Doctrine  
REL33xx Elective  
COM 2301 Human Communication Theory  
COM 3303 Communication in the Church  
**AND**

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Choose 6 hours of Psychology or 6 hours of Sociology as follows.

PSY 1311 Introduction to Psychology  
PSY 33xx Upper level Psychology elective **or**  
SOC 1301 Introduction to Sociology  
SOC 33xx Upper level Sociology elective

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### 12.03.06 Music Major - BA

The Music major provides a rigorous musical education in the foundational areas of the discipline (theory, aural skills, and history), presents a series of resource classes to best prepare students for future careers and study, and includes significant study in performance in both solo and ensemble settings. The major is designed to give each student the tools to succeed in a musical career. Students must choose a specialization in Performance, Theory/Composition, or Music Ministry; in addition, students who choose a Music Ministry and seek rostered status with the LCMS specialization may additionally add the Director of Parish Music (DPM) certification to their degree program.

#### *Music Major Requirements*

(Course numbers ending in XX are in development as we transition to this new degree.)

#### **Core Music Courses:**

(Aural skills and Music Theory are taken as concurrent courses.)

MUS 2118 Aural Skills I  
MUS 2119 Aural Skills II  
MUS 21XX Aural Skills III  
MUS 21XX Aural Skills IV  
MUS 2314 Basic Conducting Techniques  
MUS 23XX Music Technology  
MUS 2334 Music Theory I  
MUS 2335 Music Theory II  
MUS 3336 Music Theory III  
MUS 3337 Music Theory IV  
MUS 3342 History of Music I  
MUS 3344 History of Music II

MUS 3332 Orchestration (instrumental)

#### **Private Music Instruction**

Primary: private instruction every semester enrolled in the major, minimum of 6, two must be 3XXX level.  
Secondary: two consecutive semesters required, any instrument.

#### **Ensemble Requirement**

Large Music Ensemble every semester enrolled, Small Music Ensemble for one full academic year.

#### **Proficiencies**

Piano proficiency (level 1)

#### **Specializations:**

*Music majors must choose one specialization; each specialization requires additional coursework, private music instruction, ensemble participation, proficiencies, and capstone.*

#### **Capstone**

30-minute Junior half-recital (MUS 4105)  
60-minute Senior recital (MUS 4105)

#### **Performance**

##### **Additional Courses**

MUS 3323 Advanced Conducting Techniques  
MUS 32XX Performance Practice and Lit.  
MUS 33XX Music Pedagogy

#### **Theory/Composition**

##### **Additional Courses**

MUS 23XX Composition Seminar I  
MUS 33XX Composition Seminar II  
MUS 3332 Orchestration  
MUS 33XX Arranging for Modern Ensembles

One of (based on primary instrument):

MUS 32XX Lyric Diction (voice)  
MUS 32XX Piano Pedagogy (piano)  
MUS 4212 Service Playing (organ)

One of:

MUS 2350 Intro to World Music  
MUS 32XX Lyric Diction  
MUS 3356 Adult Choir

**Private Music Instruction**

Primary: composition instruction takes the place of primary instrument, minimum of 6, two must be 3XXX level. Secondary: two consecutive semesters required, any instrument.

**Ensemble Requirement**

Large Music Ensemble for four semesters, Small Music Ensemble for one full academic year.

**Proficiencies**

Piano proficiency (level 1)  
Vocal proficiency

**Capstone**

60-minute Senior recital (MUS 4105) of compositions by student, including at least one major work of length greater than 10 minutes.

**Music Ministry**

**Additional Courses**

REL 3345 Theology of Worship  
MUS 3362 Worship and Music  
MUS 3230 Contemporary Worship Prog.

**Elective Hours:**

A sufficient number of academic hours to bring the total number of hours to 128 of which 39 must be upper-level

MUS 3323 Advanced Conducting Techniques

One of:  
MUS 3356 Adult Choir  
MUS 33XX Resources for Worship Band

**Private Music Instruction**

Primary: 6 semesters of private instruction required, two must be 3XXX level. Secondary: two consecutive semesters required, must be piano, organ, guitar or voice.

**Ensemble Requirement**

Large Music Ensemble every semester enrolled, Small Music Ensemble for one full academic year.

**Proficiencies**

Piano proficiency (level 2), Guitar proficiency, Vocal proficiency, Worship interview

**Capstone**

30-minute recital (MUS 4105), either Junior or Senior year Internship (MUS 4110)

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## 13.00 College of Science

13.01 General Information - **Amended**

The College of Science offers both the Bachelor of Arts and Bachelor of Science degrees and includes those majors that focus on the natural world rather than the philosophical or spiritual world. In addition to the traditional sciences, the College also oversees programs of study in health care, such as the current Kinesiology major, as well as the advising of individuals pursuing careers in medical fields. A Bachelor of Science degree in Nursing is currently being developed with an anticipated start in the Fall of 2010 for Junior-level Nursing courses.

**Attendance Policy**

Students may be dropped from any College of Science course by action of the Dean of the College if they have not attended the first two meetings of the course and have failed to contact either the instructor or the College of Science to explain their absence.

13.02 Degree Programs - **Amended**

**Bachelor of Science and Bachelor of Arts**

All Bachelor of Science and Bachelor of Arts degree programs in the College of Science have core and graduation requirements in addition to specific major requirements. Concordia's core and graduation requirements for all majors in the College of Science are listed below. Specific major requirements are listed under the specific majors.

*Core Requirements*

**Concordia University Texas Core Curriculum**

**English - 12 credit hours**

ENG 1316 Academic Research and Writing  
ENG 1317 Introduction to Literature  
ENG \_\_\_\_\_  
ENG \_\_\_\_\_

**Fine Arts - 3 credit hours**

Any ART, Drama or MUS course.

**Leadership – 1 academic hour**

LDR 1100 Life and Leadership

**Mathematics - 3 credit hours**

Level 2 Math or higher

**Natural Science - 7 to 8 credit hours**

Any natural science lab course **plus** any three-or four-hour natural science course unless otherwise indicated.

**Physical Education - 3 credit hours**

KIN \_\_\_\_\_ Fitness Activity  
KIN \_\_\_\_\_ Skill Activity  
KIN \_\_\_\_\_ Fitness or Skill Activity

**Social/Behavioral Science - 12 credit hours**

HIS 1301 US History to 1877 **OR**

HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

**Communication - 3 credit hours**

COM 2300 Fundamentals of Communication

**Religion - 12 credit hours**

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL \_\_\_\_\_

REL \_\_\_\_\_

**In addition, all students must complete the following general graduation requirements:**

**Classics/Humanities – 3 credit hours**

Choose one of the following:

ENG 2301 World Literature: Classicism \*

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

\*this course will also fulfill one of the English requirements in the general education core

**Computer Competency**

CIS 1301 Introduction to Personal Computers or Competency Exam (no credit)

**CAAP/GRE**

Complete the Collegiate Assessment of Academic Proficiency (CAAP) exam (offered each long semester through Concordia) or the Graduate Record Examinations ® (GRE) (offered at various testing sites) and have a copy of the GRE scores sent to Concordia.

**13.02.01 Biology Major - BS**

The mission of the Biology Major is to cultivate in students those capabilities necessary for them to continue to explore the field of biology, promote stewardship of the biotic environment, and provide Christian leadership in careers related to biological science.

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section 13.02 Degree Programs plus:**

*Biology Major Requirements*

- BIO 1402 General Zoology
- BIO 1403 Cellular and Molecular Biology
- BIO 2403 General Botany
- BIO 3404 Genetics
- CHE 1401 Chemistry I
- CHE 1402 Chemistry II
- CHE 2401 Organic Chemistry I
- CHE 2403 Organic Chemistry II
- MTH 2401 Calculus I
- PHY 1401 Physics I
- PHY 1402 Physics II

*Plus at least 16 hours from upper level (3000 or 4000) BIO courses or the SCI courses listed below. No more than 6 hours may be field courses.*

- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_

- SCI 3303 Geology and Ecology of the Southwest US
- SCI 3304 Geology and Ecology of Hawaii

**One of the following:**

- SCI 4310 Natural Science Research Project
- BIO 4310 Biological Science Research Project

**Elective Hours**

The minimum of credit hours sufficient to bring the total number of credit hours to 128 of which 39 must be upper-level.

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**13.02.02 Biology Major - BA**

The mission of the Biology Major is to cultivate in students those capabilities necessary for them to continue to explore the field of biology.

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section [13.02 Degree Programs](#)**

**Biology Major Requirements (47 hrs)**

BIO 1402 General Zoology  
BIO 1403 Cellular and Molecular Biology  
BIO 2403 General Botany  
BIO 3404 Genetics  
CHE 1401 Chemistry I  
CHE 1402 Chemistry II  
Plus at least 23 credit hours from upper level (3000 or 4000) BIO courses or the SCI courses listed below.

*No more than 6 of these hours may be field courses.*

BIO xxxx \_\_\_\_\_  
BIO xxxx \_\_\_\_\_  
BIO xxxx \_\_\_\_\_

BIO xxxx \_\_\_\_\_  
BIO xxxx \_\_\_\_\_  
BIO xxxx \_\_\_\_\_  
BIO xxxx \_\_\_\_\_  
BIO xxxx \_\_\_\_\_  
SCI 4310 Natural Science Research Project  
SCI 3303 Geology and Ecology of the Southwest US  
SCI 3304 Geology and Ecology of Hawaii

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

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**13.02.03 Computer Science Major - BS**

The Computer Science Major is modeled after the Association for Computing Machinery (ACM) recommendations, which require 39 hours of computer science and 18 hours of mathematics courses. In the required courses, students develop both the theoretical and the practical skills needed to design computer systems; to design, install, or repair computer hardware; to write software; to perform mathematical analysis of algorithms and performance studies; and to reason clearly, think analytically, and solve problems.

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section [13.02 Degree Programs](#)**

**Computer Science Major Requirements (up to 56 hrs)**

CSC 1301 Introduction to Computer Science I  
CSC 1302 Introduction to Computer Science II  
CSC 2305 Discrete Structures  
CSC 2301 Introduction to Computer Systems  
CSC 2303 Data Structures and Algorithm Analysis  
MTH 2401 Calculus I  
MTH 2402 Calculus II  
MTH 2301 Introduction to Statistics  
CSC 3301 Software Engineering  
CSC 3302 Operating Systems  
CSC 3303 Computer Architecture  
CSC 3311 Programming Language Concepts  
MTH 3311 Linear Algebra

Five Courses from any 3000 or 4000 level CSC or MTH courses listed below:

CSC xxxx \_\_\_\_\_  
CSC xxxx \_\_\_\_\_  
CSC xxxx \_\_\_\_\_  
CSC xxxx \_\_\_\_\_  
CSC xxxx \_\_\_\_\_  
MTH 4310

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

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**13.02.04 Environmental Science Major - BS**

The Environmental Science Major emphasizes the relationship between humankind and the natural world, and prepares students to recognize and deal with the impact of human interventions on environmental systems.

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section [13.02 Degree Programs](#)**

**Environmental Sc. (BS) Major (up to 68 hrs)**

BIO 1402 General Zoology  
**or** BIO 2403 General Botany  
ESC 3403 General Ecology  
CHE 1401 Chemistry I\*  
CHE 1402 Chemistry II\*  
CHE 2401 Organic Chemistry I

CHE 2403 Organic Chemistry II  
ESC 3402 Environmental Chemistry  
ECO 2301 Introduction to Macroeconomics\*  
ESC 2301 Envir. Writing & Regulatory Compliance  
ESC 3306 Natural Resource Conservation & Planning  
ESC 4311 Research in the Environmental Sciences  
GLG 1101 Urban Geology

GLG 3301 Geology  
GRG 1311 Principles of Geography\*  
MTH 1332 or 2401 or higher level calculus/stats course\*  
PHY 1401 Physics I \*  
ESC 3330 Environmental Modeling

**One of the following:**

GLG 3302 Geology Field Techniques  
SCI 3303 Geology and Ecology of the Southwest US  
SCI 3304 Geology and Ecology of Hawaii

**Two of the following:**

BIO 1403 Cellular and Molecular Biology  
BIO 1402 General Zoology **or**

BIO 2403 General Botany\*\*  
BIO 3302 Tropical Biology  
BIO 3401 Microbiology  
BIO 3303 Native Plants  
ESC 3303 Environmental Law  
ESC 4310 Environmental Science Internship  
\* May be used to satisfy core requirements  
\*\* Whichever is not taken as a required course

**Elective Hours**

The minimum of credit hours sufficient to bring the total number of credit hours to 128 of which 39 must be upper-level.

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**13.02.05 Environmental Science Major - BA**

The Environmental Science Major emphasizes the relationship between humankind and the natural world, and prepares students to recognize and deal with the impact of human interventions on environmental systems.

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section [13.02 Degree Programs](#)**

*Env. Sci. (BA)Major Requirements (58 to 62 hrs)*

BIO 1402 General Zoology **or**  
BIO 2403 General Botany  
ESC 3403 General Ecology  
CHE 1401 Chemistry I\*  
CHE 1402 Chemistry II\*  
ECO 2301 Macroeconomics\*  
ESC2301 Environmental Writing & Reg. Compliance  
ESC 3306 Natural Resources & Conservation Planning  
GLG 1101 Urban Geology  
GLG 3301 Geology  
GRG 1311 Principles of Geography\*  
ESC 4310 Environmental Science Internship **or**  
ESC 4311 Research in the Environmental Sciences  
MTH xxxx Any pre-calculus, calculus,\* or statistics course\*  
PHY1401 Physics I\*  
ESC 3330 Environmental Modeling

*Plus Five of the following, at least three of which must be upper level - 12-16 credit hours*

BIO 1402 General Zoology  
**or** BIO 2403 General Botany \*\*  
BIO 1403 Cellular and Molecular Biology

BIO 3303 Native Plants  
BIO 3401 General Microbiology  
ESC 3402 Environmental Chemistry  
CHE 3401 Analytical Chemistry  
ESC 3303 Environmental Law  
GLG 3302 Geology Field Techniques  
PHY 1402 Physics II  
SCI 3303 Geology and Ecology of the Southwest US  
**or**  
SCI 3304 Geology and Ecology of Hawaii **or**  
BIO 3302 Tropical Biology  
ESC 4311 Research in the Environmental Sciences **or**  
ESC 4310 Environmental Science Internship\*\*  
\* May be used to satisfy core requirements  
\*\* Whichever is not taken as a required course

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level. Courses highly recommended as elective include courses listed above as options, computer application courses, statistics, additional mathematics courses such as Probability and Applied Calculus and business courses.

**13.02.06 Kinesiology Major - BA**

**Core Requirements**

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section [13.02 Degree Programs](#).**

*Major Requirements – 21 credit hours*

KIN 1302 First Aid and Safety  
KIN 2301 Personal and Community Health  
KIN 2330 Preven. & Treatment of Movement Injuries

KIN 3311 Musculoskeletal Anat. & Biomechanics  
KIN 3313 Motor Development and Learning  
KIN 3316 Evaluation in Physical Education and Sport  
KIN 4330 Exercise Physiology  
BIO 3411 Human Anatomy and Physiology I

Plus One of the Following tracks:

**Generalist Track – 24 hours:**

- KIN 2302 Introduction to Physical Education
- KIN 2303 Theory and Application of Physical Fitness
- KIN 3315 Organization and Admin of Phys. Ed. & Sport
- KIN 3330 Psychology of Movement Activities
- KIN 3331 Coaching Team Sports
- KIN 3332 Coaching Individual Sports
- KIN 3333 Methods of Teaching Physical Education
- KIN 4310 Kinesiology Internship

**Athletic Training – 33 hours:**

- BIO 3310 Nutrition
- BIO 3412 Anatomy and Physiology II
- KIN 1190 Practicum in Athletic Training I
- KIN 1191 Practicum in Athletic Training II
- KIN 2190 Practicum in Athletic Training III
- KIN 2191 Practicum in Athletic Training IV
- KIN 3190 Practicum in Athletic Training V
- KIN 3191 Practicum in Athletic Training VI
- KIN 4190 Practicum in Athletic Training VII
- KIN 4191 Practicum in Athletic Training VIII
- KIN 2340 Clinical Eval of Athl Injuries I – Lower Body
- KIN 2345 Clinical Eval of Athl Injuries II – Upper Body
- KIN 3320 Therapeutic Modalities in Athletic Training.
- KIN 3325 Rehabilitation of Athletic Injuries
- MTH 1351 College Algebra
- MTH 2301 Statistics

**13.02.07 Mathematics Major - BS - Amended**

The Mathematics Major offers courses in analysis, calculus, discrete mathematics, cryptology, differential equations, geometry, modeling, number theory, problem solving, probability, and statistics. In these courses, students develop the ability to reason clearly, think analytically, communicate mathematically, value mathematics, and solve problems.

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section 13.02 Degree Programs.**

*Mathematics Major Requirements (42 45 credit hrs)*

**MTH 1341 Probability**

MTH 2401 Calculus I

MTH 2402 Calculus II

MTH 2301 Introduction to Statistics

MTH 2305 Discrete Structures

MTH 3410 Calculus III

MTH 3101 4 Problem Solving (three two of four)

MTH 3311 Linear Algebra

**MTH 3313 Number Theory**

**MTH 4101 Advanced Problem Solving**

MTH 3317 Differential Equations

**MTH 3315 Abstract Algebra**

The **twelve** fifteen remaining hours must come from upper level [3000 and 4000] MTH courses:

**13.02.08 Nursing Major**

The Nursing Major has two distinct parts: The Pre-Nursing preparation sequence of courses are taken the freshman and sophomore years; midway through your sophomore year, you may apply for the BSN in Nursing professional

**Pre-Physical Therapy – 35 hours**

- BIO 3412 Anatomy and Physiology II
- CHE 1401 Chemistry I
- CHE 1402 Chemistry II
- KIN 4310 Kinesiology Internship
- PHY 1401 Physics I
- PHY 1402 Physics II
- PSY 2301 Life Span Development
- PSY 3341 Abnormal Psychology
- MTH 1351 College Algebra
- MTH 2301 Statistics

**Fitness and Wellness Supervisor – 30 hrs:**

- KIN 2302 Introduction to Physical Education
- KIN 2303 Theory and Application of Physical Fitness
- KIN 3315 Organization and Admin. of Phys. Ed. & Sport
- KIN3330 Psychology of Movement Activities
- KIN 4310 Kinesiology Internship
- BIO 3310 Nutrition
- BADM 3311 Principles of Management
- BADM 3350 Principles of Marketing
- BADM 3312 Small Business Management
- BUS 3314 Finance for the Non-Financial Manager

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

MTH xxxx \_\_\_\_\_

MTH xxxx \_\_\_\_\_

MTH xxxx \_\_\_\_\_

MTH xxxx \_\_\_\_\_

MTH xxxx \_\_\_\_\_

MTH xxxx \_\_\_\_\_

**MTH 3330 Introduction to Modeling**

**MTH 4310 Cryptology**

**MTH xxxx Other approved upper level math course**

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

sequence, which is taken during your junior and senior years. The pre-nursing sequence consists of required courses in the sciences and humanities that provide students a solid foundation for the art and science of caring for others. Within one semester of completing the pre-nursing sequence, students apply for admission to the professional nursing sequence BSN program. The professional nursing sequence [NUR courses] will consist of nursing lecture and clinical courses that provide students the knowledge, skills, and attitude necessary to become competent and compassionate professional nurses and are only available to students admitted to the professional nursing sequence.

**College of Science Core and Graduation requirements (up to 63 hrs) as listed in section [13.02 Degree Programs](#).**

*Nursing Major Requirements (107 credit hrs)*

BIO 1403 Cellular and Molecular Biology  
 BIO 3310 Nutrition  
 BIO 3311 Introduction to Pharmacology  
 BIO 3401 General Microbiology  
 BIO 3411 Human Anatomy and Physiology I  
 BIO 3412 Human Anatomy and Physiology II  
 CHE 1301 General, Organic and Biochemistry I  
 CHE 1302 General, Organic and Biochemistry II  
 MTH 2301 Introduction to Statistics  
 PSY 1311 Introduction to Psychology  
 PSY 2301 Life-Span Development

These courses are taken after admission into the Professional Nursing Sequence:

NUR 3106 Global Health Missions Practicum  
 NUR 3113 Health Assessment  
 NUR 3116 Health Assessment Skills Simulation  
 NUR 3120 Clinical Nursing Skills Simulation I  
 NUR 3126 Healthcare Spanish Simulation  
 NUR 3225 Informatics and Health Care Technologies  
 NUR 3230 Foundations of Professional Nursing Practice  
 NUR 3255 Caring for Aging Individuals and Populations  
 NUR 3265 Clinical Nursing Skills Simulation II  
 NUR 3275 Evidence-Based Practice & Healthcare Research  
 NUR 3303 Cultural Diversity and Global Health Missions  
 NUR 3335 Patient-Cntrd Adult Health Nursing I  
 NUR 3336 Patient-Cntrd Adult Health Nursing Practicum I  
 NUR 3340 Pathophysiology  
 NUR 3385 Patient-Centered Adult Health Nursing II  
 NUR 3386 Patient-Cntrd Adlt Health Nursing Practicum II  
 NUR 4105 Family-Cntrd Care in Pregnancy, Childbirth, Parenting Simulation  
 NUR 4110 Family-Centered Care of Children and Adolescents Simulation

NUR 4195 NCLEX Review & Final Competency Evaluation Simulation  
 NUR 4220 Family-Centered Care in Pregnancy, Childbirth & Early Parenting  
 NUR 4221 Family-Centered Care in Pregnancy, Childbirth & Early Parenting Practicum  
 NUR 4230 Family-Centered Care of Children and Adolescents  
 NUR 4231 Family-Centered Care of Children and Adolescents Practicum  
 NUR 4240 Adversity, Coping, and Mental Health across the Lifespan  
 NUR 4241 Adversity, Coping, and Mental Health across the Lifespan Practicum  
 NUR 4255 Healthcare Systems Transformation to Improve Quality and Safety  
 NUR 4260 Community Health: Macro and Micro Dynamics Practicum  
 NUR 4270 Leadership, Supervision, Delegation and Management in Nursing Care  
 NUR 4271 Leadership, Supervision, Delegation and Management in Nursing Care Simulation  
 NUR 4290 Capstone Preceptorship  
 NUR 4345 Communication and Collaboration Within Multidisciplinary Teams  
 NUR 4360 Community Health: Macro and Micro Dynamics  
 REL 3334 Christian Foundations of Healthcare Ethics  
 REL 4336 Faith Traditions in End-of-Life Care

**Elective Hours**

A sufficient number of credit hours to bring the total number of hours to 128 of which 39 must be upper-level.

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## 14.00 Graduate Programs

Concordia University offers two graduate degrees: The Master of Business Administration and The Master of Education. Each program has unique characteristics and offers opportunities for advanced study, personal growth, and career enhancement.

### 14.01 Admissions

#### 14.01.01 Master of Business Administration (MBA)

##### Admissions Criteria

- A minimum cumulative grade point average of 2.75 on a 4.0 scale for all undergraduate work completed.
- A bachelor's degree from a regionally accredited institution of higher education or a recognized foreign institution of higher learning.



- Three to five years of professional work experience is preferred.
- Applicants who do not meet admissions requirements may be considered for provisional admissions by the MBA Admissions Committee in exceptional cases.

#### Required Materials:

All MBA applicants must submit the following in order to be considered for admission.

1. Application for admission
2. \$50 application fee
3. **Official** transcripts from the colleges or university where the student earned their baccalaureate degree. Graduate students must arrange to have the transcript sent to Concordia directly from the institution of record. A student-delivered transcript will not be accepted as an official transcript, unless it is received in the original sealed envelope and appropriately stamped by the institution of record as "issued to student in a sealed envelope."
4. MBA Admissions essay of approximately 1000 words.
5. One to two page summary of professional work experience to include dates.

#### Graduate Transfer credit

Transfer credits are not accepted for the MBA program

#### Dropping a course

Students will be registered for the entire two year cohort program upon payment of their tuition deposit. Should a student wish to take one or more semesters off from the program, s/he must formally withdraw. Due to the cohort structure of the MBA program, students cannot drop an individual course without withdrawing from the MBA program.

#### Withdrawal and Refunds

If a student wishes to withdraw from the program and requests that withdrawal prior to the second teaching week of the term, 100% of tuition for that term will be refunded. If withdrawal is requested prior to the third teaching week of the term, 75% of tuition for that term will be refunded. No other tuition refunds are granted.

If a student misses three consecutive teaching weeks without contacting the instructor(s), s/he will be administratively withdrawn from the MBA program.

#### Readmission

A student who voluntarily withdraws for less than three consecutive terms can be re-admitted into the program upon completing the application form; however s/he will be placed in a different cohort. The student must submit a request for re-admission to the MBA Program Director prior to completing the application. The MBA Program Director will determine the appropriate cohort placement.

A student who is administratively withdrawn or who has not been enrolled for three consecutive terms after completing one or more MBA courses must reapply by completing all steps of the application process if s/he wishes to resume study in the MBA program. The admission decision will be based on admission criteria current at the time of reapplication.

Students accepted into the program who delay initial attendance for three or more terms must also reapply to be accepted into the program. The admission decision will be based on admission criteria current at the time of reapplication.

### **14.01.02 Master of Education (MED)**

#### Admission Criteria

- A minimum cumulative grade point average of 2.50 on a 4.0 scale for all undergraduate work completed, OR (if applicable) a GPA of 3.0 on a 4.0 scale on at least 12 semester hours of graduate work completed.
- A bachelor's degree from a regionally accredited institution of higher education or a recognized foreign institution of higher learning.
- Admission for applicants who fall below these standards will be determined by the faculty Admissions Committee. Those applicants may be required to submit additional information.

- Applicants to the M.Ed. programs not located at the Concordia University Texas Main Campus have additional admissions requirements and applicants will need to work with Admissions to complete their applications.

#### Required Materials:

All M.Ed. applicants must submit the following in order to be considered for admission.

1. Application for admission
2. \$50 application fee
3. **Official** transcripts from the colleges or universities where the student earned their baccalaureate degree.  
Graduate students must arrange to have the transcript sent to Concordia directly from the institution of record. A student-delivered transcript will not be accepted as an official transcript, unless it is received in the original sealed envelope and appropriately stamped by the institution of record as "issued to student in a sealed envelope."
4. In the case of students who do not meet our admissions standards, additional information may be required prior to admission.

#### Graduate Transfer credit

The acceptability of courses presented for transfer credit from other colleges/universities will be determined by the College of Education. Courses from colleges or universities not listed on the initial application for admission may not be accepted for credit.

Applicants will be permitted, upon approval of the Director of Graduate Studies, to transfer up to six (6) credit hours of graduate credit from regionally accredited institutions of higher education, but only if proposed course work equates to and is substituted for required coursework or electives in Concordia's M.Ed. program and has earned a grade of 'B' or better. All decisions on equivalent substitutions must be recommended by the Director of Graduate Studies and approved by the Office of the Registrar. All transfer credits submitted for substitution must have been completed within five years of being admitted to the M.Ed. program at Concordia University Texas. Once admitted to the program, all decisions on equivalent substitutions must be recommended by the Graduate Education Committee and the Director of Graduate Studies and approved by the Office of the Registrar.

#### **Additional Admission Requirements for Educational Administration Sequence**

Applicants must meet the following prerequisites to enroll in the Educational Administration Sequence.

- have two years of teaching experience in public or private schools before completing the EDAD program.
- provide a letter, if appropriate, from their supervisor, supporting them in participating in this program and assure them an opportunity to act as administrators during their course of study, especially when they will need to be away from their regular work assignments.
- Possess a valid educator credential from any U.S. state

#### **Certification Requirements for Principal in the State of Texas**

- Have obtained or be in the process of obtaining a master's degree in education.
- Have taught two years at an accredited public or private school.
- Take and pass the course work required as a prerequisite to take the state Principal Certification Examination.
- Pass the state Principal Certification Exam (TExES) administered by the State Board of Educator Certification (SBEC).
- Possess a valid educator credential from any U.S. state

#### **Provisional Admission**

In some circumstances, applicants whose undergraduate GPA is below 2.5 may be granted provisional admission. Provisional admission may be granted only when all other indicators point to success in the M.Ed. program. Provisional students will be granted full acceptance after completion of 6 credit hours with at least a 3.0 GPA.

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#### 14.02 Academic Information

##### 14.02.01 Attendance

##### Master of Education

The Master of Education (MED) program requires that all students must attend the first night of class for every course. If a student misses the first night of class, (s)he will be administratively dropped from the course.

**NOTE:** *MED cohort students who miss the first class meeting of the first course will still be administratively withdrawn from the entire program.*

#### Master of Business Administration

Participation is part of the grade in every course and the student must be in class to participate. See specific requirements in each course syllabus.

#### 14.02.02 Census Date

The Census Date for all graduate courses is the first night of each class meeting. As of that date all class schedules are official, a matter of permanent record, and will appear on a student's transcript.

- Courses dropped before the Census Date will not appear on the student's transcript.
- Courses dropped after the Census Date and before the Withdrawal deadline will be recorded on the student's transcript with the grade of "W".
- Certification of attendance for insurance purposes will be done as of Census Date for that semester.

#### 14.02.03 Satisfactory Academic Progress

To remain in good standing, MBA students must maintain a cumulative GPA of 3.0 or above. Students are automatically placed on academic probation at the end of any semester in which their cumulative GPA falls below 3.0. The student will be returned to good standing after earning 12 additional semester hours with no grade below a B and a cumulative GPA of 3.0 or better. After a student has been placed on probation once, any subsequent cumulative GPA of less than 3.0 may result in dismissal from the program.

Any student who is concerned about his/her grade at any time is advised talk to the course professor immediately. If a student is concerned about overall progress in the program, s/he is advised to talk to the MBA Program Director.

#### 14.02.03 Grades

Grades awarded in Concordia University Graduate programs are A, B, C, and F. No grades of D will be awarded or accepted.

#### 14.02.04 Advisors

##### **MBA Program**

The Director of the MBA program is available for student advising. If a student has any questions or concerns about the program, they are advised to see the Director.

##### **MED Program**

The Director of the MED program is available on the main campus for student advising along with the Regional Coordinators and Student Support Coordinators located in or near the regional centers.

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#### 14.03 Program Description, Course Sequence/Degree Plans and Course Descriptions

##### 14.03.01 Master of Business Administration

###### Semester 1

##### **ECO 5311 Managerial Economics** (3 semester hours)

This course covers the economic forces that have a fundamental influence on a business' profitability, growth, and sustainability. It provides the core economic concepts that guide managerial decision-making. Topics include Supply/Demand, Capital Markets, Consumer Theory, Structures of Markets, Trade-offs, Cost-Benefit Analysis, Forecasting and Budgeting.

##### **MKTG 5211 Marketing Management** (2 semester hours)

This course focuses on the marketing decisions made by businesses and organizations, covering the strategic role of marketing, marketing problems typically encountered in business, and the analytical concepts and techniques used in marketing. Students will understand marketing planning and strategy in the context of organizational plans as well as how to integrate the functional areas of business administration into a realistic approach to solving complex problems at the executive level.

##### **LDR 5111 Leadership Seminar I—Engaging Self** (1 semester hour)

Leadership Seminars are designed to provide a space for students to integrate course content, personal commitments, and real world experience to transform themselves as leaders. The Seminars enable students to do this with the support and input of their cohort peers. Each seminar covers an essential aspect or “site” of leadership and consists of relevant assessment and discovery tools, discussion, self-reflection, and integration of course material. Leadership Seminar I focuses on personal transformation and the call of leadership.

