The most up to date version of the Oak Hills Christian College academic catalog is available on the college’s website at oakhills.edu.

This catalog is intended to be an accurate representation of Oak Hills Christian College. However, the college reserves the right to make changes as circumstances may require. We will attempt to communicate any such changes to faculty, staff, and students involved.

Oak Hills Christian College is an interdenominational Christian college that welcomes all applicants who are personally committed to faith in Jesus Christ. We do not discriminate on the basis of race, gender, age, physical ability, and national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
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What's so special about Oak Hills Christian College? This is what students have to say about life and learning at OHCC.

“I learned about God’s call on my life.” In the context of a beautiful Northwoods setting and an incredible learning environment, if you listen—you will hear from God.

“The quality of instruction is excellent.” Highly qualified, credentialed, and experienced faculty will inspire your spiritual growth, stimulate learning, and encourage character development. You will be mentored by humble men and women of God who possess a vast depth of spiritual maturity.

“The faculty and staff are caring and helpful. I feel comfortable talking to them about personal issues.” We are personal on purpose. In our small community, you will be noticed, accepted, and loved as a unique and valued child of God. You will build friendships that will last a lifetime.

“I learned to think for myself.” Students at OHCC learn how to think, not what to think. You will also learn how to study the Bible for yourself and apply biblical principles to everyday life.

Come to Oak Hills! You will make great strides in your spiritual and personal journey. You will discover who God made you to be. You will learn to live out your faith in a hard world. You will be equipped to serve our Lord. Your love for God and compassion for others will grow. You won’t want to miss it!

Doctrinal Statement

SCRIPTURES: We believe the Scriptures of the Old and New Testaments are all verbally inspired by God, without error as originally written, and our only infallible rule of faith and practice.

GOD: We believe God is the creator and externally exists in three persons - the Father, the Son, and the Holy Spirit - and these three are one God; having precisely the same nature, attributes, perfection, and worthy of precisely the same worship, honor, confidence and obedience.

THE SAVIOR: We believe the Lord Jesus Christ is God manifest in the flesh. We hold to His virgin birth, sinless life, vicarious death, bodily resurrection, His ascension into heaven, His present high priestly ministry, His translation of the church, and His personal premillennial return to set up an earthly kingdom.

THE HOLY SPIRIT: We believe the Holy Spirit is the third Person of the Trinity who convicts the unsaved and effects the full salvation of the believer.

MANKIND: We believe that all human beings are made in the image of God and, therefore, have dignity and worth. We further believe that, through the fall of mankind in Adam, all are sinners by nature and stand in need of regeneration.

SALVATION FOR SINNERS: We believe salvation was provided through Jesus Christ by His substitutionary and sacrificial death on the cross, sufficient for all, taking every legal obstacle out of the way, and that all must be born again or be forever lost.

ETERNAL LIFE: We believe eternal life is the sovereign work of God’s grace given to those who believe and receive Christ.

TWO DESTINIES: We believe the destiny for the believer is to be present (at home) with the Lord and for the unbeliever is to be separated from the presence of the Lord in everlasting punishment.

THE CHURCH: We believe the church is an organism of which Christ is the head, made up of individual believers who have been saved by personal faith in the Lord Jesus Christ through the grace of God and baptized into Christ’s body by the Holy Spirit.

ONE COMMISSION: We believe the great evangelistic and missionary commission given by Jesus Christ to the disciples and to the continuing church is that of making Christ known by word and example and bringing to maturity those who believe by instruction in the Word.
In August of 1925, six men with a vision met under a big oak tree on the shores of Lake Marquette near Bemidji, Minnesota. They asked God for the land to be used as a Christian camp and training facility, and God answered their prayer. Through donations from friends and by using their own money, they accumulated $250 to purchase 14 acres of lakeshore property.

That oak tree became known as the Prayer Oak, and the organization became known as Oak Hills Fellowship. After two decades of ministry in camping, evangelism, and church planting, the second part of their vision began with the development of a training facility. The purpose of this facility, known as Oak Hills Christian Training School, was to provide instruction in the Bible, Christian character, and fellowship. The first graduating class of four men and three women took place on April 8, 1949.

Oak Hills Christian Training School became Oak Hills Bible Institute in 1961, Oak Hills Bible College in 1985, and Oak Hills Christian College in 1998. The name and academic criteria have changed over the years, but the original purpose of teaching and equipping men and women to be effective servants of Jesus Christ continues to guide us.
Accreditation and Registration

ASSOCIATION FOR BIBLICAL HIGHER EDUCATION
Oak Hills Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education. They are located at 5850 T.G. Lee Blvd., Ste. 130, Orlando, FL 32822, (407)207-0808.

PURPOSE OF ACCREDITATION
Accreditation assures students of high quality education. Accredited status is also significant in the transfer of credits. However, the transfer of credit is always at the discretion of the receiving school.

COUNCIL FOR HIGHER EDUCATION ACCREDITATION
The Association for Biblical Higher Education is recognized by the Council for Higher Education Accreditation (CHEA). This affirms that the standards and processes of the accrediting organization are consistent with the academic quality, improvement, and accountability expectations CHEA has established.

MINNESOTA OFFICE OF HIGHER EDUCATION
Oak Hills Christian College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Affiliations and Memberships

DENOMINATIONAL AFFILIATION
Oak Hills Christian College is interdenominational; we are not associated with any one denomination. Our students, staff, and faculty come from a variety of churches. We welcome all applicants who are personally committed to faith in Jesus Christ.

TRANSFER AGREEMENT WITH CROWN COLLEGE
Oak Hills Christian College and Crown College (St. Bonifacius, MN) have entered into a cooperative agreement regarding students who transfer to Crown College for programs not available at OHCC. Benefits include arrangements for the transfer of credits and the possibility of a cooperative grant. Contact the Admissions Office for more information.

FINANCIAL ACCOUNTABILITY
Oak Hills is a charter member of the Evangelical Council for Financial Accountability.

INTERCOLLEGIATE ATHLETICS
Oak Hills Christian College intercollegiate athletics are members of the Northern Intercollegiate Athletic Conference (NIAC), the Association of Christian College Athletics (ACCA), and the Manitoba Colleges Athletic Conference (MCAC).
LAKESHORE LOCATION
The beautiful 185-acre campus of Oak Hills Christian College is located on the shores of Lake Marquette. We are four miles from the city of Bemidji, a regional hub for education, entertainment, shopping, healthcare, and recreation.

ADMINISTRATION BUILDING
The Student Life Offices, Central Office, administrative offices, faculty and staff offices, business offices, facilities and maintenance offices, campus bookstore, conference room, music practice rooms, and two classrooms are located in the Administration Building.

FELLOWSHIP CENTER
Our chapel, classrooms, student lounge, computer lab, tutoring center, archives, Cummings Library, and Center for Indian Ministries offices are located in the Fellowship Center.

SCHREIBER ACTIVITY CENTER
The Admissions Office, Financial Aid Office, Athletic Office, food service, gymnasium, fitness room, and ten guest rooms are located in the Schreiber Activity Center.

VALLEY VIEW STUDENT CENTER
The Valley View Student Center includes multiple seating areas, fireplace, flat screen TV, and pool table room.

CAMPUS HOUSING
Two residence halls (East / West) and an apartment building (Acorn) house over 100 students. There are two apartment buildings (Pineview, Southgate) for married couples, families, and single parents.

PRAYER CHAPEL
The Prayer Chapel is a wonderful place to get alone with God or to meet with others to pray. It has a beautiful view of the lake and a worshipful atmosphere.
OHCC COMMUNITY
At Oak Hills Christian College we seek to provide a biblically healthy community so that students can learn and mature through their academic studies, personal relationships, and life experiences. Our desire is that students will learn to love God wholeheartedly, love people as He does, and influence others to follow Him.

STANDARD OF CONDUCT
The five OHCC objectives (see page 4) are the foundation for each student’s education and experience at Oak Hills. Our standard of conduct is based on the premise that all individuals in our college are committed to these objectives for themselves and for other students.

We believe the Bible is our authoritative guide for faith and practice. As followers of Jesus Christ, we are responsible for living in a way that reflects His character and priorities.

At Oak Hills Christian College we are dedicated to coming alongside each student and facilitating spiritual growth. We seek to encourage them as they develop Christlikeness and will teach or confront in love when needed.

STUDENT LIFE DEPARTMENT
The Student Life Department consists of the Dean of Student Life, the Director of Residence Life, and the Women’s Resident Director. They provide leadership and supervision for the campus and online community. In supporting the mission statement and objectives of Oak Hills Christian College, the Student Life staff seeks to:
1. Assist students in developing their faith relationship with Jesus Christ.
2. Love and pray for the students.
3. Cultivate an environment where Christlike relationships and community are built.
4. Provide a secure and healthy campus to enhance the experience of college life.

COMMUNITY LIFE HOUR
Our Community Life Hour (CLH) provides a time for the Oak Hills community to come together for special times of learning, fellowship, prayer, celebration, worship, and exchange of community information.

Because these services are essential activities in the education program of Oak Hills Christian College, regular attendance is required of all of our on-campus students and is a requirement for graduation. Small groups, which give our students, faculty, and staff an opportunity to interact in a less formal setting, are also a part of CLH.

CAMPUS ACTIVITIES
Our beautiful lakeside campus provides many options for outdoor activities. These include hiking, canoeing, biking, cross-country skiing, sledding, fishing, and more! The fitness room, foosball, and ping-pong are also available. There are many activities which provide relationship-building opportunities for students. These are great ways to develop friendships, practice Christian principles, and help balance the pressure of formal study.

FOOD SERVICE
The OHCC food service is operated by staff and student workers. We provide nourishing, well-balanced meals. Food service is available weekdays and weekends whenever classes are in session.

CAMPUS HOUSING
Single students under age 21 are expected to live on campus during their freshman and sophomore years. Part-time students need special permission to live in campus housing.

HEALTH SERVICE
A cooperative relationship has developed between OHCC and Bemidji State University to provide low cost, quality healthcare and health education for students. Participation is mandatory for full-time students who do not have health insurance and optional for those who can provide proof of insurance.

INTERCOLLEGIATE / INTRAMURAL ATHLETICS
OHCC is the “Home of the Wolfpack.” We offer intercollegiate men’s basketball and intercollegiate women’s volleyball. There are also opportunities to be involved in various intramural activities such as flag football, basketball, ultimate Frisbee, floor hockey, and more.

STUDENT HANDBOOK
Complete information about campus services and community guidelines are in the OHCC Student Handbook. This information may be found on our website, or you may contact the Admissions Office to request a copy.
Each academic program includes courses from three areas of the curriculum: Biblical Studies, Christian Ministry, and General Education. Courses from these areas work together to help students develop a Christ-centered worldview and a heart for loving God and serving others.

Students are challenged to grow in knowledge, in critical thinking skills, in communication skills, in character, and in commitment to their faith.

**BIBLICAL STUDIES**

We believe the Bible is God's written word and is His clearest revelation of spiritual truth. The Bible functions as our final authority for matters of faith and practice. Consequently, we make the study of the Bible the focal point of our curriculum.

We teach careful and thoughtful interpretation of the Bible based on the historical, cultural, and literary contexts. Surveys of the entire Bible, as well as in-depth studies of particular parts of it, provide knowledge of its content and give opportunity for assessing its meaning and application for today's world.

The Biblical Studies curriculum includes Bible: Old Testament (BOT), Bible: New Testament (BNT), Biblical Studies Approach (BSA), and Theology (TH).

**CHRISTIAN MINISTRY**

God desires that we minister to others through evangelism, discipleship, and lives of service. Christian Ministry courses seek to provide the necessary knowledge and skills to serve effectively.

Informative courses dealing with a broad scope of ministry, as well as more specialized courses pertaining to specific ministry emphases, contribute toward helping students implement God’s will on earth.

The Christian Ministry curriculum includes the Student Outreach Program. Each week students are involved in a supervised ministry or service project in Bemidji or a nearby community. By serving others, students are able to put into practice some of the things they are learning and can make a difference in the lives of others.

Christian Ministry curriculum includes Camp Ministry (CA), Christian Ministry (CM), Counseling (CO), Intercultural Studies (IS), Leadership & Ministry (LM) Pastoral Ministry (PM), and Youth Ministry (YM).

**GENERAL EDUCATION**

In addition to the Scriptures, God has also revealed knowledge through the created order. We believe all truth is God’s truth, and we seek to understand this in our general education courses by studying the nature of humanity, society, communication, aesthetics, and the physical world. Such knowledge helps us understand God, ourselves, and the world, in order to serve God more effectively. General Education curriculum includes the following components.

**Business:** To develop and exercise commerce-related skills. The Business curriculum includes Business (BUS).

**Communications:** To develop and express ideas clearly and effectively. The Communications curriculum includes Communications (COM) and English (ENG).

**Humanities:** To broaden understanding of the human experience by exposure to the history of human ideas, languages, literature, the arts, and philosophy. The Humanities curriculum includes Humanities (HUM), Language (LA), Music (MU), and Teaching English as a Second Language (TESL).

**Social Science:** To investigate humanity in a variety of contexts, from individuals to complete societies. The Social Science curriculum includes Addictions Counseling (AD), Cultural Studies (CUL), Government (GOV), History (HI), Psychology (PS), and Sociology (SOC).

**Science/Math:** To understand the natural world and the scientific approach to learning. The Science/Math curriculum includes Science (SCI) and Math (MTH).

**MINISTRY IN ACTION (MIA)**

Ministry in Action is a short-term missions opportunity that is offered to all students. Overseas trips take place in late December and early January. Trips in the Americas take place during Spring Break. Students receive credit for MIA participation. These experiences are a great way to learn about what God is doing around the world and see opportunities for future ministry.
Academic Programs

BACHELOR OF ARTS
Biblical Studies .................................................. page 10

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BACHELOR OF SCIENCE—DOUBLE MAJORS
Addictions Counseling ........................................ page 15
Applied Psychology ........................................... page 16
Business ......................................................... page 17

BACHELOR’S DEGREE
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ASSOCIATE IN ARTS
Associate in Arts in Biblical Studies ..................... page 20

ASSOCIATE’S DEGREE
Biblical Studies and Ministry (Online) ................ page 25

CERTIFICATE IN BIBLICAL STUDIES
Certificate in Biblical Studies ............................... page 26

Emphasis Options

Students may take an emphasis in addition to their chosen Bachelor of Arts major. The purpose of an emphasis is to provide students with foundational courses in another area of ministry. The emphasis will consist of four to five courses totaling 10-11 credits. Emphasis options are available in the following ministry programs: Intercultural Studies, Pastoral Ministry, Youth Ministry. Emphasis courses already required in the chosen major will be replaced by substitute courses. These will be determined by the program director. Students should declare their emphasis during their sophomore year.

Intercultural Studies
Global Christianity ............................................. 3
Cross-Cultural Communications ........................... 2
World Religions .................................................. 3
Intercultural Life & Work ..................................... 3

Pastoral Ministry
Introduction to Pastoral Ministry ......................... 2
Introduction to Preaching .................................... 3
Introduction to Counseling ................................ 3
Introduction to Hebrew ...................................... 1
Introduction to Greek ....................................... 1

Youth Ministry
Foundations in Youth Ministry ........................... 3
Programming Skills in Youth Ministry ................... 3
Organizational Issues & Skills ............................. 3
Family Life & Ministry ..................................... 2

Course Sequence

The recommended course sequence for each academic program is listed on the Oak Hills Christian College website (oakhills.edu). This information will list which classes the student needs to take each semester in order to graduate in a timely manner and benefit from the intended order of class instruction.
**PROGRAM DIRECTOR:** Dr. Gale Struthers

**PURPOSE:** To provide the student with extensive knowledge and understanding of the Bible and its application to the world in which we live. This degree may be used to prepare students for positions in church and/or parachurch agencies, as preparation for seminary or graduate education in biblical studies, theology and related disciplines, or for entrance into the workplace where a B.A. degree is appropriate.

**OBJECTIVES:** The student will demonstrate fulfillment of the five OHCC objectives (page 4).

### BIBLICAL STUDIES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Old Testament History and Literature I</td>
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<tr>
<td>Old Testament History and Literature II</td>
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<tr>
<td>New Testament History and Literature</td>
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<td>Interpretation of Biblical Literature</td>
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<td>Christian Faith</td>
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<td>Advanced Hermeneutics</td>
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<tr>
<td>Biblical Theology</td>
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<tr>
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<tr>
<td>Bible Electives (upper division)</td>
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<tr>
<td>Introduction to Biblical Hebrew**</td>
<td>1</td>
</tr>
<tr>
<td>Introduction to Biblical Greek**</td>
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### CHRISTIAN MINISTRY

<table>
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<tr>
<th>Course</th>
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</tr>
<tr>
<td>Spiritual Formation II</td>
<td>3</td>
</tr>
<tr>
<td>Teaching in Ministry</td>
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</tr>
<tr>
<td>Student Outreach</td>
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<td>Biblical Studies Internship</td>
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### FREE ELECTIVES (3 upper division)

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**GENERAL EDUCATION**

**COMMUNICATIONS**

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**HUMANITIES**

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<td>Worldviews</td>
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<tr>
<td>Humanities Elective</td>
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<td>Senior Seminar</td>
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**SOCIAL SCIENCE**

<table>
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<tr>
<td>World History</td>
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<td>Church History</td>
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**SCIENCE/MATH**

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<th>Course</th>
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**OTHER**

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<tbody>
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<td>General Education Electives</td>
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**SUMMARY**

Biblical Studies: 49  
General Education: 36  
Christian Ministry: 26  
Free Electives: 15  
**Total:** 126

**We highly recommend that those planning to attend seminary or graduate school take one of the biblical language sequences. The corresponding introductory requirement will be waived for students who choose this option.
# Bachelor of Arts in Camp Ministry and Biblical Studies

**PROGRAM ADVISOR:** Scott Buchan, Director of Camp Oak Hills

**PURPOSE:** To prepare the student for effective ministry in a Christian camp or related field. Emphasis is placed on the development of Christian leadership qualities in addition to an overall exposure to the operation of a year-round Christian camp.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will demonstrate the skills necessary for a career in the field of camp administration and operation.