Semester 2

**MGMT 5211 Critical Thinking (2 semester hours)**

This course covers the skills necessary to evaluate the assumptions, evidence, and inferences of what one thinks, reads and hears, and to present ideas in a logical, thorough, and persuasive manner. The course also focuses on the skills of self-awareness, reflection, and listening, as well as the essential role of emotion in making sound judgments.

**MGMT 5212 Organizational Behavior and Change (2 semester hours)**

This course covers theories and models of organizational behavior, as well as practical techniques for managing relationships in the workplace. Topics include Leadership, Collaboration/Groups, Change, Culture, Resilience, and Organizational Learning. Basic tools for thinking of organizations as complex systems are also included. The course emphasizes the application of theories, models, and techniques to real-world organizational challenges.

**ACC 5211 Managerial Accounting (2 semester hours)**

This course covers the use of accounting data and processes in managing a business or an organization. In particular, it focuses on the concepts, processes, and models that provide information and control for managers, as well as the ways in which accounting supports and enables marketing and strategy decisions, performance, and operations management.

Semester 3

**FIN 5311 Managerial Finance (3 semester hours)**

This course focuses on finance concepts and tools necessary for successfully running a business and making effective decisions. Emphasis placed on preparing students with the practical tools necessary for running a business. Topics include Debt/Equity mix, Cash Flow, Opportunity Cost, Risk-Return, Valuation of Assets/Projects.

**MGMT 5213 Organizational Ethics (2 semester hours)**

This course covers the ethical interconnection of worldviews, values, and behavior in an organization. It covers the interplay of ethical, moral, legal, and social issues in managing one’s self, individuals, groups, and organizations in a complex environment where stakeholders often have competing interests. The course analyzes the impact of ethical decisions on organizational stakeholders, as well as tools for creating and sustaining an ethical culture within the organization.

**LDR 5112 Leadership Seminar II—Engaging Others (1 semester hour)**

Leadership Seminars are designed to provide a space for students to integrate course content, personal commitments, and real world experience to transform themselves as leaders. The Seminars enable students to do this with the support and input of their cohort peers. Each seminar covers an essential aspect or “site” of leadership and consists of relevant assessment and discovery tools, discussion, self-reflection, and integration of course material. Leadership Seminar II focuses on the aspects of Transformational Leadership, including leading in a collaborative fashion and helping others find their leadership potential.

Semester 4

**ECO 5322 Economics, Marketing, and Competitive Strategy (3 semester hours)**

This course analyzes how to blend marketing strategies (integrated sales, advertising, marketing plans) with economic analysis and principles to develop comprehensive strategies that effectively respond to and take advantage of market conditions. The course enables students to apply their knowledge of marketing and economics to a real-world case.

**MGMT 5324 Managing Operations and Technology (3 semester hours)**

This course covers key operational aspects of a business: tactical decision-making, process design and control, organizational structure, workforce issues, quality control, and planning. Course emphasizes the use of IT social media, and the Internet for business processes and communication.

Semester 5

**MKTG 5322 Decision Making and Strategy in Complex Situations (3 semester hours)**

This course provides systems thinking tools and processes for agile decision-making and flexible strategies to engage complex business situations. It focuses on the ability to continually position a business to adapt to and take advantage of a changing business environment and to develop a sustainable competitive advantage. The course emphasizes working knowledge and understanding of key environmental factors and forces that shape business today. Topics include Industry Analysis, Resource Theory, Operational Strategy, Transaction Cost, Value Chain Analysis, Globalization/Multiculturalism, Sustainability/Green Business, Social and Community Responsibility, the “New Economy”.

**BUS 5221 Business, Society and Public Policy** (2 semester hours)

This course examines current political, legal, and social forces acting on business and the ways in which business influences these forces. It focuses in particular on legislative and regulatory actions, policy making and implementation, and the interaction of the political-economic systems, public policy, and business. The course also examines the evolving relationship of business, government, and nonprofit organizations in America today, especially the rise of business-public-private-nonprofit collaborations.

**LDR 5123 Leadership Seminar III—Engaging Community** (1 semester hour)

Leadership Seminars are designed to provide a space for students to integrate course content, personal commitments, and real world experience to transform themselves as leaders. The Seminars enable students to do this with the support and input of their cohort peers. Each seminar covers an essential aspect or “site” of leadership and consists of relevant assessment and discovery tools, discussion, self-reflection, and integration of course material. Leadership Seminar III will help students understand the needs of their local community and explore how they can personally make an impact for the common good within their community.

Semester 6

**ENTR 5321 Entrepreneurship and Innovation** (3 semester hours)

Principles and techniques of opportunity identification, new venture creation, innovation and sustainability. This course considers entrepreneurial innovation from concept to market. The course emphasizes social innovation and social entrepreneurship, including how principles of each benefit traditional businesses. Designed to support students’ venture creation in MBA Capstone.

**BUS 5222 MBA Capstone** (2 semester hours)

This course allows students to integrate their learning and experiences throughout the program in the creation of a venture or project they might pursue once they have left the program. Designed to build off concepts and techniques taught in the Entrepreneurship and Innovation Course

**LDR 5124 Leadership Seminar IV—Making a Difference** (1 semester hour)

Leadership Seminars are designed to provide a space for students to integrate course content, personal commitments, and real world experience to transform themselves as leaders. The Seminars enable students to do this with the support and input of their cohort peers. Each seminar covers an essential aspect or “site” of leadership and consists of relevant assessment and discovery tools, discussion, self-reflection, and integration of course material. Leadership Seminar IV will serve as part of the capstone experience in which students will develop a personal plan for continued leadership development and for seeking leadership opportunities in their workplace and communities.

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14.03.02 Master of Education

Built on the Christ-centered mission statement of the Concordia University System and Concordia University Texas, the mission of the Master of Education program is to develop educational practitioners who exemplify leadership in:

- Value-centered education
- Management of educational change
- Effective instructional practices
- Sensitivity to diversity in learners, cultures, and educational systems
- Practical applications of theory, research, and assessment in education
- Leadership Skills

Financial Aid - M.Ed.

The Graduate Program was created for working adults to attend class in the evening part-time. Financial assistance is available to those who qualify in the Federal Pell Grant and Stafford Loan and up to the cost of tuition only. Complete financial aid information may be found in the section 5.08 of the catalog titled Financial Aid.

#### Degree Description - M.Ed.

The Master of Education degree plan has two parts: a core and a sequence. The core consists of 18 hours built upon the learner proficiencies identified for this M.Ed. program. Along with completion of the core, students choose between one of five 18 hours sequences designed to meet the individual needs of the students and their teaching situation. There is also a 24 academic hour sequence designed for students who already possess a master's degree in education and are only seeking Texas Principal certification. Choices include:

#### **Curriculum and Instruction Sequence**

The curriculum and instruction sequence of the M.Ed. program at Concordia University Texas is founded on the idea that practicing teachers can acquire certain knowledge and skills in addition to an emerging belief system that will assist in their growth as effective teachers and educational leaders. Because this sequence emphasizes factors such as technology, leadership, and communication, each course offering will in content, experience, and structure incorporate principles central to each of these factors. Graduate students choosing this option will be empowered to build upon their experiences and cognitive background to enhance intellectual and instructional skills, technological applications, and a growing appreciation for the role of the instructional leader in diverse educational and professional settings.

#### **Advanced Literacy Instruction Sequence**

In lieu of a thesis, advanced literacy students conduct a Case Study in a practicum setting in literacy remediation and improvement for a school-aged child/adolescent with reading and writing challenges. Emphasis is placed on selection and use of appropriate methods and materials and application of evaluation and diagnostic techniques. Case Study work is conducted under supervision and students participate in a weekly discussion seminar to support this effort. The Case Study proposal created in MED 5305 is implemented in the course. The course, LTC 5336, serves as the capstone requirement for the Advanced Literacy Instruction sequence. Prerequisite: LTC 5330, LTC 5331, and MED 5305.

#### **Early Childhood Sequence**

The early childhood sequence will prepare specialists in early childhood education. This program will further develop the students' knowledge and understanding of young children and families. It will provide opportunities to study and challenge past and present theories of early childhood development. A strong emphasis will be placed on developing curriculum through play. The participants will become competent leaders to construct, administer, and be an advocate for early childhood programs.

#### **Educational Administration Sequence**

The educational administration specialization of the M.Ed. program at Concordia University Texas will provide opportunities to study and develop appropriate administrative skills and procedures vital to a successful educational setting for students in public or private schools. Students will develop a high level of leadership skills and gain knowledge about theories that drive the educational process. Students who successfully complete the educational administration sequence will meet the State of Texas course requirements and will be eligible to take the TExES test to be certified as a Principal (068 Principal).

#### **Academic Standard**

Students admitted to the Graduate Program at Concordia University must maintain a GPA of 3.0 in order to stay in good standing as a graduate student. Students falling below the 3.0 requirement must bring their GPA back up to 3.0 within the next six graduate hours earned or they will be academically ineligible to continue in the M.Ed. program. Grades awarded in the MED program are A, B, C, and F. No grades of D will be awarded or accepted.

#### **Portfolio Presentation/Terminal Activity**

Students about to graduate from the M.Ed. Program will be required to present a portfolio which demonstrates competence in each of the proficiencies as outlined by their sub proficiencies to the Graduate Education Committee or their designates. These presentations will take place in the last term of the student's studies and will serve as the exit interview for final approval leading to the student's graduation from the program.

#### Thesis/Case Study/Capstone Requirement - M.Ed.

#### **Curriculum and Instruction Sequence**

Students will complete their proposal for their thesis as a requirement for MED 5305 Classroom Teacher as Researcher. The next course in the sequence is CAI 5329 Thesis Proposal and Defense, in which students complete and defend the thesis proposal, and have it accepted. Students will not be able to start CAI 5326 Master's Thesis until

they have completed MED 5305 and CAI 4329. Students will come to CAI 5326 Master's Thesis ready to start and complete their studies all within the term for which they have enrolled.

Students who do not complete CAI 5326 Master's Thesis in the given term will be issued an 'NC' (no credit) as their grade for that term. If that should happen, the student will need to re-enroll and pay for CAI 5326 again in order to receive credit for the course. Incomplete designations are not issued to CAI 5326.

### **Advanced Literacy Instruction Sequence**

Students in this sequence conduct a field-based practicum (LTC 5336), which focuses on the diagnostic teaching and learning process within the context of a Case Study. The Case Study experience is designed to remediate the diagnosed literacy problems of the tutee, who was selected by the graduate student and approved by the professor. Under supervision and guidance student develop strategies and techniques for relevant assessment, diagnosis, instruction and evaluation of literacy strengths and weaknesses of the tutee. They apply diagnostic techniques as a basis for resolving literacy difficulties. Students design, implement and evaluate remedial reading and writing instruction, as well as investigate various adaptations to meet learners' individual differences. This course is the capstone requirement for the Advanced Literacy Instruction sequence.

### **Early Childhood Sequence**

Students will be given two options in the capstone course ECE 5346 Research Seminar in Early Childhood Education. Students may choose to either participate in a case study of an early childhood program or be involved in a study of ECE programs in a foreign country.

### **Educational Administration Sequence**

Instead of writing a thesis, students are required to complete a practicum involving acting as an administrator on a local school campus or at a district administration building. They will also attend an approved administrator's workshop, and at the end of the course, present a portfolio to the Educational Administration committee showing that they have accomplished all the requirements set forth in the principal certification program.

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Degree Plans - M.Ed.

**Core Courses** - 18 ac. hrs. (Req. of all M.Ed. students)

MED 5300 Intro. to the Edu. Process (leveling course)  
MED 5301 Teacher Effectiveness & Comm. Techniques  
MED 5302 Learning Theory and Instructional Design  
MED 5303 Curriculum Design and Practice  
MED 5304 The Teacher as Instructional Leader  
MED 5305 The Classroom Teacher as Researcher  
MED 5306 Ethics and the Teacher in Society  
MED 5307 Educational Internship

**Curriculum and Instruction Sequence** - 18 ac. hrs.

CAI 5321 Models of Teaching  
CAI 5322 Legal Foundations of Education  
CAI 5323 Evaluation and Assessment in Education  
CAI 5326 Master's Thesis in Curriculum & Instruction **or**  
CAI 5327 Independent Study in Curriculum & Instruction  
CAI 5328 Historical & Philosophical Foundations of Edu.  
CAI 5329 Thesis Proposal and Defense

**Advanced Literacy Instruction Sequence** - 18 ac. hrs.

LTC 5330 Language Acquisition & Emergent Literacy  
LTC 5331 Rdg & Writing across the Curriculum: All Level  
LTC 5333 Literature and Literacy  
LTC 5336 Literacy Improvement & Remediation-Practicum

**or** LTC 5337 Independent Study in Literacy Instruction

LTC 5338 Reading and Literacy Programs  
LTC 5339 Evaluation and Diagnosis of Literacy Needs

**Early Childhood Administration Sequence** - 18 credit hours

LTC 5330 Language Acquisition & Emergent Literacy  
ECE 5340 Infant and Toddler Programs  
ECE 5342 Curriculum through Play  
ECE 5344 Admin of Early Childhood Programs I  
ECE 5345 Admin of Early Childhood Programs II  
ECE 5346 Research Seminar in ECE

**Early Childhood Education Sequence** - 18 ac. hrs.

LTC 5330 Language Acquisition & Emergent Literacy  
LTC 5331 Reading/Writing Across the Curriculum  
LTC 5334 Reading Programs and Assessment  
ECE 5340 Infant and Toddler Programs  
ECE 5342 Curriculum through Play  
ECE 5346 Research Seminar in ECE

**Educational Administration Seq. A** - 18 ac. hrs.

CAI 5323 Evaluation and Assessment in Education  
CAI 5322 Legal Foundations of Education  
EDAD 5351 Principal as Diversity Leader

EDAD 5352 Principal as Resource Leader  
 EDAD 5353 Principal as Prof. Dev. & Cont. Ed. Ldr.  
 EDAD 5354 Principal as Compliance Officer  
 (Practicum)

**Educational Administration Seq. B** – 27-30 ac. hrs.  
*This sequence is for students with previous M.Ed. degree working for Texas State Certification only. No degree is granted for this sequence.*

MED 5301 Teacher Effectiveness & Comm. Techniques

MED 5304 Curriculum Design and Practice  
 MED 5305 Classroom Tchr as Researcher (may be waived)  
 MED 5305 The Teacher as Instructional Leader  
 CAI 5323 Evaluation and Assessment in Education  
 CAI 5322 Legal Foundations of Education  
 EDAD 5351 Principal as Diversity Leader  
 EDAD 5352 Principal as Resource Leader  
 EDAD 5353 Principal as Prof. Dev. & Cont. Ed. Ldr.  
 EDAD 5354 Principal as Compliance Officer (Practicum)

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## Course Descriptions – M.Ed.

<b>Fees Associated with Special Graduate Courses</b>	
Graduate Ed-Admin Practicum (EDAD 5354)	\$290
Graduate Educational Internship Fee (MED 5307)	\$290
Graduate Thesis Reader Fee (CAI 5326)	\$90
ILD Training Registration Fee (EDAD 5353) <i>collected separately</i>	\$75
PDAS Training Registration Fee (EDAD 5354) <i>collected separately</i>	\$75

### CAI 5321 Models of Teaching

This course provides content specific instructional methodology, need of the learner and curricular concerns in educational settings.

### CAI 5322 Legal Foundations of the Teacher and School

This course provides an opportunity to study, explore, and research laws, policies, and procedures affecting education today in an ever changing world. Teachers and administrators are called upon to know laws, policies, and regulations of the federal, state, and local community so potential legal action may be avoided. This course will enable students to understand the laws and prevent many of the legal entanglements affecting teachers and administrators in today's schools both public and private. Components reviewed will address:

- Federal, state, and local laws, regulations, and policies towards education.
- Prevention, resolution, and containment of situations that can affect the learning environment in an adverse manner.
- Historical aspects of legal decisions that have shaped the educational environment into its present structure.
- No Child Left Behind and the impact it is exerting on the LEA (local education agency), state and national educational goals for education in the 21st century.
- Laws dealing with special populations, diversity, and needs of LSE (low social economic) students as well as ESL and other groups of students as identified.

### CAI 5323 Evaluation and Assessment in Education

This course provides a study of traditional and alternative assessment techniques, instrumentation, and implementation.

### CAI 5326 Master's Thesis in Curr. & Instruction

The thesis proposal created in MED 5305 will be implemented in this class. Students will come to this course ready to continue their research resulting in an approved thesis. This will serve as the capstone activity for persons choosing Curriculum and Instruction as their sequence. Prerequisite: MED 5305 Teacher as Researcher and CAI 5329 Thesis Proposal and Defense

### CAI 5327 Ind. Study in Curriculum & Instruction

This course provides an individual study project emphasizing close reading and discussion of issues and trends in curriculum and instruction. This course can be used only with prior approval of the Graduate Education Committee.

### CAI 5328 Historical and Philosophical Foundations of Education

This course examines the relationship between theory and practice in education, the assumptions underlying educational decisions and actions and the influences of educational philosophy and historical traditions on our educational system. Examining stated purposes, events and trends that continue to shape and influence public and independent educational systems today will enable the master teacher to set a course for effective decision-making in the future.



**CAI 5329 Thesis Proposal and Defense**

This course allows students to practice the skills and knowledge learned in MED 5305 Teacher as Researcher. Students will be required to develop and defend the proposal for their thesis. Students will develop the topic, do beginning research, locate, review and critique literature related to their thesis topic, defend this topic for further study. The thesis Proposal must be written, defended and accepted before the student may take CAI 5326 Master Thesis. Prerequisite: MED 5305 Teacher as Researcher

**ECE 5330 Language Acquisition and Emergent Lit.**

This course provides the philosophy of language development and emergent literacy, acquisition of structure, content, and use of children's language in reading, writing, speaking and listening. Cross listed as LTC 5330.

**ECE 5340 Infant and Toddler Programs**

This course provides understanding the whole child, pre-natal through age three. Research of developmental and special needs will lead to curriculum for the individual child.

**ECE 5342 Curriculum through Play**

This course provides research of the theory of learning through play. Instructional strategies will be explored and developed using play through the curriculum.

**ECE 5344 Admin. of Early Childhood Programs I**

This course provides a study of the beginning of a program as well as improving existing programs. It includes: daily operations, assessment, health and safety, nutrition and management of programs.

**ECE 5345 Admin. of Early Childhood Programs II**

This course is a continuation of ECE 5344. Prerequisite: ECE 5344.

**ECE 5346 Research Seminar in ECE**

This course is a capstone course for students in the Early Childhood Education or Early Childhood Administration sequence of the M.Ed. program.

Requirements could be met in one of three ways by:

- writing a master's thesis in early childhood.
- participating in a project that will increase the student's awareness and skills in developing and implementing an ECE program.
- traveling abroad to study early childhood programs in other countries.

The Implementation Plan created in MED 5305 will be implemented in this class. Prerequisite: MED 5305

**EDAD 5351 Principal as Diversity Leader**

A course of study giving students an opportunity to develop and increase skills and knowledge in the areas

of religion, ethics, conflict resolution, counseling, the historical influences on ethnic diversity interaction, community relations, and leadership of the school environment. It is necessary for the school administrator to be the force by which these groups cannot only coexist, but to share common goals and work together in a collaborative manner, so all students can be successful and be a productive force in the community, nation and world.

**EDAD 5352 Principal as Resource Leader**

A course of study centered on the administrator's ability to efficiently manage and utilize the human resources, effectively utilize and manage the financial resources, and physical resources for the optimum benefit of students and the learning environment.

**EDAD 5353 Principal as Prof. Dev. and Cont. Ed. Ldr.**

A course of study centers on staff development and continuing education of the educational staff. Students will learn to develop a continuing educational program at the local campus and develop staff development training that will meet the needs and continued professional development of the staff at all levels of experience. The course will reflect upon the different theories of adult learning and development. ILD certification offered through this course.

**EDAD 5354 Principal as Compliance Officer (Practicum)**

This course will be experiential in nature. Students will have practical experience as an administrator dealing with day to day situations faced by principals. Students will be an active part of accountability as the State of Texas continues to monitor progress by the local districts. This will be the final course of study for educational administration. Prerequisite: MED 5305 (Professional Development and Appraisal System certification offered through this course)

**LTC 5330 Language Acquisition & Emergent Lit.**

This course studies the philosophy of language development and emergent literacy; acquisition of structure, content, and use of children's language in reading, writing, speaking and listening. Cross listed as ECE 5330.

**LTC 5331 Rdg. across the Curriculum: All Levels**

Philosophy of developmental reading; methods and materials; scope and sequence of beginning reading skills through reading in the content areas of math, science, social studies and English; evaluation of reading programs; adaptations for individual differences.

**LTC 5333 Literature and Literacy**

Comprehensive study of diverse types of literature for children and early adolescents; evaluation and selection of books with regards to needs and interests

of students; storytelling techniques; curriculum applications; reference to meeting needs of special needs students.

**LTC 5336 Literacy Imp. & Remediation Practicum**

The case study proposal created in MED 5305 will be implemented in this class. Field-based basic practicum in remediation and literacy improvement emphasizing selection and use of appropriate methods and materials under supervision; applies evaluation and diagnostic techniques. The Case Study proposal created in MED 5305 will be implemented in this class. This course serves as the capstone requirement for the Advanced Literacy Instruction sequence. Prerequisite: LTC 5330, LTC 5331, LTC 5339, MED 5305.

**LTC 5337 Ind. Study in Adv. Literacy Instruction**

This course requires an individual study project emphasizing close reading and discussion of issues and trends in advanced literacy instruction. This course can be used only with prior approval of the Graduate Education Committee.

**LTC 5338 Reading and Literacy Programs**

Selection, administration and evaluation of reading programs and instructional strategies appropriate for literacy development in the regular classroom environment. Prerequisites: LTC 5330 and LTC 5331.

**LTC 5339 Eval. & Diagnosis of Literacy Needs**

Exploration of symptoms and causes of ineffective reading and writing skills. Under supervision and guidance, students develop strategies and techniques for evaluation and diagnosis of strengths and weaknesses in a struggling reader and/or writer. Students select, administer and evaluate assessment instruments, interpret assessment outcomes, and provide professional recommendations for future interventions. Prerequisites: LTC 5330 and LTC 5331.

**MED 5300 Introduction to the Education Process**

This course is an introduction to the roles and responsibilities of the teacher; the characteristics of today's schools and curriculum; and selected issues facing today's teachers. Working with a practical/methods approach, students will address writing of instructional objectives and lesson plans, principles of classroom organization and management, delivery strategies, and group practices. Students will learn to apply learning theories to the instructional process. An understanding of learning styles and multiple intelligences will be developed. Students will be exposed to the language and various acronyms that are part of the current educational culture.

**MED 5301 Tchr Effectiveness & Comm. Tech.**

Answers the question "What do effective teachers

have in common?" This course examines innovative methodology in teaching and communication skills to apply to the diverse educational settings of the 21st century.

**MED 5302 Learning Thry & Instructional Design**

This course studies the influence of learning theory and cognitive psychology on instructional design in American education.

**MED 5303 Curriculum Design and Practice**

This course provides an intensive study of pedagogical approaches and materials for teaching in schools, such as state curriculum documents and the curricular recommendations of professional associations. Specific emphasis will be given to study of alternative approaches to curriculum theory, design, practice and evaluation.

**MED 5304 The Teacher as Instructional Leader**

This course examines the role of teacher in curriculum design and inquiry, instructional teaming, integration of content matter, and meeting the needs of diverse populations in educational settings.

**MED 5305 The Classroom Teacher as Researcher**

Study of research methodology which explores various research modules, analyzes examples of research to identify models of acceptable and unacceptable research, and develops skills in using statistical techniques which enable the classroom teacher to be a reflective practitioner. Students will complete one of the following requirements:

- Advanced Literacy students will complete a proposal for their case study.
- Curriculum & Instruction students will complete a proposal for their theses.
- Early Childhood students will complete an Implementation Plan for ECE 5346 The Research Seminar in ECE.
- Educational Administration students will complete an Implementation Plan for their Practicum.

**MED 5306 Ethics and the Teacher in Society**

This course provides a Christian perspective of current issues, philosophy, and practice in American education (public and private).

**MED 5307 Educational Internship**

Supervised on-the-job experience and involvement in a public or private educational operation. This course will serve as an integration of the student's in-class learning theory, methodology, and content in an extended educational setting.

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## 15.00 Course Descriptions - Undergraduate

### 15.01 Course Numbering System - **Amended**

1. The first digit shows the level at which a course is ordinarily taught.
  - a. "1" level courses are open to first-term freshmen.
  - b. "2" level courses are open to freshmen, but typically have a college-level prerequisite.
  - c. "3" level courses are upper level courses (junior/senior).
  - d. "4" level courses are typically terminal courses within a major.
2. The second digit in the course number shows the credit hours of credit the course carries.
3. The remaining two numbers indicate a sequence within the discipline.
4. The numbers following the course title designate the numbers of lecture/lab hours the course requires each week (**based on a traditional 15-week semester**).

### 15.02 Independent Study

#### **\_\_ 3399 Independent Study**

An individual tutorial emphasizing close reading and discussion of literature in an area of the student's interest.  
 Prerequisites: A 2.75 cumulative GPA and a 3.25 average GPA in either: twelve credit hours of course work in the chosen discipline, including six upper-level-hours, or at least 12 credit hours of course work in the student's major, including six upper-level hours; consent of instructor, Director of the Major and Dean of the College.

### 15.03 National/International Study

**\_\_ 3X98 National/International Studies: Study of \_\_\_\_\_** Allows students to experience other cultures first-hand through travel. Experiences are arranged carefully prior to, during and following the trip to enhance student learning. Course may be offered on a Pass/Fail basis and with variable credit from one to three credit hours. Course may be repeated with varied topics.

<b><u>Fees Associated With Special Undergraduate Courses</u></b>	
Art (ART 3312 Painting, ART 3320 Ceramics)	\$50
Concordia International Study Program (CISC) Fee (per semester)	\$1,000
Early Childhood Education Certificate Course Fee	\$700
Leadership and Business (BADM 3310)	\$25
Math Lab Fee (MTH 3301)	\$90
Music Lesson Fee - Individual (per credit hour, all instrument & vocal)	\$85
Music Lesson Fee - Group (per credit hour, all instrument & vocal)	\$45
Nursing Program (all NUR courses, per credit hour)	\$40
Science Lab Fee (all traditional science courses w/lab & PSY 3406)	\$30
Student Teaching Fee (EDU 4805, 4825, 4873)	\$300

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### 15.04 Course Descriptions by Discipline

#### *15.04.01 Accounting*

#### **ACC 2301 Fundamentals of Financial Accounting 3,0**

Students will study the accounting cycle, financial statements, accounting analysis, assets, liabilities, capital and analysis of financial statements.

#### **ACC 2302 Fund. of Managerial Accounting 3,0**

Students will study accounting for partnerships and corporation owner's equity, management accounting, and developing information for production decision making. Prerequisite: ACC 2301.

#### **ACC 23XX General Accounting Principles** (under development)

#### **ACC 3301 Intermediate Accounting I 3,0**

Provides in-depth knowledge of basic accounting principles and procedures including analysis of traditional accounting statements to discern organizational strengths and weaknesses. Prerequisite: ACC 2302.

#### **ACC 3302 Intermediate Accounting II 3,0**

A continuation of ACC 3301. Prerequisite: ACC 3301.

#### **ACC 3320 Fundamentals of Taxation 3,0**

Introduction to the role of taxes in contemporary society and their impact on individuals and business entities with emphasis on Federal income taxation. Prerequisite: ACC 2302.

**ACC 3340 Financial Statement Analysis 3,0**

A comprehensive analysis of financial statements as an aid to decision making. Prerequisites: ACC 2302.

**ACC 3350 Management Control Systems 3,0**

Provides the mature Business Management/Accounting student an extensive view of the role the Controller plays in today's organization. Students will develop insight into the Controller's unique responsibility as the communications link between operations and top management. Prerequisite: ACC 2302. Completion of ACC 3360 is helpful.

**ACC 3360 Cost Accounting 3,0**

The origination, processing, reporting, and use in business operations of accounting information for management purposes. Also integrates topics in cost data processing, economic analysis, capital budgeting, management and financial control, and behavioral science. Prerequisite: ACC 2302.

**ACC 3370 Auditing Theory and Practice 3,0**

Principles and procedures applied by independent auditors and internal auditors, responsibilities of auditors, development of audit programs, accumulation of evidence, statistical and EDP auditing applications and reporting. Prerequisite: ACC 2302.

**ACC 4310 Accounting Internship 3,0**

Provides students with job searching skills, on-the-job work experience and training related to academic education and long-term goals. May be repeated once for credit as an elective, but only three credit hours will count toward any accounting major. An upper-level course for business majors. Graded on a pass/fail basis.

**ACC 4321 Corporate, Partnership, Estate and Gift Taxation 3,0**

Introduction to advanced taxation including corporations and shareholders, international taxation, S corporations, estate, gift, trusts, beneficiaries, and family tax planning. Prerequisite: ACC 3320.

**ACC 4330 Gov. and Institutional Accounting 3,0**

Budgeting, accounting, auditing, and financial reporting principles and practices for government and non-profit entities. Prerequisite: ACC 2302.

**ACC 4380 Advanced Financial Accounting 3,0**

Accounting problems in respect to multiple ownership, consolidated financial statements and partnership accounts; foreign currency translations; segmental reporting, and advanced accounting theory. Prerequisite: ACC 2302.

**ACC 4381 Accounting Theory 3,0**

Provides the mature accounting student a frame of

reference in the understanding of financial accounting and financial theory. Students will develop insight into the logic behind current accounting practice as well as the development of new practices and procedures. Prerequisite: ACC 2302. Completion also of ACC 3301 and ACC 3302 is preferred.

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*15.04.02 Anthropology***ANT 1301 Introduction to Anthropology 3,0**

A broad examination of the field of anthropology. Primary emphasis will be placed on cultural anthropology. Also included will be a brief introduction to the field of physical anthropology.

*15.04.03 Art***ART 1302 Survey of Art History 3,0**

This class is designed as a survey of the history of Western art from ancient through contemporary times, with emphasis on the major artists and works of art. It will also introduce some of the major methodologies used to approach topics in art history. Class time will be divided between slide lectures and in-class discussions over the readings.

**ART 1303 Introduction to Studio Art 3,0**

Hands on studio projects with references to related art work of the past. Includes field trips to area galleries or museums. Designed to develop awareness and sensitivity to art through the study of basic drawing and design.

**ART 1304 Introduction to Art History: Ancient 3,0**

This course covers the history of visual art from Prehistoric to the medieval period. It is taught with a European-American perspective, and includes painting, sculpture, architecture and other major areas of study.

**ART 1305 Introduction to Art History: Modern 3,0**

This course covers the history of visual art from the Renaissance to the present. It is taught with a European-American perspective, and includes painting, sculpture, architecture and other major areas of study.

**ART 1306 Drawing Media 2,2**

Basic drawing using graphite as the primary media. Will also include some or all of the following: charcoal, ink, metal point, mono print, and oil sticks. Prerequisite: ART 1303 or consent of the instructor.

**ART 1308 Introduction to Photography 2,2**

Basic photography course with emphasis upon technical skill development, camera use and operation, darkroom operation methods and techniques.

**ART 1311 Design 2,2**

Basic design studied through abstract and commercial

art applications. Media includes drawing, painting, collage, etc. May be repeated for credit with consent of instructor.

### **ART 1315 Art Theory and History 3,0**

A survey which includes study of art history, art criticism, aesthetics, and studio production, including study and use of all principles and elements of art in a variety of media, practicing critical evaluation of art production in progress; and development of knowledge and skills for personal growth. The course also examines work by elementary students at all levels in a variety of media; preparation of lesson plans for achieving specific art objectives at specific grade levels; and preparation of a portfolio of example work for teaching at selected grade levels.

### **ART 2310 Glass – Fusing and Slumping**

An introduction to the sculptural qualities of glass through fusing and slumping processes. Class content will emphasize the process of ideation and design utilizing surface, translucency, and transparency. May be repeated for credit with instructor permission.

### **ART 2320 Ceramics 2,2**

Study of hand building techniques, clay bodies, and glazes using low fire clay. Prerequisite: ART 1303 or consent of instructor. May be repeated for credit.

### **ART 3312 Painting 2,2**

Study of acrylic painting techniques, color theory, design application, and styles of various well-known artists. Prerequisite: ART 1303 or consent of instructor. May be repeated for credit.

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#### *15.04.04 Astronomy*

### **AST 3301 Astronomy 2,2**

A study of the stars, the solar system, planets, satellites, and galaxies. Descriptive and observational astronomy are stressed. Prerequisite: MTH 1323 Quantitative Literacy or higher.

#### *15.04.05 Business Administration - Amended*

### **BADM 1301 Introduction to Business 3,0**

This course is an introductory course for first year business majors. The focus is on introducing the concepts of business. Topics include trends in business, management and organization, human resource issues, marketing, use of information for strategy and decision making, and finance and investment issues. Students will be introduced to a variety of careers as well as practical and professional skills.

### **BADM 1360 Personal Finance 3,0**

Personal financial management including Christian stewardship, budgeting, using credit, banking, 2010-2011 Catalog

financing major purchases, housing choices and financing options, insurance, investments, retirement, estate planning, and the use of the financial calculator.

### **BADM 3310 Leadership and Business 3,0**

this course helps students understand leadership competencies, leadership principles and theory, the relationship between leaders and managers, and the role of followers. Other topics include ethical leadership, servant leadership and Christian leadership. Students will apply and develop their leadership skills by leading and participating in a project benefiting the university, through written work, and through presentation.

### **BADM 3311 Principles of Management 3,0**

Course is a survey of management philosophy, theories, and practices. Topics include management functions of planning, decision making, organizing, staffing, communicating, motivating, leading, and controlling. This course will also consider organizational behavior, international management and the global economy. This course has a writing component. Recommend BADM 3310.

### **BADM 3312 Small Business Management 3,0**

Learning the skills for starting a small business, successful small business ownership. Students will gain an understanding of the critical areas of law, human resources, finance/accounting, marketing, management, and location on business success. Students will prepare a comprehensive business plan.

### **BADM 3313 Creativity, Critical Thinking, & Change 3,0**

Designed to equip the individual, the manager, and the leader of the future with critical thinking and creativity skills necessary for a leader and a manager. Includes brain dominance and thinking styles.

### **BADM 3321 Business Law 3,0**

Background and role of law in business and society. Specific commercial law topics addressed include Uniform Commercial Code, business torts, property, contract sales, debit/creditor relations, and agency.

### **BADM 3331 Organizational Communication 3,0**

A study of communication patterns in organizations and practice in communication skills necessary for functioning in complex organizations. Cross-listed as COM 3331.

### **BADM 3334 Quantitative Methods 2,2**

This course is an upper level course in statistics that teaches students how to use decision making tools within organizations. These tools include univariate and multivariate regression, ANOVA, Chi-square, correlation, non-parametric statistics, linear programming, sensitivity analysis, transportation problems, network models, and waiting line problems.

Cross listed as BADM 3334. Prerequisite: MTH 2301 Statistics or the equivalent.

**BADM 3340 Human Resource Management 3,0**

An introduction to human resource management. Topics include employment, placement and personnel planning, training and development, compensation and benefits, health, safety and security; employee and labor relations. This course has a writing component. Recommend BADM 3310.

**BADM 3350 Principles of Marketing 3,0**

Practices and market structure, marketing functions and strategies, institutions, pricing, demand creation, industrial and consumer, costs and marketing legislation. This course has a writing component.

**BADM 3351 Selling and Sales Management 3,0**

Professional selling principles and practices for industrial and consumer goods. Includes identification and qualification of customers, developing and delivering high quality presentations, persuasive theories and techniques, ethics of selling, and pre/post sales services. Policy matters, product planning, distribution policies and pricing, sales promotion, organization and management of territories and the sales force, control of sales operation.

**BADM 3352 Integrated Mkt. Communications 3,0**

This course studies all elements of promotion and integrated marketing communications. Students gain knowledge of the major promotion and communication tools organizations use, how promotion is planned, budgeted, and used in the marketing program, and how to analyze promotion alternatives as they relate to the organization's marketing objectives and market segments served. Prerequisite: Upper level standing.

**BADM 3353 Consumer Behavior 3,0**

This course focuses on the analysis and interpretation of the behavior of individuals as buyers and consumers of goods and services. Students will learn to evaluate and interpret the psychological, economic, and socio-cultural factors and trends that influence purchase and consumption of goods and services. Prerequisite: Upper level standing.

**BADM 3360 Finance 3,0**

The course includes an introductory level survey of financial management goals and decision making; risk and return analysis; portfolio diversification; market efficiency; asset valuation; cost of capital; agency theory; capital budgeting; liquidity management; and international financial management. This course has a writing component. Prerequisites: ECO 2301, ECO 2302, and ACC 2302.

**BADM 3361 Money, Banking, and Credit 3,0**

The course will cover the role of financial markets in the economy; the determination of interest rates; the role of financial intermediaries and financial intermediation; the role of the central bank in monetary policy; and the macroeconomics of monetary policy and interest rates. Cross-listed as ECO 3361. Prerequisites: ECO 2301, ECO2302.

**BADM 3370 Purchasing Management 3,0**

This course covers the basics of purchasing and materials management. Other topics include standardization and industry standards, vendor selection and relationship including long term partnering, make-or-buy, and purchasing involvement in organizational decisions.

**BADM 3371 Management Information Systems**

Course provides students with a fundamental understanding of information technology in contemporary business environments and presents core MIS principles with which every business student should be familiar. Students will also study real cases that are associated with IS applications in order to understand the issues in IS disciplines and the changing role of the IS professional. Pre-requisite: CIS 1301 Introduction to Personal Computers (or competence exam).

**BADM 3380 Production and Ops. Management 3,0**

The course includes the strategic, tactical, and operational issues that arise in management of production and service operations; product and process design, facilities planning, quality management, materials management, operations planning and scheduling, and emerging technologies in production and service management.

**BADM 33XX Negotiations and Conflict Management** (course under development)

**BADM 33XX Entrepreneurship** (course under development)

**BADM 4301 Mgmt. Practicum, Business Policy 3,0**

Enterprise management and responsibilities of general managers; integrating the functional areas of business administration into a realistic approach to business problems; applying principles to complex problems at the executive level, integrated into a computer simulation. This course has a writing component. Prerequisite: Senior level standing and BADM 3311. Students are expected to graduate in the calendar year that this course is completed.

**BADM 4310 Business Internship 3,0**

Provides students with job searching skills, on-the-job experience and training related to academic education and long-term goals. May be repeated once for credit

as an elective, but only three credit hours will count toward any Business Management major. An upper-level course for business majors only; graded on a pass/fail basis.

### **BADM 4311 International Business Mgmt. 3,0**

Will be offered as either a travel course or classroom course, depending on the interest and/or time offered. Students will spend a total of 45 hours in classroom-type settings (either on or off Concordia's campus). Course Requirements: Travel to designated site (if offered), readings from text, outside readings, written papers, and exams.

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### **BADM 4312 Strategic Management 3,0**

This course provides student with advanced level learning and critical thinking skills in the areas of strategic planning, implementation and control. Integrated learning will take place using the various business disciplines, applying a general management point of view. An overview of historical thought in strategic management will provide a basis for students to think about and form their own theories and management styles. Students will apply their leaning through case studies and class projects. Pre-requisite: BADM 3311 Principles of Management.

### **BADM 4350 International Marketing 3,0**

Will be offered as either a travel course or classroom course, depending on the interest and/or time offered. Students will spend a total of 45 hours in classroom-type settings (either on or off Concordia's campus). Course Requirements: Travel to designated site (if offered), readings from text, outside readings, written papers, and exams.

### **BADM 4351 Advertising Management 3,0**

Through projects and texts, students will develop an understanding of the creation of effective advertising, media planning and budgeting, and advertising strategy as it relates to the overall marketing mix and strategic plan of the organization, with special emphasis on advanced copywriting and layout, for print and broadcast media. Prerequisites: BADM 3313, BADM 3350, and BADM 3352.

### **BADM 4352 Internship in Marketing**

### **BADM 4353 Marketing Mgmt. and Strategy 3,0**

This course uses case analysis and readings to understand marketing planning and strategy in the context of organizational plans and strategies. The course utilizes a computer simulation involving team competition to integrate the functional areas of business administration into a realistic approach to solving complex problems at the executive level. Prerequisites: BADM 3313, BADM 3350, and BADM 3352.

### **BADM 4361 Investments 3,0**

Topics covered include financial markets, securities trading, evaluation of the risk/return trade-off, efficient portfolio formation, fixed-income security valuation and interest-rate risk, and introduction to derivative securities. Prerequisite: BADM 3360 or consent of the instructor. BADM 3334 is strongly recommended.

### **BADM 4363 International Financial Mgmt. 3,0**

The course covers international monetary systems, exchange rate determination, use of currency derivatives in hedging and risk management, currency swaps, foreign direct investment, and international capital budgeting. Prerequisite: BADM 3360 or concurrent enrollment.

### **BADM 4364 Capital Budgeting 3,0**

Topics include the net present value and internal rate of return criteria for capital budgeting decisions; other criteria for such decisions, the cost of capital; capital budgeting under uncertainty; the lease-or-buy and make-or-buy decisions; and financing fixed assets; including theory of the debt to equity trade-off and dividend policy. Prerequisite: BADM 3360.

### **BADM 4366 Financial Risk Management 3,0**

This course is an advanced finance course that covers the use of various derivative instruments for the management of financial risk. Emphasis is on hedging pre-existing financial risks with the instruments and their proper use as part of a risk management strategy. Prerequisite: BADM 3360 or concurrent enrollment.

### **BADM 4370 Business and Ethics 3,0**

This capstone course reviews the basic knowledge for enterprise management in the context of providing for the ethical responsibilities of general managers necessary for Christian Leadership in Business. The course utilizes text readings and case studies involving team competition to integrate the functional areas of business administration into a realistic approach to solving complex problems at the executive level. This course has a writing component that utilizes Ethical Case Study Methodology in addition to weekly summary reports on text reading assignments. Finally, there is a Business Simulation requiring the participation of each individual student. Prerequisite: Senior level standing and BADM 3311. Students are expected to graduate in the calendar year that this course is completed.

### **BADM 4390 Special Topics in Business (Course under development)**

This course provides students with advanced level learning and critical thinking skills in the areas of selected specific topics of business. Integrated learning will take place using the various business

disciplines. Students will apply their learning through reading, experience, and class projects. Business students will receive credit toward their Business concentration as deemed appropriate by the COB faculty.

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#### *15.04.06 Biology*

**Note:** BIO 1101-1106 are a series of mini-course field experiences to study the ecosystems of selected areas of Texas; some courses require good physical conditioning due to strenuous hiking activity. Field Biology may be repeated for credit under each separate number; the same number course may not be repeated for credit. Up to three of these one-hour courses in any combination may be used as a non-lab Natural Science within the core. These courses require a special course fee to cover travel and special equipment. Prerequisite: Consent of instructor.

**BIO 1101 Field Biology East and Southeast Texas**

**BIO 1102 Field Biology Rio Grande Valley**

**BIO 1103 Field Biology Southwest Texas**

**BIO 1104 Field Biology Panhandle and Northwest Texas**

**BIO 1105 Field Biology Central Texas**

**BIO 1106 Field Biology Guadalupe Mountains**

#### **BIO 1400 Introduction to Biology**

A 4-hour lab course designed to introduce the student to the processes of science and the major concepts of biology from a historical and practical perspective. Accelerated Degree Program only.

#### **BIO 1401 Principles of Biology 3,2**

General concepts of biology with emphasis on man in God's world. This course meets the core natural science requirement for non-science majors.

#### **BIO 1402 General Zoology 3,2**

The anatomy, physiology, behavior and ecology of major animal groups.

#### **BIO 1403 Cellular and Molecular Biology 3,2**

Modern concepts of cellular functions at the molecular level. This course meets the core natural science requirement. Prerequisite: CHE 1401 General Chemistry or CHE 1301 General, Organic, and Biochemistry I.

#### **BIO 2401 Survey of Human Anat. & Physiology 3,2**

The basic structure and function of the human body systems. Prerequisites: BIO 1403 or BIO 1401 and high school chemistry or equivalent.

#### **BIO 2403 General Botany 3,2**

The structure, function, reproduction, taxonomy and ecology of plants.

#### **BIO 3302 Tropical Biology**

A field study of the biology and ecology of tropical marine and rain forest ecosystems. This course also includes a study of environmental concerns and conservation efforts in tropical ecosystems. Offered during Spring Break and/or summer and requires extensive physical exertion and "roughing it." Additional fee for course paid at time of registration. Prerequisite: Consent of the instructor.

#### **BIO 3303 Native Plants 2,2**

Identification, natural history, economic importance and ecology of plants native to Central Texas.

#### **BIO 3310 Nutrition 3,0**

A study of the nutrients and other substances in foods and the body's handling of them. Nutrient requirements associated with various life stages and the impact of various disorders and diseases upon nutrition will also be explored. Prerequisites: Completion of a college level laboratory science course.

#### **BIO 3311 Introduction to Pharmacology**

Course teaches introductory knowledge and attitudes necessary for safe use of pharmacotherapeutics in the nursing care of patients. Prerequisite CHE 1302 General, Organic and Biochemistry II with a minimum grade of C, or BIO 1403 Cellular and Molecular Biology with a minimum grade of C.

#### **BIO 3320 Biochemistry 3,0**

An overview of the macromolecules and small molecules that are the key to all living systems. Topics covered include protein structure and function, enzyme mechanisms, kinetics and regulation, membrane structure and function, bioenergetics, hormone action, intermediary metabolism, including pathways and regulation of carbohydrate, lipid, amino acid, and nucleotide biosynthesis and breakdown. This course is cross-listed as CHE 3320. Prerequisite: BIO 1403 Cellular and Molecular Biology and CHE 2402 Organic Chemistry II.

#### **BIO 3350 Biopsychology 3,0**

An introduction to the structure and function of the nervous system and the relationship between psychological processes and the brain in humans and other animals. Cross-listed with PSY3350.

#### **BIO 3370 Ecology of the Pacific Northwest**

#### **BIO 3401 General Microbiology 3,2**

The structure, physiology, culture, and control of bacteria and other microbes. Prerequisite: BIO 1403.

#### **BIO 3403 General Ecology 3,2**

A study of those factors which affect the abundance, biodiversity and distribution of organisms. Includes



ecological theory, mathematical modeling, natural history and field techniques. Prerequisite: BIO 1401 or BIO 1402 or BIO 2403 or consent of instructor. Cross listed as ESC 3403.

### **BIO 3404 Genetics 3,2**

An introduction to classical, molecular, developmental and population genetics with an emphasis on genetic analysis. Prerequisite: BIO 1401 or BIO 1403.

### **BIO 3406 Animal Behavior**

An introduction to the study of animal behavior. Prerequisite: Any 3 or 4 academic hour course which fulfills a portion of the Natural Science Core requirement with a grade of "C" or above. Cross-listed as PSY 3406.

### **BIO 3411 Human Anatomy and Physiology I 3,2**

An introduction to the study of human anatomy and physiology. Beginning with a quick overview of the chemical basis of life and a review of cells and cellular metabolism. The remainder of the course will cover tissues and five systems (skin and the integumentary system, skeletal system including joints, muscular system, cardiovascular system, and respiratory system). Prerequisite: BIO 1401 or BIO 1403. Note: Students who have already completed BIO 2400 Survey of Human Anatomy and Physiology are not allowed to take this course for credit unless approved by the Director of the Biology Major and Division Chair.

### **BIO 3412 Human Anatomy and Physiology II 3,2**

A continuation of the study of human anatomy and physiology. The course will cover the remaining six systems (nervous system including somatic and special senses, endocrine system, lymphatic system, digestive system, respiratory system, urinary system, and reproductive system) and related topics. Prerequisite: BIO 3411. Note: Students who have already completed BIO 2401 Human Anatomy and Physiology are not allowed to take this course for credit unless approved by the Director of the Biology Major and Division Chair.

### **BIO 3420 Developmental Biology 3,2**

An introduction to both classical and modern developmental biology including molecular and genetic analysis of development. Prerequisite: BIO 1401 or BIO 1403.

### **BIO 4310 Biological Science Research 3,0**

A research course in which students will work as a team to complete research in an area of the biological sciences as set forth by the instructor. Students will learn how to critically read scientific papers and interpret data. All aspects of proposal writing will be explored during this course. The course will culminate

with presentation of the students and groups research findings in both oral and written formats.

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### *15.04.07 Business*

### **BUS 3310 Leadership and Business 3,0**

Leadership, management, and the leadership/management partnership. Also emphasis on managerial roles, interpersonal skills, and understanding oneself and others, teamwork, negotiation, ethics, essential skills, and managerial aids. This course has a writing component.

### **BUS 3311 Principles of Management 3,0**

Management philosophy, theories, and practices. Includes management functions of planning, decision making, organizing, staffing, communicating, motivating, leading, and controlling. Also a survey of production-operations management, organizational behavior, international management and the global economy. This course has a writing component. Prerequisite: Upper-level standing.

### **BUS 3312 Small Business Management 3,0**

Learning the skills for starting a small business, successful small business ownership including the critical areas of law, human resources, finance/accounting, marketing, management, and location are integrated and applied to be successful. Includes preparation of a comprehensive business plan.

### **BUS 3313 Creativity, Critical Thinking, & Change 3,0**

Designed to equip the individual, the manager, and the leader of the future with critical thinking and creativity skills necessary for a leader and a manager. Includes brain dominance and thinking styles.

### **BUS 3314 Finance for Nonfinancial Managers 3,0**

The course is designed to prepare managers in various fields to make informed financial decisions. It includes an overview of financial statements, job costing, cash management, budget preparation and ratio analysis.

### **BUS 3315 Business Ethics 3,0**

This course is designed as an introduction to the theory and practice of business ethics. It will provide students with the tool that they need to identify and suggest solutions to the ethical issues that arise in modern business. Class time will be divided between lectures and discussions on the theoretical readings, debates, and group work on real life cases.

### **BUS 3321 Business Law 3,0**

Background and role of law in business and society. Specific commercial law topics addressed include

Uniform Commercial Code, business torts, property, contract sales, debit/creditor relations, and agency.

### **BUS 3340 Human Resource Management 3,0**

An introduction to human resource management. Topics include employment, placement and personnel planning, training and development, compensation and benefits, health, safety and security; employee and labor relations.

### **BUS 3350 Principles of Marketing 3,0**

Practices and market structure, marketing functions and strategies, institutions, pricing, demand creation, industrial and consumer, costs and marketing legislation. This course has a writing component.

### **BUS 3351 Selling and Sales Management 3,0**

Professional selling principles and practices for industrial and consumer goods. Includes identification and qualification of customers, developing and delivering high quality presentations, persuasive theories and techniques, ethics of selling, and pre/post sales services. Policy matters, product planning, distribution policies and pricing, sales promotion, organization and management of territories and the sales force, control of sales operation.

### **BUS 3360 Finance 3,0**

The course includes an introductory level survey of financial management goals and decision making; risk and return analysis; portfolio diversification; market efficiency; asset valuation; cost of capital; agency theory; capital budgeting; and liquidity management. This course has a writing component. Prerequisites: ECO 2301, ECO 2302, and ACC 2302. Cross-listed with HRM 3310.

### **BUS 3380 Production and Operations Mgmt. 3,0**

The course includes the strategic, tactical, and operational issues that arise in management of production and service operations; product and process design, facilities planning, quality management, materials management, operations planning and scheduling, and emerging technologies in production and service management.

### **BUS 4302 Strategic Management**

Strategic Management is designed to be a capstone course for students nearing completion of the requirements for the Business Degree at Concordia University Texas. Rarely should a student who is more than nine (9) hours short of completing the degree requirements take this course. The course is intended to require participants to integrate knowledge gained from school, work, and life. Using their imaginations and intuition, students will form a whole to be used for the purpose of identifying, analyzing, and solving business problems at the upper management level.

### **BUS 4311 International Business Management 3,0**

A study of international business including marketing, accounting, finance, and production. Each is examined on the basis of risk and reward characteristics for the firm.

### **BUS 4350 International Marketing 3,0**

International marketing is examined on the basis of risk and reward characteristics of the firm occasioned when the firm enters the international sales arena.

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#### *15.04.08 Chemistry*

### **CHE 1301 General, Organic and Biochemistry I 3,0**

*The first course in chemistry for nursing students.*

Fundamental principles of inorganic chemistry: Metric measurements, matter and energy, atomic structure, chemical nomenclature, chemical bonding, chemical reactions, stoichiometry, gas laws, properties of liquids, solids, solutions, acids and bases with emphasis on their physiological importance and their application to nursing and other health related professions. (This course does not apply toward a major or minor in chemistry.) This course may meet the core non laboratory natural science requirement.

### **CHE 1302 General, Organic and Biochemistry II 3,0**

*The second course in chemistry for nursing students.*

A continuation of CHE1301 with a study of nuclear chemistry and an introduction to basic organic chemistry and biochemistry: Hydrocarbons, organic functional groups, nomenclature and reactions, polymers, carbohydrates, proteins, enzymes, lipids, nucleic acids, protein synthesis, and metabolic pathways, with emphasis on their physiological importance and their application to nursing and other health related professions. (This course does not apply toward a major or minor in chemistry.) Prerequisite: Completion of CHE1301 with a minimum grade of C.

### **CHE 1400 Introduction to Chemistry 3,2**

Descriptive chemistry with an emphasis on principles and the importance of chemistry for modern life. This course may be used to meet the core natural science requirement, but cannot be used as a prerequisite for CHE 1402. Not open to those who have already earned credit for CHE 1401. Prerequisite: Two years of high school algebra or MTH 1351 College Algebra or math placement at a higher level.

### **CHE 1401 Chemistry I 3,3**

The laws and theories of chemistry, stoichiometry, atomic and molecular structure, chemical bonding, properties of solutions, kinetic-molecular theory, and periodicity of the elements. Prerequisites: One year of high school chemistry or CHE 1400, and simultaneous enrollment in MTH 1351 College Algebra or math placement at a higher level.

**CHE 1402 Chemistry II 3,3**

A continuation of CHE 1401, covering kinetics, equilibria, thermodynamics, oxidation-reduction, nuclear chemistry, periodicity of the elements, and introduction to organic chemistry. Prerequisites: CHE 1401 and MTH 1351 College Algebra or math placement at a higher level.

**CHE 2401 Organic Chemistry I 3,3**

Introduction to the basic concepts of organic chemistry and the synthesis and reactions of organic molecules. Prerequisite: CHE 1402.

**CHE 2403 Organic Chemistry II 3,3**

A continuation of the study of basic concepts of organic chemistry with emphasis on aromatic compounds and spectroscopy. Aspects of biological molecules are considered. Prerequisite: CHE 2401.

**CHE 3301 Inorganic Chemistry 3,0**

Advanced atomic theory, bonding, complex ions, acid-base theory and descriptive chemistry of the elements. Prerequisite: CHE 1402 and MTH 1351 College Algebra or math placement at a higher level.

**CHE 3320 Biochemistry 3,0**

An overview of the macromolecules and small molecules that are the key to all living systems. Topics covered include protein structure and function, enzyme mechanisms, kinetics and regulation, membrane structure and function, bioenergetics, hormone action, intermediary metabolism, including pathways and regulation of carbohydrate, lipid, amino acid, and nucleotide biosynthesis and breakdown. This course is cross-listed as BIO 3320. Prerequisite: BIO 1403 Cellular and Molecular Biology and CHE 2402 Organic Chemistry II.

**CHE 3401 Analytical Chemistry 2,4**

Theory and practice of qualitative chemical analysis. Theory and practice of volumetric, gravimetric, pH, colorimetric and chromatographic quantitative chemical analyses. Prerequisites: CHE 1402, MTH 1351 or math placement at a higher level and CIS 1301 or equivalent competency.

**CHE 3402 Environmental Chemistry 3,4**

A study of the chemical principles and reactions that govern the behavior of both natural environmental systems and anthropogenic compounds important to the quality of the environment. Sampling methods, instrumentation and data analysis will be emphasized. Prerequisites: CHE 1402 and MTH 1351 or math placement at a higher level. Cross-listed as ESC 3402

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*15.04.09 Computer Information Systems***CIS 1301 Introduction to Personal Computing 3,0**

Basic understanding of and development of skill in

using microcomputers and current software; word-processing, spreadsheets, databases, graphics, telecommunications and project management. During the course students will be given the opportunity to take the Personal Computer Competency test which is based upon the text used for this course. Successful completion of this test is required of all undergraduate students within one year of when they begin coursework at CUA.

**CIS 2304 Spreadsheet Software 3,0**

Creating and enhancing spreadsheets, including graphing, database functions and macros using current spreadsheet software. Emphasis is placed on problem solving techniques and managing data. Accelerated Degree Program only. Cross-Listed as CJM 2308.

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*15.04.10 Criminal Justice Operations Mgmt.***CJM 2308 Computer Communications 2,2**

Creating and enhancing spreadsheets, including graphing, database functions and macros using current spreadsheet software. Emphasis on problem solving techniques and managing data. Cross-listed as CIS 2304.

**CJM 3301 Constitutional Law 3,0**

Exposes the student to principles of government and constitutional law from which all laws and governmental policies derive. It explores the formation of government, the constitutional doctrine of federalism and the concept of separation of power. The course will focus on the original articles of the constitution and its amendments, which are of particular interest to the criminal justice practitioner.

**CJM 3302 Procedural Criminal Law 3,0**

Exposes the student to various procedural issues in the implementation of the criminal law function. The course focuses on issues of arrest, search and seizure, admittance of evidence and the rights of the accused. This course also serves as a legal update of current changes in the law.

**CJM 3303 Criminal Justice Liability Law 3,0**

Explores the area of liability law, as it relates to the function of criminal justice. Areas to be covered are liability issues regarding use of force, civil rights violations and failure to respond.

**CJM 3304 Administrative Law 3,0**

Explores areas of administrative law and its impact on the function of bureaucracies and public agencies. The course will focus on legal principles which affect the management of public agencies.

**CJM 3306 Prin. of Mgmt. in Criminal Justice 3,0**

A study of management functions in a modern

criminal justice organization, the internal and external environmental factors affecting organizational efficiency, and the application of quantitative and behavioral science. The function of the leader and principles of management are viewed from an integrative perspective, including line and staff interactions and relationships. Theories of management, authority and responsibility, issues of centralization and decentralization, planning, organizing, staffing, directing and controlling will also be studied in the course.

### **CJM 3307 Human Res. Mgmt. in Criminal Justice 3,0**

This course examines the principles, methods and procedures in personnel management as they apply to the field of criminal justice. Included in the study are: job analysis, description and classification; employee morale; labor turnover; recruitment, selection, placement, rating and promotion; transfer and layoff; wage policies and employee service programs.

### **CJM 3310 Fin. & Budgeting in Criminal Justice 3,0**

This course studies the principles of budgeting and finance in a public agency, which deals with the criminal justice system. The student will gain an understanding of fiscal principles and how the principles apply to the operation of a public agency. Budgets, revenue systems and internal service functions will be analyzed. Prerequisites: MTH 1330.

### **CJM 3311 Crime and Delinquency 3,0**

This course studies the principal causes of crime from three perspectives: sociological, the criminal justice system, and corrections. The student will examine both historical and contemporary sociological research in these areas. The course will explore issues such as crime causation and the involvement of the criminal justice and corrections systems in these issues.

### **CJM 3312 Psychology of the Criminal Offender 3,0**

Exposes the student to the distressful, painful and often devastating effects of maladaptive behavior. The course will explore the interwoven biological, psychological and social antecedents and correlates of criminal behavior. Psychological issues and their relation to criminal and anti-social behavior will be studied. Personal and societal attitudes, feelings and values about criminal and anti-social behavior will be discussed extensively.

### **CJM 3313 Forensic Science and Criminalistics 3,0**

This course provides the student with a general understanding of physical scientific methods utilized in criminal investigative operations. Using laboratory methods of instruction, the course will expose the student to the current advances in Criminalistics.

### **CJM 3314 Ethics in Criminal Justice Ops. 3,0**

This course focuses on ethical issues and decisional

dilemmas faced by professionals in the criminal justice and law enforcement setting.

### **CJM 3315 Decision-Making in Criminal Justice Ops 3,0**

This course provides students with the opportunity to apply the knowledge accumulated during the program. Using the principles and theories learned, as well as, the shared experiences learned from each participant's professional life, students will be able to successfully address and discuss critical decisions which need to be made in the course of operating criminal justice agencies and the consequences of these decisions.

### **CJM 3316 Future Studies in Criminal Justice Ops 3,0**

This course investigates the predictive variables in criminal justice operations that may lead to operational realities in the 21st century. Students will examine the past and present in criminal justice operations. The student will engage in the scholarly analysis of events, past and present, to forecast the future intelligently.

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#### *15.04.11 Communication*

### **COM 1311 Sign Language & Deafness - Beginning 3,0**

The study of American Sign Language (ASL) as used by deaf people in the United States and Canada . The course will include a study of the unique culture of deaf people.

### **COM 1312 Sign Language & Deafness – Intermed. 3,0**

An intermediate study of American Sign Language (ASL) as used by deaf people in the United States and Canada . Prerequisite: COM 1311 or consent of instructor.

### **COM 2300 Fundamentals of Communication 3,0**

Designed to help students perceive and experience the multi-faceted presence of communication in life, and gain self-confidence and basic proficiency expressing themselves in different contexts using a variety of media. Prerequisite: ENG 1316.

### **COM 2301 Human Communication Theory 3,0**

Identification and description of the basic elements in communication process.

### **COM 2303 Mass Media History and Theory 3,0**

Survey of mass media theories, emphasizing the impact of printing, film making, and broadcasting in society. Research on mass media effects including an examination of emerging media technologies. Prerequisite: ENG 1316.

### **COM 2308 Writing for the Mass Media 3,0**

An introduction to writing not only as a form of communication itself but also as an integral part of all sound and intellectually rigorous arguments. Prerequisite: ENG 1316.

**COM 2314 Communication Technology 3,0**  
Survey of the development of electronic communication technology since 1900 and its social, political and economic implications. Topics will focus on changes in production technology and distribution systems, including traditional broadcast, satellite, computer, cable, wireless, fiber optics and digital systems. May be repeated for credit when topics vary.