This is a cooperative program with Camp Forest Springs in Westboro, Wisconsin. Students complete three years of biblical studies, Christian ministry, and general education at Oak Hills, then spend a year at Camp Forest Springs. Applications to Camp Forest Springs must be submitted by November 1 of the year prior to expected attendance at the camp. Course completion at Camp Forest Springs normally requires 11 months.

### BIBLICAL STUDIES

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### GENERAL EDUCATION

**COMMUNICATIONS**

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**SOCIAL SCIENCE**

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**SCIENCE/MATH**

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### CHRISTIAN MINISTRY

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### CAMP MINISTRY (at Camp Forest Springs)

<table>
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<td>Camp Maintenance</td>
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<tr>
<td>Promotion/Public Relations</td>
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<tr>
<td>Food Service Management</td>
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<td>Camp Counseling</td>
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<td>Camp Organization</td>
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<td>Camp Programming</td>
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<td>Camp Teaching</td>
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<td>Camp Safety</td>
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<td>Camp Ministry Internship</td>
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### FREE ELECTIVES

<table>
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<th>Credits</th>
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### TOTAL

<table>
<thead>
<tr>
<th>Credits</th>
<th>Summary</th>
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<tbody>
<tr>
<td>126</td>
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</table>
Bachelor of Arts in Intercultural Studies

PROGRAM DIRECTOR: Dr. Matthew Friedman

PURPOSE: To prepare the student to work in cross-cultural settings. This program is designed for the student who is pursuing intercultural ministry at home or abroad, development work, or a tent-making situation in an unreached nation.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Understand the biblical basis for the church’s outreach to the whole world.
2. Demonstrate an entry-level proficiency in the skills needed for living and ministering in a cross-cultural setting.
3. Understand the strategies and methods currently used in intercultural ministry.

The Intercultural Studies program is designed to offer students the flexibility to tailor their courses and internships to advance their personal career goals. Contact the program director for further information about these opportunities.

BIBLICAL STUDIES
Old Testament History and Literature I ........................................... 3
Old Testament History and Literature II ........................................... 3
New Testament History and Literature ......................................... 3
Interpretation of Biblical Literature ............................................. 3
Christian Faith ............................................................................. 4
Contemporary Issues in American Society .................................... 2
Advanced Hermeneutics ................................................................. 3
Synoptic Gospels ......................................................................... 3
Biblical Theology ......................................................................... 3
Old Testament Electives (3 upper division) .................................... 7
New Testament Elective ............................................................... 3
Bible Elective (upper division) ....................................................... 3

INTERCULTURAL STUDIES
Spiritual Formation I ................................................................... 3
Spiritual Formation II ................................................................... 3
Teaching in Ministry .................................................................... 3
Student Outreach ....................................................................... 6
Global Christianity* .................................................................... 3
History of Christian Expansion .................................................... 1
Intercultural Life and Work ............................................................. 3
Intercultural Seminar ................................................................... 2
Cultural Elective .......................................................................... 2
Special Topics in Intercultural Studies* ....................................... 2
Intercultural Studies Internship ..................................................... 6

FREE ELECTIVES (3 upper division) ............................................ 16

SUMMARY
Biblical Studies ........................................................................... 40
General Education ....................................................................... 36
Intercultural Studies .................................................................... 34
Free Electives ............................................................................ 16
TOTAL ....................................................................................... 126

*There is a course fee for this class.
PROGRAM DIRECTOR: Dr. Jeff Wisdom

PURPOSE: To provide the student with biblical, theological, and practical foundations for pastoral ministry. The student will be prepared to pastor small churches or to continue education at graduate school or seminary.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Demonstrate a familiarity with and a broad understanding of the various aspects of pastoral ministry.
2. Demonstrate skills and gifting appropriate to the pastoral role.

<table>
<thead>
<tr>
<th>BIBLICAL STUDIES</th>
<th>PASTORAL MINISTRY</th>
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<tr>
<td>Old Testament History and Literature I</td>
<td>Spiritual Formation I</td>
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<td>Old Testament History and Literature II</td>
<td>Spiritual Formation II</td>
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<td>New Testament History and Literature</td>
<td>Teaching in Ministry</td>
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<tr>
<td>Interpretation of Biblical Literature</td>
<td>Student Outreach</td>
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<tr>
<td>Christian Faith</td>
<td>Introduction to Pastoral Ministry</td>
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<tr>
<td>Contemporary Issues in American Society</td>
<td>Practice of Preaching</td>
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<tr>
<td>Advanced Hermeneutics</td>
<td>Introduction to Counseling</td>
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<tr>
<td>Synoptic Gospels</td>
<td>Marriage and Family Counseling</td>
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<tr>
<td>Biblical Theology</td>
<td>Effective Pastoral Ministry</td>
</tr>
<tr>
<td>Old Testament Electives (3 upper division)</td>
<td>Professional Ethics</td>
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<tr>
<td>New Testament Elective</td>
<td>Introduction to Hebrew**</td>
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<tr>
<td>Bible Elective (upper division)</td>
<td>Introduction to Greek**</td>
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</table>

**We highly recommend that Pastoral Ministry students take one of the biblical language sequences. The corresponding introductory requirement will be waived for students who choose this option.
Bachelor of Arts in Youth Ministry and Biblical Studies

PROGRAM DIRECTOR: Randy McKain

PURPOSE: To prepare the student for effective service in youth ministry. The student will be prepared to work effectively with youth and assume a leadership role in a church or para-church organization. This degree may also be applicable for employment in group homes or in youth service organizations.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Formulate a biblically based philosophy of youth ministry.
2. Demonstrate the ability to relate to youth in a theologically informed and culturally relevant manner.
3. Demonstrate the skills necessary for serving in a vocational youth ministry position.

BIBLICAL STUDIES
Old Testament History and Literature I ...................................... 3
Old Testament History and Literature II .................................... 3
New Testament History and Literature ...................................... 3
Interpretation of Biblical Literature ........................................... 3
Christian Faith ................................................................. 4
Contemporary Issues in American Society .................................. 2
Advanced Hermeneutics ......................................................... 3
Synoptic Gospels ................................................................ 3
Biblical Theology ............................................................... 3
Old Testament Electives (3 upper division) .............................. 7
New Testament Elective .......................................................... 3
Bible Elective (upper division) ............................................... 3

YOUTH MINISTRY
Spiritual Formation I ......................................................... 3
Spiritual Formation II ......................................................... 3
Teaching in Ministry ........................................................ 3
Student Outreach ............................................................. 6
Foundations for Youth Ministry .......................................... 3
Programming Skills in Youth Ministry ................................... 3
Organizational Issues and Skills ........................................... 3
Introduction to Counseling ............................................... 3
Adolescent Psychology ....................................................... 2
Family Life and Ministry ................................................... 2
Professional Ethics ............................................................ 2
Youth Ministry Internship ................................................. 6

FREE ELECTIVES ............................................................... 11

GENERAL EDUCATION
COMMUNICATIONS
College Writing I-II ............................................................ 6
Communications Elective ....................................................... 2

HUMANITIES
Freshman Seminar ............................................................. 1
Worldviews ................................................................. 3
Humanities Elective ........................................................... 2
Senior Seminar ............................................................... 2

SOCIAL SCIENCE
World History ................................................................. 3
Church History ............................................................... 3

SCIENCE/MATH
Science/Math ................................................................. 3

OTHER
General Education Electives .................................................. 11

SUMMARY
Biblical Studies ................................................................ 40
General Education .......................................................... 36
Youth Ministry ............................................................... 39
Free Electives ................................................................. 11
TOTAL ................................................................. 126
**Bachelor of Science in Addictions Counseling**

**INTERIM PROGRAM DIRECTOR:** Derrick Houle

**PURPOSE:** To prepare the student for human services employment or graduate work in counseling. The program consists of a major in biblical studies in addition to meeting all of the educational and fieldwork requirements to become a Licensed Drug and Alcohol Counselor (LADC) in the state of Minnesota. Graduates must also pass a state-administered exam to earn licensure.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Understand the body of knowledge pertinent to the field of addictions counseling.
2. Demonstrate the skills necessary to serve as a professional Licensed Alcohol and Drug Counselor.

**BIBLICAL STUDIES**
- Old Testament History and Literature I ........................................ 3
- Old Testament History and Literature II ..................................... 3
- New Testament History and Literature ........................................ 3
- Christian Faith ........................................................................... 4
- Contemporary Issues in American Society .................................... 2
- Advanced Hermeneutics ............................................................. 3
- Synoptic Gospels ......................................................................... 3
- Biblical Theology ......................................................................... 3
- Old Testament Elective (upper division) ....................................... 3
- Bible Elective (3 upper division) ................................................... 5

**GENERAL EDUCATION**

**COMMUNICATIONS**
- College Writing I-II .................................................................. 6
- Communications Elective ......................................................... 2

**HUMANITIES**
- Freshman Seminar ..................................................................... 1
- Interpretation of Biblical Literature ........................................... 3
- Worldviews ................................................................................ 3
- Professional Ethics ..................................................................... 2
- Senior Seminar ......................................................................... 2

**SOCIAL SCIENCE**
- World History ........................................................................... 3
- Church History .......................................................................... 3
- Introduction to Psychology ....................................................... 4
- Abnormal Psychology ............................................................... 3

**SCIENCE/MATH**
- Elective ..................................................................................... 4

**CHRISTIAN MINISTRY**
- Spiritual Formation I ................................................................. 3
- Spiritual Formation II ............................................................... 3
- Student Outreach .................................................................... 4

**ADDITIONS COUNSELING**
- Introduction to Counseling ..................................................... 3
- Addictions Counseling ............................................................. 2
- Intro to Psychopharmacology .................................................. 2
- Theories of Chemical Dependency ........................................... 3
- Chemical Dependency Counseling .......................................... 2
- Professional Issues in Chemical Dependency ......................... 3
- Group Process ......................................................................... 3
- Adult Children of Dysfunctional Families ............................... 3
- Diagnosis, Intervention and Treatment ................................. 3
- Integration of Psychology and Theology ................................. 2
- Practicum ................................................................................. 16

**FREE ELECTIVES** ................................................................ 6

**SUMMARY**
- Biblical Studies ....................................................................... 32
- General Education ................................................................... 36
- Christian Ministry ................................................................... 10
- Addictions Counseling .......................................................... 42
- Free Electives .......................................................................... 6

**TOTAL** .............................................................................. 126
PROGRAM DIRECTOR: Derrick Houle

PURPOSE: To prepare the student for immediate human services employment or graduate work in counseling. The program consists of a major in Biblical Studies, core courses in psychology, and the opportunity to pursue an area of interest within the field of psychology through the choice of a senior project.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Understand the body of knowledge pertinent to the field of psychology.
2. Demonstrate the skills necessary to work in the helping profession field.

BIBLICAL STUDIES
Old Testament History and Literature I ........................................... 3
Old Testament History and Literature II ........................................... 3
New Testament History and Literature ........................................... 3
Interpretation of Biblical Literature ................................................. 3
Christian Faith ............................................................................... 4
Contemporary Issues in American Society................................. 2
Advanced Hermeneutics ................................................................. 3
Synoptic Gospels ........................................................................ 3
Biblical Theology ......................................................................... 3
Old Testament Elective (upper division) ....................................... 3
Bible Electives (3 upper division) .................................................. 5

GENERAL EDUCATION
COMMUNICATIONS
College Writing I-II ................................................................... 6
Communications Elective ............................................................... 2
HUMANITIES
Freshman Seminar ...................................................................... 1
Worldviews ................................................................................ 3
Humanities Elective .................................................................... 2
Senior Seminar ........................................................................... 2
SOCIAL SCIENCE
World History ............................................................................. 3
Church History ........................................................................... 3
Introduction to Psychology ......................................................... 4
Human Sexuality ........................................................................ 3
SCIENCE/MATH
Research and Statistical Methods .............................................. 4

OTHER
General Education Electives ....................................................... 3

CHRISTIAN MINISTRY
Spiritual Formation I .................................................................. 3
Spiritual Formation II .................................................................. 3
Student Outreach ......................................................................... 6

PSYCHOLOGY
Introduction to Counseling ......................................................... 3
Issues in Counseling .................................................................. 2
Marriage and Family Counseling ................................................ 2
Addictions Counseling ............................................................... 2
Lifespan Developmental Psychology ......................................... 3
Adolescent Psychology ............................................................... 2
Group Process ............................................................................ 3
Abnormal Psychology ............................................................... 2
Psychological Measurement and Testing* ................................ 3
Professional Ethics ...................................................................... 2
Integration of Psychology and Theology .................................. 2
Psychology Internship ............................................................... 6

FREE ELECTIVES ................................................................... 10

SUMMARY
Biblical Studies ......................................................................... 35
General Education ..................................................................... 36
Christian Ministry .................................................................... 12
Psychology ............................................................................... 33
Free Electives .......................................................................... 10
TOTAL .................................................................................. 126

*There is a course fee for this class.
**Bachelor of Science in Business**

**PROGRAM DIRECTOR:** Dana Schnortz

**PURPOSE:** To prepare students with the tools necessary to thrive and serve in the business world. Curriculum has been divided into four different areas of emphasis: General Business Administration, Entrepreneurship/Small Business Administration, Management, and Marketing.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Understand and explore the principles within their chosen business track.
2. Demonstrate skill in their chosen business track.
3. Be prepared for successful employment in business (profit or non-profit business).

**BIBLICAL STUDIES**
- Old Testament History and Literature I ......................................................... 3
- Old Testament History and Literature II .......................................................... 3
- New Testament History and Literature ........................................................... 3
- Interpretation of Biblical Literature ............................................................... 3
- Christian Faith ............................................................................................... 4
- Contemporary Issues in American Society ..................................................... 2
- Advanced Hermeneutics .................................................................................. 3
- Synoptic Gospels ............................................................................................. 3
- Biblical Theology ............................................................................................ 3
- Old Testament Elective (upper division) .......................................................... 3
- Bible Electives (upper division) ........................................................................ 5

**GENERAL EDUCATION**

**COMMUNICATIONS**
- College Writing I-II ...................................................................................... 6
- Marketing/Business Communication ............................................................ 3

**HUMANITIES**
- Freshman Seminar ......................................................................................... 1
- Worldviews .................................................................................................... 3
- Humanities Elective ....................................................................................... 2
- Senior Seminar ............................................................................................... 2

**SOCIAL SCIENCE**
- World History ............................................................................................... 3
- Church History ............................................................................................. 3

**NATURAL SCIENCE/MATH**
- Science/Math ................................................................................................. 4

**OTHER**
- Introduction to Business ................................................................................. 3
- Personal Finance ............................................................................................ 2
- General Education Electives ........................................................................... 4

**CHRISTIAN MINISTRY**
- Spiritual Formation I ..................................................................................... 3
- Spiritual Formation II ..................................................................................... 3
- Student Outreach ........................................................................................... 6

**BUSINESS (CORE)**
- Accounting Essentials .................................................................................. 3
- Introduction to Economics .............................................................................. 3
- Computer Applications in Business .............................................................. 3
- Principles of Management .............................................................................. 3
- Principles of Marketing .................................................................................. 3
- Principles of Finance ..................................................................................... 3
- Integration of Business and Ministry ............................................................ 3
- Business Law/Ethics ...................................................................................... 3
- Business Seminar ........................................................................................ 3

**GENERAL BUSINESS EMPHASIS**
- Online Business Elective (Upper) ................................................................ 3
- Business Elective (Upper) .............................................................................. 2
- Online Business Elective (Upper) ................................................................ 3

**ENTREPRENEURSHIP/SMALL BUSINESS EMPHASIS**
- Entrepreneurship ........................................................................................... 3
- Personal Selling .............................................................................................. 2
- Online Business Elective (Upper) ................................................................ 3

**MANAGEMENT EMPHASIS**
- Case Studies in Leadership OR
- Biblical Concepts of Leadership .................................................................. 3
- Management Elective (Upper) ....................................................................... 2
- Online Management Elective (Upper) ............................................................ 3

**MARKETING EMPHASIS**
- Organizational Marketing and Sales .............................................................. 3
- Personal Selling ............................................................................................. 2
- Online Business Elective (Upper) ................................................................ 3

**FREE ELECTIVES** ...................................................................................... 8

**SUMMARY**
- Biblical Studies .......................................................................................... 35
- General Education ....................................................................................... 36
- Christian Ministry ......................................................................................... 12
- Business Core ............................................................................................. 27
- Business Emphasis ....................................................................................... 8
- Free Electives ............................................................................................... 8
- **TOTAL** .................................................................................................... 126

* All 2 credit traditional elective courses may be substituted with an approved 3 credit online class, but would result in 1 fewer free electives
PROGRAM DIRECTOR: Dana Schnortz

PURPOSE: The graduate will be prepared for effective service in society and will have the skills and knowledge necessary to manage an organization in the twenty-first century.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Understand and apply the principles (management, marketing, finance) by which an organization operates.
2. Understand and function from solid legal and ethical bases.
3. Evaluate the financial condition and statements of a business and propose courses of action.
4. Develop, implement, and evaluate a business plan within an organization.
5. Manage people and processes within an organization.