**COM 3301 Diffusion of Innovation 3,0**  
Communication's role in the spread of new technologies, new ideas, and new values among individuals and within organizations in the United States and abroad. Prerequisite: COM 2301.

**COM 3302 Nonverbal Communication 3,0**  
Theory and research examining the influence of nonverbal performance codes, artifactual codes, and spatio-temporal codes on human communication. Prerequisite: COM 2301.

**COM 3303 Communication in the Church 3,0**  
Investigation of message strategies used as successful models of communication in the church. Includes case studies and field work. Prerequisite: COM 2300.

**COM 3304 Group Dynamics 3,0**  
Theory and practice in group communication: goal setting, problem solving, listening, feedback, and leadership. As part of the course experience, students will plan an off-campus trip with additional costs to student. Cross-listed as PSY 3304. Prerequisites: COM 2300 and PSY 1311 .

**COM 3307 Media Analysis and Criticism 3,0**  
Critical viewing and written analysis of film and television texts as vehicles for the exploration of cultural and theological issues. Prerequisite: ENG 1317 and COM 2303.

**COM 3308 Persuasive Communication 3,0**  
Theory and practice of personal and public persuasion with an emphasis on how to change attitudes, understand purchasing behavior, and increase influence. Prerequisite: COM 2300.

**COM 3310 Public Relations 3,0**  
Prerequisite: Com 2308.

**COM 3317 Production I 2,2**  
An introductory practicum in the pre-production, production, and post-production processes as used in the making of video programming with an emphasis on film-style production.

**COM 3318 Production II 2,2**  
An applied course teaching television and media production. Students participate in the production and

webcast of several programs to be posted on the Radio Tornado Web Portal. Prerequisite: COM 3317.

**COM 3320 Media Law and Ethics 3,0**  
Development of and rationale for constitutional protections, legal regulations, and ethical responsibilities of the mass media in the United States. Prerequisite: COM 2303.

**COM 3325 Interpersonal Relationships**  
Investigation into the communication and psychology of family dynamics, friendships, and romantic partners. One goal of this course will be to understand our own relationships and seek to improve them. In addition, student will examine relationship styles different from our own experiences in order to broaden our knowledge of relationship theories, practices, and cultural variations. Prerequisite: PSY 1311 Introduction to Psychology or permission of instructor. Cross listed with PSY 3325.

**COM 3331 Organizational Communication 3,0**  
A study of communication patterns in organizations and practice in communication skills necessary for functioning in complex organizations.

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**COM 3335 Intercultural Communication Experience**  
Course explores communicating from one culture to another and will include worldview, religion, values, language, nonverbal communication, context and other topics related to becoming a competent communicator in cross-cultural situations. The course will require the student to spend time in a culture different from their own.

**COM 3360 Topics in Communication**  
Examination of particular trends, contemporary challenges, developing contexts, and emerging technologies relevant to the study of communication and not already a central focus of the existing courses in the Communication major. Prerequisite: Consent of instructor. This course may be repeated for credit when topic is different.

**COM 4101 Communication Capstone Course 1,**  
To be taken during last semester.

**COM 4310 Communication Internship**  
Supervised involvement at one of Austin's communication firms. Working experience with communication professionals in production or promotion. Prerequisite: Consent of Division Chair.

**COM 4320 Production III 2,2**  
An applied course teaching advanced television and media production. Students participate in producing and/or directing one or more major video projects to

be posted on the Radio Tornado Web Portal.

Prerequisites: COM 3317 and COM 3318.

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#### **15.04.12 Computer Science**

##### **CSC 1301 Introduction to Computer Science I 3,0**

The development of skills in translating problems into algorithms and implementing these algorithms into programming language C++. Designing, coding, debugging and documenting programs.

##### **CSC 1302 Introduction to Computer Science II 3,0**

Program design, writing, testing and debugging using C++. Implement and compare sorting and searching algorithms including insertion sort, Shell's sort, heapsort, and quicksort. Introduction of string processing, and the manipulation of simple data structures: arrays, stacks, queues, linked lists, and trees. Prerequisite: CSC 1301 or consent of instructor.

##### **CSC 2301 Intro to Comp. Org. & Assembly Lang. 3,0**

The basic concepts of computer systems and architecture will be understood by programming in assembly language. Prerequisite: CSC 1302 or consent of instructor. CSC 2305 is recommended.

##### **CSC 2303 Data Structures & Algorithm Analysis 3,0**

A course in algorithms. Topics include priority queues, binary trees, B-trees, searching algorithms, graph algorithms, geometric algorithms, and memory management. Prerequisite: CSC 2305 or consent of instructor.

##### **CSC 2305 Discrete Structures 3,0**

Discrete mathematical structures will be studied emphasizing: Semigroups, groups, sets, trees, graphs, logic, and combinatorics, all which have computer science applications in data structure, algorithm design and algorithmic analysis and testing. Cross-listed as MTH 2305. Prerequisite: CSC 1302 or MTH 2402 or consent of the instructor.

##### **CSC 3301 Software Engineering 3,0**

This is a survey course covering software engineering concepts, techniques, and methodologies. Topics covered include software engineering; software process and its difficulties; software life-cycle models; project planning including cost elimination; design methodologies including structured design, data-structure oriented design, object-oriented design; and software testing. A brief review of data structures is included. Prerequisite: CSC 2303 or consent of instructor.

##### **CSC 3302 Operating Systems 3,0**

This is a course in systems software that is largely concerned with operating systems. Such topics as process management, device management and memory management are covered, as are relevant

issues associated with security and protection, networking and distributed operating systems.

Prerequisites: CSC 2301 or consent of instructor.

##### **CSC 3303 Computer Architecture 3,0**

An introduction to the architectural features of single-processor (Von Neumann or SISD) computers. Prerequisites: CSC 2301.

##### **CSC 3304 Networking: Theory and Applications 3,0**

Understanding networks topologies, protocols, hardware and software. A hands-on approach to security, protection and management. Distributed applications and migrating different platforms are also discussed. Prerequisites: CSC 3302 and CSC 3303 or consent of instructor.

##### **CSC 3305 Database Design and Analysis 3,0**

Principles for the design and management of database systems. Data and storage models, relational and hierarchical data models will be studied. Other topics include: normalization forms, canonical schema representations, data integrity and file security techniques. Prerequisites: CSC 2305 and CSC 3302 or consent of instructor.

##### **CSC 3306 Human Computer Interaction 3,0**

This course will introduce the human factors area of computer science examining success (and failures) and current work in the subject area. Prerequisite: CSC 1302 or consent of instructor.

##### **CSC 3307 Artificial Intelligence 3,0**

An introduction to the basic concepts and techniques of artificial intelligence using the programming language LISP. Topics covered include natural languages, vision systems, search strategies and control, with an emphasis on representation. Prerequisites: CSC 1301 and CSC 2303 or consent of instructor.

##### **CSC 3308 Computer Graphics 3,0**

An introduction to the generation and manipulation of graphical images on computer displays. Topics include representation of curves and surfaces, 2D and 3D transformations, hidden edge and surface elimination, and shading. Prerequisites: CSC 1303, MTH 2402, and MTH 3311 or consent of instructor.

##### **CSC 3309 Numerical Analysis 3,0**

Algorithms of numerical analysis are covered. Topics include floating point arithmetic, approximation, numerical integration and differentiation, solution of nonlinear equations, and solution of ordinary differential equations. Programming assignments will give experience in applying selected algorithms. Prerequisites: CSC 1302 and MTH 2402 or consent of the instructor. Cross-listed with MTH 3309.

##### **CSC 3310 Topics in Computer Science 3,0**

Special topics in computer science that are new or unique that are not covered in existing courses. Possible topics include: computer design, Java programming, parallel and distributed computing. Prerequisite: Adjusted according to topic.

### **CSC 3311 Programming Language Concepts 3,0**

A comparative study of programming languages covering their history, development, and design criteria; formal definition of syntax and semantics; concepts and constructs; similarities and differences between languages; major language paradigms to include examination of object-oriented, functional, and concurrent languages; exception handling, modularization, scoping, etc. Students program in at least one language they have never used before. Prerequisites: CSC 2301 and CSC 2303.

### **CSC 3320 Theory of Computation 3,0**

This course introduces the theory of computability, including important results from study of automata and formal languages. The course begins with the study of automata and their relationship to regular, context free and context sensitive languages. Notions of decidability and undecidability are discussed and this is related to complexity analysis. Prerequisite: CSC 2303 or consent of instructor

### **CSC 4301 Senior Design/Independent Study 3,0**

A working study/project led by an instructor. Projects consist of design and development of computer science related hardware or software systems for local businesses or any other commercial organization, but within the capacity of a senior student to complete within a term. Prerequisite: Senior level computer science student or consent of instructor.

### **CSC 4310 Computer Science Internship 3,0**

Students will participate in an on-the-job computer science work experience under the direct supervision of professionals in a corporation or government agency. A senior level course for computer science majors only. Graded on a pass/fail basis. Prerequisite: Successful completion of 24 hours of CSC courses or consent of instructor.

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#### *14.04.13 Early Childhood Education*

### **ECE 3320 - ECE: Curr., Methods and Materials 3,0**

Organization, materials, curriculum and methods in preschool, kindergarten and primary education. Techniques in working with 3-5 year olds will be emphasized. Field experiences in an early childhood setting are required. Prerequisite: Admission to the Teacher Education Program.

### **ECE 3340 – Leadership in Early Childhood Ministry**

This course will focus on faith development in young children in a fieldwork setting. The people who affect faith development and their role in the young child's faith development will be discussed. Special emphasis will be placed on the role of the family in faith development as well as the role of the children's minister in reaching out to families with the Gospel message. Prerequisite: ECE 3320

#### *15.04.14 Economics - Amended*

### **ECO 2301 Introduction to Macroeconomics 3,0**

Macroeconomics is the social science that studies the way societies, in the aggregate, allocate scarce resources to unlimited wants. Topics of the course include introductions to: supply and demand, Gross Domestic Product, inflation, recession, unemployment, aggregate private investment, government fiscal policy, monetary policy, international trade, and the effects that each of these have on the nation's economy in the classical, Keynesian, and monetarist frameworks.

### **ECO 2302 Introduction to Microeconomics 3,0**

Microeconomics is the social science that studies the ways individual economic agents allocate scarce resources to unlimited wants. Topics of the course include introductions to: supply and demand, elasticity of supply and demand, consumer behavior, firm behavior, competition, monopoly, oligopoly, and monopolistic competition, resource markets, market failures, antitrust policy, and issues of economic equity.

### **ECO 3320 International Economics and Trade 3,0**

Develops the themes of global integration and international trade policy in macroeconomic supply and demand terms. Economic theory is employed as a means to informed discussion of problems and opportunities related to international trade, investment and foreign exchange. Prerequisites: ECO 2301, ECO 2302, or consent of instructor.

### **ECO 3321 Inter-American Trade & Development 3,0**

Theory and history of economic growth and development, with special reference to the problems of Latin America and the region's economic relationship to the United States. Examines major aspects of Latin American production, income distribution, labor force, foreign investment and trade, as contrasted with their more industrialized trading partners. Surveys contemporary issues such as the "debt crisis" and "currency devaluation." Prerequisites: ECO 2301 and ECO 2302 or consent of instructor.

### **ECO 3361 Money, Banking, and Credit 3,0**

The course will cover the role of financial markets in the economy; the determination of interest rates; the

role of financial intermediaries and financial intermediation; the role of the central bank in monetary policy; and the macroeconomics of monetary policy and interest rates. Cross-listed as BADM 3361. Prerequisites: ECO 2301, ECO 2302.

### **ECO 3362 Health Care Economics I 3,0**

This course is the first of two courses designed to acquaint students with the economic issues of the health care services industry. It covers the basic economics of health care including, but not limited to: the demand for medical services, production and costs of medical services, systems and institutions, and the competing objectives of agents in the health care marketplace. Prerequisite: ECO 2301 and ECO 2302, or consent of the instructor.

### **ECO 4365 Governmental Finance 3,0**

Covers the theory of government spending and taxing policy; decision making; effects of government expenditures; effects of taxation on resource allocation; market failures; and both positive and negative externalities. Cross-listed as BADM 4365. Prerequisite: ECO 2301, and ECO 2302.

### **ECO 4370 Healthcare Economics 3,0**

Built upon both financial management principles and theories of micro- and macro-economics, this senior level study of healthcare economics provides a framework for the healthcare manager to analyze the healthcare marketplace and assess potential for profitability. **Pre-requisites** include 6 hours of economics **and** 6 hours of healthcare finance, or, permission of the Director of the Healthcare Administration program. This course is cross-listed as HCA 4370.

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#### *15.04.15 Education - Amended*

### **EDU 2102 History and Philosophy of Lutheran Ed. 1,0**

Entry level course taken usually during the sophomore year. Topics center on the systemic development of the Lutheran tradition of education in America to the present. Emphasis will be placed on the present status and future trends of the Lutheran Church-Missouri Synod school system. Students will develop an awareness of the role and the commitment necessary to become and remain a Lutheran school teacher. Required of students seeking Lutheran Teacher Diploma.

### **EDU 2301 Intro to Education and Technology 2,2**

An introduction to the roles and responsibilities of the teacher, the characteristics of today's schools and curriculum, and selected issues facing today's teachers. Fieldwork includes teacher-aide and observation experiences in a local elementary, middle or senior high school. Observation/activities will focus on the child as learner, teaching strategies, management procedures, classroom climate, and roles of the

teacher. Introduces use of Blackboard for portfolio development.

### **EDU 3123 Education and Technology I**

Explores a variety of technologies used in schools and focuses on the varied uses of computers and telecommunications in the teaching/learning process. Prerequisite: Admission to the Teacher Education Program.

### **EDU 3161 Office of the Ministry 1,0**

This course addresses the foundations of the Office of the Ministry for the educator who plans to serve in a Lutheran church or school setting. The tasks and functions of the teaching ministry will be discussed as they apply to the role of the Lutheran educator. Required of students seeking Lutheran Teacher Diploma. Prerequisite: Current enrollment in the Teacher Education Program.

### **EDU 3223 Education and Technology II**

This course is designed to implement a variety of technologies used in the classroom of the 21st century. Student teacher and mentor teacher will work together to develop a unit that includes videotaping and editing to show how technology was integrated into the teaching/learning process and is applied in the student teaching term. Prerequisites: Admission to the Teacher Education Program, EDU 3123 and summer workshop before student teaching.

### **EDU 3240 Home, Schl, Church & Comm. Rel. 2,0**

This course will explore the vital and necessary interrelationships between the four elements present in the overall education of young children: school, home, church and community. Prerequisite: Admission to the Teacher Education or DCE Program.

### **EDU 3304 Children's Literature 3,0**

A survey of the evolution of children's literature which teaches strategies for exploration, analyzing, and discussion of the various genres. Emphasis is given to styles of illustration, storytelling, oral reading, and literacy projects. Extensive reading of children's books is required.

### **EDU 3305 Sci & Health for Elem Teachers I 2,2**

Content and teaching methods for science and health in the elementary school. Application of child development theories in the teaching of science and health. Emphasis on active involvement of the child in inquiry. Extensive field experience required. Cross Listed as EDU 3305. Prerequisites: Admission to the Teacher Education Program and EDU 3411.

### **EDU 3405 Science & Health Methods-Elem 4,1**

Teaching methods for science and health in the elementary school. Application of child development



theories in the teaching of science and health. Emphasis on active involvement of the child in inquiry with an emphasis on the use of technology. Extensive field experience required. Prerequisites: Admission to the Teacher Education Program and concurrent enrollment in EDU 3311 Teaching Strategies & Assessment-Elem.

**EDU 3306 Sci & Hlth for Elem Teachers-Elem II 2,2**  
Content and teaching methods for science and health in the elementary school. Application of child development theories in the teaching of science and health. Emphasis on active involvement of the child in inquiry. Extensive field experience required. Prerequisites: Admission to the Teacher Education Program, EDU 3305, and EDU 3411.

**EDU 3310 Writing Across the Curriculum 3,0**  
This course prepares students to personally master writing effectively and efficiently for a variety of audiences and purposes. Includes methods of teaching writing for elementary, middle school and secondary levels. NOTE: Students must make a “B” or better in this course to be admitted into the Teacher Ed. Program. Prerequisites: ENG 1316 and ENG 1317.

**EDU 3311 Instr Strategies/Lrning Thry,-Elem 3,0**  
Instructional techniques and strategies that emphasize practical application of the teaching/learning process. Writing of instructional objectives and lesson plans, principles of classroom organization and management; delivery strategies and grouping practices based on learning theory, learning styles and multiple intelligences. Prerequisite: Admission to the Teacher Education Program.

**EDU 3311 Tchng Strategies & Assessment-Elem. 3,0**  
Instructional techniques and strategies that emphasize practical application of the teaching/learning process to include writing of instructional objectives and lesson plans, delivery strategies, and grouping practices based on learning theory and learning styles as well as multiple intelligences. Includes formal and informal assessment, measurement and evaluation of curriculum, teaching strategies and student learning in the elementary classroom with an emphasis on the use of technology. Prerequisite: Admission to the Teacher Education Program.

**EDU 3313 Adolescent Literature 3,0**  
A survey of the evolution of adolescent literature which teaches strategies for exploring, analyzing and discussing the various genres. Emphasis is given to style of illustration, book talks, oral reading, and literacy projects. Extensive reading of adolescent books is required. Prerequisite: a 2000 level survey course in Literature.

**EDU 3326 Educational Foundations**

This course provides a practical understanding for guiding and teaching children birth through 12<sup>th</sup> grades. History and philosophy of education will be examined. Course content will cover roles of the teacher, the setting, family involvement and creating developmentally appropriate learning environments. This course is required of all education students.

**EDU 3320 Foundations of ESL Education**  
This course explores the foundations of ESL education and examines the rationale, history, and philosophy as it develops the students’ understanding of the cultural influences and prepares pre-service teachers to meet the needs of second-language learners.

**EDU 3333 Teaching Religion 3,1**  
This course is designed to prepare students for the teaching ministry of the Lutheran Church – Missouri Synod. Emphasis will be the concepts, content, materials, and strategies necessary in teaching religion in the elementary, middle, secondary, and classrooms. Integration of the Christian faith into all aspects of parish and school ministry will be covered. Field work in Lutheran schools is required. Required of students seeking Lutheran Teacher Diploma. Prerequisites: Admission to the Teacher Education Program, EDU 3311 or EDU 3372.

**EDU 3340 Clsrm Mgmt & Soc Relationships-Elem 3,0**  
This course will explore methods of effective classroom management and discipline strategies. The interrelationships between the four elements present in the overall education of young children: school, home, church, and community will be discussed. Prerequisite: Admission to the Teacher Education Program

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**EDU 3372 Instr Strategies/Lrning Thry-Secondary**  
Instructional techniques and strategies that emphasize practical application of the teaching/learning process. Writing of instructional objectives and lesson plans, principles of classroom organization and management; delivery strategies and grouping practices based on learning theory, learning styles and multiple intelligences. Field experience required. Prerequisite: Admission to the Teacher Education Program.

**EDU 3372 Tchng Strtgies & Assessment-Secondary 3,1**  
Instructional techniques and strategies that emphasize practical application of the teaching/learning process to include writing of instructional objectives and lesson plans, delivery strategies, and grouping practices based on learning theory and learning styles as well as multiple intelligences. Includes formal and informal assessment, measurement and evaluation of curriculum, teaching strategies and student learning in the secondary classroom with an emphasis on the

use of technology Field experience required. Prerequisite: Admission to the Teacher Education Program.

**EDU 3373 Secondary Curr/Content Area Learner 3,1**

This course covers content and specific teaching strategies needed for effective instruction in the content areas. Fieldwork required. Prerequisites: Admission to the Teacher Education Program and completion of EDU 3372.

**EDU 3373 Clsrm Mgmt & Secondary Curriculum 3,1**

This course covers content and specific teaching strategies needed for effective instruction in the content areas. Involves planning, classroom management, and discipline strategies for the secondary level, and the use of technology to support the curriculum. Field work required. Prerequisites: Admission to the Teacher Education Program and completion of Teaching Strategies & Assessment-Secondary.

**EDU 3412 Elementary Curriculum 4,3**

Covers content and specific teaching strategies needed for effective instruction in social studies, art, music and physical education in elementary grades 1-8. Integrates language arts across the entire curriculum. Extensive field experiences required. Prerequisite: Admission to Teacher Education Program; EDU 3311, RDG 3211, and RDG 3421.

**EDU 3312 Humanities Curriculum & Methods 3,3**

Covers content and specific teaching strategies needed for effective instruction in social studies and art in elementary grades 1-8. Integrates technology and language arts across the entire curriculum. Extensive field experiences required.

**EDU 4101 Teacher Education Seminar 1,0**

Major topics addressed will be preparation for the TExES exams needed for certification as a teacher in Texas, resume writing, interviewing skills. Prerequisite: Admission to Teacher Education Program.

**EDU 4215 Assessment in the Elem. Classroom 2,0**

Includes formal and informal assessment, measurement and evaluation of curriculum, teaching strategies and student learning in the elementary classroom. Prerequisite: Admission to the Professional Term.

**EDU 4216 Clsrm Mgmt in Elem School 2,0**

Planning classroom management and discipline strategies for the beginning of the school year. Prerequisite: Admission to the Professional Term.

**EDU 4225 Assessment in the Secondary Clsrm 2,0**

Formal and informal assessment, measurement and evaluation of curriculum, teaching strategies and student learning in the secondary classroom. Prerequisite: Admission to Professional Term.

**EDU 4226 Clsrm Mgmt in the Secondary Schl 2,0**

Planning and classroom management for the beginning of the school year. Prerequisite: Admission to Professional Term.

**EDU 4805 Elem/Early Childhood Student Teaching 8,0**

Supervised observation, participation, and teaching in an elementary/early childhood classroom for 12 weeks. Pass/Fail graded course. Prerequisites: Admission to the Professional Term. Student teaching fee required. Student teaching room and board fee **may** also apply.

**EDU 4825 Middle School Student Teaching 8,0**

Supervised observation, participation, and teaching in a middle school classroom for 12 weeks. Pass/Fail graded course. Prerequisite: Admission to the Professional Term. Student teaching fee required. Student teaching room and board fee **may** also apply.

**EDU 4873 Secondary Student Teaching 8,0**

Supervised observation, participation, and teaching in a secondary classroom for 12 weeks. Pass/Fail graded course. Prerequisite: Admission to the Professional Term. Student teaching fee required. Student teaching room and board fee **may** also apply.

**EDU 41205 Elem/Erly Childhood Stu Teaching 12,0**

Supervised observation, participation, and teaching in an elementary/early childhood classroom for 14 weeks. Pass/Fail graded course. Prerequisites: Admission to the Professional Term. Student teaching fee required. Student teaching room and board fee **may** also apply.

**EDU 41225 Middle School Student Teaching 12,0**

Supervised observation, participation, and teaching in a middle school classroom for 14 weeks. Pass/Fail graded course. Prerequisite: Admission to the Professional Term. Student teaching fee required. Student teaching room and board fee **may** also apply.

**EDU 41273 Secondary Student Teaching 12,0**

Supervised observation, participation, and teaching in a secondary classroom for 14 weeks. Pass/Fail graded course. Prerequisite: Admission to the Professional Term. Student teaching fee required. Student teaching room and board fee **may** also apply.

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*15.04.16 English*

**ENG 1101 Experience of Drama**

Includes attendance at, as well as written and oral interpretation of, performances of selected plays. May be repeated for credit. A student may not be enrolled in ENG 3302 and ENG 1101 concurrently. May be used to fulfill one hour only of the Fine Arts requirement.

**ENG 1300 Fundamentals of Writing**

This course is designed to equip students with essential grammar, composition, and literacy skills. A minimum grade of 'C' is required in this course for progression to ENG 1316. This course may not be used to satisfy core English requirement.

**ENG 1316 Academic Research and Writing 3,0**

Introduction to composition skills and research skills. Emphasis on gathering and using research information to compose a formal 7-10 page research paper. Study of rhetorical structures such as comparison-contrast, classification, cause and effect, definition, metaphor and analogy, and appeal to reason. Six short essays and one research paper are required. Departmental final exam, composing a formal essay in response to one of several selected topics. Prerequisite: Completion for ENG 1300 with a minimum grade of 'C' or satisfactory placement test scores in English.

**ENG 1317 Introduction to Literature 3,0**

This is the entry level course in literature. Emphasis on analyzing the literary components of each of four literary genres: poetry, short story, novel and drama. Critical interpretive skills demanded by each genre are learned and practiced through discussion and composition. One test and one formal analytical paper are required for each genre as well as short analysis and response papers for each genre. Comprehensive final exam which serves as the exit exam for the course, verifying the student is ready to continue on to advanced literary courses. Prerequisite: Completion of ENG 1316 with a minimum grade of 'C'.

**ENG 2301 World Literature: Classicism 3,0**

Major masterpieces of Western World with emphasis upon classical and romantic forms of expression and their relation to philosophic patterns of their day. Prerequisite: ENG 1317.

**ENG 2302 World Literature: Romanticism and Realism 3,0**

Emphasis upon European and American authors associated with the Romantic and Realistic movements of the 19th century. Selections also from 20th century modernism. Covers all literary genres. Prerequisite: ENG 1317.

**ENG 2303 American Literature 3,0**

The course will present a selection of major canonical authors of American Literature from the colonial time period until the mid-twentieth century. Oppositional voices will be introduced in relation to the Canon. The historical and cultural setting for each literary work will likewise be evaluated for its ideological significance. Prerequisite: ENG 1317.

**ENG 2305 Survey of British Literature 3,0**

A survey course designed to cover the major writers of

British literature from the earliest recorded epics to the twentieth century. Features all literary genres. Prerequisite: ENG 1317.

**ENG 2311 Business and Technical Writing 3,0**

Advanced writing skills to meet the challenge of communication in the job market. Prerequisite: ENG 1317.

**ENG 2331 History of the English Language 3,0**

A study of the history and development of the English language from its Indo-European beginnings. Emphasis upon the social and cultural aspects of language in general and of English and its varieties spoken throughout the world. Prerequisite: ENG 1317.

**ENG 3301 The Novel- British 3,0**

An overview of the history and development of the genre. Specific novel techniques explored in class discussions and analyzed in short papers. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3302 Drama 3,0**

A study of dramatic literature where students read, analyze, and respond critically to representative plays from each of the major dramatic periods: Greek, Roman, Medieval, Renaissance, Restoration, Romantic/Realistic, and Modern. Includes a study of the characteristics that distinguish the dramas of these periods from each other. One test and one paper for each unit of study. The comprehensive final verifies the student's mastery of the material. Prerequisite: three credit hours of a 2000 level ENG course in Literature. A student may not be enrolled in ENG 3302 and ENG 1101 concurrently.

**ENG 3303 Short Story 3,0**

Development of the short story. Style, form, interpretation and evaluation of short fiction. Topical, current social and emotional issues discussed in relation to goals of short fiction. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3305 Poetry 3,0**

Poetry as genre. Emphasis on reading and explication of selected poems. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3307 Drama at Stratford 3,0**

A week at the Stratford festival in Ontario, Canada to study and see a minimum of eight plays. Offered during the summer. Additional fee for course paid at time of registration. May be used to fulfill Fine Arts core requirement. May be repeated once for credit. Prerequisite: Three credit hours of a 2000 level ENG course in Literature or consent of the instructor.

**ENG 3308 The Novel-American 3,0**

An overview of the history and development of the genre. Specific novel techniques explored in class discussions and analyzed in short papers. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3309 Modern Fiction 3,0**

A study of the evolution of the Modern literary movement through an overview of the movements and texts immediately preceding this period. Emphasis is placed on the examination of the major authors and texts of the Modern movement through reading, analysis, discussion, and composition of critical responses to these major authors and texts. Students complete two tests, a comprehensive final and two papers. Prerequisite: a 2000 level survey course in Literature (ENG 2301, 2302, 2303, or 2305).

**ENG 3310 English Internship**

Supervised on-the-job experience in publishing or other professional-writing sectors, including nonprofit organizations. Over the course of one semester, students provide at least 150 hours of service and produce a writing portfolio. May only be used once to fulfill ENG credit; may be repeated once for elective credit. Prerequisites: 3.0 GPA in English; junior- or senior-level standing; and approval of the director of the English major.

**ENG 3311 Advanced Writing 3,0**

The study of clear, graceful, and stylistic essay writing in functional, pragmatic, real-life situations. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3316 Creative Writing: Fiction 3,0**

Students will be expected to produce a portfolio of four original pieces of creative writing, critique the writing of others, and prepare a manuscript for publication or submission to a literary contest. In-class writing exercises will be used to learn various techniques and aspects of creative writing. While many types of writing will be examined, emphasis will be on short stories. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3317 Creative Writing: Poetry 3,0**

Students will be expected to produce a portfolio of seven original poems, critique the poetry of others, and prepare a poem for publication or submission to a literary contest. In-class writing exercises will be used to learn various techniques and aspects of writing poetry. While fixed form poems will be examined, emphasis will be on free verse. Prerequisites: A 2000 level ENG course in Literature.

**ENG 3323 Shakespeare 3,0**

Reading and interpretation of major Shakespearean plays, emphasizing the playwright's artistic development, social context, and use of

characterization and imagery. Prerequisite: Three hours of any sophomore literature survey course and three upper-level credit hours in Literature.

**ENG 3325 Women and Marginalized Studies 3,0**

This course provides an in-depth study of the theories of exclusion and discrimination based on categories of race, gender, and class. Then these theories are put into practice as literary works which manifest such discrimination are studied.

**ENG 3341 Hispanic Writers of the U.S. 3,0**

Writings by and about Hispanic writers of the United States. All of the readings will be made available in English and the class will be taught in English. Cross-listed as SPN 3341. Prerequisite: A 2000 level ENG course in Literature.

**ENG 4302 Sem on Women Wrtrs of the 19th Century 3,0**

A study of the American women writers, primarily in the genre of the novel spanning the time period from the late 18th century through the mid 20th century. This course will trace the development of narrative fiction produced by diverse women in differing historical time periods and shaped by differing cultural circumstances. The course will also explore reasons why this body of female-authored work was either lost or devalued by the patriarchal canon-builders until such time as these novels were rediscovered and legitimized by feminist scholars of the 1970's.

**ENG 4303 Major Ethnic Writers of the U. S. 3,0**

A study of the American women writers, primarily in the genre of the novel spanning the time period from the late 18th century through the mid 20th century. This course will trace the development of narrative fiction produced by diverse women in differing historical time periods and shaped by differing cultural circumstances. The course will also explore reasons why this body of female-authored work was either lost or devalued by the patriarchal canon-builders until such time as these novels were rediscovered and legitimized by feminist scholars of the 1970's.

**ENG 4304 The Bible as Literature 3,0**

A study of the Bible as a literary work. Prerequisite: Three credit hours of a 2000 level ENG course in Literature. Note: This course will not fulfill the core requirement for Religion.

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**ENG 4306 King Arthur 3,0**

A study of the evolution of Arthurian literature, in both pseudo-histories and fictions, from seventh century records to present day texts. Students track the development of the Arthur legend and critically evaluate major texts by reading, analyzing, discussing, and composing short response papers and formal papers in response to these texts. Students complete

two tests, three papers, and a comprehensive final.  
Prerequisite: a 3000 level English course in literature.

**ENG 4307 Introduction to Literary Criticism 3,0**

A survey of the development of western literary criticism from Greek and Roman to twentieth century theories. Students read, analyze, and discuss each critical theory, and compose formal and informal critical responses to specified literary texts using each of the critical theories studied. Students complete three tests, two papers, a variety of critical response exercises, and a comprehensive final. Prerequisite: a 2000 level survey course in Literature (ENG 2301, 2302, 2303, or 2305).

**ENG 4308 Chaucer: The Canterbury Tales 3,0**

The language and literature of Chaucer's "Prologue" and selected Canterbury Tales. Prerequisites: A 2000 level Literature course and standing as a second-term junior.

**ENG 4311 Am. Women Writers of the 19th Century**

This course provides an in-depth study of twelve American novels authored by twelve American women in different historical time periods and under different circumstances of class and race. Elements of the study include the rescue of these female voices from literary obscurity, an examination of the reasons and causes why these female-authored narrative texts had been devalued or destroyed or ignored by the dominant culture, and how their emergence has affected/changed the American literary canon.

**ENG 4312 Brit. Wmn Wrtrs of the 19th Cent: Jane Austen**

This course provides an in-depth study of Jane Austen's six novels in the context of the Regency period. Elements of the study include the development of Austen's art as a novelist, the history and culture of the time period as these affected the production of her novels, and the wide variance among the film adaptations of her novels.

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*15.04.17 Environmental Science*

**ESC 1302 Intro to Environmental Science 3,0**

An overview of earth environments (physical, geological, hydrologic, atmospheric, biological) and their interactions; modifications (use and misuse) of the physical environment; current environmental issues. NOTE: This course may not be used to satisfy natural science lab requirements in the core.

**ESC 2301 Envir. Writing & Reg. Compliance 3,0**

Principles of scientific and technical writing applied to applications, reports, proposals, and other types of written technical communication required by state and

federal environmental regulations. Prerequisite: ENG 1316 .

**ESC 3303 Environmental Law 3,0**

The origins, politics, policies, and enforcement of environmental law. Prerequisites: Nine hours in the social/natural sciences from the Environmental Science Major or consent of the instructor. NOTE: This course may not be used to satisfy natural science core requirements.

**ESC 3306 Natural Resources Conservation and Planning 3,0**

Ecological, political, and economic factors which influence natural resource and land-use decision making; appraisal of alternative strategies to cope with conservation issues in the areas of water, energy, forest, wildlife and soils; regional planning in 21st century. Cross-listed as GRG 3306. NOTE: This course may not be used to satisfy natural science core requirements. Prerequisite: Three credit hours of GRG, ECO, or GOV and three credit hours of natural science.

**ESC 3330 Environmental Modeling 3,0**

Design and application of modeling techniques using system dynamics and computer software. Prerequisites: MTH 1351 or math placement at a higher level and 6-8 credit hours of natural science and/or math beyond the core requirements. This course may not be used to satisfy natural science requirements.

**ESC 3402 Environmental Chemistry 3,4**

A study of the chemical principles and reactions that govern the behavior of both natural environmental systems and anthropogenic compounds important to the quality of the environment. Sampling methods, instrumentation and data analysis will be emphasized. Prerequisites: CHE 1402, MTH 1351, or math placement at a higher level. Cross-listed as CHE 3402

**ESC 3403 General Ecology 3,2**

A study of those factors which affect the abundance, biodiversity and distribution of organisms. Includes ecological theory, mathematical modeling, natural history and field techniques. Prerequisite: BIO 1401 or BIO 1402 or BIO 2403 or consent of instructor. Cross listed as BIO 3403.

**ESC 4310 Environmental Science Internship**

Students will participate in an on-the-job environmental work experience under the direct supervision of professionals in a corporation or government agency. A senior level course for environmental science majors only. Instructor approval required. Graded on a Pass/Fail basis.

**ESC 4311 Research in the Environmental Sciences 3,0**

Student will pursue an environmental topic or issue through library, field and laboratory investigations as well as data collection, analysis and a final presentation consisting of a written paper and a poster/seminar session. Prerequisite: Completion of at least 15 of the upper-level hours in the BA/BS Environmental Science curriculum.

*15.04.18 German*

**GER 1401 German I 4,0**

Introduces the German language and culture by providing practice in listening, speaking, reading and writing, with a firm foundation in the basic elements of German grammar. Students become familiar with contemporary life and culture of the three main German-speaking countries.

**GER 1402 German II 4,0**

A continuation of GER 1401. Prerequisite: GER 1401

*15.04.19 Geography*

**GRG 1311 Principles of Geography 3,0**

A geographic overview of basic Physical Systems (landforms, climate, vegetation...) and Human Systems (cultural geography, political geography, medical geography, geography of sports...) and their interactions at international, national, and local levels.

**GRG 1312 World Regional Geography 3,0**

A broad environmental/cultural survey of major world realms: The "developed" areas of the U.S., Canada, Europe, Russia, Australia, and Japan and the "developing" world of Black Africa, Latin America, Mid-East, and Asia; appraisal of those factors (education, health, industry) necessary to promote development.

**GRG 3306 Nat Resources Conserv & Planning 3,0**

Ecological, political, and economic factors which influence natural resource and land-use decision making; appraisal of alternative strategies to cope with conservation issues in the areas of water, energy, forest, wildlife and soils; regional planning in 21st century. Cross-listed as ESC 3306. NOTE: This course may not be used to satisfy natural science core requirements. Prerequisite: Three credit hours of GRG, ECO, or GOV and three credit hours of natural science.

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*15.04.20 Geology*

**GLG 1101 Urban Geology**

Investigation of the effect of urbanization on land and human values from the viewpoint of geology.

**GLG 3301 Geology 3,0**

The earth from the perspective of physical and historical geology. Two Saturday field experiences required. Extra fee for field experience transportation to be paid at time of registration. Not available for audit. Prerequisite: Three credit hours of a physical science.

**GLG 3302 Geology Field Techniques 3,0**

Interpretation of field data to generate maps of surface and subsurface geology. Extensive use of the Brunton compass, aerial photographs, and field analyses. Prerequisite: GLG 3301.

*15.04.21 Government*

**GOV 1303 Intro to American Government 3,0**

A survey of essential features of American federal, state, and local governments. Topics include the U.S. and Texas constitutions, federalism, civil rights and civil liberties, linkage institutions, and political institutions.

**GOV 1305 Texas State Government 3,0**

This course is designed to place the concept of state citizenship in a contemporary context in order to understand the complexities of state governance (the framing of policy problems and the proposal of policy solutions). Students will be asked to put themselves in the roles of policy analysts in an attempt to uncover the rationales for public policy making used by institutional actors, private actors such as the media, interest groups and political parties, and those affected by particular policies.

**GOV 2301 Public Policy 3,0**

An introduction to the discipline of policy analysis. Explores who is responsible for making public policies, how choices are made, what kinds of tools are at the disposal of policy makers, and how their effectiveness can be enhanced. Also explores the various models of policy analysis. Theories and concepts illustrated by investigating current policy efforts in areas such as health, civil rights, poverty and welfare, education, defense, and tax policy. Prerequisite: GOV 1303.

*15.04.22 Greek - Amended*

**GRE 2311 Greek I 3,0**

Fundamentals of Greek using Koine and Classical approaches. Prerequisite: One year of college-level foreign language study (such as LAT 1301-1302) or two years of high-school level foreign language study, or consent of instructor.

**GRE 2312 Greek II 3,0**

Continuation of GRE 2311, with reading in Greek New Testament. Prerequisite: GRE 2311.

**GRE 3215 4215 Advanced Greek Readings 2,0**

For those who have satisfactorily completed the basic Greek grammar courses. Selections will be drawn from the New Testament, the Greek Old Testament (the Septuagint) and other Greek literature. Prerequisite: GRE 3314. May be repeated for credit when readings are varied.

**GRE 3313 Greek III 3,0**

Reading in the New Testament and Hellenistic Greek with correlated grammar review. Prerequisite: GRE 2312.

**GRE 3314 Greek IV 3,0**

Readings in the New Testament and in Classical Greek with survey of comparative grammar. Prerequisite: GRE 3313.

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*15.04.23 Healthcare Administration***HCA 2301 Science Essentials for HCA Professionals 3,0**

Taught from an applications perspective, this course presents three fields of science important and useful to the healthcare administration professional. The course of study will include aspects of anatomy and physiology, microbiology, and epidemiology to promote provision of a safe, efficient, and effective healthcare environment.

**HCA 3305 Eldercare 3,0**

Provides the student with an understanding of the administrative principles and processes necessary to effectively manage the operational affairs of a long-term health care facility or organization while providing insights into regulatory and licensing issues adequate to deal with administrative decision-making as framed by those constraints.

**HCA 3311 Consumer Issues in Healthcare 3,0**

This course develops critical thinking skills related to evaluation of health information and the resultant decisions regarding health care. In this context, health factors to be considered may be derived from any area of the human health experience including environmental, physical, social, intellectual, spiritual, and emotional domains. The learner will identify health issues, identify sources of health information regarding those issues, and evaluate the quality of that health information. In addition, the learner will identify and assess information related to some public health issues from the local, state, national, and global levels and the related effects of consumer behavior.

**HCA 3312 Mgmt Essentials in Healthcare Admin 3,0**

This course provides the student with the foundational concepts of management with functional applications in the healthcare setting.

**HCA 3315 Quality Management in Healthcare 3,0**

This course provides the student with the foundational concepts of quality management in healthcare with functional applications.

**HCA 3330 Information Tech in Healthcare 3,0**

This course examines the rapidly changing role of computers and information systems as key decision support and critical operations facilitation resources in the management of healthcare organizations. The course establishes a framework for understanding the requisite elements of a properly chosen, effectively implemented, and efficiently utilized healthcare information system. Client-server, central mainframe, thin desktop client, and mini-mainframe system architecture are reviewed, and students will develop an information system RFP, installation strategy, and operational plan for a hypothetical healthcare organization.

**HCA 3341 Essentials of Healthcare Ethics 3,0**

This course presents students with the opportunity to explore current healthcare ethical dilemmas, consider personal bias, and explore the formulation of Christian responses in difficult healthcare situations. Prerequisite: REL 3333 Introduction to Christian Ethics.

**HCA 3345 Marketing Mgmt in Healthcare 3,0**

This course provides the student with necessary skills to promote healthcare services and products. Organizations and reimbursement methodologies for community healthcare resources will be explored, as well as marketing principles, concepts, and operations. These concepts are applied to healthcare marketing strategies. Marketing plans and focus groups are examined in detail.

**HCA 3360 – Principles of Healthcare Finance 3,0**

This course provides foundational instruction in the practices and responsibilities of the finance function in the healthcare organization and a beginning look at the manager's role in the use of financial information.

**HCA 4340 Legal Aspects of Healthcare Admin 3,0**

This course presents an overview of the legal issues important to the healthcare manager, and provides students with a basic working knowledge of health law. Students are provided with the basic elements of health law and its application to the real world. Prerequisites: Upper-level standing.

**HCA 4360 Healthcare Finance Issues 3,0**

This course provides an overview of advanced financial management in healthcare organizations, including managed care. Prerequisite: HCA 3360 Principles of Healthcare Finance.

**HCA 4365 Managing the Healthcare Org 3,0**

This course is intended to provide the student with advanced concepts and applications of the management process in a healthcare organization.

### **HCA 4370 Healthcare Economics 3,0**

Built upon both financial management principles and theories of micro- and macro-economics, this senior level study of healthcare economics provides a framework for the healthcare manager to analyze the healthcare marketplace and assess potential for profitability. Prerequisites: ECO 2301 and ECO 2302. This course is cross-listed as ECO 4370.

### **HCA 4380 Management of Medical Practices 3,0**

This senior level course, built upon foundational HCA finance and management concepts, develops collective business skills specific to the management of professional medical group practices with emphasis on physician groups in the ambulatory care setting. In addition to the intricate relationships among health care professionals who work together, the environment of patient care of professional practices includes complex associations with community hospitals, academic medical centers, and research programs. The learner will identify regulatory issues, risk management issues, taxation issues, and managed care issues important in this setting. In addition, the learner will apply foundational skills to this business setting. Pre-requisites: HCA 3360 and **one** HCA Management course.

### **HCA 4410 Healthcare Admin Practicum 4,0**

Capstone course for the student majoring in Healthcare Administration. The student is provided actual managerial experience in a healthcare setting. The course is project-oriented, and requires 60 hours of time over a 15-week term dedicated to the practicum setting. Pre-requisites: Course taken in last term of degree program. May be combined with no more than two other HCA courses.

#### *15.04.24 Hebrew*

### **HEB 3401 Biblical Hebrew I 4,0**

The script, vocabulary, and structure of Biblical Hebrew. Prerequisite: One year of college-level foreign language study.

### **HEB 3402 Biblical Hebrew II 4,0**

Continuation of HEB 3401. Prerequisite: HEB 3401.

### **HEB 4201 Hebrew Bible Readings**

Continued practice in reading and translating sections of the Hebrew Bible, with review of grammar. This class may be repeated for credit. Prerequisite: HEB 3402.

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#### *15.04.25 History*

### **HIS 1301 U.S. History to 1877 3,0**

A survey of U.S. history to 1877, relating events of the past to current areas of American life. Origins and development of economic, social, and cultural trends; territorial and political growth.

### **HIS 1302 U.S. History from 1877 3,0**

A survey of U.S. history from the Reconstruction Era to the present. Emphasis on economic cycles, political issues, social and cultural change, and emergence of the United States as a world power.

### **HIS 2201 Historical Methods 3,0**

The methods and skills of the history discipline; historiography and historical criticism.

### **HIS 2306 Race and Ethnic Relations 3,0**

Emphasis on race and ethnic relations as a national concern with emphasis on these concerns in the Southwest. Cross-listed as SOC 2306. Prerequisite: SOC 1301 or HIS 1301 or HIS 1302.

### **HIS 2321 Western Civilization to 1715 3,0**

The political, philosophical, cultural, and economic trends of the western world to about 1715.

### **HIS 2322 Western Civilization from 1715 3,0**

A survey of the main developments of western civilization from about 1715.

### **HIS 3301 History of Mexico 3,0**

Mexico from the pre-Columbian period to the present. Prerequisite: Three credit hours of history.

### **HIS 3304 The History and Culture of the Mexican American 3,0**

An analysis of the history and culture of the Mexican American people. Prerequisite: Three credit hours of history. Cross-listed as SOC 3304.

### **HIS 3308 Asian History and Culture**

This course provides an overview and analysis of the history of the Asian continent. It examines the interaction among peoples of different genders, national origins, races and cultures, and how such interaction has shaped Asian societies. Prerequisite: Three credit hours of history.

### **HIS 3311 Texas History 3,0**

Political, social, economic, and cultural development of Texas. Prerequisite: Three credit hours of history.

### **HIS 3314 Trad and Values of Classical Civ 3,0**

An historical and thematic approach to the contributions of the classical Greek and Roman worlds to Western civilization. Prerequisite: Three credit hours of history.



**HIS 3320 Latin American Seminar 3,0**

Research in current issues and topics in Latin American studies. Prerequisite: HIS 3304.

**HIS 3321 International Relations Since 1919 3,0**

An analysis of world events since 1919 that affected relations between nations including wars; peace negotiations; economics, intellectual, and social crisis; and attempts at international cooperation. Prerequisite: Three credit hours of history.

**HIS 3341 The Civil War Era 3,0**

An analysis of the major events leading to the outbreak of the American Civil War, wartime politics in both the Union and Confederacy, military aspects of the war, and the economic, social, and political aspects of the Reconstruction Era. Prerequisite: Three credit hours of history.

**HIS 3342 The American West 3,0**

A survey of the history of the American frontier from the colonial period to the present, emphasizing the frontier experience and its impact on the nation. Prerequisite: Three credit hours of history

**HIS 3343 Post-World War II America 3,0**

An analysis of the cultural, social and political history of the United States from the end of World War II to the end of the Cold War. Prerequisite: Three credit hours of history.

**HIS 3354 History of Christianity 3,0**

An overview of the history of Christianity from the New Testament era to the present. The course will focus on the central persons, ideas, issues, and events that have shaped the Christian Church and its worship, doctrine, ethics, organization, and mission. Prerequisite: REL 1301. Cross-listed as REL 3354.

**HIS 4101 Senior Thesis Continued**

This course allows a student to complete the research, writing, and presentation of the Senior Thesis, HIS 4201. This course may be taken only once. If a student receives an "F" for HIS 4201 and No Credit for HIS 4101, that student will have to retake HIS 4201. Graded as "Credit" or "No Credit."

**HIS 4201 Senior Thesis 2,0**

The Capstone course for history majors comprised of a personally designed research program that culminates in a journal quality research paper. Prerequisites: HIS 2201 Historical Methods and at least six hours of upper-level HIS coursework.

**HIS 4310 History Internship 3,0**

Supervised on-the-job experience and involvement at one of Austin 's museums, libraries, archives, agencies or businesses. Interns will work with professionals in the history field. Prerequisites: Junior or senior

standing, 3.00 GPA in the major, 2.50 cumulative GPA and a grade of C or better in HIS 2201 Historical Methods, and at least six hours of upper-level HIS coursework. May be repeated once for credit as a history elective.

**HIS 4360 Topics in History 3,0**

A seminar style examination, discussion, and analysis of a historical issue, time period, person, or group. Prerequisite: At least 6 upper-level hours in History.

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*15.04.26 Human Resource Management***HRM 3305 Legal Concepts in H.R. Management 3,0**

Presents the legal environment, particularly as it pertains to the HR profession from the perspective of the professional non-lawyer.

**HRM 3310 Financial Budgetary Issues in Human Resource Management 3,0**

Designed to acquaint the student with the vital role of capital resources within any organization. After developing awareness of the critical role of capital, the course is designed to develop an understanding of the functions of working capital management, capital budgeting, and long-term financing. It is recommended that students have completed ACC 2302, Managerial Accounting, before taking this course. Cross-listed as BUS 3360.

**HRM 3315 Training and Development 3,0**

Studies needs analysis, training program design, communicating objectives and goals, interrelating with media, teaching, facilitating education, acting as a change agent, administering and evaluating programs.

**HRM 3320 Compensation and Benefits 3,0**

Looks at compensation models that provide an integrating framework for the HR professional. Major compensation issues are discussed in the context of current theory, research, and practice.

**HRM 3325 Labor Relations 3,0**

Studies internal labor markets, compensation, and unions looking at labor markets/supply/demand, education and job training, real wage rates, productivity and inequality, discrimination, equal employment opportunity, unemployment, and the world economy's effect on workplace and workers.

**HRM 3330 Organizational Staffing/Selection 3,0**

Challenges the student to develop a working knowledge of staffing system models, economic conditions, labor markets, and labor unions' influence on staffing.

**HRM 3335 Critical Thinking and Problem Solving in H.R. Mgmt. 3,0**

Equips the individual with critical thinking skills.

**HRM 3345 Fundamentals of H.R. Management 3,0**

Highlights those functions of human resource management identified by the Society for Human Resource Management (SHRM) such as employment, training, benefits, etc.

**HRM 3350 Overview of Conflict Resolution 3,0**

An introduction to the theories and uses of conflict resolution. This course will introduce the relevance of conflict resolution in the field of Human Resources.

**HRM 3355 International Human Resource Management 3,0**

Basic HR principles and guidelines apply when working with all people, but the quickly-growing global workplace brings more complex and ever evolving challenges. Coursework and discussions will focus on these differences as they apply to companies with employees in multiple global locations as well as to companies whose employees come from international backgrounds. Prerequisite: HRM 3345.

**HRM 4315 Strategic Management in Human Resources 3,0**

Designed as a capstone course for students pursuing the Human Resource Management Degree at Concordia University Texas. The course is intended to require participants to integrate knowledge gained from the HRM courses required in the degree major. Students will review and apply strategic HRM concepts and issues related to the HR profession (staffing, training, development, compensation, benefits, law, organizational design, high performing teams, diversity, etc.). Prerequisite: Student must have completed all course requirements for the major, to register for this course, or receive the permission of the Director of the Human Resource Management program.

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*15.04.27 Kinesiology - Amended***KIN 1190 Practicum in Athletic Training I**

A laboratory based course to teach and evaluate clinical proficiencies in Athletic Training. Proficiencies include locating anatomical landmarks, taping, basic injury care, preventative padding and bracing, and training room procedures.

**KIN 1191 Practicum in Athletic Training II**

A practicum course to teach and evaluate clinical proficiencies in Athletic Training. Proficiencies for this course include: identification of emergency situations, splinting, environmental conditions, risk management, and proper documentation. Prerequisite: KIN 1190.

**KIN 1132 Racquet Sports (Skill) 0,2**

Basic rules and fundamental skills of badminton,

racquetball, and tennis taught through participation. May not be repeated for credit.

**KIN 1133 Basketball/Softball (Skill) 0,2**

Basic rules and fundamental skills of each activity taught through participation. May not be repeated for credit.

**KIN 1134 Bowling/Archery (Skill) 0,2**

Basic rules and fundamental skills of each activity taught through participation. Students must pay bowling fees. May not be repeated for credit.

**KIN 1136 Golf/Volleyball (Skill) 0,2**

Basic rules and fundamental skills of each activity taught through participation. Students must pay golf fees. May not be repeated for credit.

**KIN 1137 Introduction to Martial Arts (Skill) 0,2**

An activity course designed to develop and enhance movement skills in Judo, Karate, and Tai Kwon Do. May not be repeated for credit.

**KIN 1139 Table Tennis/Pickle Ball (Skill) 0,2**

Addresses the five components of skill-related fitness. The development of agility, speed, quickness, coordination and power are necessary for a balanced fitness regimen. Student participation is key to the success of any skill-based activity course, as repetition is the cornerstone of acquiring sports skills. The skill components of table tennis and pickle ball are transferable and reinforce the learning of the skill component. May not be repeated for credit.

**\*\*\*Any Intercollegiate Sport may be used to fulfill either the Fitness or Skill requirement for Physical Education.\*\*\***

**KIN 1140 Intercollegiate Golf – Women\*\*\***

Credit awarded to those who participate in the entire season of intercollegiate golf. May be repeated for credit.

**KIN 1141 Intercollegiate Basketball – Men\*\*\***

Credit awarded to those who participate in the entire season of men's intercollegiate basketball. May be repeated for credit.

**KIN 1142 Intercollegiate Tennis – Men\*\*\***

Credit awarded to those who participate in the entire season of men's intercollegiate tennis. May be repeated for credit.

**KIN 1143 Intercollegiate Baseball – Men\*\*\***

Credit awarded to those who participate in the entire season of men's intercollegiate baseball. May be repeated for credit.

**KIN 1144 Intercollegiate Golf – Men\*\*\***

Credit awarded to those who participate in the entire season of intercollegiate golf. May be repeated for credit.

**KIN 1145 Intercollegiate Cross Country – Men\*\*\***

Credit awarded to those who participate in the entire season of intercollegiate cross country. May be repeated for credit.

**KIN 1146 Intercollegiate Cross Country – Women\*\*\***

Credit awarded to those who participate in the entire season of intercollegiate cross country. May be repeated for credit.

**KIN 1147 Men’s Intercollegiate Track & Field**

Activity course designed to provide students with the opportunity to develop and/or improve their existing psychomotor skill abilities in the events of track and field. Students will practice the movement patterns of the various events and become competent in the execution of those skills. Additionally, students will be exposed to instructional methodologies used in the teaching of track and field. Prerequisite: Consent of instructor.

**KIN 1157 Women’s Intercollegiate Track & Field**

Activity course designed to provide students with the opportunity to develop and/or improve their existing psychomotor skill abilities in the events of track and field. Students will practice the movement patterns of the various events and become competent in the execution of those skills. Additionally, students will be exposed to instructional methodologies used in the teaching of track and field. Prerequisite: Consent of instructor.

**KIN 1151 Intercollegiate Basketball – Women\*\*\***

Credit awarded to those who participate in the entire season of women's basketball. May be repeated for credit.

**KIN 1152 Intercollegiate Tennis - Women \*\*\***

Credit awarded to those who participate in the entire season of women's tennis. May be repeated for credit.

**KIN 1153 Intercollegiate Softball - Women \*\*\***

Credit awarded to those who participate in the entire season of women's softball. May be repeated for credit.

**KIN 1154 Intercollegiate Soccer – Women\*\*\***

Credit awarded to those who participate in the entire season of intercollegiate soccer. May be repeated for credit.

**KIN 1155 Intercollegiate Soccer – Men\*\*\***

Credit awarded to those who participate in the entire season of intercollegiate soccer. May be repeated for credit.

**KIN 1156 Intercollegiate Volleyball – Women\*\*\***

Credit awarded to those who participate in the entire

season of women's volleyball. May be repeated for credit.

**KIN 1160 Co-Ed Cheerleading**

Activity and skill course to develop and/or improve existing psychomotor skill abilities, including; stunting, tumbling, arm placements, chants, cheers, dance and instructional methodologies used in teaching cheerleading skills. Prerequisite: Consent of the instructor. May be repeated for credit.

**KIN 1171 Aerobics/Dance (Fitness) 0,2**

Rhythmic movement activity involving aerobic, folk, and square dancing. Taught through participation. May be repeated for credit.

**KIN 1174 Phys Fitness & Conditioning (Fitness) 0,2**

An activity course that includes exercises designed to improve levels of physical fitness, particularly in the areas of cardiovascular endurance, muscular endurance, strength and flexibility. Course meets for ten weeks only, for three hours per week. May be repeated for credit.

**KIN 1176 Wt. Training & Conditioning (Fitness) 0,2**

An activity course designed to develop and enhance muscular strength and endurance. May be repeated for credit.

**KIN 1177 Aerobic Walking (Fitness) 0,2**

Addresses the components of health-related fitness. The development of cardiovascular endurance, muscular endurance, body composition and flexibility are necessary for a balanced fitness regimen. Student participation is key to the success of any activity course, and walking is a classic learning environment for the appreciation of fitness as improvement is rapid and the basic movements necessary to master the activity are pre-existing. May be repeated for credit.

**KIN 1201 Officiating Team Sports 2,0**

Rules and rule interpretation of major team sports; practical experience in officiating. Note: Does NOT count for core physical education requirements.

**KIN 1302 First Aid and Safety 3,0**

Safety in prevention of injuries; first aid treatment, including CPR, emergency care and treatment of injury with special emphasis on playground and school injuries. Note: Does NOT count for core physical education requirements.

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**KIN 2190 Practicum in Athletic Training III**

A practicum course to teach and evaluate clinical proficiencies in Athletic Training. Proficiencies for this course include lower body evaluation, nutrition,

weight management, ergogenic aids, eating disorders, infection control, and psychological aspects of injury. Prerequisite KIN 1191.

#### **KIN 2191 Practicum in Athletic Training IV**

A practicum based course to teach and evaluate clinical proficiencies in Athletic Training. Proficiencies for this course include evaluation of injuries of the: shoulder, elbow, wrist/hand, ribs/spine, thorax/abdomen, face and head. Additionally, there will be one proficiency on basic pharmacology. Prerequisite KIN 2190.

#### **KIN 2301 Personal and Community Health 3,0**

Personal health problems, venereal disease, AIDS, birth control, cancer, heart diseases, nutrition, fitness, mental health, family living, and community and consumer health. Prerequisite: Sophomore standing or consent of instructor. Note: Does NOT count for core physical education requirements. Note: If a student presents a medical doctor's letter that precludes participation in activity courses, KIN 2301 will be allowed in lieu of the three one hour KIN courses in the core.

#### **KIN 2302 Introduction to Physical Education 3,0**

Overview of the foundations of physical education and various careers available in this field. Note: Does NOT count for core physical education requirements.

#### **KIN 2303 Thry & Application of Phys Fitness 3,0**

A study of the various theories of human physical fitness and their application in forming conditioning protocols. An acceptable fitness profile, through in-class conditioning, is to be developed and fitness testing field experience is required. Note: Does NOT count for core physical education requirements.

#### **KIN 2320 Adult Personal & Community Wellness 3,0**

Components of health-related fitness will be addressed through readings and activities. Personal fitness assessments will be made periodically. Personal and community health issues will also be addressed.

#### **KIN 2330 Prev & Treatment of Movement Injuries**

This class covers the methods and techniques for the treatment and prevention of injuries related to participation in physical activities. Emphasis is placed on injury management procedures, knowledge of movement injuries and conditioning, and taping and bracing procedures.

#### **KIN 2340 Clinical Evaluation of Athletic Injuries I – Lower Body**

Designed to teach the systematic method of evaluation of lower-body conditions and injuries. The course begins with an introduction to the general evaluation process, as well as different types of evaluations.

Progresses to the evaluation of specific muscles, ligaments, and joints.

#### **KIN 2345 Clinical Evaluation of Athletic Injuries II – Upper Body**

A course with dual practicum and lecture components, designed to teach the systematic method of evaluation of upper-body conditions and injuries. The course begins with a review of the evaluation process and progresses to evaluation of specific muscles, ligaments, and joints. In addition to dealing with musculoskeletal injuries, this course will also cover injuries. Prerequisite: KIN 2340.

#### **KIN 3190 Practicum in Athletic Training IV**

A practicum based course to teach and evaluate clinical proficiencies in Athletic Training. Material covered in this course will include indications, contraindications, and proper use of a variety of therapeutic modalities commonly used in athletic training. Prerequisite: KIN 2191.

#### **KIN 3191 Practicum in Athletic Training IV V**

A practicum based course to teach and evaluate clinical proficiencies in Athletic Training. Material covered in this course will include rehabilitation for a variety of orthopedic injuries, as well as development of risk management and injury prevention programs. Prerequisite: KIN 3190.

#### **KIN 3311 Musculoskeletal Anat and Biomechanics 3,0**

The musculo-skeletal system: application of basic mechanical principles in human movement. Note: Does NOT count for core physical education requirements.

#### **KIN 3313 Motor Development and Learning 3,0**

An introduction to the theories of motor learning and skills acquisition. Does NOT count for core physical education requirements. Physiological development of the child in relation to physical performance. Note: Does NOT count for core physical education requirements.

#### **KIN 3315 Org & Admin of Phys Ed & Sport 3,0**

Principles, practices, and procedures in organizing and administering physical education/athletic programs; staffing, facilities, budgeting, equipment, and safety. Note: Does NOT count for core physical education requirements.

#### **KIN 3316 Evaluation in Phys Ed and Sport 3,0**

Principles of measurement and evaluation, elements of statistical techniques appropriate to physical education, criteria for test selection, construction and evaluation of human performance in the cognitive and motor domains. Note: Does NOT count for core physical education requirements.

**KIN 3320 Therapeutic Modalities in Athletic Training**

A course designed to teach the scientific theories underlying, and proper application of therapeutic modalities commonly used in athletic training. The course begins by exploring the basic science of electricity, manual, acoustic, and thermal modalities and progresses to an exploration of their appropriate uses and contraindications. The course will be a combination of lecture and hands-on learning in the athletic training room. Prerequisite: KIN2345.

**KIN 3325 Therapeutic Exercise and Rehabilitation**

A course designed to teach the principles and application of therapeutic exercise in the rehabilitation of athletic injuries. This course also covers the role of exercise in the prevention of musculoskeletal injury as well as techniques for the development of a comprehensive rehabilitation/reconditioning program. Prerequisite: KIN 3320.