All courses are 3 credits

BIBLICAL STUDIES
Old Testament Survey and Poetic Books
   OR Old Testament History and Literature I and II
New Testament History and Literature
Synoptic Gospels
Interpretation of Biblical Literature
Christian Faith
Contemporary Issues in American Society
Advanced Hermeneutics
Biblical Theology
Biblical Studies Electives (Upper)

CHRISTIAN MINISTRY
Spiritual Formation II (Evangelism and Discipleship)
Small Groups in the Church
Supervised Outreach I
Supervised Outreach II/Internship

BUSINESS ADMINISTRATION
Accounting for Managers OR
Financial Concepts
Economics for the Manager
Essentials of Management
Management of Human Resources
Teams and Work Processes
Organizational Marketing and Sales
Legal Implications for Business
Ethical Decisions in the Workplace
Organizational Behavior
Case Studies in Leadership

FREE ELECTIVES
[Entrepreneurship; Case Studies in Management; Biblical Concepts of Leadership; Other]

SUMMARY
Biblical Studies ......................................................... 30
General Education .................................................... 36
Christian Ministry .................................................... 12
Business Administration ........................................ 30
Free Electives ............................................................ 12
TOTAL ................................................................. 120
**Bachelor’s Degree in Leadership and Ministry (ONLINE)**

**PROGRAM DIRECTOR:** Dr. Sue Glidden

**PURPOSE:** To provide Christian adults with the skills to lead and minister in a wide range of business, human services, church or para-church careers. In this program students will explore contemporary leadership and ministry issues from a biblical perspective, search the mind and will of God, and dialogue with others who both lead and serve in their worlds.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will:
1. Understand the critical issues and dynamics involved in contemporary leadership and ministry.
2. Demonstrate competencies appropriate to leadership and ministry as a Christian in today’s world: leadership principles and practice, learning/teaching, ethics, management, and interpersonal communication.

All courses are 3 credits

<table>
<thead>
<tr>
<th><strong>BIBLICAL STUDIES</strong></th>
<th><strong>LEADERSHIP AND MINISTRY</strong></th>
</tr>
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<tbody>
<tr>
<td>Interpretation of Biblical Literature</td>
<td>Spiritual Formation II (Evangelism and Discipleship)</td>
</tr>
<tr>
<td>Christian Faith</td>
<td>Biblical Concepts of Leadership</td>
</tr>
<tr>
<td>Genesis</td>
<td>Learning and Teaching</td>
</tr>
<tr>
<td>Old Testament Historical, Prophetic, OR Poetic Book</td>
<td>Small Groups in the Church</td>
</tr>
<tr>
<td>Contemporary Issues in American Society</td>
<td>OR Teams and the Work Process</td>
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<tr>
<td>Advanced Hermeneutics</td>
<td>Essentials of Management</td>
</tr>
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<td>Synoptic Gospels</td>
<td>Christian Ethics</td>
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<td>Hebrews</td>
<td>Financial Concepts</td>
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<td>Romans</td>
<td>Leadership and Ministry Senior Seminar</td>
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<tr>
<th><strong>GENERAL EDUCATION</strong></th>
<th><strong>FREE ELECTIVES - (TRANSFERRED FROM OTHER INSTITUTIONS OR TAKEN FROM ANY AVAILABLE COURSE)</strong></th>
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<tbody>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td><strong>SUMMARY</strong></td>
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<td>College Writing I</td>
<td>Biblical Studies .......................................................... 30</td>
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<tr>
<td>College Writing II</td>
<td>General Education ......................................................... 36</td>
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<td>Communication Concepts</td>
<td>Leadership and Ministry ................................................. 24</td>
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<td><strong>HUMANITIES</strong></td>
<td>Free Electives ................................................................. 30</td>
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<td>Worldview: Thinking Like Jesus</td>
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<td><strong>SOCIAL SCIENCE</strong></td>
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<tr>
<td>History Elective</td>
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<td>Any Social Science Elective</td>
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<td><strong>SCIENCE/MATH</strong></td>
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<tr>
<td>Any Science or Math Elective</td>
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<tr>
<td><strong>OTHER GENERAL EDUCATION ELECTIVES</strong></td>
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</table>
Associate in Arts in Biblical Studies

PROGRAM DIRECTOR: Dr. Gale Struthers

PURPOSE: To provide the student with a broad knowledge and understanding of the Bible and its application to the world in which we live. This program is for the student who desires a two-year concentration in Biblical Studies. The student will be prepared for further education or to serve in churches, para-church agencies, and/or personal ministries.

OBJECTIVES: The student will demonstrate fulfillment of the five OHCC objectives (page 4).

BIBLICAL STUDIES
Old Testament History and Literature I ...................................... 3
Old Testament History and Literature II ....................................... 3
New Testament History and Literature ........................................ 3
Interpretation of Biblical Literature ........................................... 3
Christian Faith ........................................................................ 4
Contemporary Issues in American Society .................................. 2
Old and New Testament Electives (1 of each) .............................. 6
Bible Electives ..................................................................... 5

CHRISTIAN MINISTRY
Spiritual Formation I ............................................................... 3
Spiritual Formation II ............................................................. 3
Student Outreach .................................................................. 4
Christian Ministry Elective ..................................................... 3

GENERAL EDUCATION

COMMUNICATIONS
College Writing I .................................................................... 3
Communications Elective ......................................................... 2

HUMANITIES
Freshman Seminar ................................................................. 1
Worldviews ........................................................................... 3
Sophomore Assessment .......................................................... 0

SOCIAL SCIENCE
World History ......................................................................... 3

ADDITIONAL GENERAL EDUCATION
General Education Electives .......................................................... 6

FREE ELECTIVES .................................................................. 4

SUMMARY
Biblical Studies ........................................................................ 29
General Education .................................................................... 18
Christian Ministry ..................................................................... 13
Free Electives .......................................................................... 4
TOTAL .................................................................................. 64
PROGRAM DIRECTOR: Dr. Steven Ware

PURPOSE: The Associate in Arts is designed as a transfer degree—particularly to Bemidji State University—so that students can pursue God’s call in areas for which OHCC does not have a program. Applicable programs at BSU include: Elementary Education, Social Work, Criminal Justice, Mass Communications, History, English, and others. Check with Dr. Ware for more information.

OBJECTIVES: In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will be prepared to complete a bachelor’s degree at OHCC or another college.

GENERAL EDUCATION
COMMUNICATIONS
College Writing I .................................................................3
College Writing II ...............................................................3

NATURAL SCIENCE
Integrated Science................................................................3
Lab Science Elective ..........................................................4

MATHEMATICS
Survey of Mathematics .....................................................3

HISTORY AND THE SOCIAL & BEHAVIORAL SCIENCES
World History .................................................................3
Contemporary Issues in American Society.........................2
Elective (options listed below) ...............................................2
  World Religions (3), Intro to Psych (4), Lifespan
  Development (3), Human Sexuality (3), Adolescent
  Psychology (3), Abnormal Psychology (3), Cultural
  Anthropology (3), Cross-Cultural Communications (3),
  Introduction to Economics (3)

HUMANITIES
Interpretation of Biblical Literature.......................................3
Elective (options listed below) ...............................................2
  Speech (2), World Literature I (2), World Literature II (2).

HUMAN DIVERSITY IN THE UNITED STATES
Elective (options listed below) ..............................................2/3
  Modern Religious Movements (2), Cross-Cultural
  Communications (2), Human Sexuality (3)

GLOBAL PERSPECTIVE
Worldviews ........................................................................3

ETHICAL AND CIVIC RESPONSIBILITY
Elective (options listed below) ..............................................2
  Interpersonal Skills (2), Personal Finance (2)

PEOPLE AND THE ENVIRONMENT
People and the Environment: Environmental Stewardship ......3

PERFORMANCE AND PARTICIPATION
Elective (options listed below) .............................................1
  Private Music Lessons (1), Vocal Ensemble (1), Sports:
  men’s basketball, women’s volleyball (1), qualifying
  classes @ BSU

BIBLICAL STUDIES
Old Testament History and Literature I ...............................3
Old Testament History and Literature II .............................3
New Testament History and Literature ..............................3
Christian Faith ..................................................................4

CHRISTIAN MINISTRY
Spiritual Formation I .........................................................3
Spiritual Formation II .........................................................3
Student Outreach ..............................................................2

SUMMARY
General Education ............................................................42
Biblical Studies ...............................................................13
Christian Ministry ..............................................................8
Other (Freshman Seminar) ...................................................1
Free Electives ...................................................................2
TOTAL ..............................................................................66

General Education Credits
An overall minimum of 42 General Education credits
is required. If the total taken from General Education
categories is fewer than 42 credits, additional General
Education elective courses will be required to make up the
difference.

Financial Aid and Electives at BSU
A Financial Aid Consortium Agreement allows our students
to take courses at BSU and have those credits apply to the
student’s credit load as it affects financial aid eligibility.
## Associate in Arts in Pre-Communication

**PROGRAM DIRECTOR:** Dr. Steven Ware

**PURPOSE:** The AA Pre-Communication is designed as a transfer degree—particularly to Bemidji State University—so that students are able to complete a degree in communication and graduate on time. Students who complete this AA will have met all of the MnSCU Liberal Education requirements.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will be prepared to transfer to a MnSCU college or university and complete a bachelor's degree in communication.

### BIBLICAL STUDIES
- Old Testament History and Literature I .......................................................... 3
- Old Testament History and Literature II .......................................................... 3
- New Testament History and Literature .............................................................. 3
- Christian Faith .................................................................................................. 4

### GENERAL EDUCATION

#### COMMUNICATIONS
- College Writing I .......................................................................................... 3
- College Writing II ............................................................................................ 3

#### NATURAL SCIENCE
- Science .............................................................................................................. 3
- Lab Science Elective .......................................................................................... 4

#### MATHEMATICS
- Survey of Mathematics .................................................................................... 3

#### HISTORY AND THE SOCIAL & BEHAVIORAL SCIENCES
- World History .................................................................................................... 3
- Contemporary Issues in American Society ......................................................... 2
- Elective (options listed below) ............................................................................ 3
  - Intro to Sociology, Lifespan Development, Human Sexuality, Abnormal Psychology, Intro to Economics, Cultural Anthropology, Intro to Psychology(4), Adolescent Psychology(2), Modern Religious Movements(2)

#### HUMANITIES
- Interpretation of Biblical Literature ................................................................. 3
- Speech .................................................................................................................. 2

#### HUMAN DIVERSITY IN THE UNITED STATES
- Cross-Cultural Communication ......................................................................... 2

#### GLOBAL PERSPECTIVE
- Worldviews ......................................................................................................... 3

#### ETHICAL AND CIVIC RESPONSIBILITY
- Interpersonal Skills ............................................................................................ 2

#### PEOPLE AND THE ENVIRONMENT
- Environmental Stewardship ............................................................................. 3

#### PERFORMANCE AND PARTICIPATION
- Elective (options listed below) ............................................................................ 1
  - Private Music Lessons, Vocal Ensemble, Basketball, Volleyball or qualifying classes at BSU

#### ADDITIONAL GENERAL EDUCATION
- General Education Electives ............................................................................. 2

### CHRISTIAN MINISTRY
- Spiritual Formation I ........................................................................................ 3
- Spiritual Formation II ....................................................................................... 3
- Student Outreach ............................................................................................... 2

### FREE ELECTIVES .............................................................................................. 2

### SUMMARY
- **Biblical Studies** ............................................................................................ 13
- **General Education** ........................................................................................ 42
- **Christian Ministry** ....................................................................................... 8
- **Other (Freshman Seminar)** .......................................................................... 1
- **Free Electives** ............................................................................................... 2
- **TOTAL** .......................................................................................................... 66

### General Education Credits
An overall minimum of 42 General Education credits is required. If the total taken from General Education categories is fewer than 42 credits, additional General Education elective courses will be required to make up the difference.

### Financial Aid and Electives at BSU
A Financial Aid Consortium Agreement allows our students to take courses at BSU and have those credits apply to the student’s credit load as it affects financial aid eligibility.
# Associate in Arts in Pre-Elementary Education

**PROGRAM DIRECTOR:** Dr. Steven Ware

**PURPOSE:** The AA Pre-Elementary Education is designed as a transfer degree—particularly to Bemidji State University—so that students are able to complete a degree in Elementary education and graduate on time. Students who complete this AA will have met all of the MnSCU Liberal Education requirements.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will be prepared to transfer to a MnSCU college or university and complete a bachelor’s degree in elementary education.

## BIBLICAL STUDIES
- Old Testament History and Literature I ........................................... 3
- Old Testament History and Literature II .......................................... 3
- New Testament History and Literature ............................................ 3
- Christian Faith ........................................................................ 4

## GENERAL EDUCATION

### COMMUNICATIONS
- College Writing I .................................................................... 3
- College Writing II ................................................................... 3

### NATURAL SCIENCE
- Science .............................................................................. 3
- Lab Science Elective ............................................................... 4

### MATHEMATICS
- Survey of Mathematics .................................................................. 3

### HISTORY AND THE SOCIAL & BEHAVIORAL SCIENCES
- World History ........................................................................ 3
- Contemporary Issues in American Society ..................................... 2
- Lifespan Development ................................................................ 3

### HUMANITIES
- Interpretation of Biblical Literature ............................................ 3
- Speech .................................................................................. 2

### HUMAN DIVERSITY IN THE UNITED STATES
- Cross-Cultural Communication ...................................................... 2

### GLOBAL PERSPECTIVE
- Worldviews ........................................................................... 3

### ETHICAL AND CIVIC RESPONSIBILITY
- Interpersonal Skills ................................................................... 2

### PEOPLE AND THE ENVIRONMENT
- Environmental Stewardship ....................................................... 3

### PERFORMANCE AND PARTICIPATION
- Elective (options listed below) ...................................................... 1
  - Private Music Lessons, Vocal Ensemble, Basketball, Volleyball or qualifying classes at BSU

### ADDITIONAL GENERAL EDUCATION
- General Education Electives ....................................................... 2

## CHRISTIAN MINISTRY
- Spiritual Formation I ................................................................... 3
- Spiritual Formation II ................................................................... 3
- Student Outreach ......................................................................... 2

## FREE ELECTIVES ...................................................................... 2

## SUMMARY
- Biblical Studies ......................................................................... 13
- General Education .................................................................... 42
- Christian Ministry ..................................................................... 8
- Other (Freshman Seminar) .......................................................... 1
- Free Electives ........................................................................... 2
- TOTAL .................................................................................. 66

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### General Education Credits
An overall minimum of 42 General Education credits is required. If the total taken from General Education categories is fewer than 42 credits, additional General Education elective courses will be required to make up the difference.

### Financial Aid and Electives at BSU
A Financial Aid Consortium Agreement allows our students to take courses at BSU and have those credits apply to the student’s credit load as it affects financial aid eligibility.
### Associate in Arts in Pre-Social Work

**PROGRAM DIRECTOR:** Dr. Steven Ware

**PURPOSE:** The AA Pre-Social Work is designed as a transfer degree—particularly to Bemidji State University—so that students are able to complete a degree in social work and graduate on time. Students who complete this AA will have met all of the MnSCU Liberal Education requirements.

**OBJECTIVES:** In addition to demonstrating fulfillment of the five OHCC objectives (page 4), the student will be prepared to transfer to a MnSCU college or university and complete a bachelor’s degree in social work.

#### BIBLICAL STUDIES
- Old Testament History and Literature I ...................................... 3
- Old Testament History and Literature II ..................................... 3
- New Testament History and Literature ...................................... 3
- Christian Faith ................................................................. 4

#### GENERAL EDUCATION

**COMMUNICATIONS**
- College Writing I ................................................................. 3
- College Writing II ................................................................. 3

**NATURAL SCIENCE**
- Science .................................................................................. 3
- Lab Science Elective ................................................................. 4

**MATHEMATICS**
- Survey of Mathematics ......................................................... 3

**HISTORY AND THE SOCIAL & BEHAVIORAL SCIENCES**
- World History ........................................................................... 3
- Contemporary Issues in American Society ................................. 2
- Introduction to Psychology ....................................................... 4
- Abnormal Psychology ............................................................. 3

**HUMANITIES**
- Interpretation of Biblical Literature ........................................... 3
- Electives .................................................................................. 2
  - Speech, World Literature I or II, Intro to Philosophy

**HUMAN DIVERSITY IN THE UNITED STATES**
- Cross-Cultural Communication ................................................ 2

**GLOBAL PERSPECTIVE**
- Worldviews ............................................................................. 3

**ETHICAL AND CIVIC RESPONSIBILITY**
- Interpersonal Skills ................................................................. 2

**PEOPLE AND THE ENVIRONMENT**
- Environmental Stewardship ................................................. 3

**PERFORMANCE AND PARTICIPATION**
- Elective (options listed below) ................................................. 1
  - Private Music Lessons, Vocal Ensemble, Basketball, Volleyball or qualifying classes at BSU

**ADDITIONAL GENERAL EDUCATION**
- General Education Electives .................................................. 2

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### CHRISTIAN MINISTRY
- Spiritual Formation I ............................................................ 3
- Spiritual Formation II ............................................................ 3
- Student Outreach ................................................................. 2

### SUMMARY
- Biblical Studies ................................................................. 13
- General Education .............................................................. 44
- Christian Ministry ............................................................... 8
- Other (Freshman Seminar) .................................................... 1

**TOTAL** ............................................................................. 66

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### Financial Aid and Electives at BSU

A Financial Aid Consortium Agreement allows our students to take courses at BSU and have those credits apply to the
PROGRAM DIRECTOR: Dr. Sue Glidden

PURPOSE: To provide the adult online student a broadly based program of study in biblical studies and ministry studies. This program will prepare the student to serve in the churches, para-church organizations or personal ministry or to pursue further education.