**KIN 3334 Psychology of Movement Activities**

This class covers the psychological aspects of movement activities that underline performance. It also covers the intrinsic and extrinsic factors that must be recognized in order to understand, motivate, and evaluate human movement. Note: Does NOT count for core physical education requirements. Cross listed with PSY 3334.

**KIN 3331 Coaching Team Sports 3,0**

An introduction to team sports-history, psychology, rules, skills, equipment, instructional techniques, safety principles, adaptations for the physically disabled, and competitive programs. Note: Does NOT count for core physical education requirements.

**KIN 3332 Coaching Individual Sports 3,0**

An introduction to individual sports-history, psychology, rules, skills, equipment, instructional techniques, safety principles, adaptations for the physically disabled, and competitive programs. Note: Does NOT count for core physical education requirements.

**KIN 3333 Methods of Teaching Phys Ed 3,0**

Methods and techniques for teaching physical education. Learning and practicing the "how to" aspects of teaching physical education. Writing of instructional objectives and lesson plans, principles of organization and class management, and delivery strategies unique to physical education. Note: Does NOT count for core physical education requirements

**KIN 4190 Practicum in Athletic Training VII**

A practicum based course to teach and evaluate clinical proficiencies in Athletic Training. This course will serve primarily as a review for the Texas Athletic Training Licensure Exam. Additional material

covered in this course includes: general medical conditions commonly encountered in athletic training, professional development, and current topics in athletic training. Prerequisite: KIN 3191.

**KIN 4191 Practicum in Athletic Training VIII**

A practicum based course to teach and evaluate clinical proficiencies in athletic training. This final practicum course will prepare students to enter the workforce as a Licensed Athletic Trainer. Additionally, this course will allow students to complete their final internship hours as required by the Texas Department of State Health Services. Prerequisite: KIN 4190.

**KIN 4310 Kinesiology Internship**

Provides students with the opportunity to demonstrate and gain experience building and using diagnostic skills, organization skills, group process skills, and program skills in a community, school or university setting. May be repeated once for credit. Prerequisite: Approval by Director of Kinesiology.

**KIN 4330 Exercise Physiology**

This class is a study of the physiological responses of the body to exercise. Emphasis is on the application of the physiological principles deemed most important for understanding physical training. Prerequisite: BIO 2401 Note: Does NOT count for core physical education requirements.

*15.04.28 Latin***LAT 1301 Latin I 3,0**

This course covers the basic grammatical structure of the language. Readings include selections from the Vulgate and Medieval Church Latin.

**LAT 1302 Latin II 3,0**

This course continues with more advanced grammatical study. Readings include selections from Ecclesiastical Latin and passages from Ovid's *Metamorphoses*.

**LAT 2311 Latin III 3,0**

A continuation of the study of Latin grammar with readings from Cicero, Vergil, Ovid, and from the Vulgate. Prerequisite: Two semesters of college Latin or the equivalent.

*15.04.29 Leadership***LDR 1100 Life and Leadership 1,0**

This course is designed to assist students toward a successful adjustment to college life at Concordia University Texas. Required of all first-time freshman, students will engage in activities that provide opportunities to learn about the many aspects of college life that will help them engage at a higher level in the areas of academics, social interactions, personal wellness, and institutional affinity. In addition,

students will be introduced to the concept of Christian leadership and its application to their lives. Life and Leadership will provide interplay between academic rigor and social/structural activities that can help students in finding success at the college level and in persisting through to their sophomore year and on to graduation.

### **LDR 2301 Leadership Theory and Practice**

This course examines the theories surrounding leadership including servant leadership; gender based issues; teamwork; situations model as well as the practical aspects of leadership. Utilizing texts, novels, popular culture, group projects and presentations, and observation techniques, student will “Learn About Leadership, Practice, Leadership Skills, and Put Leadership into Action.”

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#### *15.04.30 Ministry*

### **MIN 1101 Ministry Preparation 1,0**

A Pass/Fail course required every term for pre-seminary students providing experience and training in personal development, reflecting and spiritual growth, relationship building, Bible study, ministry field experience, career options and related topics.

#### *15.04.31 Mathematics - Amended*

### **MTH 0313 Fundamentals of Mathematics 3,0**

Review of arithmetic and elementary algebra with special emphasis on problem solving. This course does not satisfy the core mathematics requirement. This course will not count toward the total number of hours required for a degree. Credit for MTH 0313 may not be earned by students who have previously received credit for MTH 0320 or a higher Math course with a grade of ‘C’ or better. Graded on a Credit/No Credit basis.

### **MTH 0320 Intermediate Algebra 3,0**

Course content is that of a second year high school algebra course. Designed to provide preparation for core mathematics courses. This course does not satisfy the core mathematics requirements. This course will not count toward the total number of hours required for a degree. Credit for MTH 0320 may not be earned by students who have previously received credit for a higher Math course with a grade of ‘C’ or better. Graded on a Credit/No Credit basis. This is a level 1 course. Prerequisite: MTH 0313 or appropriate placement test scores in math.

### **MTH 1323 Quantitative Literacy 3,0**

Fundamental concepts of logic and mathematics are explored to develop student’s ability to think logically, quantitatively, and mathematically and to help them develop their problem solving abilities. Topics include logic, mathematics of finance, probability and statistics. This is a level 2 course. Prerequisite:

Placement at a level 2 or higher or successful completion of MTH 0320 Intermediate Algebra.

### **MTH 1325 Mathematics for Liberal Arts 3,0**

A survey of topics designed to broaden the mathematical knowledge of students not intending to take pre-calculus or above. Topics include problem solving, algebra, consumer mathematics, probability, statistics and matrices. This is a level 2 course. Prerequisite: Placement at a level 2 or higher or successful completion of MTH 0320 Intermediate Algebra. Accelerated Degree Program use only.

### **MTH 1330 Applied Finite Math**

Application of arithmetic and algebra to business in order to solve supply and demand, break even, maxima-minima, and similar problems. Systems of equations solved by Geometric, Gauss-Jordan elimination, and inverse matrix methods. Many topics of mathematics as it applies to finance and some basic concepts of probability, are also covered. This is a level 2 course. Prerequisite: Placement at a level 2 or higher or successful completion of MTH 0320 Intermediate Algebra. Accelerated Degree Program use only.

### **MTH 1331 Finite Mathematics 3,0**

Applications of algebra to business, matrices, linear programming, simplex method, and derivatives. This is a level 2 course. Prerequisite: Placement at level 2 or higher or successful completion of MTH 0320 Intermediate Algebra.

### **MTH 1332 Applied Calculus 3,0**

Differential and integral calculus with emphasis on business, economics, life sciences and social sciences applications. This is a level 3 course. Prerequisite: Placement at a level 3 or higher or completion of MTH 1331 Finite Mathematics or MTH 1351 College Algebra with a grade of ‘C’ or better.

### **MTH 1341 Probability 3,0**

Topics include permutations, combinations, equally likely outcomes, conditional probability, independence and dependence, mathematical expectations, and binomial distributions. This is a level 2 course. Prerequisite: Placement at a level 2 or higher or successful completion of MTH 0320 Intermediate Algebra.

### **MTH 1351 College Algebra 3,0**

Treatment of the concept of functions and their graphs, with emphasis on polynomial, rational, exponential and logarithmic functions. The Fundamental Theory Theorem of Algebra with application to zeros of polynomials and solutions to equations and inequalities using matrix arithmetic. Partial fraction decomposition. Credit for MTH 1351 may not be earned by students who have previously received

credit for MTH 1352, MTH 1332 or MTH 2401 with a grade of 'C' or better. This is a level 2 course. Prerequisite: Placement at level 2 or higher or successful completion of MTH 0320 Intermediate Algebra.

### **MTH 1352 Pre-calculus 3,0**

Treatment of algebra and trigonometry topics necessary for further study in Calculus I. Topics include linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, trigonometric identities, and applications of trigonometric functions to solutions of triangles, arithmetic of complex numbers, and the polar coordinate system. This is a level 3 course. Prerequisite: Placement at a level 3 or higher or successful completion of MTH 1351 College Algebra with a grade of 'C' or better.

### **MTH 2301 Introduction to Statistics 3,0**

Provides students with the methods and logic necessary to perform elementary statistical analysis. Topics may include descriptive measures, probability, sampling, theory of random variables, binomial and normal distributions, estimation and hypothesis testing, analysis of variance, regression and correlation, and nonparametric methods. This is a level 2 course. Prerequisite: Placement at level 2 or higher or successful completion of MTH 0320 Intermediate Algebra.

### **MTH 2305 Discrete Structures 3,0**

Discrete mathematical structures will be studied emphasizing: Semi-groups, groups, sets, trees, graphs, logic, and combinatorics, all which have computer science applications in data structure, algorithm design and algorithmic analysis and testing. Cross-listed as CSC 2305. Prerequisite: CSC 1302 or MTH 2402 or permission of the instructor.

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### **MTH 2401 Calculus I 4,0**

Review of elementary analysis; concepts of limits, continuity, derivatives and integrals. This is a level 4 course. Prerequisite: Placement at level 4 or completion of MTH 1352 with a grade of 'C' or higher.

### **MTH 2402 Calculus II 4,0**

Extension of concepts of limits, continuity, derivatives and integrals to transcendental functions and to multivariate calculus. Prerequisite: MTH 2401 with a grade of 'C' or higher.

### **MTH 3101 Problem Solving: Alg, Geo, and Trig 1,0**

General problem solving techniques and specific problem solving strategies will be used in solving algebra, geometry, and trigonometry problems. This is a level 3 course. Prerequisite: Placement at level 3

or completion of MTH 1351 College Algebra with a grade of 'C' or better.

### **MTH 3102 Problem Solving: Number Theory 1,0**

General problem solving techniques and specific problem solving strategies will be used in solving number theory problems. This is a level 3 course. Prerequisite: Placement at level 3 or higher or MTH 2401 Calculus I with a grade of 'C' or better.

### **MTH 3103 Problem Solving: Combinatorics 1,0**

General problem solving techniques and specific problem solving strategies will be used in solving combinatorics problems. This is a level 3 course. Prerequisite: Placement at level 3 or higher or completion of MTH 1351 College Algebra with a grade of 'C' or better.

### **MTH 3104 Problem Solving: Misc Problems 1,0**

General problem solving techniques and specific problem solving strategies will be used in miscellaneous problems including recreational problems. This is a level 3 course. Prerequisite: Placement at level 3 or higher or completion of MTH 1351 College Algebra with a grade of 'C' or better.

### **MTH 3301 Mathematics for Elem Teachers I 2,2**

Logic, sets, relations, functions, operations, numeration systems, and elementary number theory. Field experience required. Prerequisites: Admission to Professional Education Program; MTH 1323 Quantitative Literacy or higher.

### **MTH 3302 Mathematics for Elem Teachers II 2,2**

Rational numbers, real numbers, informal geometry, measurement, computers, probability, and statistics. Field experience required. Prerequisite: MTH 3301.

### **MTH 3303 Mathematics for Secondary Teachers I 2,2**

Concepts from 7th and 8th grade mathematics, mathematics of finance, algebra, and geometry are examined using manipulatives. Use of mathematics in modeling our world and techniques for teaching mathematics are emphasized. Prerequisite: Admission to the Professional Education Program and MTH 2402 Calculus II with a grade of 'C' or better.

### **MTH 3304 Mathematics for Secondary Teachers II 2,2**

Concepts from geometry, probability, statistics, trigonometry, analytical geometry, discrete mathematics, and calculus. Use of mathematics in modeling our world and techniques for teaching mathematics are emphasized. Prerequisite: Admission to the Professional Education Program and MTH 3303 Mathematics for Secondary Teachers II with a grade of 'C' or better.

### **MTH 3309 Numerical Analysis 3,0**

Algorithms of numerical analysis are covered. Topics include floating point arithmetic, approximation,

numerical integration and differentiation, solution of nonlinear equations, and solution of ordinary differential equations. Programming assignments will give experience in applying selected algorithms.

Prerequisites: CSC 1302 and MTH 2402 with a grade of 'C' or higher or consent of instructor. Cross-listed with CSC 3309.

### **MTH 3311 Linear Algebra 3,0**

Systems of linear equations, vector spaces, linear transformations, representation of linear transformations by matrices, matrix algebra, and determinates. Prerequisite: MTH 2401 with a grade of 'C' or higher.

### **MTH 3313 Number Theory 3,0**

Divisibility, primes, congruences, quadratic reciprocity, Diophantine equations and simple continued fractions. Prerequisite: Six credit hours of mathematics at or above the level of MTH 1351 College Algebra.

### **MTH 3315 Abstract Algebra 3,0**

The basic concepts of groups, rings, integral domains, fields, isomorphisms, and group homomorphism. Prerequisite: Three credit hours of upper level mathematics.

### **MTH 3316 Geometry 3,0**

The extension of geometry concepts including the study of tessellations, transformations, isometrics, topology, and non-Euclidean geometries. Prerequisite: Six credit hours of mathematics at or above the level of MTH 1351 College Algebra.

### **MTH 3317 Differential Equations 3,0**

Methods of solution to ordinary differential equations, including exponential, complex exponential, Laurent series solutions and Laplace transforms. Applications to simple harmonic motion, mixing problems and logistic problems. Phase portrait analysis and application to predator-prey and soft-spring problems. Prerequisite: MTH 3410 Calculus III with a grade of 'C' or higher.

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### **MTH 3318 Topics in Secondary School Mathematics 3,0**

Topics discussed include applications of mathematics to business statistics (basic concepts), history of mathematics, problem solving using a graphic calculator and a computer, and discrete mathematics (introduction). Prerequisite: MTH 2402 Calculus II.

### **MTH 3325 Real Analysis 3,0**

Construction of the real numbers and rigorous study of their properties, including topological considerations, limits of sequences, continuity and differentiation of functions, the Riemann and Lebesgue integrals, and

the topologies of function spaces. Prerequisite: MTH 3410 Calculus III and one other 3000-level mathematics course with a grade of 'C' or higher.

### **MTH 3330 Mathematical Modeling 3,0**

A course designed to provide students with an introduction to the entire mathematical modeling process. Students will be involved in creative and empirical model construction, in model analysis, and in model research. Prerequisites: MTH 2401 Calculus I with a grade of 'C' or better and completion of the computer literacy requirement.

### **MTH 3341 Theory of Probability**

An introduction to probability at the undergraduate level. Topics include probability spaces, random variable, basic discrete and continuous probability distributions, and conditional probability. Additional topics may include an introduction to multivariate distributions, generating functions, and statement of basic limit theorems of probability.

Prerequisites: MTH 2402 Calculus II (or higher) with a grade of 'C' or higher.

### **MTH 3401 Mathematical Methods-Elem 4,1**

Methods and strategies of teaching: logic, sets, relations, functions, operations, numeration systems, number theory, rational numbers, real numbers, informal geometry, measurement, probability, and statistics. Technology use to support math curriculum is explored. Field experience required. Prerequisites: Admission to Professional Education Program; MTH 1323 Quantitative Literacy or higher.

### **MTH 3403 Mathematical Methods-Sec 4,1**

Concepts and methods/strategies for teaching: 7<sup>th</sup> and 8<sup>th</sup> grade mathematics, mathematics of finance, algebra, and geometry are examined using manipulatives. Concepts from probability, statistics, trigonometry, analytical geometry, discrete mathematics, and calculus are explored and techniques for teaching are emphasized. Technology use to support math curriculum is discussed. Prerequisite: Admission to the Professional Education Program

### **MTH 3410 Calculus III 4,0**

Convergence properties of infinite series and power series, the calculus and geometry of vector-valued functions, the calculus and geometry of multi-variable functions, Divergence Theorem, Green's Theorem and Stokes' Theorem. Prerequisite MTH 2402 Calculus II with a grade of 'C' or higher.

### **MTH 3412 Advanced Calculus for Applications 4,0**

Infinite series, ordinary differential equations, practical differential equations, partial differential equations, and Fourier series. Prerequisite: MTH 2402.

### **MTH 4101 Advanced Problem Solving 1,0**



General problem solving strategies and specific problem solving techniques will be used in solving advanced problems in undergraduate mathematics. Classical problems as well as contemporary problems will be studied at the discretion of the instructor and the interests of the students. Students will prepare for their transition to graduate school or professional employment. Students will reflect on the relation between their faith and their profession. Prerequisite: 9 hours of upper level MTH courses with a grade of 'C' or higher.

### **MTH 4310 Cryptology 3,0**

Applications of abstract algebraic and number theoretic concepts to the science of secure cryptography. Topics include historical ciphers, public-key cryptography, signed messages, secure protocols, and cryptanalysis, especially as these deal with electronic communications. Prerequisite: MTH 3313 Number Theory or MTH 3315 Abstract Algebra and the ability to code algorithms in a computer language.

### **MTH 4317 Partial Differential Equations**

This course introduces the students to the three basic boundary value problems. It covers both the classic Fourier series method for solving the problems, as well as the more modern and flexible finite element method. Prerequisite: MTH 3317 Differential Equations with a grade of 'C' or higher

### **MTH 4330 Complex Analysis**

This course is an introduction to analytic and harmonic functions and complex analysis: Prerequisite(s): MTH 3410 Calculus III with a grade of 'C' or higher

### **MTH 4340 Topology**

This course is an introduction to the central concepts of topology: open and closed sets, continuity, compactness, and separation. Prerequisite(s): MTH 2305 Discrete Structures or 6 hours of upper level mathematics with a grade of 'C' or higher.

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#### **15.04.32 Music - Amended**

**Private Music Lessons - 30 minutes** All private lessons in piano, organ, guitar and voice require consent of instructor.)

**Group Music Lessons – 60 minutes** (No prerequisite. Suggested for the beginning student or the student who needs a refresher course in the instrument of study.)

**MUS 1110 Piano-Keyboard 1,0**

**MUS 1111 Guitar 1,0**

**MUS 1112 Organ-Keyboard 1,0**

**MUS 1115 Woodwind Lessons 1,0**

**MUS 1116 Brass Lessons 1,0**

**MUS 1117 Percussion Lessons 1,0**

**MUS 1118 – Strings**

**MUS 1119 Voice Lessons 1,0**

### **MUS 1124 University Choir 0,3**

Membership determined by audition. Two rehearsals weekly plus performances. Open to all students wishing to participate. Informal audition with director. Concurrent enrollment in voice lessons required or consent of instructor.

### **MUS 1127 Wind Ensemble 1,0**

Open to all students wishing to participate. Informal audition with director. Two rehearsals and one sectional rehearsal each week plus performances. Concurrent enrollment in woodwind lessons.

### **MUS 1128 Instrumental Ensembles 0,3**

Performance-oriented instrumental ensembles: Strings, Brass, Woodwind, Living Praise Band. Prerequisites: Students must be concurrently enrolled in private lessons.

### **MUS 1129 Vocal Ensembles**

Small vocal ensemble performing music from the standard chamber vocal literature. Open to all students with the ability and interest in vocal performance. May be repeated for credit. Prerequisites: concurrent enrollment in Voice lessons, MUS 1124, University Choir, and consent of instructor.

### **MUS 1131 Jazz Ensemble**

Instrumental orientated music ensemble performing standard jazz literature. Open to all students with ability to perform on a standard jazz/band instrument. May be repeated for credit. In the music ministry major, fulfills the large ensemble requirement. Students must be concurrently enrolled in music lessons or consent of instructor.

### **Private Music Lessons - 60 minutes**

**MUS 1210 Piano-Keyboard 2,0**

**MUS 1211 Guitar 2,0**

**MUS 1212 Organ-Keyboard 2,0**

**MUS 1215 Woodwind Lessons 2,0**

**MUS 1216 Brass Lessons 2,0**

**MUS 1217 Percussion Lessons 2,0**

**MUS 1219 Voice Lessons 2,0**

**MUS 1218 Strings 2, 0**

### **MUS 1332 Music Fundamentals 3,0**

Basic concepts of notation, rhythm, melody, harmony and form developed through performance, composing, and listening.

**MUS 1333 American Popular Music 3,0**

Survey course of popular music in American culture from inception to present day. Styles for listening and study include: blues, jazz, rhythm and blues, rock and roll, country, punk, reggae, disco.

**MUS 2115 Woodwind Methods**

An introduction to the study of woodwind instruments: flute, clarinet, saxophone and oboe. The fundamentals of playing each instrument will be emphasized and the student will learn effective teaching techniques for practical application in a teaching environment. A lab is required. Prerequisite: Music Theory I or consent of instructor.

**MUS 2120 String Methods**

An introduction to the study of string instruments: violin, viola, cello and double bass. The fundamentals of playing each instrument will be emphasized and the student will learn effective teaching techniques for practical application in a teaching environment. Prerequisite: Music Theory I or Consent of Instructor.

**MUS 2118 Aural Skills I 1,0**

Building sight singing skill, aural awareness, and the ability to identify errors in rhythms and melodies. Students must be concurrently enrolled in MUS 2334 Music Theory I.

**MUS 2119 Aural Skills II** Continuation of MUS 2118. Expansion of sight singing skill, aural awareness, including two-part melodic dictation and ability to recognize chords in harmonic progressions in major and minor modes. Prerequisite: MUS 2118 Students must be concurrently enrolled in MUS 2335 Music Theory II.

**MUS 2214 Basic Conducting Techniques 2,0**

Choral and instrumental conducting including laboratory and performance experiences. Prerequisite: Music Theory I or Consent of instructor.

**MUS 2234 Music Technology**

Techniques and resources for music rotation, production and synthesis. Beginning with the understanding of the applicable models, we move to an understanding of current industry-standard practices and their best fit within a musical program. Prerequisite: MUS 2334 Music Theory I or permission of the instructor.

**MUS 2334 Music Theory I 3,0**

Principles of harmony: triads, part writing, non-harmonic tones, harmonization, seventh chords, secondary dominants and modulation taught through analysis and composition. Prerequisite: Music

Fundamentals, Theory Entrance exam or Consent of the Instructor.

**MUS 2335 Music Theory II 3,0**

Continuation of MUS 2334, including expanded chords, sixth chords, borrowed chords and melodic development. Prerequisite: Successful completion of MUS 2334 Music Theory I.

**MUS 2340 History of Jazz 3,0**

A survey of jazz history from its origins to present day.

**MUS 2350 Intro to World Music and Culture 3,0**

Examination of a variety of musical traditions from around the world. Course will be taught from an ethnomusicological perspective, focusing on music as an extension of artistic, cultural, economic, social, political and religious contexts. Course study will concentrate not only on the *what* of music, but the *why*. Learning will be guided through readings and audio and video examples, but also through field experiences.

**MUS 31XX Private Music Lessons - 30 minutes**

(May be repeated for credit) Prerequisite: Upper level jury and consent of instructor.

**MUS 3110 Piano-Keyboard 2,0****MUS 3111 Guitar 2,0****MUS 3112 Organ-Keyboard 2,0****MUS 3115 Woodwind Lessons 1,0****MUS 3116 Brass Lessons 1,0****MUS 3117 Percussion Lessons 1,0****MUS 3119 Voice Lessons 1,0****MUS 3118 String Lessons 1, 0****MUS 32XX Private Music Lessons - 60 minutes**

(May be repeated for credit) Prerequisite: Upper level jury and consent of instructor.

**MUS 3210 Piano-Keyboard 2,0****MUS 3211 Guitar 2,0****MUS 3212 Organ-Keyboard 2,0****MUS 3215 Woodwind Lessons 2,0****MUS 3216 Brass Lessons 2,0****MUS 3217 Percussion Lessons 2,0****MUS 3219 Voice Lessons 2,0****MUS 3218 String Lessons 2, 0****MUS 3230 Contemp Worship Programming 2,0**

This course examines contemporary expressions of worship, and prepares DCEs to lead congregations into these forms of worship expression. Cross-Listed as DCE 3230

**MUS 3223 Advanced Conducting Techniques**

Problems in conducting choral and instrumental music; rehearsal and performance organization. Prerequisite: MUS 2214 or consent of instructor..

**MUS 3332 Orchestration 3,0**

Examining tonal resources of instrumental and vocal media; arranging and transcribing for band and orchestral instruments. Prerequisite: MUS 2335 Music Theory II.

**MUS 3336 Music Theory III 3,0**

Continuation of MUS 2335, includes the study of borrowed chords, sixth chords, theme and variation, sonata and rondo forms, extended chords and harmonic practice of the Romantic period. Prerequisite: Successful completion of MUS 2335 Music Theory II

**MUS 3337 Music Theory IV 3,0**

Continuation of MUS 3336, includes the study of harmonic practices from the Post-Romantic, Impressionistic, and Twentieth Century periods of music history and the use of extended and new harmonic practices. Analyses of compositions from different historical periods. Prerequisite: Successful completion of MUS 3336 Music Theory III

**MUS 3342 History of Music I (Ancient to 1750) 3,0**

**Prerequisite: Music Theory I MUS 2334.**

Music, composers and instruments of ancient, medieval, renaissance and baroque eras.

**MUS 3344 History of Music II (1650 to Present) 3,0**

**Prerequisite: Music Theory II MUS 2334.**

Music, composers and instruments of late baroque, classic, romantic, and contemporary eras.

**MUS 3352 School Music 3,0**

Kodaly, Orff, and other methods of teaching elementary school music concepts. Prerequisite: MUS 2336.

**MUS 3354 Children's Choir 3,0**

Principles, methods and materials for organizing, administering, and conducting the children's choir. Prerequisites: MUS 2335 Music Theory II and MUS 3223 Conducting II.

**MUS 3356 Adult Choir 3,0**

Administering the adult choral program; conducting technique development; choral literature analysis and selection; service and program planning. Prerequisites: MUS 2335 Music Theory II and MUS 3223 Conducting II.

**MUS 3362 Worship and Music 3,0**

History, content, and meaning of Christian worship forms and hymns. Principles of constructing worship forms. Prerequisite: MUS 2335 Music Theory II.

**MUS 34XX Music Pedagogy – Elementary School**

Under Development

**MUS 34XX Music Pedagogy – Middle/Secondary School**

Under Development

**MUS 4105 Senior Recital**

One hour public musical recital displaying student's ability to perform solo music in a variety of genre and historical styles. Must also register for two credits of private music instruction on corresponding musical instrument. Prerequisites: Consent of instructor; upper level music jury passed.

**MUS 4110 Worship Internship 1,0**

A review of the principles for administering and managing a parish worship program and application of these principles in a supervised parish experience. The major focus of the course is on Christian worship. Note: This class is to be taken in the last term of course work for the Worship and Arts Minor.

**MUS 4212 Service Playing 2,0**

Skills required of a church organist, service planning and playing, working with choirs and instrumentalists. Prerequisite: MUS 1112 and consent of instructor.

**MUS 4246 Secondary Choral Music Literature 2,0**

Identification, description, and analysis of various types and styles of choral literature suitable for use in secondary school choral music programs. Prerequisites; MUS 2214, MUS 3214, MUS 3342, MUS 3344, or consent of instructor.

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*15.04.33 Nursing***NUR 3106 Global Health Missions Practicum**

This course is a medical mission practicum experience in which nursing students assist licensed health care professionals who provide healthcare services to underserved or vulnerable populations. The focus of this course will be the application of the knowledge and skills obtained in NUR 3303 Cultural Diversity and Global Health Missions. Students will be expected to participate as an effective member of a mission team. Prerequisites: Satisfactory completion [C or higher] of NUR 3120 and NUR 3303.

**NUR 3113 Health Assessment**

This course is designed to provide a systematic approach to the physiological, psychological, socio-cultural and developmental assessment of individuals with a focus on findings considered to be within normal limits. The health history is emphasized as a tool for assessing mental and physical status. Must be taken concurrently with its corresponding simulation course: NUR 3116. Prerequisite: Admission to Nursing Program.

**NUR 3116 Health Assessment Skills Simulation**

Teaches the knowledge, skills, and attitudes necessary for holistic assessment of individual patients. The course focuses on the basic health assessment component of the nursing process used to document the health status of patients. This simulation course is designed to provide supervised laboratory practice for the demonstration of psychomotor and interpersonal skills presented in NUR 3113. Must be taken concurrently with its corresponding theory course: NUR 3113. Prerequisites: Admission to Nursing Program.

### **NUR 3120 Clinical Nursing Skills Simulation I**

This practice setting simulation course teaches the skills and techniques necessary for professional nursing care of the patient experiencing low to moderate acuity health problems. Prerequisite: Admission to Nursing Program.

### **NUR 3126 Healthcare Spanish Simulation**

Under Development

### **NUR 3225 Informatics and Health Care Technologies**

This course will examine the application of information and communication technologies and the use of automated information within the professional context of health care delivery. The use of informatics and emerging technologies will be explored for their application and impact in the delivery of interdisciplinary health care to various populations. Prerequisite: Admission to Nursing Program.

### **NUR 3230 Foundations of Professional Nursing Practice**

Teaches the knowledge, skills, and attitudes necessary for the student to be socialized into the role of the professional nurse. This professional socialization incorporates the values and standards of professional nursing practices. Prerequisite: Admission to the Nursing Program.

### **NUR 3255 Caring for Aging Individuals and Populations**

Teaches the knowledge, skills, and attitudes necessary for providing safe, high-quality nursing care of aged individuals and for health promotion services for aged populations. The course presents gerontological nursing principles from the prospective of patient-centered care and includes selected concepts and issues related to aging and its impact on society and health care. Prerequisites: Satisfactory completion [C or higher] of NUR 3113, NUR 3116, NUR 3120, NUR 3225, NUR 3230, NUR 3335, NUR 3336, NUR 3340.

### **NUR 3265 Clinical Nursing Skills Simulation II**

Application of advanced skills required to care for persons experiencing complex health problems. The course focuses on accuracy and safety of skill demonstration. Prerequisites: Satisfactory completion

[C or higher] of NUR 3113, NUR 3116, NUR 3120, NUR 3225, NUR 3230, NUR 3335, NUR 3336, NUR 3340.

### **NUR 3275 Evidence-Based Practice and Healthcare Research**

This course provides an introduction to evidence-based practice and the critical appraisal of best evidence literature. Students learn to formulate clinical questions in answerable format, search for and identify best evidence, and appraise that evidence for rigor and applicability to the clinical problem. Basic principles of scientific inquiry, quantitative and qualitative research methods and research ethics are introduced in the context of clinically relevant research.

Prerequisite: Successful completion [C or higher] of NUR 3113, NUR 3116, NUR 3120, NUR 3225, NUR 3230, NUR 3335, NUR 3336, and NUR 3340.

### **NUR 3303 Cultural Diversity and Global Health Missions**

This course emphasizes the Christian world view through serving in national and international health missions. The Biblical foundation for global missions will be explored. Tools to effectively participate in mission activities for underserved and/or vulnerable populations will be presented. Students will examine various cultures and religions for effective planning and delivery of health care services within a cultural context. The focus will be on capacity building and sustainability of mission outreach goals to selected populations. Prerequisite: Admission to Nursing Program.

### **NUR 3335 Patient-Centered Adult Health Nursing I**

This course teaches the knowledge, skills, and attitudes necessary in the provision of nursing care for adults experiencing low to moderate-acuity ~~medical-surgical~~ health problems. Must be taken concurrently with its corresponding practicum course: NUR 3336. Prerequisite: Admission to Nursing Program.

### **NUR 3336 Patient-Centered Adult Health Nursing Practicum I**

A practicum in the clinical application of knowledge, skills, and attitudes necessary to provide safe, high-quality patient-centered care for adults experiencing low- to moderate-acuity medical-surgical health problems. Must be taken concurrently with its corresponding theory course: NUR 3335.