OBJECTIVES: The student will demonstrate fulfillment of the five OHCC objectives (page 4).

All courses are 3 credits

**BIBLICAL STUDIES**
- FOUNDATIONAL
  - Old Testament
  - O.T. History & Literature I
  - O.T. History & Literature II
  - New Testament
  - New Testament History & Literature
- Biblical Studies Approach
- Interpretation of Biblical Literature
- Theology
- Introduction to Christian Faith

**2ND LEVEL BIBLICAL STUDIES**
- Old Testament (Choose one)
- Genesis, Poetic Books
- New Testament (Choose one)
- Theology
- Contemporary Issues in American Society

**GENERAL EDUCATION CORE**
- COMMUNICATIONS
  - Written Communication
  - College Writing I
- Oral Communication (Choose one)
  - Communication Concepts, Business Communications, Foundations of Teaching and Preaching

**HUMANITIES**
- Worldview: Thinking Like Jesus
- SOCIAL SCIENCE (Choose one)

**ADDITIONAL GENERAL EDUCATION (Choose two)**

**CHRISTIAN MINISTRY**
- FOUNDATIONAL
  - Spiritual Formation
- ADDITIONAL MINISTRY COURSES (Choose four)
- CAPSTONE COURSE
  - Integrative Project and Sophomore Assessment

**FREE ELECTIVE**
- **Qualified students may consider upper-level online courses with prior approval of the program director.**

**SUMMARY**
- Biblical Studies ............................................................... 24
- General Education ............................................................ 18
- Christian Ministry ............................................................. 18
- Free Elective ....................................................................... 3
- TOTAL .................................................................................. 63
Certificate in Biblical Studies

PROGRAM DIRECTOR: Dr. Gale Struthers

PURPOSE: To provide the student with an introductory knowledge and understanding of the Bible and its application to the world in which we live. The student will lay a foundation for further study of the Bible. The student will be prepared for further education or to serve in churches, para-church agencies, and/or personal ministries.

OBJECTIVES: The student will demonstrate fulfillment of the five OHCC objectives (page 4).

BIBLICAL STUDIES
Old Testament History and Literature I .......................................... 3
Old Testament History and Literature II ....................................... 3
New Testament History and Literature ........................................ 3
Interpretation of Biblical Literature ............................................. 3
Old and New Testament Electives (1 of each) .......................... 4
Christian Faith ........................................................................... 4

GENERAL EDUCATION
College Writing I ................................................................. 3
Freshman Seminar .................................................................. 1

CHRISTIAN MINISTRY
Spiritual Formation I ............................................................ 3
Student Outreach ................................................................... 2

FREE ELECTIVES ................................................................. 3

SUMMARY
Biblical Studies ...................................................................... 20
General Education .................................................................. 4
Christian Ministry .................................................................. 5
Free Electives ......................................................................... 3
TOTAL .................................................................................. 32

GAINFUL EMPLOYMENT DISCLOSURE (as of Feb. 1, 2014)
PROGRAM: Certificate in Biblical Studies (CIP Code 39.0201)
OCCUPATIONS: Program prepares completers to enter these occupations.
21-2021.00 Directors, Religious Activities and Education (http://www.onetonline.org/link/summary/21-2021.00)
21-2099.00 Religious Workers, All Others (http://www.onetonline.org/link/summary/21-2099.00)
COST: completion in normal time (two semesters)
Tuition & fees = $15,799; books & supplies = $700; room & board = $5,665; TOTAL = $22,164

Academic Calendar
Please check www.oakhills.edu for updates to the academic calendar.
The current schedule of all online courses is available at www.oakhills.edu

FALL SEMESTER 2014
August 22, 25 Orientation/Registration
August 26 Fall Semester Classes Begin
September 1 Labor Day
October 9-10 Fall Break
Nov. 26-28 Thanksgiving Break
December 16-19 Fall Semester Finals
Dec. 20 - Jan. 12 Semester Break

SPRING SEMESTER 2015
January 10 Orientation/Registration: New Students
January 12 Spring Semester Classes Begin
March 9-13 Spring Break
April 3-6 Easter Break
(Monday evening classes will meet)
May 4-7 Spring Semester Finals
May 9 Commencement
Course Descriptions

AD-1001-2-A Introduction to Psychopharmacology
Course examines the physiological and neurological bases of drug-induced changes in mood, thinking and behavior, as well as their effects on physical and mental health.

AD-2000-3-A Theories of Chemical Dependency
Course examines the causes, social implications, and prevention of chemical dependency. Different theories which focus on particular populations and demographic groups will be considered.

AD-2001-2-A Chemical Dependency Counseling
Course examines the effects of chemical use and presents effective strategies for chemical dependency counseling.

AD-2010-2-E Addictions Counseling
Course examines the roots of addictions, including substance abuse and addictions to gambling, sex, overeating, and other behaviors. Major approaches to counseling people with addictions will be considered. Attention will be paid to issues of co-existing conditions and disorders and how they complicate the healing process.

AD-3000-3-E Professional Issues in Chemical Dependency
Course examines assessment, treatment planning, case management, crisis intervention, and education with different populations.

AD-3001-3-A Adult Children of Dysfunctional Families
Course examines the differences between healthy and unhealthy family patterns, with particular attention paid to assessment and treatment of adults from families affected by chemical dependency.

AD-4000-3-A Diagnosis, Intervention and Treatment of Chem. Dep.
Course examines in depth the process of chemical dependency counseling, from initial and ongoing assessment, to strategies for intervention, to the development and implementation of effective treatment plans.

AD-4010-4-E Chemical Dependency Practicum I
Senior capstone course focused on integrating practice experience with theory. Students are expected to demonstrate their knowledge, values, and skills through hands-on experience in a context of supervised fieldwork with a recognized provider of chemical dependency treatment. A minimum of 220 contact hours is required for completion.

AD-4010-12-E Chemical Dependency Practicum II
Senior capstone course focused on integrating practice experience with theory. Students are expected to demonstrate their knowledge, values, and skills through hands-on experience in a context of supervised fieldwork with a recognized provider of chemical dependency treatment. A minimum of 660 contact hours is required for completion.

BIBLE: OLD TESTAMENT

BOT-1000-3-E Old Testament History and Literature I
Study of the chronological unfolding of the Old Testament from Genesis through the book of Judges. The poetic books will also be examined. Emphasis will be given to the relationship between the biblical text and its historical, social, and cultural setting.

BOT-1001-3-E Old Testament History and Literature II
Study of the chronological unfolding of the Old Testament from the time of Samuel through the Post-Exilic era. The prophetic books will also be examined. Emphasis will be given to the relationship between the biblical text and its historical, social, and cultural setting.

BOT-1220-2-A Psalms
Study of the historical background, content, and historical flow of Psalms. Includes application for believers today.

BOT-1702-3-O Old Testament Survey
A survey of the history, literature and theology of the Old Testament with a specific emphasis on the contemporary application of Old Testament teachings. A critical examination of the concept of covenant in the Old Testament will occur throughout the course. A critical analysis of specific Old Testament passages will contextualize the broader themes and teachings of the Old Testament.

BOT-2001/3001-3-A/2701-3-O Genesis
Study of the background, structure, content, and significance of Genesis, focusing on who God is, the significance of the creation narrative, how God works with people, and the giving and carrying out of His promise in redemption.

BOT-2002/3002-3-A Exodus, Leviticus, Numbers, Deuteronomy
Study of the content, background, and theological significance of these books. Attention given to themes such as the role of the levitical priests, wilderness wandering, and law vs. grace.
Bible: New Testament

BNT-1000-3-E New Testament History and Literature

BNT-1001-2-A Teachings of Jesus
Study of Christ's major discourses discovering what He taught about Himself, His kingdom, His followers, and His coming again. Includes application for believers today.

BNT-2001/3001-3-A Writings of John
Detailed study of the Gospel of John, and 1, 2, and 3 John concentrating on the history, culture, authorship, and message of these books. Special attention given to the uniqueness of John's message.

BNT-2002/3002-3-A/2002-3-O Acts
Study focusing on the development of the early church. Attention given to the major themes in Acts.

BNT-2003/3003-3-A Corinthians
Detailed study of 1 and 2 Corinthians focusing attention on the major theological themes and their application to the individual believer and local congregation.

BNT-2004/3004-3-A Pauline Epistles
Study of the Pauline Epistles, excluding Romans and Corinthians. Attention given to their background, argument, and major theological issues. Includes application of their message for today.

BNT-2006/3006-3-A/3006-3-O Hebrews
Detailed study of Hebrews with special attention given to its argument and major theological themes. Includes application for the present day.

BNT-2007/3007-2-A General Epistles
Detailed study of James, 1, 2 Peter, and Jude with special attention given to their background, structure, main message, and theological themes.

BNT-2009/3009-3-A/3009-3-O Romans
Detailed examination of Romans paying careful attention to its structure.
BIBLICAL STUDIES APPROACH

BSA-1002-3-E/1002-3-O Interpretation of Biblical Literature
(Also ENG-1002)
Introduction to the principles of biblical interpretation in order to better understand the Bible. Emphasis placed on the application of these principles.

BSA-2002-1-A Introduction to Biblical Hebrew
Introduction to Hebrew and the many tools and resources available to the student possessing a limited knowledge of the language.

BSA-2003-1-A Introduction to Biblical Greek
Introduction to Greek and the many tools and resources available to the student possessing a limited knowledge of the language.

BSA-3019-3-E/3719-3-O Advanced Hermeneutics
Study of various interpretive issues including the canon, translation issues, text criticism, and contemporary methods of interpretation.

BSA-4010-3-E Biblical Studies Internship
Internship designed to give the student practical experience in ministry opportunities such as being a teaching assistant, teaching Bible studies or Sunday School, or another area of interest to the student.

BUSINESS

BUS-1001-2-E Personal Finance
Study of business and consumer financial matters. Topics include financial planning, preparing budgets, managing liquid and plant assets, use of debt, charitable giving, developing investment portfolios, insurance planning, retirement and estate planning, and consumer credit.

BUS-1002-3-E Introduction to Business
Introduction to the fundamentals of business including business organization, business environment, management, marketing, finance, mission, business ethics, and social responsibility.

BUS-2003-3-A Accounting Essentials
Basic accounting course emphasizes double entry bookkeeping. By building practical accounting skills and developing an understanding of concepts, students will be prepared for success in a small office or business.

BUS-2005-3-A Computer Applications in Business
Study of creating and manipulating Excel spreadsheets. Introduction to the basic concepts and terminology of database software, and using data for relevant small business reports.

BUS-2009-3-A Principles of Management
Introductory course covering the basic theory and practice of management, including planning, organizing, controlling, staffing, motivating, and leading.

BUS-2010-3-A Business Law/Ethics
Introduction to the legal and regulatory process in which business decisions are made. Application of legal constraints to management and associated management activities examined, as well as broad applications of regulatory law. Students will also gain an understanding of personal and corporate integrity from a biblical perspective and its impact on resolving ethical dilemmas.

BUS-2011-3-A Integration of Business and Ministry
Consideration of the positive impacts business has on and in ministry. Students will examine biblical perspectives on wealth creation, business practices, and strategies for using business as ministry in cross-cultural and local contexts. Case studies of successful business ministries will be examined. A significant portion of the course will be devoted to studying the fundamental principles of non-profit management.

BUS-2012-3-A Introduction to Economics
Covers the basics of both micro and macroeconomics: circular flow model, demand and supply, various market structures, money, Federal Reserve, income expenditure model, classical economics, economic policies, international trade, and political factors in economic policy.

BUS-2731-3-O Macroeconomics
A study of macroeconomic theory with a primary emphasis placed upon an examination of economic aggregates, including topics such as supply and demand, the market process, the economic role of government, measuring the nation’s economic performance, unemployment, economic fluctuations, fiscal policy, money and the banking system, economic growth, international trade, and foreign exchange markets.

BUS-2732-3-O Microeconomics
A study of microeconomic theories of supply and demand, price determination, resource allocation, various degrees of competition and international trade and finance, as well as exploration of applications such as income inequality, rural and urban economics, social control of industry, and labor unions.

BUS-3002-3-A Principles of Marketing
Fundamental principles concerning marketing management. Topics include market analysis, market strategy, and the basic functions of the manufacturer, wholesaler, retailer, and ultimate consumer. Students will develop a marketing plan.

BUS-3003-3-A Marketing/Business Communication
(Also COM-3003-3-A)
The purpose of this class is the study of both marketing and business communication functions. Topics include business communication applications, promotional strategies, role and limitations of advertising and promotion, preparing and delivering messages in a variety of situations.
BUS-3004-3-A  Principles of Finance
Introduction to financial concepts and issues within the context of the small business. Topics include analysis of financial statements, budgeting leverage, working capital management, time value of money, capital budgeting, and other topics relating to overall financial policy.

BUS-3005-3-A/3733-3-O  Entrepreneurship
Prerequisites: BUS-1002
Examination of required skills, resources, and techniques which transform an idea into a viable business. Idea generation and conception, opportunity analysis, marshaling of resources, implementation of plans, management of ongoing operations, and providing for growth will be stressed. Students will develop a small business plan.

BUS-3010-2-A  Retail Management
Prerequisite: BUS-2009
Examination of the retail function. Topics include retailing strategy, consumer shopping behavior, human resource planning, communications, merchandising, and location.

BUS-3011-2-A  Human Resources Management
Prerequisite: BUS-2009
Introduction to the management of human resources for the effective support and achievement of an organization’s strategies and goals. Examines the major functions of planning and staffing, training, compensation, promoting, disciplining, evaluating, and employee relations.

BUS-3731-3-O  Accounting for Managers
This course provides an overview of accounting from the perspective of a non-accounting manager. It helps to develop the tools to understand the essentials of how finance functions within an organization. This includes internal controls, the function of accounting, historical accounting data and financial planning. The course also provides an overview of how to manage a business by God’s principles.

BUS-3732-3-O  Legal Implications for Business
This course will give a basic explanation of the law—its sources, development, terminology—and a discussion of specific legal doctrines and principles which affect business, with an introduction to business organizations such as corporations and partnerships, criminal contracts, legal documents and property.

BUS-3735-3-O  Economics for the Manager
A focus on the use of economics in making managerial decisions; both within an organization, and in the larger market arena. Issues involving scarcity and choice, the United States economy, price, production, cost, competition, money, income, business cycles and international trade are included. The interaction between economics and organizations is emphasized.

BUS-4002-3-A  Business Seminar
Designed to be taken the final year of the bachelor’s degree at OHCC. Students will examine case studies of both small and non-profit business with regard to finance, management, marketing, and leadership. Includes involvement with a local small or non-profit business.

BUS-4731-3-O  Organizational Marketing and Sales
The use of organizational mission to develop a marketing approach to reach potential constituencies with image, product and service that will cause those constituencies to utilize the organization to meet their perceived needs in a manner that is profitable to the organization.

BUS-4732-3-O  Ethical Decisions in the Workplace
The development, discussion and resolution of ethical issues in organizations and how outcomes are impacted by ethical standards and Christian faith.

CA-3000-5-E  Camp Administration
Study of the administrative structure and principles for camping leadership from a biblical perspective. Covers issues such as finance/business procedures, legislation/legal matters, insurance/personnel management, long-range planning, site selection/development, facilities/equipment.

CA-3001-3-E  Camp Maintenance
Course provides theoretical and practical approaches to maintenance of grounds, equipment, and facilities. Topics include maintenance schedules, priority of the program, service and public image, record systems, inventory, special projects, and standards of excellence.

CA-3002-3-E  Promotion and Public Relations
Study of methods and techniques of publicity used to gather a constituency and/or keep it informed. Topics include publications, types of printing, layout and design, media presentations, public image, personal contact, and mailings.

CA-3003-3-E  Food Service Management
Course provides experiential and classroom exposure to menu planning, nutrition, food purchasing, preparation of food, systems of serving, sanitation, budgeting, cost controls, standards, and supervision of personnel.

CA-3004-2/3-E  Camp Counseling
Includes preparing counselors, counseling skills and techniques, scriptural support, areas of counseling need, spiritual perspectives, camper characteristics, role playing, and individual conferences. (Two hours for married students.)

CA-3005-6-E  Camp Organization
Course focuses on development of operating philosophy and organizational system. Includes camper/staff organization and program supervisory techniques. Students present a model of camp organization. Also includes a review of camping and its accrediting agencies.

CA-3006-4/5-E  Camp Programming
Course provides programming experience and theory for youth camps, family camps, retreats, trip/travel camps, outdoor education, and special events. Involvement in training and instructing campers in a variety of program areas: Bible lessons, archery, air rifles, waterfront crafts, camping skills, and winter sports. (Five hours for married students.)

CA-3007-1-E  Camp Teaching
Course presents principles for becoming an organized and effective life-style teacher: making use of teachable moments, incorporating the relevancy of Scripture to day-to-day living, as well as more formal teaching situations.

CA-3008-1-E  Camp Safety
Course stresses importance of a continual attitude of safety-consciousness in all areas of work or program planning and implementation. Includes a multimedia first aid course.

CA-4010-3-E  Camp Ministry Internship
Credits earned for experience at Camp Forest Springs.
that are comprised of groups of people. Concepts and principles also apply to businesses and other organizations. This course is specifically designed to help leaders understand the components of group process and enable them to fulfill their roles. The primary focus of the course is small groups in a church-based ministry, although many of the concepts and principles also apply to businesses and other organizations that are comprised of groups of people.

CM-1001-3-E Spiritual Formation I
Course focuses on developing a Christ-centered life and awareness of ministry avenues. Special emphases on spiritual gifts, missions, and submitting each area of life to God.

CM-1002-3-E/1002-3-O Spiritual Formation II
Course introduces the basic concepts and skills needed for evangelism and discipleship. Emphases include understanding the world around us while communicating one's faith, exploring one's role as a disciple, and effective ways to disciple other followers of Christ.

CM-1200, 2200, 3200-1-E Student Outreach
Includes weekly volunteer experiences under the direction of the Student Outreach Director. Ministry areas include evangelism, discipleship, and social concern. Students' experiences are facilitated by qualified supervisors who provide accountability and feedback. Outreach must complement the student's major during the junior year.

CM-2009-3-E Teaching in Ministry
Practical survey of the skills needed and resources available for teaching in children, youth, or adult ministries.

CM-2711-3-O Foundations of Teaching and Preaching
Introduces the principles and skills necessary to effectively communicate Scripture through teaching and preaching delivery. This course allows for the development and application of skills learned.

CM-3000-3-A Group Process
(Also PS-2007) Prerequisite: CO-2001
Issues include crisis counseling, abuse, depression, eating disorders, addictions, grief, working with people on medication, cross-cultural issues, and spiritual issues. Explores the counselor's role and problems encountered in the process of counseling. Includes theoretical issues and the personal and spiritual development of the counselor as a person.

CM-3901-2-A Family Life and Ministry
Examination of the family as a social unit with emphasis on parental interaction with a developing child. Consideration given to biblical and theological foundations, parenting, family structure, family worship and family stresses.

CM-4401-2-A History and Philosophy of Christian Ministry
Consideration of ministry programming. Presentation of the historical and philosophical theories of Christian ministry. Course assists the student in developing a personal philosophy of Christian formation.

CM-4732-3-O Small Groups in the Church
This course will benefit anyone who participates in small groups, but it is specifically designed to help leaders understand the components of group process and enable them to fulfill their roles. The primary focus of the course is small groups in a church-based ministry, although many of the concepts and principles also apply to businesses and other organizations that are comprised of groups of people.
and critiquing of various theoretical approaches, the concepts of cultural relativism and ethnocentrism.

**CUL-2004/3004-2-A  Cultures of Africa and the Middle East**
Regional survey covering the cultural, historical, social, and religious developments in Africa and the Middle East from ancient civilizations to modern nations.

**CUL-2005/3005-2-A  Cultures of Asia**
Regional survey covering the cultural, historical, social, and religious developments in Asia from ancient civilizations to modern nations.

**CUL-2007-2-A  Cross-Cultural Communication**
Introduction to the theory and skills needed in communicating effectively across cultures. Particular emphasis placed on making theory practical through use of simulations, case studies, and role plays.

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**ENGLISH**

**ENG-0099-2-E  Basic Writing**
Designed to help students improve their writing skills. Covers basic principles of grammar and composition to meet college-level writing standards. Includes focus on reading strategies and the mechanics of writing. Special emphasis on sentence, paragraph, and essay construction. (Credits do not apply toward graduation.)

**ENG-1000-3-E/1000-3-O  College Writing I**
Prerequisite: acceptable placement score or ENG-0099
Emphasis on improving skills and effectiveness in written communication through critical reading of diverse literary genres and extensive writing. Course deals with developing authorial voice and adapting that voice to academic audiences.

**ENG-1001-3-E/1001-3-O  College Writing II**
Prerequisite: ENG-1000
Continued emphasis on composition with concentration on critical and creative thinking. Includes use of sources, research methods, and preparation of college-level research papers.

**ENG-1002-3-E  Interpretation of Biblical Literature**  
(Also BSA-1002)

**ENG-2732-3-O  Survey of American Literature -- Beginnings to 1700**
Survey of American Literature I-Beginnings to 1700 provides an overview of the literature and historical timeframe for this period. Stories, poems, biographical sketches, speeches, letters, and essays comprise this course in order to provide a rich array of readings for this literary study. Students will engage in a process of critical reading, responding, analyzing, interpreting, and writing in the course. There is no course prerequisite.

**ENG-2733-3-O  English Literature I**
This is a course survey covering English literature from the Middle Ages through the Eighteenth Century. The course acquaints students with this literature through a process of reading, analyzing, interpreting, writing, and thinking critically about essays, stories, poetry, and plays from a broad spectrum of English literature. From knights to queens to Christian pilgrims to discoverers and reformers, this study provides a glimpse into the changing dynamics of the latter 1400s to the early 1800s. In so doing, the course considers English literature in a historical, social, and ideological context as those influences greatly impacted and shaped the writers and perceptions of the time period.

**ENG-3732-3-O  Literature of C.S. Lewis**
The course will explore the life of and literature produced by C. S. Lewis in order to gain perception into his theology, the various genre in which he wrote, and the principles that make his writings meaningful nearly forty years after his death.

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**GOVERNMENT**

**GOV-1723-3-O  US Government**
This course is an examination of U.S. Government beginning with the foundations and basic components of our government and including an analysis of current policy-making and governmental impact on our society and the world. Emphasis will be given to the constitutional development of the federal government, the Christian foundations of our government, social issues, and foreign policy.

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**HISTORY**

**HI-2001-3-A  Global Christianity**
(Also IS-2001) [course fee]

**HI-2003-3-E/2003-3-O  World History**
A study of the ancient Middle Eastern, Mediterranean, and European roots of modern Western civilization through the Renaissance/Reformation era.

**HI-2011/3011-3-A  Historical Geography of Ancient Israel**  
(Also BOT-2011/3011)

**HI-2732-3-O  Western Civilization II**
This course studies the development of the Western world and its institutions and ideas from the nineteenth century to the present. The student will be challenged to consider the positive and negative impact of Western thinking and to formulate a sense of personal responsibility within society.

**HI-3150-3-E / 2733-3-O  Church History I**
Prerequisite: HI 2003
Study of the history of the Christian church from its founding to the present. Special emphasis on the people, events, and doctrinal controversies significant in the growth of Christianity. Includes exploration of the interplay of Christianity with politics, the great church councils, the crises that emerge, divisions and alliances, and confluence of forces that determine the complexity of the Christian church today.

**HI-2734-3-O  Church History II**
A study of the history of the Christian Church from the dawning of the Reformation to the present time with special emphasis upon the people, events and doctrinal controversies that were significant in the growth of Christianity.

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**HUMANITIES**

**HUM-1002-1-E  Freshman Seminar**
Introduction of collegiate level study skills and other disciplines necessary for success at the undergraduate level. Includes an overview of the philosophy and community dynamics which defines the OHCC experience.

**HUM-1701-3-O  Skills for College Success**
This course will focus on competency in the implementation of strategies for managing time, increasing reading comprehension, employing rules of grammar and usage, completing assignments, taking tests, writing essays, and using technology within the educational setting. Upon completion of
the course, the student should be able to apply the new competencies to building a successful college career.

HUM-1731-3-O Goals, Priorities and Attitudes
The setting of goals, as well as priorities among those goals, with an emphasis upon how those goals and priorities relate to the realities and aspirations of life. The attitude of the individual including other aspects of psychological makeup and how it impacts upon the ability and willingness to set goals and priorities. An emphasis upon how goals, priorities and attitudes can lead to effective Christian personal management.

HUM-2001-3-A/2001-3-O Introduction to Philosophy
Introduction to the main thinkers and positions of philosophy. Examines the sources of many ideas of modern society and challenges students to start thinking abstractly and critically about these ideas.

HUM-2003-3-A People and the Environment: Environmental Stewardship (Also TH-2003-3-A)
Examination of the interrelatedness of human society and the natural environment, focusing on theological, historical, social and political perspectives.

HUM-2004-3-A World Religions
Survey of the origins, development, beliefs, and practices of various world faiths including Judaism, Christianity, Islam, Hinduism, Sikhism, Buddhism, Confucianism, Taoism, and Shintoism.

HUM-2006-0-E Sophomore Assessment
Designed to be taken in the final year of a two-year program at OHCC. Provides a variety of feedback activities regarding academic progress while an OHCC student.

HUM-2007-3-E Worldviews
Examination of the theoretical and practical expressions of various worldviews. Designed to help students realize that all thinking and writing has a starting point in a world view.

HUM-2070-2-A World Literature I
Examination of literary works from around the world through the mid-seventeenth century. Primary focus on literature (fiction, poetry, and drama) as opposed to sacred texts or philosophical or theological treatises.

HUM-2071-2-A World Literature II
Examination of literary works from around the world from the mid-seventeenth century to the present. Primary focus on literature (fiction, poetry, and drama) as opposed to sacred texts or philosophical or theological treatises.

HUM-2799-3-O Worldview: Thinking Like Jesus
This course is designed to help students understand the meaning of worldview, and its importance in the life of a Christian. The worldviews of modern culture will be examined and evaluated in light of biblical truth. Students will understand the foundations of a biblical world view by studying appropriate passages of Scripture, especially those that relate to the life and teachings of Jesus.

HUM-4001-2-E Senior Seminar
Designed to be taken in the final year of a Bachelor’s degree at OHCC. Course features reflection on one’s college experience, practical preparation for the next steps beyond college, and integration of faith and theology with contemporary issues.

HUM-4002-0-E Assessment—Camp Ministry
Designed to be taken in the final year of the Camp Ministry program. Provides a variety of feedback activities regarding academic progress while an OHCC student.

INTERCULTURAL STUDIES

IS-2000-1-A History of Christian Expansion
Survey of missionary activity from Pentecost to the present with emphasis upon the 19th and 20th centuries. Offered in an independent study format.

IS-2001-3-A Global Christianity
(Also HI-2001)
Historical and sociological analysis of the causes and impact of Christianity as an international social movement. Special emphasis given to its contemporary role in development and social change among third world nations. [course fee]

IS-3001-3-A Intercultural Life and Work
Introduction to the practical realities of missionary life including such topics as support raising, public relations, culture shock, language learning, life-style, and the care of missionary children.

IS-3008-2-A Special Topics in Intercultural Studies
Provides opportunities for students to participate in events, conferences, and classes related to intercultural studies. [course fee]

IS-3733-3-O Foundations of Christian Missions
This course is intended to provide an introductory overview of the basis for Christian missions and establish a biblical and theological foundation to adequately sustain a long-term mission enterprise. In addition, relevant cultural and historical perspectives are thoroughly examined toward the intent of motivating positive desires for involvement in mission endeavors.

IS-4001-2-A Intercultural Seminar
Examination of selected issues in the theory and practice of missions. Development of personal theology of missions.

IS-4010-6-E Intercultural Studies Internship
Internship involving a significant cross-cultural ministry experience and may be arranged through a mission board or denomination. Specific details should be worked out with the Intercultural Studies Program Director.

IS-4731-3-O Theology of Missions
A study of the Word of God as set forth through God’s promise to Abraham to bless the nations through Jesus Christ and the Church; an application of the Word of God as it relates to the purposes, nature, scope and current challenges of cross-cultural missions.

LANGUAGE

LA-2732-3-O Linguistics
This course is an introduction to linguistics and linguistic theory. It is specifically designed to provide a basic understanding of linguistics and practice with some of its applications to students who are not linguists, but who realize the need for familiarity with the fundamentals of linguistic theory in order to help them practice their profession.

LA-3002-4-A Classical Hebrew I
Study of the basic grammar of the Hebrew noun system and the strong verb system. Includes introduction to basic lexical and grammatical tools.

LA-3003-4-A Classical Hebrew II
(Also BOT-3003) Prerequisite: LA-3002
Study of the strong verb system through the weak verb system. Includes translation of selected passages of the Hebrew Old Testament.
LA-3009-4-A  Koine Greek I
Study of the basic grammar of the Koine Greek noun system, the present tense verbal system. Includes introduction to basic lexical and grammatical tools.

LA-3010-4-A  Koine Greek II
(Also BNT-3010) Prerequisite: LA-3009
Completes the study of the Koine Greek verbal system. Includes translating of various New Testament passages.

LEADERSHIP & MINISTRY

LM-1732-3-O  Goals, Priorities, and Attitudes
A study of the setting of goals, as well as the priorities necessary to attain these goals, with an emphasis upon how prioritized goals relate to the student’s Christian worldview of life and the workplace.  The attitude of the individual, the God‑given gifts, and a personal financial plan and how they impact the ability and willingness to set prioritized goals will be discussed.

LM-3701-3-O  Biblical Concepts of Leadership
A study of the concepts of leadership in the context of Scripture and application of these concepts to personal, professional and career goals. The course will include the use of a survey to assess each individual's leadership capabilities to help him/her to understand his/her personal profile.

LM-3711-3-O  Learning and Teaching
This course introduces perspectives on learning, growth, and change with an emphasis on application to teaching and training various age groups and teaching within specialized segments of the church and society. The principles of learning and teaching will be applicable to multiple settings, although Christian education will be a primary focus for the course.

LM-3726-3-O  Essentials of Management
A study of the five parts of managing organizations, planning, organizing, staffing, leading, and controlling/evaluating with the study of principles for application to both not‑for‑profit and for‑profit organizations and applications in organizations with references to Scripture.

LM-3731-3-O  Christian Ethics
A study of theoretical and practical problems of moral conduct and proposed solutions with an emphasis upon the nature of ethics, values, rights, obligations and opportunities.

LM-3732-3-O  Organizational Behavior
Organizational goals, priorities and strategies interfacing with the behavior of individuals and groups inside the organization and in other affecting organizations. Attention is given to the effect of organizational culture, government laws and regulations and the economy upon organizational behavior.

LM-3736-3-O  Financial Concepts
The purpose of this class is the study of finance within the context of small business. Topics include personal and organizational financial management, analysis of financial statements, leveraging debt, working capital management, time value of money, and capital budgeting.

LM-4701-3-O  Leadership and Ministry Senior Seminar
Serving as a capstone experience in the online Leadership and Ministry degree, this course provides students the opportunity to demonstrate the ability to integrate knowledge and skills gained from across the Oak Hills program curriculum in a research project, to assess their college experience, and to assess their readiness for a transition to their vocations or graduate education.

LM-4731-3-O  Case Studies in Leadership
Case studies will be selected for in‑depth study of the application of leadership concepts with particular reference to those concepts found in Scripture. Students will develop a written analysis of their style of leadership. Related issues are introduced through readings.

LM-4732-3-O  Cutting Issues in Management
A modular course for managers allowing them to build upon the principles of management to study the current trends and developments in the field of management as found in business currently and in the thinking of writers in the field.

LM-4734-3-O  Teams and the Work Process
The organization of work in the implementation of the strategic plan with work analyzed for how human efforts in teams and other small groups of various compositions and other structures can effectively bring that work to a quality level of completion as defined by the end‑user.

LM-4737-3-O  Management of Human Resources
A study of an organization’s effort to find, motivate and retain effective people who demonstrate a commitment to being part of a team which accomplishes the organizational mission.

MATH

MTH-1001-3/4-A  Survey of Mathematics
Course designed to increase quantitative literacy and mathematical competency. Covers the basics of algebra, geometry, probability, statistics, and consumer math.

MTH-1731-3-O  Basic College Mathematics
The development of mathematical concepts for application to the student’s work and daily life. A review of mathematical concepts including the basics of algebra and geometry.

MTH-1733-3-O  Applied College Algebra
An introduction to college mathematics is provided with an emphasis on business and work‑world applications. Students will perform best in this course if they have a basic understanding of high school mathematics through Algebra. The goal of the course is to build a fundamental understanding of college algebra that is adequate to provide a level of competence expected of a college graduate.

MUSIC

MU-1005/2005-1-E  Private Music Lessons
One‑half hour of instruction per week. Open to all qualified students with consent of the instructor. Daily practice required. Refer to financial information for fee. Instructor’s signature required.

MU-1731-3-O  Music Appreciation
Students learn to understand, appreciate, and enjoy listening to music via an investigation of its building blocks, history, key personalities and representative works.

MU-2702-3-O  History and Literature of Church Music
This course will visit key moments in the history of Western Christian church music. Among the topics considered will be Gregorian chant, polyphonic settings for the early Catholic Mass, Lutheran chorales, Protestant Psalm settings, keyboard and orchestral compositions of J.S. Bach and G. F. Handel, hymns, gospel, revival and Sunday School songs.
MU-2011-1-E  Vocal Ensemble
Performance group will prepare and present programs for campus and local churches. Includes instruction in singing techniques and note reading.

PASTORAL MINISTRY

PM-2001-2-A  Introduction to Pastoral Ministry
Introduction to the pastorate exploring qualifications, job descriptions, candidating, and general pastoral functions. Emphasis placed on developing a biblical model of a pastor/shepherd and a philosophy of ministry. Includes a serious consideration of the “call” to ministry and the student’s relationship to it.

PM-3002-3-A  Introduction to Preaching
Prerequisite: BSA-1002
Appreciation for preaching developed with exposure to various historical and modern-day models. Introduces methods of gathering, arranging, and delivering sermonic materials. Includes experience in preaching sermons.

PM-3003-3-A  The Practice of Preaching
Prerequisite: PM-3002

PM-4001-3-A  Effective Pastoral Ministry
Emphasis on learning about and developing ministry skills. Identifies and wrestles with common ministerial problems. Hands-on projects and case studies required. Special sessions on worship, personal development, and pastoral counseling.

PM-4010-6-E  Pastoral Ministry Internship
Intern gains practical experience in church-related work under supervision. Exposure given to a variety of aspects of ministry.

PHYSICAL EDUCATION

PE-2000-1-E  Sports
Students who participate in intercollegiate athletics at Oak Hills Christian College may register for credit for Physical Education. Approval must be secured from the sports team coach in order to register for the class.

PSYCHOLOGY

PS-1001-4-E / 1701-3-O  Introduction to Psychology
Introduction to the methods and major theoretical approaches of modern psychology. Students develop the ability to critically evaluate and apply the findings of psychology to their lives and Christian ministry.