Prerequisite: Admission to Nursing Program

### **NUR 3340 Pathophysiology**

This course examines the abnormal health transitions that may occur during the life span focusing on disorders in cells, organs and systems. Emphasis is on physiological alterations that occur when ill, risk factors and contributing causes for these changes and methods used to correct or prevent dysfunction.

Critical thinking related to pathophysiological processes and patient signs and symptoms will be high-lighted. Prerequisite: Admission to Nursing Program.

### **NUR 3385 Patient-Centered Adult Health Nursing II**

This course teaches the knowledge, skills, and attitudes necessary in the provision of patient-centered nursing care for adults with complex health problems. Emphasis is placed on application of the nursing process and critical thinking utilizing research-based nursing practice in the context of patient centered care for health restoration, health promotion and health maintenance. Must be taken concurrently with its corresponding practicum course: NUR 3386. Prerequisites: Satisfactory completion [C or higher] of NUR 3113, NUR 3116, NUR 3120, NUR 3225, NUR 3230, NUR 3335, NUR 3336, and NUR 3340.

### **NUR 3386 Patient-Centered Adult Health Nursing Practicum II**

A practicum in the clinical application of knowledge, skills, and attitudes necessary to provide safe, effective care to patients with complex health needs in diverse clinical settings. Must be taken concurrently with its corresponding theory course: NUR 3385.

Prerequisites: Satisfactory completion [C or higher] of NUR 3113, NUR 3116, NUR 3120, NUR 3225, NUR 3230, NUR 3335, NUR 3336, and NUR 3340.

### **NUR 4105 Family-Centered Care in Pregnancy, Childbirth, and Parenting Simulation**

This simulation course teaches the skills and critical thinking required to care for women during the perinatal period and neonates in the first 24 hours of life. The course focuses on the performance of skills and decision making in simulated patient scenarios. Must be taken concurrently with its corresponding theory and practicum courses: NUR 4220, NUR 4221. Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

### **NUR 4110 Family-Centered Care of Children and Adolescents Simulation**

This simulation course teaches the skills and critical thinking required to care for children and adolescents in the acute care setting. The course focuses on the performance of skills and decision making in simulated patient scenarios. Must be taken concurrently with its corresponding theory and practicum courses: NUR 4230, NUR 4231.

Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

### **NUR 4195 NCLEX Review & Final Competency Evaluation Simulation**

A complete review of key nursing content with separate, comprehensive units on medical-surgical, child health, childbearing and women's health, and mental health/psychiatric nursing, followed by test questions written in NCLEX exam format. Prerequisites: Satisfactory completion [C or higher] of NUR 4105, NUR 4110, NUR 4220, NUR 4221, NUR 4230, NUR 4231, NUR 4240, NUR 4241, and NUR 4345.

### **NUR 4220 Family-Centered Care in Pregnancy, Childbirth and Early Parenting**

Teaches the knowledge, skills, and attitudes necessary for the provision of competent, culturally sensitive, developmentally appropriate, holistic care for the childbearing family. The course presents the knowledge base for nursing care. This course also uses classroom simulation scenarios in which students practice the skills they will later apply in the companion practicum course. Must be taken concurrently with its corresponding simulation and practicum courses: NUR 4105, NUR 4221. Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

### **NUR 4221 Family-Centered Care in Pregnancy, Childbirth and Early Parenting Practicum**

A practicum in the clinical application of knowledge, skills, and attitudes necessary to provide competent, culturally sensitive, developmentally appropriate, holistic care for the childbearing family. Must be taken concurrently with its corresponding simulation and theory courses: NUR 4105, NUR 4220. Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

### **NUR 4230 Family-Centered Care of Children and Adolescents**

This course develops the student's ability to provide family-centered nursing care to children, adolescents, and their families and to participate in strategies to improve the safety and quality of care. This competence will enhance the student's ability to promote high-quality, safe, family-centered nursing care to children, adolescents, and their families within healthcare settings. Must be taken concurrently with its corresponding simulation and practicum courses: NUR 4110, NUR 4231. Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

### **NUR 4231 Family-Centered Care of Children and Adolescents Practicum**

A practicum in the clinical application of knowledge, skills, and attitudes necessary in the provision of family-centered nursing care of children, adolescents and their families. Must be taken concurrently with its corresponding simulation and theory courses: NUR

4110, NUR 4230 Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

#### **NUR 4240 Adversity, Coping and Mental Health Across the Lifespan**

Teaches the knowledge, skills, and attitudes necessary in the provision of care for clients with mental health disorders. Must be taken concurrently with its corresponding practicum course: NUR 4241. Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

#### **NUR 4241 Adversity, Coping and Mental Health Across the Lifespan Practicum**

A practicum in the clinical application of knowledge, skills, and attitudes necessary in the provision of care for clients with mental health disorders. Must be taken concurrently with its corresponding theory course: NUR 4240. Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

#### **NUR 4255 Healthcare Systems Transformation to Improve Quality and Safety**

Teaches the knowledge, skills, and attitudes necessary to develop the student's critical thinking, organizational analysis, and leadership skills in analyzing healthcare structures, processes, and outcomes. The course examines healthcare system policy, finance, and regulation and then examines transformation of healthcare at system and unit levels to improve the quality and safety of patient care. Prerequisites: Satisfactory completion [C or higher] of NUR 4105, NUR 4110, NUR 4220, NUR 4221, NUR 4230, NUR 4231, NUR 4240, NUR 4241, and NUR 4345.

#### **NUR 4260 Community Health: Macro and Micro Dynamics Practicum**

A practicum in the clinical application of knowledge, skills, and attitudes necessary to provide community health services. Must be taken concurrently with its corresponding theory course: NUR 4360. Prerequisites: Satisfactory completion [C or higher] of NUR 4105, NUR 4110, NUR 4220, NUR 4221, NUR 4230, NUR 4231, NUR 4240, NUR 4241, and NUR 4345.

#### **NUR 4270 Leadership, Supervision, Delegation and Management in Nursing Care**

Provides a foundation for critical thinking and decision making in leadership, supervision, delegation, and management of nursing care and healthcare delivery in organizational and community settings. Leadership strategies that promote effective, mutually respectful, ethical working relationships in organizational and community settings are

emphasized. Must be taken concurrently with its corresponding simulation course: NUR 4271. Prerequisites: Satisfactory completion [C or higher] of NUR 4105, NUR 4110, NUR 4220, NUR 4221, NUR 4230, NUR 4231, NUR 4240, NUR 4241, and NUR 4345.

#### **NUR 4271 Leadership, Supervision, Delegation, and Management in Nursing Care Simulation**

Provides a foundation for critical thinking and decision making in leadership, supervision, delegation, and management of nursing care and healthcare delivery in organizational and community settings. Leadership strategies that promote effective, mutually respectful, ethical working relationships in organizational and community settings are emphasized. Must be taken concurrently with its corresponding theory course: NUR 4270. Prerequisites: Satisfactory completion [C or higher] of NUR 4105, NUR 4110, NUR 4220, NUR 4221, NUR 4230, NUR 4231, NUR 4240, NUR 4241, and NUR 4345.

#### **NUR 4290 Capstone Preceptorship**

A three-week preceptorship in which students apply the comprehensive knowledge, skills, and attitudes gained from all previous courses in the nursing program. Each student is paired with a BSN-prepared preceptor with whom the student works an average of 40 hrs/wk (mirroring the preceptor's scheduled hours) for three weeks during the final 4-5 weeks of the semester. In this preceptored experience, the student is supervised and evaluated by the preceptor in providing care to multiple patients with complex health needs in a selected clinical setting. The course focuses on demonstration of quality and safety in providing patient care. Prerequisites: Satisfactory completion [C or higher] of NUR 4105, NUR 4110, NUR 4220, NUR 4221, NUR 4230, NUR 4231, NUR 4240, NUR 4241, and NUR 4345.

#### **NUR 4345 Communication and Collaboration within Multidisciplinary Teams**

Teaches the knowledge, skills, and attitudes necessary for effective functioning within nursing workgroups and inter-professional teams. Presents strategies for fostering open communication, mutual respect, and shared decision-making to achieve high quality, safe patient care. Examines multi-disciplinary scopes of practice and roles of health care team members, communication styles, authority gradients, conflict resolution, and methods for improving systems to support team functioning. Prerequisites: Satisfactory completion [C or higher] of NUR 3255, NUR 3265, NUR 3275, NUR 3385, and NUR 3386.

#### **NUR 4360 Community Health: Macro and Micro Dynamics**

This course introduces the concept of community and global populations as the client and teaches the knowledge, skills and attitudes necessary to provide Population-Centered Nursing care. The focus will be on community assessment, concepts of health promotion, disease prevention and management of complex issues in the provision of care for culturally diverse populations within the community and international arena. Contemporary issues in community and global health will be examined including disaster response. Must be taken concurrently with its corresponding practicum course: NUR 4260. Prerequisites: Satisfactory completion [C or higher] of NUR 4105, NUR 4110, NUR 4220, NUR 4221, NUR 4230, NUR 4231, NUR 4240, NUR 4241, and NUR 4345.

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#### *15.04.34 Philosophy*

##### **PHL 3301 Survey of Western Philosophy 3,0**

Issues and problems of philosophy including the nature of reality, knowledge, and value. Selected study of major philosophers in the Western tradition.

#### *15.04.35 Physics*

##### **PHY 1302 Physical Science for Liberal Arts 3,0**

The development and history of the physical sciences with applications of principles to daily living.

##### **PHY 1401 Physics I 3,2**

Basic concepts of kinematics, dynamics, Newtonian physics, sound, and thermodynamics through lectures, laboratory experiences, and problem solving. Prerequisite: Two years of high school algebra or MTH 1351 College Algebra or math placement at a higher level.

##### **PHY 1402 Physics II 3,2**

Basic concepts of electromagnetism, and electromagnetic radiation including optics through lectures, laboratory experiences, and problem solving. Prerequisite: PHY 1401 or equivalent.

##### **PHY 4301 Topics in Modern Physics 3,0**

Special relativity, statistical mechanics, the photoelectric effect and quantum physics, and nuclear physics and radioactivity. Prerequisite: PHY 1402.

#### *15.04.36 Psychology*

##### **PSY 1311 Introduction to Psychology 3,0**

Scientific study of human behavior with emphasis on basic psychological functions.

##### **PSY 2301 Life-Span Development 3,0**

Physical, cognitive, social, emotional and personality development of the individual from "womb to tomb," with the principal focus being on these developmental stages in childhood and adolescence within the context of the complete life span. Prerequisite: PSY 1311.

##### **PSY 2341 Statistics for the Behavioral Sciences 3,0**

An introduction to the fundamentals of descriptive and inferential statistics, especially as they apply to the behavioral and social sciences. Cross-listed as SOC 2341. Prerequisite: PSY 1311 or SOC 1301.

##### **PSY 3302 Cognitive Psychology 3,0**

A comprehensive overview of the many facets of cognitive psychology including information processing, the complexities of memory, language acquisition and functions, problem solving and decision making, and basic neurology. Also includes an overview of learning theories with a more in-depth look at the principal ones. Prerequisite: PSY 1311.

##### **PSY 3304 Group Dynamics 3,0**

Theory and practice in small group communication; goal setting, problem solving, listening, feedback, and leadership. As part of the course experience, students will plan an off-campus trip with additional costs to student. Cross-listed as COM 3304. Prerequisites: PSY 1311 and COM 2300.

##### **PSY 3312 Psychology of the Criminal Offender 3,0**

Exposes the student to the distressful, painful and often devastating effects of maladaptive behavior. The course will explore the interwoven biological, psychological and social antecedents and correlates of criminal behavior. Psychological issues and their relation to criminal and anti-social behavior will be studied. Personal and societal attitudes, feelings and values about criminal and anti-social behavior will be discussed extensively. Prerequisites: PSY 1311. Cross-listed as CJM 3312.

##### **PSY 3315 History & Philosophy of Psychology 3,0**

This course studies and examines the development of psychology from its early roots in philosophy and religion, through its empirical bases, to its direction in today's society. The aim is to discover what relationships, if any, there are between psychology and justice. This course may replace three hours of social/behavioral sciences, if at least one course is not already designated in the major.

##### **PSY 3325 Interpersonal Relationships**

Investigation into the communication and psychology of family dynamics, friendships, and romantic partners. One goal of this course will be to understand our own relationships and seek to improve them. In addition, student will examine relationship styles different from our own experiences in order to broaden our knowledge of relationship theories, practices, and cultural variations. Prerequisite: PSY 1311 Introduction to Psychology or permission of instructor. Cross listed with COM 3325.

**PSY 3330 Social Psychology 3,0**

Examination of cultural and psychological influences in the development of individuals and societies. Cross-listed as SOC 3330. Prerequisites: PSY 1311 and SOC 1301.

**PSY 3334 Psychology of Movement**

This class covers the psychological aspects of movement activities that underline performance. It also covers the intrinsic and extrinsic factors that must be recognized in order to understand, motivate, and evaluate human movement. Cross listed with KIN 3334. Note: Does NOT count for core physical education requirements.

**PSY 3331 Introduction to Counseling 3,0**

An introductory course designed to acquaint students with current counseling theories and to acquire a beginning skill in counseling. Prerequisite: PSY 1311.

**PSY 3332 Personality Theories 3,0**

Applicability of major personality theories to understanding human behavior. Prerequisite: PSY 1311.

**PSY 3341 Abnormal Psychology 3,0**

Psychological abnormality, including anxiety, somatoform, obsessive-compulsive, and dissociative disorders; psychoses, mental retardation, brain dysfunction, sexual deviance, and other maladaptive behaviors. Prerequisite: PSY 1311.

**PSY 3350 Biopsychology 3,0**

An introduction to the structure and function of the nervous system and the relationship between psychological processes and the brain in humans and other animals. Cross-listed with BIO 3350.

**PSY 3391 Research Methods in Behavior Science 3,0**

Methods and approaches to research in the behavioral and social sciences. Prerequisites: PSY 1311, SOC 1301 and PSY/SOC 2341. Cross-listed as SOC 3391.

**PSY 3406 Animal Behavior**

An introduction to the study of animal behavior. Prerequisite: Any 3 or 4 academic hour course which fulfills a portion of the Natural Science Core requirement with a grade of "C" or above. Cross-listed as BIO 3406.

**PSY 4310 Behavioral Sciences Internship**

Supervised on-the-job experience and involvement at one of Austin 's agencies/companies. Interns will work with professional in the intern's field of specialization. A senior level course for Behavioral Science majors only. Graded Pass/Fail. Prerequisites: PSY 1311, SOC 1301, and PSY/SOC 2341. Cross-listed with SOC 4310.

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*15.04.37 Reading***RDG 3311 Fund. of Language Arts/Reading 3,0**

The course addresses the major components of evidence-based reading/language arts instruction with supporting research and materials for pre-service teachers to understand the science of teaching reading. Emphasis is given to the five components of reading: phonological awareness, phonics, fluency, vocabulary, and comprehension and how to provide successful literacy instruction for students in the culturally and academically diverse EC – 12 classroom. Must be taken concurrently with RDG 3321.

**RDG 3331 Adv. Techniques in Clsrn Reading 2,2**

Course content centers on learning assessment and instructional techniques that focus on the five components of reading: phonological awareness, phonics, fluency, vocabulary, and comprehension as they apply to emergent and beginning readers. Emphasis is on meeting the needs of all students using evidence-based strategies for all emergent and beginning readers through the use of a balanced program of instruction for all children including those with special needs and English language learners. Students work with a first grade student in an intervention setting twice a week during the semester. Prerequisites: Admission to the Teacher Education Program, RDG 3311, RDG 3321, and RDG 3341.

**RDG 3341 Diagnosis & Intervention Rdg Pract. 3,2**

The student will assess the reading growth of a student (English language learner ELL) experiencing reading difficulty, as well as design and carry out an appropriate and professor-approved intervention program for that student. Course content centers on learning assessment and instructional techniques that focus on the five components of reading: phonological awareness, phonics, fluency, vocabulary, and comprehension and evidence - based strategies for ELLs. Weekly practicum discussion of student progress is included. Prerequisites: Admission to the Teacher Education Program, RDG 3211 and RDG 3421.

**RDG 3321 Methods for Teaching Reading 3,2**

The course examines the evidence-based strategies for teaching reading. Processes and methodologies for meeting the needs of all students including English language learners, gifted and talented, and struggling readers in a balanced literacy program that incorporates the five components of reading: phonological awareness, phonics, fluency, vocabulary, and comprehension are covered. Field work experience required. Must be taken concurrently with RDG 3311.

**RDG 3342 Content Area Reading 3,2**

Beginning with the understanding that reading in the content area requires special skills the course covers



reading instruction techniques that allow students to comprehend and excel at reading in all subject areas. Included are study techniques, assessment, and strategies for all students including English language learners and students with special needs. Addressing the needs of struggling readers at the secondary level and evidence-based strategies that incorporate the five components of reading: phonological awareness, phonics, fluency, vocabulary, and comprehension are studied. Field experience required. Prerequisites : Admission to Teacher Edu. Program, RDG 3311 and RDG 3321 OR EDU 3311 OR EDU 3372.

#### **RDG 3442 Content Area Reading 4,2**

Teaching all level content area subjects using reading instruction techniques. Emphasis on reading for understanding and reading to learn. Includes study techniques, assessment, and meeting the needs of special students. Field experiences required. Prerequisites: Admission to the Teacher Education Program; RDG 3211 and RDG 3421, OR EDU 3472 and EDU 3473.

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#### *15.04.38 Religious Education - Amended*

#### **REDU 1111 Spiritual Disciplines I 1,0**

This course will assist students in their spiritual life through an exploration of the spiritual disciplines and an integration of truth into life as it pertains to their current lives as students preparing for full-time ministry.

#### **REDU 1112 Spiritual Disciplines II 1,0**

This course will assist students in their spiritual life through an exploration of the spiritual disciplines and an integration of truth into life as it pertains to their transition from college life to full-time ministry.

#### **REDU 2220 Introduction to DCE Ministry 2,0**

This course examines the ministry of the DCE within the context of the Lutheran Church --Missouri Synod so students can make personal evaluations of their appropriateness for this ministry.

#### **REDU 2350 Curr. & Methods in Religious Education 3,0**

This course focuses on the educational ministry of the local church with attention to aims, principles, leadership, organization, planning and agencies of a Biblical program.

#### **REDU 31XX Missional Leadership Fieldwork**

Students will participate in and share leadership responsibilities for a 1-2 week short term mission trip experience. May be repeated for credit. Students are limited to 9 hours of Missional Leadership Fieldwork courses.

#### **REDU 3230 Leading Contemporary Worship 2,0**

This course examines contemporary expressions of worship, and prepares DCEs to lead congregations into

these forms of worship expression. Cross-Listed as MUS 3230

#### **REDU ~~32XX~~ 3240 Missional Leadership**

Students will gain knowledge of the latest theories and trends of missionaries and missional living. This class will also provide training in how to plan, budget, manage, execute and evaluate a short term mission trip, and how to turn short term trips into long term experiences.

#### **REDU 3232 Outdoor Christian Ministry**

This course seeks to examine the historical and contemporary purposes and formats of Outdoor Christian Education. Students will be equipped with the skills needed to implement an effective Outdoor Christian Education program in a congregational or school setting. This is a one-week intensive course taught in a camp setting.

#### **REDU 3250 Christian Witness and Evangelism 2,0**

This course introduces students to the theology and practice of Christian evangelism. Skills in speaking the Gospel to others will be developed.

#### **REDU 3310 Youth Ministry 3,0**

This class provides basic knowledge of parish youth ministry, knowledge of the curricula and resources available in youth ministry, and an opportunity to develop and observe models and styles appropriate in parish youth ministry.

#### **REDU 3311 Cultural Influences on Youth Ministry**

This course will focus on the cultural context of teenagers in America. Students will be viewing the American teenager's world of popular culture and societal norms as a missionary views a foreign culture.

#### **REDU 3313 Special Topics in Youth Ministry**

This course will introduce theories on ways to minister to youth through some of the current hot issues in youth culture, such as: sexuality, addiction, abuse, etc. May be repeated for credit when topics vary. Students are limited to 9 hours of special topics courses.

#### **REDU 3315 Confirmation Planning and Implementation**

This course will review and assess the purposes, history, and structure of confirmation in the Lutheran Church for the purpose of structuring and outlining implementation strategies for use in a local congregation. Adult and junior confirmation programs will be considered.

#### **REDU 3316 Ldrshp & Admin in Children's Ministry**

This course examines the many facets of the administrative process within the context of a staff ministry position to children and families. Staff relations, recruiting, the integration of children's and family ministry into the greater church body and

leadership will be addressed. Evaluation of curriculum, facilities, policies, and procedures will also be addressed.

### **REDU 3317 Children's Ministry**

This course will introduce theories related to children that will assist in developing an integrated ministry to children in a congregational setting. The five major sections of the course include development of the child; learning theories; the content of the child's learning in the church; planning, administration, and implementing a comprehensive ministry to children; and resources, activities and environments for children's ministry.

### **REDU 3319 Middle School Ministry**

This course will introduce theories related to pre-adolescents, specifically 5<sup>th</sup> through 8<sup>th</sup> grade that will help in developing specific ministries for this age group in a parish setting. Knowledge of age appropriate curriculum, activities and ministry will be provided as well as compared and contrasted to children's and High School ministry.

### **REDU 3320 Parish Administration 3,0**

An introduction to and exploration of the theory and processes associated with the administration of parish educational programs. Special emphasis is placed on idea generating; initiating change; promotion; evaluation; use of technology; budget; office and time management; managing volunteers; and legal issues relating to the responsibilities of the DCE in the parish.

### **REDU 3330 Family Ministry 3,0**

This class gives students advanced experience in the field of youth ministries, which studied youth ministry in the context of family ministries structures.

### **REDU 3340 Adult Education in the Parish 3,0**

This class focuses on adult learning theory, faith development and andragogy as it relates to the planning of effective adult education programs in a local congregation.

### **REDU 3341 Leadership Development 3,0**

This class provides students with basic foundational knowledge of leadership, a forum in which to better understand the local congregation and how it functions, an opportunity to develop programming planning skills needed for effective parish ministry, and the discovery of one's personal leadership style.

### **REDU 3345 Emergent Theory**

This course will go over the basic understandings, purposes, reactions and history of Emergent movement and discuss the positives and negatives in a Lutheran context. The concepts of postmodernism, post-

Christianity and post-scales will be evaluated, discussed and connected.

### **REDU 4210 DCE Practicum I 2,0**

This course provides opportunities for students to gain meaningful insights and understandings of the congregational structure and organization of education and youth ministries.

### **REDU 4211 DCE Practicum II 2,0**

This course allows students to become involved in leadership activities of the education and youth ministries of the congregation.

### **REDU 41210 DCE Internship I**

This class is a directed and supervised, academic three-month to one-year training program. It enables students to experience many aspects of the educational ministries in a congregation as possible. These include part-time instructional agencies, youth work, family life, adult education, counseling, evangelism and church music. Course graded on a Pass/Fail basis.

### **REDU 41211 DCE Internship II**

This class is a directed and supervised, academic three-month to one-year training program. It enables students to experience many aspects of the educational ministries in a congregation as possible. These include part-time instructional agencies, youth work, family life, adult education, counseling, evangelism and church music. Prerequisite: DCE 41210. Course Graded on a Pass/Fail basis.

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### *15.04.39 Religion - Amended*

### **REL 1301 New Testament History and Reading 3,0**

The background, growth and content of the New Testament. Sources and chronology of the Apostolic Age and Primitive Jewish Christianity.

### **REL 1311 History and Literature of the Old Testament 3,0**

A literary-historical interpretation of the Old Testament, with special emphasis on its religious significance.

### **REL 1331 Introduction to Christianity 3,0**

An introduction to the historical background, sources, literature, and basic beliefs of the Christian tradition. Intended for students with little or no background in the knowledge and experience of the Christian faith. This course may not be taken by any student who has earned more than 3 credit hours in religion. (Students seeking certification by Concordia University Texas for professional work in The Lutheran Church-Missouri Synod must satisfy all religion credit requirements by means other than this course.)

**REL 2352 History and Philosophy of the Reformation 3,0**

History, philosophy, theology, and literature of the Protestant Reformation. Prerequisite: REL 1301

**REL 3302 Luke-Acts 3,0**

Study of the two-volume work of Luke stressing the growth of the church. Prerequisite: REL 1301.

**REL 3303 Major Pauline Epistles 3,0**

Examination of major Pauline Epistles. Emphasis on theological perspective these contributed to the Apostolic Church and Protestant Reformation. Prerequisite: REL 1301.

**REL 3305 Law, Justice and Grace in the Biblical Perspective 3,0**

This course exposes students to the biblical concepts of law, justice, grace and the role of religion in modern American law. Students will read and discuss biblical passages dealing with the divine role of civil government, the law of God, civil disobedience, the death penalty, and the place of grace in a Christian's life. The course will also focus on freedom of religion and the proper roles of church and state.

**REL 3312 Wisdom Literature 3,0**

A study of Israelite wisdom writings, especially the books of Job, Ecclesiastes and Proverbs, and the application of their themes to contemporary issues. Prerequisite: REL 1311.

**REL 3313 Major Prophets: Isaiah 3,0**

The interpretation of the prophecies of the Book of Isaiah with attention to historical events, literary style, and ancient and modern religious significance. Prerequisite: REL 1311.

**REL 3333 Introduction to Christian Ethics 3,0**

A study of ethical behavior and norms provided by the Christian faith. Attention given to both Christian ethical theory and contemporary personal and moral issues. Prerequisite: REL 1301 and REL 1311.

**REL 3334 Christian Foundations of Healthcare Ethics**

This course focuses on ethical issues in health care, and how Christian moral sources and considerations relate to those issues. Contradictions, inconsistencies, and competing views that lead to dilemmas in health care are examined. Particular emphasis is given to the resolution of ethical dilemmas through ethical reasoning, ethical obligations in health professional-patient relationships, and just allocation of scarce health care resources. This course is required for nursing majors. 3 credit hours; 3 contact hours per week. *Pre-requisites: REL 1301, Introduction to New Testament.*

**REL 3335 Christian Apologetics 3,0 T**

This course will survey the nature, objectives, and significance of presenting a viable defense of the Christian faith against objections of the major philosophies and ideologies that conflict with the faith in this "post Christian" and "post-modern" age. Prerequisites: REL 1301 and REL 1311.

**REL 3341 Lutheran Doctrine 3,0**

Systematic analysis of the major doctrines of the Lutheran faith as derived from the Bible. Prerequisite: REL 1301 or equivalent.

**REL 3345 Theology of Worship 3,0**

The biblical foundations of worship are carefully examined. Then current worship practices are experienced and analyzed in light of Scripture. Prerequisites: REL 1301 or REL 1311.

**REL 3346 A Christian View of Nature**

An examination of Biblical passages about the natural world and discussion of related theological issues. Prerequisite: REL 1301 and REL 1311, plus junior standing or permission of instructor.

**REL 3353 American Christianity 3,0**

A study of the major denominations within American Christianity. Prerequisite: REL 1301 or REL 1311.

**REL 3354 History of Christianity 3,0**

An overview of the history of Christianity from the New Testament era to the present. The course will focus on the central persons, ideas, issues, and events that have shaped the Christian Church and its worship, doctrine, ethics, organization, and mission. Prerequisite: REL 1301. Cross-listed as HIS 3354.

**REL 3361 The Writings of C. S. Lewis 3,0**

Studies the life, the works, the literary criticism, the themes, and the thought of C.S. Lewis, with attention to the various literary genres within which Lewis wrote. This course is also available on-line. Prerequisite: REL 1301 and an introductory literature course.

**REL 3362 The Christian Imagination 3,0**

This course offers a close look at the impact of such authors as Joseph Campbell, C.S. Lewis, J.R.R. Tolkien, J.K. Rowling, and the Scriptures upon the world of religion, imaginative literature, communication, and our way of life by studying the role of imagination and myth. Prerequisite: REL 3361 recommended.

**REL 3381 Major World Religions 3,0**

Introduction to the history, faith, and culture of the major non-Christian religions of the modern world, including Islam, Judaism, Hinduism, and Buddhism, with brief attention to minor religions and non-theistic religion. Prerequisite: REL 1301 and REL 1311.

**REL 4336 Faith Traditions and End-of-Life Care**

This course explores the social, psychological, physical, legal, spiritual, religious, and ethical aspects of death and dying. It will demonstrate concepts and strategies relevant to caring for persons nearing the end of life and methods of integrating patients' spirituality into end-of-life health care.

3 credit hours; 3 contact hours per week. Pre-requisites: REL 1301, Introduction to New Testament.

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*15.04.40 Science***SCI 1401 Scientific Thought**

Classroom and laboratory investigations into the methods of seeking knowledge through activities in which the students will experience being scientists, working in a laboratory, doing experiments, handling and recording data, organizing and classifying the data, and drawing inferences using empirical methods. Accelerated Degree Program use only.

**SCI 3303 Geology and Ecology : Southwestern U.S.**

A field study of major landforms and wildlife associated with the desert Southwest. This course emphasizes recognition of depositional and erosional features, identification of wildlife, and the interactions between biotic and abiotic components of desert ecosystems. Also includes a study of environmental concerns and conservation efforts in the deserts of the Southwest. Offered during Spring Break and/or summer and requires extensive physical exertion and "roughing it." Additional fee for course paid at the time of registration. Prerequisite: Consent of instructor.

**SCI 3304 Geology and Ecology of Hawaii**

A field study of volcanism and the biological and physical factors which have influenced the ecological development of the Hawaiian Islands . This course emphasizes recognition of geologic features, wildlife identification, and a study of environmental concerns and conservation efforts in Hawaii . Offered during Spring Break and/or summer and requires extensive physical exertion and "roughing it." Additional fee for course paid at time of registration. Prerequisite: Consent of instructor.

**SCI 4310 Natural Science Research Project**

Students will plan, execute, and report on a research project under the supervision of a Natural Science faculty member. A senior level course for natural science majors and environmental science majors and those in the Secondary School Curriculum Life-Earth Science or Physical Science only; graded on a Pass/Fail basis. Instructor approval required. May be repeated once for credit.

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*15.04.41 Sociology***SOC 1301 Introduction to Sociology 3,0**

Application of sociological analysis and concepts to American society.

**SOC 2306 Race and Ethnic Relations 3,0**

Emphasis on race and ethnic relations as a national concern with emphasis on these concerns in the Southwest. Cross-listed as HIS 2306 (when taken in the Accelerated Degree Program it is not cross-listed). Prerequisite: SOC 1301 or HIS 1301 or HIS 1302.

**SOC 3330 Social Psychology 3,0**

Examination of cultural and psychological influences in the development of individuals and societies. Cross-listed as PSY 3330. Prerequisites: PSY 1311 and SOC 1301.

**SOC 2341 Statistics for the Behavioral Sciences 3,0**

An introduction to the fundamentals of descriptive and inferential statistics, especially as they apply to the behavioral and social sciences. Cross-listed as PSY2341. Prerequisite: PSY 1311 or SOC 1301.

**SOC 3301 Urbanization (Demography) 3,0**

City development especially in the United States and examination of the social implications of urbanization. Prerequisite: SOC 1301.

**SOC 3302 Marriage and Family 3,0**

Study and analysis of dating, marriage and the family in North America . Prerequisite: SOC 1301.

**SOC 3303 Social Gerontology 3,0**

Study and analysis of aging in the United States ; secondary reference to the elderly in selected countries of the world. Prerequisite: SOC 1301.

**SOC 3304 History & Culture: Mexican American 3,0**

An analysis of the history and culture of the Mexican American people. Prerequisite: Six credit hours of history. Cross-listed as HIS 3304.

**SOC 3311 Criminology and Crime 3,0**

The examination of crime, criminals, corrections, and community response; criminology theories and correctional systems. Prerequisite: SOC 1301.

**SOC 3321 Sociological Theory 3,0**

An examination of both historical and contemporary sociological theories. Prerequisites: SOC 1301, 6 additional credit hours in Sociology and Behavioral Sciences, upper level standing.

**SOC 3331 Sociology of Children and Childhood**

Examination and analysis of the concepts, theories, and empirical research in the sociological study of children and childhood with a focus on the social construction of the perception of children and of

childhood as a distinct life stage; the process of socialization; and the social problems facing children. Although the emphasis will be on children in U.S. society, a global perspective will also be used to explore the diversity of children's experiences across societies. Prerequisites: SOC 1301.

**SOC 3391 Research Methods in Behavioral Science 3,0**  
Methods and approaches to research in the behavioral and social sciences. Prerequisites: PSY 1311, SOC 1301 and PSY/SOC 2341. Cross-listed as PSY 3391.

**SOC 4310 Behavioral Sciences Internship**  
Supervised on-the-job experience and involvement at one of Austin's agencies/companies. Interns will work with professional in the intern's field of specialization. A senior level course for Behavioral Science majors only. Graded Pass/Fail. Prerequisites: Senior standing, consent of Division Chair, a 3.00 GPA in major, 2.50 cumulative GPA, completion of 18 credit hours of lower level and 9 credit hours of upper level work in the major. Cross-listed with PSY 4310.

#### *15.04.42 Spanish*

**SPN 1401 Spanish I 4,0**  
Grammatical structures and conversation drills.

**SPN 1402 Spanish II 4,0**  
Continuation of SPN 1401. Prerequisite: SPN 1401.

**SPN 2101 Healthcare Spanish Simulation I**  
An introduction to the knowledge, skills and attitudes necessary for the student to develop basic, culturally sensitive Spanish vocabulary for use in health care situations. The course includes vocabulary and culturally sensitive approaches related to greetings; taking a medical history; explaining medication doses, schedules, and possible side effects, as well as everyday speech appropriate for medical personnel.

**SPN 2102 Healthcare Spanish Simulation II**  
Simulated, videotaped scenarios in which students apply previously-learned knowledge, skills and attitudes necessary for understanding and being understood in health promotion and treatment of common, non-life-threatening illness with Spanish-speaking adults and children in non-hospital settings. Prerequisite: Successful completion [C or better] of SPN 21XX Healthcare Spanish Simulation I.

**SPN 2311 Spanish III 3,0**  
Review of Spanish grammar with emphasis on perfecting conversational, reading, and writing skills. Prerequisite: SPN 1402.

**SPN 2312 Spanish IV 3,0**  
Continuation of SPN 2311. Prerequisite: SPN 2311.

#### *15.04.43 Special Education*

**SPED 33XX Intro to Exceptional Learners 3,0**  
This course focuses on the foundation of special education. It will identify and discuss basic theories and concepts related to identification and classification of exceptional learners from diverse cultural backgrounds as well as highlight legislation and litigation in special education, factors that promote effective consultation and collaboration with families, educators, and other professionals. Prerequisite: Admission to the Teacher Ed Program.

**SPED 33XX Lang & Intercultural Comm Issues**  
This course focuses on language and communication disorders as they relate to oral language development of the exceptional learner from diverse cultural backgrounds. The course highlights a) theoretical models of language acquisition; b) factors that impact language development of students from culturally and linguistically diverse (CLD) backgrounds; c) intercultural language differences and their impact on mainstream communicative competence; and d) the nature, causes, and prevention of language, speech, and hearing disorders.

**SPED 34XX Assmt Strtgies for the Excep Lrn**  
This course focuses on the assessment of children exhibiting the characteristics of behavior disorders, learning disabilities, and/or intellectual and developmental disabilities. It will examine principles and techniques for assessing academic progress; how to use assessment to inform instruction; and how to incorporate assessment into the curriculum for students with disabilities. Teacher candidates will identify strategies to prepare for and administer tests, to recognize basic terminology used in assessment, to understand legal provisions and ethical provisions regarding assessment of the exceptional learner in diverse educational settings, as well as to understand how to use effective and varied behavior management strategies. This course will also use assessment data to develop Individual Education Plans (IEP's). This course requires field work.

**SPED 33XX Consultation & Collab for Excep Lrnrs**  
This course is designed to increase awareness of the framework and rationale for collaboration, the facilitating factors involved, and strategies for implementation. The main emphasis of the course is on understanding collaborative consultation as a process that enables people with diverse expertise to work together to generate solutions for educating students with special education needs in general education classrooms. The course will also stress the effective use of verbal, non-verbal and written language; and the understanding of culturally responsiveness that promote effective communication

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and collaboration with families from culturally and linguistically diverse backgrounds.

#### **SPED 44XX Mthds for Tchng the Except Lrnr**

This course is designed to address instructional strategies and issues to teach learners with behavioral and/or learning disabilities, intellectual and developmental disabilities, and the organization of special classes and curriculum adaptation. Pre-service candidates will identify sources of specialized materials, curricula, and resources for individuals with disabilities as well as basic classroom management, theories, and strategies. There will be particular emphasis of methods for culturally and linguistically diverse exceptional (CLDE) learners. This course is to be taken concurrently with *Special Education Practicum*.

#### **SPED 44XX Special Education Practicum**

This course is a supervised practicum in special education teaching, conducted in cooperating schools and organizations serving individuals with special needs. The practicum consists of teaching, analysis, and evaluation of culturally and linguistically diverse

learners. The field based experience will include: classroom activities, classroom observations, concepts and skills associated with referral of classroom behaviors, tests, and evaluation procedures. The course should be taken concurrently with *Methods for Teaching Exceptional Learners*.

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#### *15.04.44 Service Learning*

#### **SVL XXX Service-Learning Field Experience**

This Service-Learning experience is optional and is designed to be an add-on to another course. Students will gain practical experiences in the field designed to supplement classroom theory and concepts. Students will design and implement community projects to meet meaningful community needs. Students will meet with their professor during regular class time and will also perform weekly service at a site to be determined jointly by instructor, community partner and student. Prerequisite: Approval of instructor or advisor.

## **16.00 Directory - Board, Faculty, Directors/Managers**

### 16.01 Board of Directors, Concordia University System

#### **Voting:**

Dr. Elmer Gooding  
Rev. Dr. Daniel Jastram  
Ms. Melissa Knippa  
Mr. Dennis Meyer  
Ms. Nancy Petrie  
Mr. Ronald Reck  
Dr. Ralph Reinke  
Dr. Paul Schilf  
Rev. Dr. David Smith

#### **Advisory**

Dr. Thomas E. Cedel  
Rev. Dr. Alan Borcharding  
Rev. Dr. Ray Mirly  
Dr. Viji George  
Dr. Gayle Grotjan  
Dr. Kurt Krueger  
Dr. Thomas Kuchta  
Rev. Dr. Glen Thomas

### 16.02 Board of Regents, Concordia University Texas

Quentin Anderson – Harlingen, Texas  
Barry Burgdorf – Austin, Texas  
Albert Carrion – Austin, Texas  
Rev. Allen Doering – Kingwood, Texas  
Rev. Michael P. Dorn – Houston, Texas  
Paul Feucht – Magnolia, Texas  
Mark Hazelwood – Austin, Texas  
Rev. Kenneth M. Hennings – Pflugerville, Texas  
Rebecca Kieschnick – Corpus Christi, Texas  
Dr. Max Kiesling – San Antonio, Texas  
Kristi Matus – San Antonio, Texas  
Ed H. Moerbe – Dallas, Texas  
Robyn Roberts – Giddings, Texas  
Daniel V. Schaefer – Lincoln, Texas

David Sommermeyer – Houston, Texas  
Keith Weiser – Midland, Texas  
Alan Werchan – Austin, Texas

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16.03 Administrative Council

Thomas E. Cedel, B.S., Ph.D – President  
Alan P. Runge, B.A., B.S., M.S., M.B.A., M.S., Ph.D. – Provost  
Don Adam, B.A., M.A. – Vice President of External Relations  
David L. Kluth, B.A., M.Div., M.A., Ed.D. – Vice President of University Services  
Pamela J. Lee, C.P.A., M.Ed. – Vice President of Business Services  
Charles Belcher, B.S., M.A., M.Ed. – Vice President of Strategic Planning and Assessment

16.04 College Deans

Don A. Christian, D.M. – College of Business  
James H. McConnell, Ph.D. – College of Education  
Michael A. Moyer, Ph.D. – College of Science  
Kenneth E. Schmidt, Ph.D. – College of Liberal Arts

16.05 Administrative Directors/Managers

Anthony Baldwin – Director, Sports Information  
Connie Beran, M.S. – Registrar  
Eric Booth – Director, Facilities Management  
Sandra Brown, M.A. – Coordinator, Academic Advising  
Paul Buchheimer, Ed.D. – Director of Placement  
Lisa Candido, B.S. – Director of University Communication  
Shirley Carey, B.B.A. – Senior Director, External Relations  
Stephen Cavender, Ph.D. – Regional Graduate Program Coordinator, North Lamar University Center  
Ruth Cooper, M.S.W. – Director, Student Success Center  
Colleen Crawford, B.B.A., SPHR – Director, Human Resources  
Kristin Coulter, B.A. – Director, Admissions  
Sarah Eberle, M.A. – Director, Residential Life  
Patricia Fick, M.P.E. – Director, Can Do Program  
Cynthia Goodwin, B.A., C.P.A. – Director, Financial and Risk Management  
Daniel Gregory, B.A. – Executive Director, University Services  
Jonathan Herst – Director, Campus Security  
Jerry Hewell, M.B.A. – Director, Houston Center  
Gregory Jones, Ed.D. – Regional Graduate Program Coordinator, Houston Center  
Kevin Kerr, M.A.T. – Director, Student Activities  
Kristi Kirk, M.A. – Vice Provost, Enrollment and Student Support Services  
Stan Kruse, M.A. – Director, Instructional Technology  
Jackie Macha, B.S. – Director, Alumni Relations  
Robert W. Malzahn, Ed.D. – Regional Graduate Program Coordinator, Fort Worth Center  
DeWayne Mangan, B.A. – Director, Information Systems  
Mary May, Ph.D. – Director, Remote Operations and Director, Ft. Worth Center  
Charlotte McConnell, B.A. – Director, Facilities Scheduling and Events  
Mark Meyer, M.B.A. – Dean and Director, North Lamar University Center  
Patricia Mitschke, B.A. – Director, San Antonio Center  
David Ortiz, Ph.D. – Regional Graduate Program Coordinator, San Antonio Center  
Thomas Pate, Ph.D. – Director, Wellness Center  
Bruce Peffer, D.Min. – Campus Pastor  
Joel Rahn, M.A. – Manager, Academic Computing  
Sarah Richard, B.B.A. – Director, Accounting

Cathy Schryer, B.S. – Director, Student Financial Services  
Eric Silber, B.B.A. – Director, Support Services  
Joyce Sinclair B.A. – Coordinator, Career Services  
Woodard Springstube, Ph.D. – Director, Institutional Research  
Tammy Stewart, M.Ed. – Director, Austin Campus Center  
Chris Winkler, Ph.D. – Director, Graduate Program

#### 16.06 Emeriti

**Richard J. Dinda**, B.A., M.A., M.L.S., D.Litt. (Social Science and Latin) At Concordia 1952 – 1992.  
**Beryl A. Dunsmoir**, B.Sc., Dip.Ed., M.A., Ph.D. (Psychology) At Concordia 1996 – 2006.  
**John H. Frahm**, B.S., M.S., M.Div., Ph.D. (Communication) At Concordia 1982 – 1999.  
**Eric Gerstmann**, B.A., M.S.W. (Sociology) At Concordia 1981 – 1990.  
**Howard Lacey**, B.A., M.B.A., D.B.A. (Business) At Concordia 1985 – 2003.  
**Linda Lowery**, B.A.T., M.Ed. (Physical Education/Athletic Director) At Concordia 1980 – 2007.  
**Ray F. Martens**, A.A., B.A., M.Div., S.T.M., S.T.D. (President, Religion) At Concordia 1973 – 1993.  
**Milton H. Riemer**, B.A., M.Div., M.A., Ph.D., J.D. (English and Law) At Concordia 1960 – 1998.  
**Michal L. Rosenberger**, B.S.Ed., M.S., Ph.D. (Education) At Concordia 2000 – 2010.  
**Walter C. Rubke**, B.A., B.D., M.A., Ph.D. (President, Religion) At Concordia 1964 – 1969  
**Harold A. Rutz**, B.S., M.Mus. (Music) At Concordia 1964 – 1996.  
**Leonard Stahlke**, A.A., M.Div., S.T.M. (Religion & Hispanic Ministry) At Concordia 1980 – 2004.  
**Leroy Tschatschula**, B.S., M.Ed., Ph.D. (Government and History) At Concordia 1961 – 1993.  
**E. Glenn Vorwerk**, B.A., M.B.A., Ph.D. (Accounting and Business) At Concordia 1982 – 1992.  
**David J. Zersen**, M.Div., M.A., D.Min., Ed.D. (President, Education and Religion) At Concordia 1994 – 2001.  
**Theodore F. Zoch**, B.S., M.Ed., (Physical and Earth Sciences) At Concordia 1968 – 2007.  
**Donald H. Zielke**, B.A., M.A., Ph.D. (Mathematics) At Concordia 1967 – 2010.

#### 16.07 Full-Time Faculty

**Debra J. Allen** (Professor, History)  
Tennessee Technological University, Cookeville, TN,  
B.A., 1979. Michigan State University, East Lansing, MI,  
M.A., 1982. University of Illinois, Champaign-Urbana,  
IL, Ph.D., 1992. At Concordia since 1993.

**Joanne Antrim** (Assistant Professor, Education)  
Seton Hall University, South Orange, NJ, B.S., 1969;  
Texas State University, San Marcos, TX, M.Ed., 2001;  
Capella University, Minneapolis, MN, Ph.D., 2007. At  
Concordia since 2008.

**Connie E. Beran** (Registrar)  
Dallas Baptist University, Dallas, TX, B.A.S. 2001;  
University of Indianapolis, Indianapolis, IN, M.S., 2004.  
At Concordia since 2006.

**Kirk D. Blazek** (Assistant Professor, Mathematics)  
New Mexico Institute of Mining and Technology,  
Socorro, NM, B.S., 2000; University of Washington,  
Seattle, WA, MS., 2003; Ph.D., 2006. At Concordia since  
2008.

**Paul D. Buchheimer** (Assistant Professor, Education)  
Concordia College, Bronxville, NY, A.A., 1966;  
Concordia College, River Forest, IL, B.A., 1968; Nova  
Southeastern, Ft. Lauderdale, FL., M.S.;1988, Ed.D,  
2001. At Concordia since 2007.

**Patricia Griggs Burnham** (Assistant Professor, Music)  
Old Dominion University, Norfolk, VA, B.S., 1987;  
Florida State University, Tallahassee, FL, M.M.Ed., 1990;  
2010-2011 Catalog

M.M., 1992; The Catholic University of America,  
Washington, D.C., D.M.A., 2000. At Concordia since  
2008.

**Susan Calloway** (Associate Professor, Nursing)  
Graceland College, Lamoni, IA, B.A., 1973; University of  
Texas, Austin, TX, M.S.N., 1983; University of Texas  
Health Science Center, San Antonio, TX, F.N.P., 1996;  
University of Missouri-Kansas City, MO, Ph.D., 2008.  
At Concordia since 2009.

**Stephen Cavender** (Assistant Professor, Education)  
Odessa College, Odessa, TX, AA, 1971; Texas Tech  
University, Lubbock, TX, B.A., 1972; University of  
Texas, Austin, TX, M.Ed., 1976, Ph.D., 1986. At  
Concordia since 2007.

**Thomas E. Cedel** (President)  
University of Pittsburgh, Pittsburgh, PA, B.S., 1971;  
Ph.D., 1979. At Concordia since 2002.

**Joshua Chai** (Assistant Professor, Music)  
St. Olaf College, Northfield, MN, B.A., 2001; California  
State University Long Beach, Long Beach, CA, M.M.,  
2007. At Concordia since 2009.

**Cari A. Chittick** (Assistant Professor, Education)  
Concordia College, Seward, NE, B.S., 1995; Concordia  
University, Irvine, CA, M.A., 2002. At Concordia since  
2010.



**Nickles I. Chittester** (Assistant Professor, Psychology)  
Arizona State University West, Phoenix, AZ, B.A., 1999;  
Washington State University, Pullman, WA, M.S., 2003;  
University of Florida, Gainesville, FL, Ph.D., 2007. At  
Concordia since 2007.

**Donald A. Christian** (Associate Professor, Business)  
Concordia University, River Forest, IL, B.S.Ed., 1981;  
College-Conservatory of Music, University of Cincinnati,  
Cincinnati, OH, M.M., 1986; University of Phoenix,  
Phoenix, AZ, D.M., 2007. At Concordia since 2005.

**Clyburn Duder** (Professor, English)  
Valparaiso University, Valparaiso, IN, B.A., 1968;  
Concordia Seminary, Springfield, IL, B.D.,  
1968.; Morehead State University, Morehead, KY, M.A.,  
1972.; Concordia Seminary, Ft. Wayne, IN, M.Div.,  
1979; University of North Dakota, Grand Forks, ND,  
Ph.D., 1980. At Concordia since 1987.

**James Michael Gardner** (Assistant Professor,  
Kinesiology)  
University of Houston, Houston, TX, B.S., 1975; M.Ed.  
1987. At Concordia since 1999.

**Curtis P. Giese** (Associate Professor, Theology)  
Concordia College, St. Paul, MN, B.A., 1984. Concordia  
Seminary, St. Louis, MO, M.Div., 1989; S.T.M., 1990.  
Hebrew Union College-Jewish Institute of Religion,  
Cincinnati, OH, M.Phil., 1994; Ph.D., 1999. At  
Concordia since 2004.

**Lynette Gillis** (Assistant Professor, Business)  
Baylor University, Waco, TX, BBA, 1998; University of  
Texas, Austin, TX, Ph.D., 2008. At Concordia since  
2008.

**Joel D. Heck** (Professor, Theology)  
Concordia Senior College, Fort Wayne, IN, B.A., 1970;  
Concordia Theological Seminary, Springfield, IL, M.Div.,  
1974; Trinity Evangelical Divinity School, Deerfield, IL,  
Th.M., 1975; Concordia Seminary, St. Louis, MO, Th.D.,  
1984. At Concordia since 1998.

**Jerry J. Hewell** (Houston Center Director)  
University of Texas at Austin, Austin, TX, B.S.E.E.,  
1976; M.B.A., 1998. At Concordia since 2005.

**Philip J. Hohle** (Assistant Professor, Communication)  
University of Texas, Austin TX, B.A., 1979; Texas State  
University, San Marcos, TX, M.S., 1987. At Concordia  
since 2007.

**Donna M. Janes** (Assistant Professor, Biology)  
Texas A&M University, College Station, TX, B.S., 1985.  
Southern Illinois University, Carbondale, IL, M.S., 1994.

University of Illinois, Urbana-Champaign, IL, M.S.,  
1998; Ph.D., 2004. At Concordia since 2004.

**Gregory Jones** (Adjunct Assistant Professor, Education)  
Eastern Nazarene College, Quincy, MA, B.A., 1974;  
University of Houston-Clear Lake, Houston, TX, M.S.,  
1987; University of Houston, Houston, TX, Ed.D., 2002.  
At Concordia since 2009.

**Gertrude M. Keiper** (Professor, Education)  
Blinn College, Brenham, TX, A.A., 1950; University of  
Colorado, Boulder, CO, B.A., 1973; University of  
Northern Colorado, Greeley, CO, M.A., 1979; Nova  
Southeastern University, Ft. Lauderdale, FL, Ed.D., 1990.  
At Concordia since 1993.

**Kristi D. Kirk** (Assistant Prof., Vice-Provost of Stu. &  
Enrollment Support Services)  
Concordia University at Austin, Austin, TX, BA, 1995;  
The University of Texas, Austin, TX, M.A., 2000. At  
Concordia since 2008.

**David L. Kluth** (Associate Professor, Communication)  
Concordia Senior College, Fort Wayne, IN, B.A., 1973;  
Concordia Seminary, St. Louis, MO, M.Div., 1977;  
University of Minnesota, Minneapolis, MN, M.S., 1993;  
Nova Southeastern University, Ft. Lauderdale, FL, Ed.D.,  
2001. At Concordia since 1990.

**David P. Kroft** (Professor, Fine Arts)  
Concordia Teachers College, Seward, NE, B.S., 1970;  
University of Texas, Austin, TX, M.F.A., 1985. At  
Concordia since 1985.

**Marilynn M. Leathart** (Associate Professor, Business)  
University of North Texas, Denton, TX B.B.A., 1967;  
University of Alabama, Tuscaloosa, AS, M.A., 1969;  
Ph.D. 1975. At Concordia since 2008.

**Robert W. Malzahn** (Assistant Professor, Education)  
Concordia Teachers College, Seward, NE, B.S.Ed., 1971;  
Western Illinois University, Macomb, IL, M.S., 1976;  
North Texas State University, Denton, TX, M.Ed., 1980;  
Nova Southeastern University, Ft. Lauderdale, FL, Ed.D.,  
1999. At Concordia since 2009.

**Mary L. May** (Assistant Prof., Dir., Remote Ops/Ft  
Worth Ctr. Dir.)  
University of Houston University Park, Houston, TX,  
B.S., 1971; Stephen F. Austin State University,  
Nacogdoches, TX, M.Ed., 1978; Baylor University,  
Waco, TX, Ed.D., 1994. At Concordia since 2008.

**James H. McConnell** (Associate Professor, Education)  
Southwest Texas State University, San Marcos, TX, B.A.,  
1971. Concordia University, Irvine, CA, M.A., 1995;  
Concordia Teachers College, Seward, NE, DCE

Certification, 1977; Capella University, Minneapolis, MN, Ph.D., 2004. At Concordia since 2000.

**Laurence L. Meissner** (Professor, Biology)  
Concordia Teachers College, Seward, NE, B.S., 1968;  
Eastern Michigan University, Ypsilanti, MI, M.S., 1973;  
University of Texas, Austin, TX, Ph.D. 1987. At  
Concordia since 1973.

**Mark T. Meyer** (Assistant Prof., Dean –N. Lamar Univ.  
Ctr.)  
Trinity University, San Antonio, TX, B.S., 1981;  
LeTourneau University, Longview, TX, M.B.A., 2004.  
At Concordia since 2008.

**Michael A. Moyer** (Professor, Biology)  
Carthage College, Kenosha, WI, B.A., 1981; University  
of South Florida, Tampa, FL, Ph.D., 1997, At Concordia  
since 1998.

**Paul E. Muench** (Professor, Communication)  
Concordia Senior College, Fort Wayne, IN, B.A., 1968;  
Concordia Seminary, St. Louis, MO, M.Div., 1972;  
School of World Mission - Fuller Theological Seminary,  
Th.M., 1981; Ph.D., 1984. At Concordia since 1999.

**David Ortiz** (Assistant Professor, Education)  
Texas A&M University, College Station, TX, B.S., 1992,  
M.S. 1994; Indiana University, Bloomington, Ph.D. 2006.  
At Concordia since 2007.

**Thomas H. Orton** (Associate Prof., History, Geo. & Env.  
Sci.)  
Valparaiso University, Valparaiso, IN, B.S., 1960; Wayne  
State University, Detroit, MI, M.A., 1969. At Concordia  
since 1979.

**Robert G. Otey** (Associate Professor, Education)  
Oklahoma State University, Stillwater, OK, B.S., 1965 ;  
Southwest Texas State University, San Marcos, TX,  
M.Ed., 1992; Texas A&M University, College Station,  
TX, Ph.D., 1999. At Concordia since 2002.

**Thomas R. Pate** (Professor, Physical Education)  
Southwestern University, Georgetown, TX, B.S., 1972;  
Texas Southern University, Houston, TX, M.S., 1978;  
University of Texas, Austin, TX, Ph.D., 1995. At  
Concordia since 1997.

**Bruce A. Peffer** (Assistant Professor, Theology)  
Concordia College, Seward, NE, B.A., 1982; Concordia  
Seminary, St. Louis, MO, M.Div. 1986; Austin  
Presbyterian Theological Seminary, Austin, TX, D.Min.,  
2001. At Concordia since 2003.

**Joy H. Penticuff** (Professor, Nursing)  
Case Western Reserve University, Cleveland, OH,

B.S.N., 1968; M.S.N., M.A., 1973; Ph.D., 1976. At  
Concordia since 2008.

**Paul J. Puffe** (Associate Professor, Theology and  
Hebrew)  
Massachusetts Institute of Technology, Cambridge, MA,  
B.S., 1975; Concordia Seminary, St. Louis, MO, M.Div.,  
1979; University of Michigan, Ann Arbor, MI, M.A.,  
1983. At Concordia since 1984.

**Keith Ellen Ragsdale** (Professor, Nursing)  
Del Mar College, Corpus Christi, TX, A.A.S., 1971;  
Purdue University, West Lafayette, IN, B.S., 1973;  
University of Colorado, University Medical Center,  
Denver, CO, M.S., 1974; Nova Southeastern University,  
Ft. Lauderdale, FL, Ed.D., 1994. At Concordia since  
2009.

**Amy L. Root** (Assistant Professor, English)  
University of Texas, Austin, TX, B.S. 1989, B.A., 1990;  
New School University, New York, NY, M.F.A., 2001;  
University of Texas, Austin, TX, Ph.D., 2010. At  
Concordia since 2002.

**Thomas E. Rosenwinkel** (Assistant Professor, Mathematics)  
Valparaiso University, Valparaiso, IN, B.S., 2005;  
University of Texas, Austin, TX, M.S., 2007. At  
Concordia since 2008.

**R. Abigail Pfiester Rue** (Assistant Professor,  
Communications)  
Baylor University, Waco, TX, B.A., 1999. Cornell  
University, Ithaca, NY, M.S., 2001, University of Texas,  
Austin, TX, Ph.D., 2009. At Concordia since 2009.

**Jonathan B. Ruehs** (Assistant Professor, Education)  
Concordia University, Irvine, CA, B.A., 1995; DCE  
Certification, 1996; Biola University, La Mirada, CA,  
M.A., 2001; At Concordia since 2008.

**Alan P. Runge** (Associate Professor, Provost)  
Concordia Teachers College, Seward, NE, B.A., 1987.  
Kansas State University, Manhattan, KS, B.S., 1989.  
Miami University, Oxford, OH, M.S., 1991. DeVry  
University, Kansas City, MS, M.B.A, 2003. University of  
Nebraska, Lincoln, NE, M.S., 1994; Ph.D., 1997. At  
Concordia since 2007.

**Marchelle A. Scarnier** (Assistant Professor, Psychology)  
University of Arizona, Tucson, AZ, B.A., 1999.  
University of Arizona, Tucson, AZ, M.A., 2003; Ph.D.,  
2007. At Concordia since 2007.

**Kenneth Schmidt** (Professor, Fine Arts)  
Concordia Teachers College, Seward, NE, B.S. Ed. 1967;  
Eastern Michigan University, Ypsilanti, MI, M.A., 1971;  
Cranbrook Academy of Art, Bloomfield Hills, MI,

M.F.A. 1977; The Pennsylvania State University State College, PA, Ph.D., 1991. At Concordia since 2006.

**Ann Schwartz** (Associate Professor, Sociology)  
Trinity University, San Antonio, TX, B.A., 1992.  
University of Arizona, Tucson, AZ, M.A., 1996.  
University of Texas at Austin, Austin, TX., Ph.D., 2005.  
At Concordia since 1996.

**Jason Shurley** (Assistant Professor, Kinesiology)  
University of Texas, Austin, TX, B.S., 2003; Stephen F.  
Austin State University, Nacogdoches, TX, M.S., 2007.  
At Concordia since 2008.

**Shane M. Sokoll** (Assistant Prof., Human Resource  
Mgmt.)  
Regent University, Virginia Beach, VA, M.B.A., 2002; At  
Concordia since 2008.

**Wayne B. Sorensen** (Associate Professor, Healthcare  
Admin.)  
University of Minnesota, Minneapolis, MN, B.S., 1965;  
Baylor University, Waco, TX, M.H.A., 1979; The  
University of Iowa, Iowa City, IA, Ph.D., 1985. At  
Concordia since 2010.

**Woodard R. Springstube** (Associate Professor,  
Business)  
Oklahoma State University, Stillwater, OK, B.S., 1972.  
University of Central Oklahoma, Edmond, OK, M.B.A.,  
1985. University of Iowa, Iowa City, IA, M.A., 1990.  
University of North Texas, Denton, TX, Ph.D., 1998. At  
Concordia since 1996.

**John M. Stanford** (Professor, Physical Science)  
Rice University, Houston, TX, B.A., 1982. University of  
Georgia, Athens, GA, Ph.D., 1991. At Concordia since  
2007.

**Susan D. Stayton** (Professor, English)  
Wellesley College, Wellesley, MA, B.A., 1964.

University of Texas, Austin, TX, M.A., 1969; Ph.D.,  
1991. At Concordia from 1964 to 1967 and since 1972.

**James N. Stevenson** (Associate Professor, Chemistry)  
Concordia Teachers College, Seward, NE, B.S., 1964.  
University of Tennessee, Knoxville, TN, M.S., 1967;  
Ph.D., 1973. At Concordia since 1992.

**Claudia A. Teinert** (Professor, English)  
University of Texas at Austin, Austin, TX, B.S., 1976;  
Ph.D., 1992. Creighton University, Omaha, NE, M.A.,  
1979. At Concordia from 1989 to 1996 and since 2002.

**Carl C. Trovall** (Assistant Professor, Theology)  
Concordia College, St. Paul, MN, B.A., 1983; Concordia  
Seminary, St. Louis, MO, M.Div., 1987; Southern  
Methodist University, Dallas, TX, Ph.D., 2010. At  
Concordia from 1997-2002 and since 2006.

**Michael G. Wallace** (Assistant Professor, Education)  
Southwest Texas State University, San Marcos, TX,  
B.S.Ed., 1975; Stephen F. Austin State University,  
Nacogdoches, TX, M.A., 1976; Baylor University, Waco,  
TX, Ed.D., 1998. At Concordia since 2007.

**Chris Winkler** (Adjunct Assistant Professor, Education)  
Texas A&M University, College Station, TX, BS; 1985;  
University of Texas at Austin, Austin, TX, M.Ed., 1992,  
Ph.D., 2008. At Concordia since 2009.

**Jacob L. Youmans** (Assistant Professor, Dir., DCE Program)  
Concordia University, Irvine, CA, B.A., 1997; Concordia  
University, Seward, NE, M.S., 2003; George Fox  
University, Newberg, OR, D.Min., 2009. At Concordia  
since 2009.

**Kenneth M. Zawilinski** (Associate Professor, Business)  
University of Texas, Austin, TX, B.A. 1978; M.A., 1982;  
Ph.D., 1991. At Concordia since 2004.