PS-2004-3-A  Lifespan Developmental Psychology
Survey of human development and change throughout the life span. Covers developmental theories and research. Concept application emphasized.

PS-2006-3-E  Human Sexuality
Course offers information in the areas of anatomy, cultural and historical factors that affect present views of sexuality, sexual dysfunction, sexual behavior, and current issues and research in human sexuality. Students explore and develop their own theology of human sexuality.

PS-2007-2-A  Adolescent Psychology
(Also CO-2007)
Provides a study of family and adolescent development. Surveys basic approaches to counseling adolescents, including family therapy. Topics include: substance abuse, eating disorders, running away, suicide, adjustment problems, self-esteem, peer pressure, pregnancy, and spiritual issues.

PS-2060-2-A  Interpersonal Skills
Course designed to increase individual effectiveness and strengthen abilities in interpersonal relationships. Topics include interpersonal communication effectiveness, personal perception, developing self-awareness, conflict management, effectively handling emotions, and developing and improving interpersonal skills.

PS-3002-3-A  Group Process
(Also CO-3000)
Course covers understanding and application of principles underlying group processes. Includes group development, process of interaction, and effects of group membership. Experiential learning through participation in group assignments will help the student gain an understanding of group dynamics in work, civic, and church settings.

PS-3003-3-A  Abnormal Psychology
Study of the present psychological definitions, classifications, and indicated treatment procedures for mental or emotional illness. Brief history of mental illness included.

PS-3004-4-A  Research and Statistical Methods
Introduces student to the principles and scientific methods of social science research. Includes study of descriptive and inferential statistics. Acquaints the student with knowledge and skills in hypothesis testing, sampling methods, statistical analysis and the interpretation of results. Provides opportunity to acquire skills and knowledge in research by doing research.

PS-3005-3-A  Psychological Measurement and Testing
Introduction to psychological and educational tests and assessment procedures. Students gain an understanding of the philosophical and ethical principles that relate to the field of testing, and recognize when and why tests should be used. Interpretation and reporting of tests and assessment results included. [course fee]

PS-3721-3-O  Crisis Counseling
This course will explore historical and contemporary theory and methodology of crisis intervention. Specific emphasis will be given to understand situational and maturational crises, and the Christian implications of crisis counseling; the student will be introduced to the basic process and application of Biblical crisis intervention. The course will include such topics as: death, suicide, abuse, and helping children through crisis or trauma.

PS-4004-2-A  Integration of Psychology and Theology
Prerequisite: TH-2005
Traces the historical development of psychology from ancient Greek thought to the present. Special emphasis placed on the development of psychology as a science. Systems of psychology compared. Explores various attempts to integrate psychology and theology.
SCI-1731-3-O Introduction to Health Science
Contemporary health knowledge intended to develop proper attitudes and behavior in the areas of nutrition, drug and alcohol use and abuse, stress, chronic and communicable diseases, environmental factors, death and dying, and mental health. The course also examines barriers which hinder lifestyle changes.

SCI-1733-3-O Introduction to Life Science
This course introduces life science from a Christian worldview. Course topics include biological organization and hierarchy, energy and nutrient flow cycles, population biology, genetics and reproduction, and cellular biology.

SCI-1734-3-O Earth Science Introduction
Earth science including physical and historical geology, meteorology and descriptive astronomy; the economic, social and philosophic aspects of the subject matter.

SCI-1735-3-O Earth Science Lab
This laboratory is comprised of learning activities and application exercises related Earth Sciences.

SCI-2010-3/4-A Integrated Science
Overview of the physical, geological, and biological sciences, the current understandings in the sciences, and how they interface with a Christian worldview.

SOC-2222-2-E / 2222-3-O Contemporary Issues in American Society
(Also TH-2222-2-E)
This class will examine topics in American society which are currently under debate, such as homosexuality and the origins of the universe. The course will examine these topics by looking at the various positions evidenced in current American society. These positions will then be examined in relation to the biblical text.

SOC-2705-3-O Urban Social Issues: People, Problems and Policy
The purpose of this course is to provide an overall framework for understanding and examining pertinent social issues in the urban setting. The course will expand the student's knowledge, skills, and understanding of social issues that impact individuals, families, groups, communities, and organizations. Particular attention will be given to the analysis and evaluation of what society can do to further impact these problems. Social issues to be explored include but are not limited to the changing nature of the family, education, health and illness, drug use, sexual behavior, inequality, and the economy.

SOC-2731-3-O Intro to Sociology
This course will introduce the student to the fundamental concepts of interrelationships and group activities. Students will be able to integrate experience from his or her own life and work environments while studying the principles involved in dyadic groups, primary groups, secondary groups, institutions and society.

TEACHING ENGLISH AS A SECOND LANGUAGE

TESL-2711-3-O Theories of a Second Language Acquisition
This course is a survey of the theories and practices of second language acquisition and language research. The course will also cover topics relating to second language acquisition, which include comparing and contrasting first and second language acquisition, cognitive styles and strategies, affective factors in language acquisition, sociocultural factors in language acquisition, interlanguage, communicative competence, and language testing.

TESL-2722-3-O Methods of TESOL I
This course prepares students in the use of materials and techniques for teaching English to speakers of other languages through mathematics, science, social studies and language arts. Emphasis is placed on the SIOP and CALLA approaches and the use of listening, speaking, reading and writing skills across the content areas. Methods of teaching English to speakers of other languages through the content areas are to be explored.

TESL-2731-3-O Structure of the English Language
This course is a survey of the important structure, grammar and syntax of the English language that is essential for non-native speakers to know. The course will teach idiosyncrasies of each language group and how that affects learning English. A variety of techniques used in teaching language structure will be explored.

TESL-3722-3-O College Level TESL
This course will prepare people to teach English as a second language at the college level. It is especially designed for students planning to work in restricted access countries, but also prepares students to teach on the college level in the US. Topics covered will include college level vocabulary and reading comprehension, written expression and composition, conversational skills, listening comprehension, note-taking, plagiarism, critical thinking skills, cultural issues, college life, lesson planning, curriculum development and preparation for standardized tests.

TESL-4711-3-O Language Program and Curriculum Design
This course teaches the variety of administrative tasks that accompany TESL, needs assessment and setting priorities based on understanding the culture and community in which one teaches. Constructing TESL curricula and syllabi, lesson planning and determining how the day-to-day learning fits into the larger picture constitute the academic components. Other administrative concerns included in this course are time management, technology, strategies and decision-making. Students will analyze the design and use of commercially available texts and materials. Methods of developing one’s own curriculum will be explored and experienced. Students will work on preparation, and evaluation of their own teaching materials, which can be used in future teaching situations.

THEOLOGY

TH-2003-3-A People and the Environment: Environmental Stewardship
(Also HUM-2003-3-A)

TH-2005-4-E Christian Faith
An introduction to the main people, events, and theological positions of the Christian Tradition. Contents will focus on the doctrine of the Bible, God, humankind, the person and work of Christ, the Holy Spirit, salvation, the Church, and the last days.
TH-2222-2-E/ 2222-3-O  Contemporary Issues in American Society  
(Also SOC-2222-2-E)
This class will examine topics in American society which are currently under debate, such as homosexuality and the origins of the universe. The course will examine these topics by looking at the various positions evidenced in current American society. These positions will then be examined in relation to the biblical text.

TH-2705-3-O  Introduction to Christian Faith
This course serves as an introduction to the study of Christian Theology. Participants will explore key doctrines such as divine revelation, God, creation, humanity, sin, Jesus Christ, The Holy Spirit, salvation and Christian spirituality, the church, and eschatology.

TH-4005-3-E/ 4005-3-O  Biblical Theology
Study of the major biblical themes in the Old and New Testaments including the kingdom of God, covenants, temple, law, and people of God. Designed to be taken in the final year of a Bachelor’s degree program.

WORSHIP ARTS

WA-2025/3025-1-E  Worship Arts Practicum
Team preparation to lead worship in the CLH program. Includes the development of vocal and instrumental proficiencies and the development of understanding the forms and role of worship in the church. May be taken as a stand-alone course.

WA-2731-3-O  Biblical and Historical Foundations of Worship I
The study of God’s design for worship as found in the Old Testament and how it relates to Christian worship today.

WA-2732-3-O  Biblical and Historical Foundations of Worship II
A study of how Christian worship has evolved beginning with the first-century church. An understanding of the various forms of worship over time including their relevance to current society.

YOUTH MINISTRY

YM-2001-3-E  Foundations for Youth Ministry
Introductory course for youth ministry. Includes overview of professional youth work, its history, present potential, and implications for the future. Informs and assists students in initial development of personal philosophy of youth ministry.

YM-3002-3-E  Programming Skills in Youth Ministry
Prerequisite: YM-2001 or instructor’s permission
Development of programs and curriculum for ministry with young people. Includes practical instruction for large and small group programming, campus ministry, large events, and team leadership development. Covers a variety of programming elements and resources.

YM-3920-3-A  Organizational Issues and Skills
Prerequisite: YM-3002 or instructor’s permission
Introduction and development of administrative skills necessary in children’s and youth ministry. Includes learning to work within the context of a larger ministry setting. Covers topics such as multiple staff issues, calendar, ministry finance, event promotion and publicity, and risk management.

YM-4010-6-E  Youth Ministry Internship
Prerequisites: YM-2001, YM-3002, YM-3920
Placement in a church, para-church, or other youth agency under direct supervision of a qualified and experienced youth ministry worker. Development of programs and curriculum for ministry with young people. Placement in a church, para-church, or other youth agency under direct supervision of a qualified and experienced youth ministry worker.
ACADEMIC YEAR
Oak Hills Christian College operates on an academic system consisting of fall and spring semesters. The length of each semester is approximately 16 weeks. Class instruction consists of one 55-minute weekly period for each semester credit.

Adult & Professional Studies (APS) online courses are scheduled year-around in three terms - fall, spring and summer. Courses are intensive and modular, lasting between 5 and 10 weeks. There are new course sessions offered each month.

DEFINITION OF A CREDIT HOUR
The college follows the Federal Definition of the Credit Hour: An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately 15 weeks for one semester of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Regardless of the course modality, classes will be consistent in terms of purpose, scope, quality, assessment and expected learning outcomes.

Students enrolled in classes delivered by an alternative means shall not be denied access to advisement, grievances, or other key academic rights and services, nor shall they be excused from the academic responsibilities expected of all students.

TIME OF ENTRANCE
Students are welcome to enter school either semester. However, entering fall semester provides the best opportunity for taking courses in the preferred order. Adult & Professional Studies (APS) online degree-seeking students may enter at any time.

COURSE LOAD
The minimum load for a full-time student is 12 semester credits and the normal course load is 15-16 credits. In order to receive a full Minnesota State Grant, a student must be registered for at least 15 semester credits. Any load exceeding 18 credits requires special permission. An overload fee will be charged.

The Adult & Professional Studies (APS) online degree programs are built upon a two-year (three term) cycle, with all full-time students normally enrolled in 24-30 credits of instructional courses each year. Courses are offered through the summer with occasional breaks built into the program.

A student load of twelve online credits per semester or more qualifies the individual for full-time status. Modular courses are intensive. If students are working full-time, it usually is recommended that only one course be taken at a time. Exceptions will be considered on a case-by-case basis.

ACADEMIC FILES
Students may view their academic files at any time during normal Registrar office hours. The files must not be removed from the Registrar’s Office.
PRIVACY OF STUDENT RECORDS (FERPA)
The Family Education Rights and Privacy Act of 1974 (FERPA) was written specifically for students and guarantees them three primary rights: the right to inspect and review their education records, the right to seek to amend their education records, and the right to have some control over the disclosure of information from those education records.

Oak Hills Christian College may disclose information on a student without violating FERPA regulations through what is known as directory information. This includes name, address, telephone listing, email address, date and place of birth, photo, major field of study, dates of attendance, degrees awarded, and dates the degrees were received. This information may be disclosed without the consent or knowledge of the student unless the student has notified OHCC in advance of his/her desire for their records to remain confidential. Further information will be given to students at registration.

Students have the right to file a complaint with the US Department of Education concerning alleged failures by OHCC to comply with the requirements of FERPA. These may be sent to: Family & Policy Compliance Office, US Dept. of Education, 600 Independence Ave. SW, Washington, DC 20202.

FREEDOM OF INQUIRY AND EXPRESSION
Oak Hills Christian College does not limit the freedom of staff or students for inquiry or expression, provided they are in pursuit of the objectives of the school and do not infringe on the rights of others.

STUDENT CLASSIFICATIONS
Full-time: a student who is registered for 12 or more semester credits.
Part-time: a student who is registered for at least one course for credit and fewer than 12 total semester credits.
Non-degree: a student who is enrolled for 1-5 credits in continuing education (for credit, non-degree) or auditing.
Freshman: a student who has completed 0-32 credits and is working toward a degree.
Sophomore: a student who has completed 33-62 credits and is working toward a degree.
Junior: a student who has completed 63-94 credits and is working toward a degree.
Senior: a student who has completed 95 or more credits and is working toward a degree.

PROGRAM REQUIREMENTS
Students are required to fulfill the program requirements listed in the catalog at the time of enrollment. If a student selects a catalog later than the one in effect at enrollment, he/she cannot return to the previous catalog.

If a student drops out for more than two consecutive semesters, the requirements of the catalog in effect at the time of re-enrollment must be met.

PROGRAM PLANNING/ADVISORS
Each student is assigned a faculty advisor to assist with academic program planning and to give guidance and encouragement. Even though the student is ultimately responsible for planning his/her program, the faculty advisor provides assistance in class selection and is available when the student needs advice.

ACADEMIC INTEGRITY
Oak Hills Christian College stands on the principles of truth and honesty as essential biblical principles for life. It is expected that these principles will be followed in all academic activity.

Violations of academic integrity include plagiarism, cheating, unauthorized collaboration or copying, excessive revision done by someone other than the student, violating copyright laws, sabotaging another student’s work, or submission of the same assignment for more than one course without prior consent of all instructors concerned. Intellectual dishonesty infractions will be confronted and may result in suspension or dismissal from OHCC.

ATTENDANCE POLICY
Oak Hills Christian College considers class attendance to be a vital part of education and expects students to regularly attend class. We recognize that students have responsibilities and mitigating circumstances that sometimes interfere with class attendance. Our basic attendance policy states: a student who misses more than 25% of the class sessions (excused or unexcused) will fail the course. In some cases the “Extended Campus Absence” policy will apply.

Each instructor has the prerogative to adopt a more stringent attendance policy. This information will be included in the syllabus for each class. Complete details on the OHCC attendance policy are listed on the website (oakhills.edu).

All Adult & Professional Studies (APS) and online students are expected to maintain a regular presence and engagement in online courses and to make satisfactory academic progress. Presence online will be monitored weekly by the instructor and may be monitored at any time by the Director of Adult & Professional Studies.

EXTENDED CAMPUS ABSENCE
A student who must be physically absent from campus for an extended period may complete his/her current courses if the following apply:
1. The reason for the absence is serious physical or mental health illness, hospitalization, death in the family, or similar situation. Documentation must be provided.
2. The student has a GPA of 2.0 or higher and is not on academic probation.
3. The absence is for 50% or less of the semester.
4. The student is current with course assignments and responsibilities.
5. The instructor agrees to continue working with the student throughout the absence.
GRADING SYSTEM
A = Excellent 4 grade points
B = Above average 3 grade points
C = Average 2 grade points
D = Below average 1 grade point
F = Failure 0 grade points
I = Incomplete
W =Withdrawn
P = Passing (not included in GPA)
PE = Passing excellent (not included in GPA)
PS = Passing satisfactory (not included in GPA)
NP = Not passing (not included in GPA)
WP = Withdrawn passing (not included in GPA)
WF = Withdrawn failing (not included in GPA)

COMMUNITY LIFE HOUR (CLH) REQUIREMENT
In order to graduate, students must earn one CLH unit per equivalent full-time semester of enrollment at OHCC. Basic requirements for continuous enrollment are as follows:
   4-year degree = 8 CLH units
   2-year degree = 4 CLH units
   1-year certificate = 2 CLH units
Missing more than 11 CLH sessions will result in not earning a CLH unit for that semester.

The CLH requirement will be modified as necessary for Camp Ministry majors, and students with internships out of the local area. There is no requirement for CLH for Adult & Professional Studies (APS)/online students. See the CLH Director for more information.

RESIDENCE REQUIREMENT
In order to receive the following degrees, the student must complete the indicated hours in residence. “In residence” refers to courses completed at OHCC. Basic requirements for continuous enrollment are as follows:
Bachelors of Arts/Science: 30 hours (15 in biblical studies, 15 in second major). The second major requirement is waived for Camp Ministry.
Associate in Arts in Biblical Studies: 22 hours (8 in biblical studies)
Associate in Arts: 22 hours (8 in biblical studies)
Certificate in Biblical Studies: 15 hours (8 in biblical studies)
Adult & Professional Studies (APS) students should note that there is no requirement to reside physically on the OHCC campus.
Online Bachelor: 30 hours (15 in biblical studies/15 in major)
Online Associate: 21 hours (9 in biblical studies)

CLASSROOM USE OF ELECTRONIC DEVICES
OHCC recognizes the potential benefit and the possible misuse of electronic devices in the classroom. Laptop computers and other electronic devices (cell phones, PDA’s, MP3 players, etc.) are to be used only for class-related activities when used in the classroom. Using them for email, text messaging, Facebook, games, unrelated homework, etc. during class is unacceptable.

Failure to comply may result in the loss of the privilege to use electronic devices during class time for the rest of the semester. Instructors have the authority to ban all electronic devices (including laptops) from class.

COURSE CANCELLATION
Any course may be cancelled due to insufficient enrollment.

COURSE SUBSTITUTION/WAIVER
The college reserves the right to substitute or waive a course requirement. Students must complete a Substitution Waiver Form and get approval from their advisor, Department Chair, Dean of the College and Registrar.

CREDIT FOR PREVIOUS LEARNING
The faculty may substitute previous learning for academic credit. Students must demonstrate they have met the objectives of the course/s to be substituted. Additional policies are available in the Registrar’s Office. The maximum credits for previous learning is 12.

There is no maximum limit on credit for previous learning for Adult & Professional Studies (APS) online students provided that students meet all the required policies of the college.

The College APS students may earn Credit for Previous Learning (CPL) by submitting a portfolio for evaluation by faculty in the respective disciplines. Students entering an APS degree program not meeting the general education requirement will have an appointment with the Adult & Professional Studies Program Director who will estimate the number of previous learning credits the student might earn within the program. Credit for Previous Learning hours can be from a number of different sources, including workshops, seminars, self-study, noncredit classes, training programs and/or work experiences. Please note that the previous learning from these sources must be documented and evaluated by a faculty member in the relevant field for the amount of credit to be awarded.

In the admission process to APS degree programs, the college will provide you with an opportunity to obtain an estimate of the number of CPL credits you can receive once you enter the program. A non-credit online course session will also be available to assist with information on the required documentation.

ADDING AND DROPPING CLASSES
A student may add a class through the 10th day of the semester by seeing his or her advisor.
A student may drop a class through the end of the 10th week of the semester by seeing his or her advisor. Dropping a class after the 10th day of the semester may affect the student’s Satisfactory Academic Progress.

Adult & Professional Studies (APS) students may not add an online class after the first login date of the course. Students may drop a course without academic or financial penalty through day 7, beginning with the first login (start) date of the course. After day 7, a “W” (withdraw) will appear on the student’s transcript for the course. Dropping a class between days 8-14 will result in owing 60% of the course cost. 100% of the course will be owed if dropping a class after day 14.
CREDITS EARNED THROUGH CLEP (College Level Examination General policies for the transfer of credit are as follows:

TRANSFER OF CREDIT

Based on the student’s grade at the time of dismissal.

Any Adult & Professional Studies (APS) student dismissed from school after the 60% point in a course will have the grades WP (withdraw pass) or WF (withdraw fail) applied to the course, based on the student’s grade at the time of withdrawal; WF will apply to courses in which the student is receiving a passing grade at the end of the following course in the APS sequence, unless a further written extension is allowed by the instructor and the Director of Adult & Professional Studies. Students requesting an incomplete will not be allowed to enroll in further courses until the incomplete course is completed. Any incompletes remaining beyond the end of the agreed extension period will be graded an “F.”

REPEATING A COURSE

When repeating a course the most current grade will become the official grade regardless of whether the repeated grade is higher or lower than the previous one.

INCOMPLETES

If a student has legitimate reasons for needing an extension, he or she must complete and submit an “Incomplete Form,” available from the Registrar’s office, before the last day of class for the semester. Reasons recognized include medical emergencies, physical and/or mental illness, or a family crisis.

All incompletes must be completed by the end of the following semester, with spring semester incompletes to be finished by the end of the summer semester. Any incompletes remaining at the end of this period will be graded an “F.”

Adult & Professional Studies (APS) students must file an incomplete form before the end of a course in order to request an extension. Any incomplete must be completed before the end of the following course in the APS sequence, unless a further written extension is allowed by the instructor and the Director of Adult & Professional Studies. Students requesting an incomplete will not be allowed to enroll in further courses until the incomplete course is completed. Any incompletes remaining beyond the end of the agreed extension period will be graded an “F.”

DISMISSAL GRADES

Any student who is dismissed from school after the 10th week of the semester will have the grades WP or WF applied to the courses in which they are currently enrolled. WP will apply to courses in which the student is receiving a passing grade at the time of withdrawal; WF will apply to courses in which the student is receiving a failing grade. These grades do not affect a student’s grade point average.

Any Adult & Professional Studies (APS) student dismissed from the school after the 60% point in a course will have the grades WP (withdraw pass) or WF (withdraw fail) applied to the course, based on the student’s grade at the time of dismissal.

TRANSFER OF CREDIT

General policies for the transfer of credit are as follows:

1. Credits earned through CLEP (College Level Examination Program) and AP (Advanced Placement) will be evaluated by the Registrar on a course by course basis. CLEP courses will be used to waive the course requirement and the credit requirement.

2. Credits earned at other schools with a grade of “C” or better may be transferred to OHCC and applied toward graduation, provided those credits meet the program requirements.

3. The institution needs to be recognized by an accrediting agency or acknowledged by OHCC.

4. Students may be asked to validate equivalent subjects taken at non-accredited schools. After equivalency has been approved, the credits will be pending official approval until the student achieves a minimum GPA of 2.0. These credits will be lost, except where an articulation agreement exists.

5. The number of credits transferred from non-accredited schools may not exceed 34 semester credits, except where an articulation agreement exists.

6. Online degree-seeking students who have completed courses in other recognized colleges or universities might receive up to 66 semester hours of credit, depending upon the major. The amount of credit, the courses to be accepted, and the method of evaluation will be determined by the nature of the courses and the type of institution. An applicant who has attended any college or university after graduation from high school must submit an official transcript from each institution. Although the Adult & Professional Studies Program Director will do preliminary transcript evaluations, all evaluations will become official when reviewed by the Registrar.

DEAN’S LIST

In order to qualify for the Dean’s List (determined each semester), students must be full-time, have a semester GPA of 3.50 or above, and must not have a grade below a “C” or a “No Pass” on their transcript for the semester.

GRADUATION HONORS

Graduating BA/BS students who have completed the equivalent of four full-time semesters in residence will be awarded graduation honors based on the following grade point averages:

- 3.90-4.0 Summa Cum Laude
- 3.75-3.89 Magna Cum Laude
- 3.50-3.74 Cum Laude

These honors will be printed in the graduation program.

GRADUATION REQUIREMENTS

General requirements for graduation are as follows:

1. All program requirements must be completed as listed in the catalog at the time of enrollment or in the chosen subsequent catalog.

2. Students must attain a minimum cumulative grade point average of 2.0 in courses taken at OHCC.

3. No grade below a “C” will count toward any BA/BS Biblical Studies major, any BA/BS second major, the Christian Ministry core, Senior Seminar, and program specific General Education courses.

4. Documentation of cooperative credits (Camp Ministry) and transfer credits.
5. Residence requirement must be fulfilled.
6. Community Life Hour requirement must be fulfilled.
7. Christian character and conduct as described in the OHCC Student Handbook must be demonstrated.

Please note: Transcripts and diplomas will not be released until the student’s account is paid in full.

TRANSCRIPT REQUESTS
Oak Hills Christian College transcripts must be requested in person or in writing, (Data Privacy Act 1974) from the Registrar’s Office at OHCC, as well as online through Oak Hills’ website. The transcript fee is $5.

SATISFACTORY ACADEMIC PROGRESS AND ACADEMIC DISMISSAL
Students need to complete their degree in a timely manner. In order to accomplish this, Oak Hills has set forth Satisfactory Academic Progress standards consisting of minimum grade point averages and minimum credits earned per year.

Minimum Grade Point Average (GPA):
- 1-32 credits: 1.7 cumulative GPA
- 33-62 credits: 1.8 cumulative GPA
- 63 and above: 2.0 cumulative GPA

In order for any student to graduate with a certificate, a two-year degree, or a four-year degree, the student must have a cumulative GPA of 2.0 or higher. Any student enrolled in a program that is longer than two academic years must have at least a 2.00 GPA or better at the end of their second year.

Minimum Credits Earned Per Year: The maximum time allowed to complete the degree is 150% of the customary time. The graph below indicates the minimum number of credits which need to be earned for each full-time equivalent (FTE) year. (The student must complete an average of 11 credits each semester to maintain minimum standards). The minimum number of credits which need to be earned in Adult & Professional studies (APS) for each FTE are listed below under Bachelor’s Degree and Associate’s Degree.

<table>
<thead>
<tr>
<th>FTE Year</th>
<th>1</th>
<th>1½</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<td>AA</td>
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<td>---</td>
<td>43</td>
<td>64</td>
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<td>---</td>
<td>43</td>
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<tr>
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<td>43</td>
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<td>---</td>
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</tr>
<tr>
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<td>---</td>
<td>40</td>
<td>60</td>
<td>80</td>
<td>100</td>
<td>120</td>
</tr>
</tbody>
</table>

Financial Aid: In compliance with federal and state requirements, OHCC will disperse federal and state financial aid monies to those students who either meet or have the potential to meet Satisfactory Academic Progress.

Transfer Students: Transfer students do not transfer in a GPA. Their cumulative GPA consists of classes taken only at OHCC. Credits transferred to OHCC from other institutions will be counted toward the Minimum Credits Earned Per Year requirement.

Determination of Academic Progress Standing: At the end of each semester, the Registrar will review the cumulative GPA and the number of credits earned for each student. The first time a student fails the minimum cumulative grade point average requirement or the number of credits earned requirement during the semester, the student will be placed on ACADEMIC WARNING. Students placed on academic warning are eligible for continued enrollment and are expected to make progress toward meeting the minimum cumulative grade point average (GPA) and minimum number of credits earned requirement.

Requirements for Academic Warning: Upon conclusion of the warning term, if the student has met the minimum cumulative GPA and number of credits earned requirement, the student’s warning status will be removed.

Academic Suspension: Upon conclusion of the warning term, those students not meeting the minimum cumulative GPA or number of credits earned requirement will be suspended from Oak Hills Christian College. The student will be notified by the Dean of the College of their suspension.

Reinstatement/Appeal Process: Students suspended from Oak Hills Christian College who wish to return following a suspension period of one semester (this includes summer term), must submit a petition to the Registrar’s Office. The petition should include information on the circumstances that affected past performance and a plan to be successful in achieving future academic progress. All petitions submitted to the Registrar’s Office will be reviewed by the Academic Appeals Committee. Students with an approved petition for academic reinstatement will be placed on academic probation for one term. While on probation, the student will be required to meet the terms set forth by the Committee and comply with the Assisted Learning Program. Students are allowed to receive financial aid while on academic probation. If the student does not agree with the decision of the Committee, the student may appeal to the Dean of the College. The Dean’s decision is final.

If a student fails to attain Satisfactory Academic Progress, he or she will be dismissed again from OHCC. A student is allowed a maximum of two petitions of readmission.
**Additional Information Regarding Satisfactory Progress**

**Repeating a Course:** A grade of D, in any four year program, must be replaced or re-taken if they are part of the student’s major. When a course is re-taken the final grade will be the grade of record whether the grade is higher or not. The previous grade will remain on the student’s transcript but will not be calculated in the GPA.

**Participation in Extra and Co-Curricular Activities:**
Students on Academic Warning or Probation are not eligible to participate in any extra-curricular activity (OHCC sponsored with no academic credit earned) or co-curricular activity (OHCC sponsored with academic credit earned).

**Withdrawing:** Whenever a student withdraws from a course or from school after the tenth day of the semester the course or term will count against the student when calculating satisfactory progress.

**Credit for Military Training and United States Armed Forces Institutes (USAIF)**
Courses for which credits earned while in the military must be listed on official military documents (i.e., DD214, DD295, and Army/American Council on Education Registry Transcript). Other official military documents may be used as the basis for evaluation at the discretion of the Office of Admissions, given that they contain the elements necessary for evaluation. Those courses that are eligible for evaluation will be awarded college transfer credits consistent with the Registrar and directives issued by Academic Departments.

**ACADEMIC AMNESTY PROGRAM**
OHCC has an Academic Amnesty Program which allows for forgiveness (exclusion from grade point calculation) of a maximum of two consecutive semesters for former OHCC students if the student’s poor academic performance was the result of extenuating circumstances (see Dismissal Appeal above). It is designed to permit the readmission of formerly unsuccessful students who present evidence of motivation and the ability to succeed if readmitted to OHCC. See the Registrar to request an application for the Academic Amnesty Program.

Please note: federal financial aid regulations do not recognize academic amnesty.

**ASSISTED LEARNING PROGRAM**
Oak Hills Christian College has an Assisted Learning Program (ALP) to assist students with disabilities and to help students achieve Satisfactory Academic Progress.

Students on Academic Probation will meet weekly with the ALP Director for academic advising. This includes the monitoring of class attendance, assignments, study habits, and time management. Additional requirements may be added if deemed helpful to the student.

Students who do not comply with their ALP contract are also in danger of being academically dismissed before the end of the semester.

**Students with Disabilities:** Services are provided to students with disabilities under the Assisted Learning Program according to the provisions and guidelines provided in the Americans with Disabilities Act (ADA). When seeking accommodations, the student must provide documentation of disabilities. Accommodations will be determined on an individual basis according to need. This will be established by student interviews and professional recommendations included in the documentation.

**Conditional Admission:** Students on Conditional Admission will be enrolled in the ALP with the goal of achieving Satisfactory Academic Progress at the end of the first semester. If this is not achieved, the student will be placed on Academic Warning.

Students on Conditional Admission will meet weekly with a faculty member for academic advising. This includes the monitoring of class attendance, assignments, study habits, and time management. Additional requirements may be added if deemed helpful to the student.
ADMISSION STANDARDS

Faith in Jesus Christ: Oak Hills Christian College students are required to have faith in Jesus Christ and a desire to live a lifestyle that is honoring to God.

Academic Ability: Oak Hills Christian College selects candidates on the basis of educational preparation, intellectual capacity, and motivation. Candidates should show evidence that they are academically prepared to study in programs they select, and that they possess the interest and motivation to pursue studies at OHCC. Admission is based on the probability for successful study in the chosen OHCC program. The potential for success is determined by grade point average (GPA), degrees, diplomas, ACT or SAT scores and/or prerequisites.

GENERAL ADMISSION POLICIES FOR ONLINE AND CAMPUS STUDENTS

To protect OHCC's academic standards, the college reserves the right to deny admission to any student who does not meet the minimum admissions requirements.

INCOMING STATUS ADMISSION STATUSES AND STANDARDS

To qualify for undergraduate admission online, off-site or on campus, candidates must meet the following requirements:

First Time Freshman: First Time Freshman status is defined as having fewer than 12 transferrable college credits
1. Have graduated from a recognized secondary school, or
2. Have passed the test of general education development (GED), or
3. Have graduated from a recognized home school
   and
   1. ACT composite score of 18 or SAT composite score of 860, and
   2. Have a minimum secondary school GPA of 2.0 (on a 4.0 scale).

Applicants 2 calendar years removed from their intended or actual high school graduation date do not need to supply ACT/SAT scores.

Transfer Students: Transfer students are defined as having 12 or more transferrable college credits (not to include PSEO credits).
1. College GPA of 2.0 or higher from a recognized post-secondary school.
2. 12 or more transferrable credits from a recognized post-secondary institution.

ADMISSION DOCUMENTS REQUIRED

The following documents are required before being considered for admission into Oak Hills Christian College. Documents required applies to First Time Freshman and Transfer Students.

1. Completed Online or Paper Application.
2. Official high school or GED equivalent transcripts.
   a) Official Transcripts will be considered official if received by the Admissions Staff at OHCC in a sealed envelope, institution to institution. Unopened E-script transcripts may also be accepted as official.
   b) Applicants can submit unofficial transcripts from high school and all previous colleges attended for Conditional Admission (in lieu of Official Transcripts) – Please see Conditional Admission Requirements.

Transfer students with 12 or more transfer credits from a post-secondary institution do not need to provide high school transcripts.

ADDITIONAL ADMISSION STATUSES AND REQUIRED DOCUMENTS

INTERNATIONAL STUDENTS

International Students are defined as having completed secondary school in countries other than the United States and Puerto Rico.

Approval has been granted by the United States Department of Justice for training students from other countries who can demonstrate proficiency in English.

1. Official Foreign transcript evaluation from a NACES approved organization
2. Test of English as a Foreign Language (TOEFL) results with a minimum score of 500 (written test) or a 175 (computer based test) – if primary delivery of education was other than English
3. Personal Statement
4. Proof of Support Document
5. Demonstrated ability to write in English
6. Letter of Introduction

Please contact OHCC Admissions for detailed requirements.
READEMISSION
Students applying for readmission are those who have completed 1 or more Oak Hills Christian College credits and are returning to OHCC after being out of class at OHCC for more than a semester.

1. Students applying for readmission that have been out of OHCC classes for less than one calendar year are eligible for admission through the Dean of the College and the Registrar.
2. Students applying for readmission that have been out of OHCC classes for over one calendar year must complete the full application process as defined by their incoming status.

NON-DEGREE STUDENTS
Non-Degree Seeking Students are defined as those wishing to enroll in continuing education for credit or audit.

Non-degree students may take up to five credits per semester. Financial Aid and Assisted Learning Services are not available for non-degree students. No more than 12 credits taken through this program may be applied to a degree at Oak Hills Christian College. If a person who has accumulated more than 12 credits through this program later applies as a degree-seeking student, he or she may pay for the credits over 12 at the tuition rate in effect at the time class was taken (less any tuition paid at the non-degree rate).

Non-degree seeking students must complete the Non-Degree Application.

VETERANS
Oak Hills Christian College has been approved by the Minnesota State Department of Education for training veterans, veteran dependents and veteran widows. Our current status with the Veterans Administration is NCD.

Contact OHCC Admissions office for VA benefits certification steps.

PSEO
For the PSEO program at Oak Hills Christian College, you must be a junior or senior in high school and meet the following requirements:
• Be a Minnesota resident
• Be in the top 30% of your class OR have a minimum ACT composite score of 21 or SAT score of 1010 (does not include writing option). Juniors who have not yet taken the ACT or SAT may submit a minimum PLAN score of 16 or PSAT score of 42. Please contact Admissions for other acceptable entrance tests.

Admissions Documents Required:
1) Oak Hills Christian College PSEO application
2) Oak Hills Christian College PSEO Personal Faith Statement
3) Official high school transcript with class ranking OR ACT or SAT score (Juniors: PLAN or PSAT score)
4) Notice of Student Registration – parts 1 and 2 (This form is available at OHCC.)

ADMISSION TYPES

Regular Admission:
Defined as a student meeting all standards for their particular incoming status

Committee Review Admission/Conditional Admission:
Incoming students not meeting all standards for their particular incoming status can be considered for Conditional Admission. These candidates can go through the Admissions Committee process. The members of the Admissions Committee will meet to decide on the educational preparation, intellectual capacity and motivation of the student.

Students being Conditionally Admitted will need to provide these documents to the Office of Admissions prior to the Admissions Committee meeting:
1. Completed Online or Paper Application
2. Official high school or GED equivalent transcripts
   a) Official Transcripts will be considered official if received by the Admissions Staff at OHCC in a sealed envelope, institution to institution. Unopened E-script transcripts may also be accepted as official
   b) Applicants can submit unofficial transcripts from high school and all previous colleges attended for Conditional Admission (in lieu of Official Transcripts) – Please see Conditional Admission Requirements
3. Personal Statement – Please contact OHCC Admissions for requirements
4. Official ACT/SAT Verification via ACT/SAT mailing or documented on high school transcripts
   a) Unofficial verification can be used for Conditional Admission – Please see Conditional Admission requirements
5. Personal Reference Letter
6. Academic Reference Letter

First Time Freshman being Conditionally Admitted for academic reasons must meet the following criteria:
1. Cumulative GPA of 1.50-2.49 based on high school transcripts (and)
2. ACT Composite score of 14-17

Transfer Students being Conditionally Admitted for academic reasons must meet the following criteria:
1. Cumulative College GPA of 1.50-1.99

All campus based, Conditionally Admitted students, will automatically be enrolled in the Assisted Learning Program.
Contingent Admission:
There are three types of Contingently Admitted students at Oak Hills Christian College:

1. High School seniors can be contingently admitted. This admission is subject to all applicable standards and statuses. This type of contingent admission will be transferred into Regular or Conditional status once final official high school transcripts are received from graduating high school. Official transcripts must be received by the first day of the first semester the student attends a class at Oak Hills Christian College. If the official transcript is not received the student will be subject to being withdrawn from the college.

The admission process must be completed by the 10th day of the semester or dismissal will occur. The completed admission process would include having ALL documents needed for the applicants' file.

2. Incoming Transfer and Non-Traditional students whom Oak Hills Christian College does not have official transcripts on record will be a Contingent Admit assuming unofficial transcripts have been received. Contingently admitted students have 60 days from the date of the first class in their first semester to turn in official transcripts. If all official transcripts are not received by day 60, the student will be automatically withdrawn from the college. Additionally, Financial Aid will not be dispersed without all official transcripts on file at OHCC.

If dismissed from Oak Hills Christian College due to not fulfilling Contingent Admission requirements, the student will be responsible for all outstanding tuition and fees at time of dismissal.

Public Disclosure Information

Employment
In a survey of OHCC students who graduated between 2003 and 2012, 97% of those desiring employment indicated that they are employed. Forty-five percent of graduates indicate that their jobs are closely related to their major field of study. (The national average is 27.3%.) Employment statistics for individual majors are available from the Director of Institutional Research at stevenware@oakhills.edu.

Retention
Aggregate data from the 2011-2012 and 2012-2013 academic years indicate that the fall-to-fall retention rate for all students was 70%; first-time freshmen in this period were retained at a rate of 64%.

Graduation
The 2014 Spring graduation rate for the 2008 Fall entering class was 52%. This rate is based on full-time, first-time students completing a program within 150% of the normal time required for their program. Many students opt to extend the length of study due to employment needs, family issues or academic achievement goals. The college has no statute of limitations on completing undergraduate programs.

Outcomes and Institutional Assessment results may be found on the college website at http://www.oakhills.edu/download_file/view/117/.

1http://www.washingtonpost.com/blogs/wonkblog/wp/2013/05/20/only-27-percent-of-college-grads-have-a-job-related-to-their-major/
APPLICATION FEE
An application fee of $25 is required with the application for admission. The application fee is nonrefundable.

ENROLLMENT DEPOSIT
After a student has been accepted for admission, an enrollment deposit of $100 is due. This will be applied in full to the student’s fees upon enrollment. The enrollment deposit is nonrefundable.

PAYMENT SCHEDULE
After scholarships and grants have been applied, the balance is due on the first day of class or in two equal installments: half by August 26, 2013 and half by September 27, 2013 (fall); half by January 13, 2014 and half by February 7, 2014 (spring). Accounts not meeting these deadlines will be subject to late charges.

Adult & Professional Studies (APS) students will register and pay for a full term course before the first class begins or in two equal installments: half before start of class and half by the 50% point of the term.
- Fall term – October 21, 2013
- Spring term – March 22, 2014
- Summer term – July 11, 2014

Accounts not meeting these deadlines will be subject to late charges.

PAYMENT METHODS
Students may pay their accounts by grants, scholarships, student loans, cash, check, credit card (VISA, MasterCard, Discover), or ECSI payment plan. Use of payment plan will have an accompanying fee.

COURSE FEES
Some classes require additional course fees due to conference costs, meals, mileage, special speakers, etc. Notification will be on the program page of the catalog and with the course description.

OUTSTANDING BALANCES
Students with outstanding account balances at the end of the semester will not be allowed to re-enroll. Grades, transcripts, and diplomas will not be released until the student’s account is paid in full. In the event Oak Hills Christian College has to incur any expense in collecting on a student account, the student will be required to pay all of Oak Hills’ costs for collection. This includes, but is not limited to, a collection agency fee and/or attorney’s fees at the rate of 25-50%.

DEPARTURE PROCESS
Every student ceasing enrollment during the school year or leaving at the close of the school year must complete the official departure form. The purpose of the form is to indicate that obligations to the Business Office and other school departments have been properly discharged. Transcripts and other records will not be issued until all obligations have been satisfactorily met.

REFUND POLICY
For students fully withdrawing from Oak Hills Christian College before the end of the semester, tuition, room, and board are refunded pro-rata according to federal and state financial aid refund policies. There are no refunds after 60% of the semester has been completed.

MILITARY DEPLOYMENT REFUND POLICY
Refunds are available to those who are called to active duty. Reservists have 3 options:
1. Receive a pro-rata refund. A copy of the military deployment order must be given to the Registrar.
2. Make arrangements with the faculty to complete course work if at least 75% has already been completed.
3. Receive a full tuition credit for a future semester. Admission requirements must be met at the time of readmittance.

EVALUATION OF APPLICATION TO RECEIVE CREDIT FOR PREVIOUS LEARNING
The cost to evaluate a request for Credit for Prior Learning is $50 per credit for which the student applies. Therefore, if you apply for ten credit hours, your cost for those credits will be $500. Please note that receiving all ten credits is not automatic. It is much like enrolling in a course. You pay the tuition for it regardless of whether you earn a passing grade. The grade is based upon evaluation by a faculty member in the field for which credit for prior learning is requested.

TUITION WAIVER FOR PASTORS
Licensed or ordained pastors may take one course each semester and have the tuition fee waived (parking fees, course fees, and textbook costs still apply). A non-degree application and verification of pastoral service are required. *

TUITION WAIVER FOR STUDENT SPOUSES
The spouse of a full-time, certificate- or degree-seeking student may take one course each semester and have the tuition fee waived (parking fees, course fees, and textbook costs still apply). A non-degree application is required. *

*Due to the nature of the Adult & Professional Studies (APS) online program, there will be no tuition waivers for pastors, spouses of full-time students, or family members of college faculty and staff.
Financial Aid

OHCC FINANCIAL AID PROGRAM
The Oak Hills Christian College Financial Aid Program is intended to supplement the resources of the student. Accepting the challenge to finance a college education is primarily the student's responsibility. The Financial Aid Office at OHCC is available to students and parents to provide information and answer questions.

Adult & Professional Studies (APS) students may be eligible for financial aid. Eligibility requirements and deadlines vary. Students are encouraged to contact the Financial Aid Office for more information.

FAFSA: FREE APPLICATION FOR FEDERAL STUDENT AID
Oak Hills Christian College requires all students who are seeking financial aid to first complete the Free Application for Federal Student Aid (FAFSA). Our FAFSA number is 016116. This form can be done on-line at www.fafsa.ed.gov. For more information, please contact the Financial Aid Office.

OHCC FINANCIAL AID FORMS
Please contact the Financial Aid Office for the OHCC Financial Aid Application, the OHCC Scholarship Application, and the OHCC Student Employment Application.

SATISFACTORY ACADEMIC PROGRESS
Federal regulations require that all financial aid recipients achieve satisfactory academic progress. This means students must progress at a reasonable rate toward a certificate or degree. (See page 31.)

Any student who fails to achieve Satisfactory Academic Progress will be placed on Academic Probation for one semester, during which time they will continue to receive financial aid. At the end of that semester, the student must meet Satisfactory Academic Progress or financial aid will be withdrawn and the student will be academically dismissed.

FINANCIAL AID PROGRAMS AVAILABLE
Federal Pell Grants: These are need-based grants. Eligibility is determined by the Free Application for Federal Student Aid (FAFSA). All FAFSA applicants will receive a Student Aid Report that clarifies eligibility and award requirements.

Federal Supplemental Educational Opportunity Grants (FSEOG): These are need-based grants. Eligibility is determined by the FAFSA.

Minnesota State Grants: These are need-based grants for eligible Minnesota residents. Eligibility is determined by the FAFSA and a supplemental OHCC Financial Aid Application. In order to receive a full Minnesota State Grant, a student must be registered for 15 semester credits. Awards will decrease accordingly for 14 credits down to 3 credits.

William D. Ford Direct Loans (Subsidized): Eligibility is determined by the FAFSA. These loans are interest-free while the student is enrolled and until six months after graduation or withdrawal. Loan amounts are dependent upon financial need and grade level.

William D. Ford Direct Loans (Unsubsidized): These are non-need based loans for students who need additional funding.

Direct PLUS Loans: These loans are available for parents to borrow for the education of their dependent children. The yearly limit is based on the cost of education minus any financial aid for which the student is eligible.

Private Loans: These programs are designed to supplement existing loan programs. They provide long-term, low-interest loans for students who cannot obtain financing from traditional financial aid programs. The yearly limit is based on the cost of education minus any financial aid for which the student is eligible.

Oak Hills Scholarships and Grants: There are many memorial and special scholarships and grants available at OHCC. Eligibility is determined by the FAFSA and the OHCC Scholarship Application (available from the Financial Aid Office).

On-Campus Employment: Part-time jobs and work study options are available on campus. The basis for hiring is financial need (determined by the FAFSA) and the skill to perform the job. OHCC Student Employment Applications are available from the Financial Aid Office.
### Cost and Payment Schedule: 2014-2015

#### ADVANCE FEES
Enrollment Deposit [a] ........................................................................................................................................................................ $50

#### SEMESTER FEES
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Tuition: 12-18 credits [b]</td>
<td>$7,750</td>
</tr>
<tr>
<td>Part-time Tuition: 1-11 credits [b]</td>
<td>$649/credit hour</td>
</tr>
<tr>
<td>Adult Education: 1-5 credits, non-degree [b]</td>
<td>$99/credit hour</td>
</tr>
<tr>
<td>Auditing [b]</td>
<td>$79/credit hour</td>
</tr>
<tr>
<td>Overload Charge: over 18 credits [c]</td>
<td>$322.50/credit hour</td>
</tr>
<tr>
<td>Dorm Room and Board [d]</td>
<td>$2,832.50</td>
</tr>
<tr>
<td>Acorn Hall Room Fee</td>
<td>$1,498</td>
</tr>
<tr>
<td>Student Activity Fee [e]</td>
<td>$129.50</td>
</tr>
</tbody>
</table>

#### SPECIAL FEES
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Deposit [f]</td>
<td>$50/year</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$75</td>
</tr>
<tr>
<td>Parking Fee [g]</td>
<td>$35/semester</td>
</tr>
<tr>
<td>Private Music Instruction [b]</td>
<td>varies</td>
</tr>
<tr>
<td>Camp Forest Springs Administration Fee (Camp Ministry)</td>
<td>$550/year</td>
</tr>
<tr>
<td>BSU Student Health Service Fee [h]</td>
<td>$55/semester</td>
</tr>
<tr>
<td>Certificate Graduation Fee</td>
<td>$50</td>
</tr>
<tr>
<td>AA/BA/BS/Bachelor's Degree Graduation Fee</td>
<td>$90</td>
</tr>
<tr>
<td>Transcript Fee [i]</td>
<td>$5</td>
</tr>
<tr>
<td>Laundry Fee [j]</td>
<td>$40</td>
</tr>
</tbody>
</table>

#### SUMMARY (for 2 semesters)
| Description                                                                 | Amount                  |
| Tuition                                                                     | $15,500                 |
| Dorm Room and Board                                                        | $5,665                  |
| Student Activity Fee                                                       | $259                    |
| **APPROXIMATE ANNUAL TOTAL** (does not include special fees, books, or personal expenses) | **$21,399** |

[a] Nonrefundable. Applied in full toward OHCC expenses upon enrollment.
[b] After the 10th class day of a semester, tuition and fees will not be reduced even if the course load decreases.
[c] Student Outreach and MIA (Ministry in Action) credits will not be considered an overload.
[d] Board fee covers the cost of 16 meal cards; extra cards can be purchased at cost.
[e] Charged to all students taking 6 or more credits.
[f] Charged to all resident students. Refundable at end of school year, less any charges for loss or damage to facilities.
[g] Charged to all students bringing vehicles to campus. Heater service available at designated lots only.
[h] Cost subject to change. May be waived with proof of health insurance.
[i] Charged for each transcript. Transcripts issued only when student’s account is in satisfactory condition.
[j] Charged to all students living in the dorms or Acorn Apartments.

#### PAYMENT SCHEDULE
Full semester expenses are payable at time of registration or in two equal installments as follows:
- **Fall Semester:** 1/2 by August 25, 2014 and 1/2 by September 26, 2014
- **Spring Semester:** 1/2 on January 12, 2015, and 1/2 by February 6, 2015

Accounts not meeting these deadlines will be subject to weekly late fees.

#### SUBJECT TO CHANGE
The cost information listed above applies to the 2014-2015 school year and is subject to change in future academic years.
2014-2015 OVERVIEW OF OHCC ONLINE COURSE TUITION STRUCTURE

OHCC campus students taking online courses ................................................................. Included in block semester tuition
PSEO/Dual enrollment students taking non-PSEO online courses (for college credit toward a degree) .................. $313/Credit
Continuing Education (For credit; non-degree seeking) .................................................. $175/Credit
OHCC degree completion ............................................................................................... $350/Credit
OHCC Adult/Online degree student .............................................................................. $350/Credit

ADULT /ONLINE DEGREE STUDENT COSTS 2014-2015
The following fees apply to the Adult & Professional Studies (APS) online degree programs. This schedule is subject to change as
the college deems necessary.
Tuition per credit .................................................................................................................. $350
Graduation Fee (final term only) ...................................................................................... $85
Credit for Previous Learning Evaluation ........................................................................... $50/Credit

SUMMARY- Approximate Annual Total
Tuition @ 30 credits per year (10 courses/12 months) ......................................................... $10,500
Tuition @ 24 credits per year (8 courses/12 months; minimum needed for full-time status) ...................... $8,400
Estimate for Books and Materials (varies greatly by course) ............................................... $400-$800

PAYMENT SCHEDULE
Full semester expenses are payable at the time of registration or in two equal installments: ½ at registration and ½ at the 50% point
in the term.

SUBJECT TO CHANGE
The cost information listed above applies to the 2014-2015 school year and is subject to change in future academic years.
Administration

President ................................................. Dr. Steve Hostetter
Dean of the College ................................ Dr. Steven Ware
Dean of Student Life ............................... Randy McKain
Vice President for Advancement ............. Joan Berntson
Executive Vice President .......................... Carol Nelson
Vice President for Enrollment ..................... Michael Barnes
Director of Admissions/Financial Aid .......... Marcy Klejeski
Registrar .................................................. Mary Hannah

Faculty

ADMINISTRATION / FACULTY
Dr. Steve Hostetter
President
Instructor: General Education
B.S. in Bible
Lancaster Bible College, Lancaster, PA
M.A. in Christian Ministries
Wheaton College Graduate School, Wheaton, IL
Ph.D. in Educational Studies
Trinity Evangelical Divinity School, Deerfield, IL
OHCC since 2005

Randy McKain
Dean of Student Life
Program Director: Youth Ministry
Instructor: Christian Ministry, Youth Ministry
B.S. in Behavioral Science
Sterling College, Sterling, KS
M.Ed. in Counseling and School Psychology
Wichita State University, Wichita, KS
Further Coursework at
North Park Theological Seminary, Chicago, IL
Licensed Staff Minister
Evangelical Covenant Church of America
OHCC since 2007

Dr. Steven Ware
Dean of the College
Program Director: Associate in Arts
Instructor: General Education
B.A. in English
University of Washington, Seattle, WA
M.A. in Communications
Northeastern State University, Tahlequah, OK
Ed.D.
Seattle Pacific University, Seattle, WA
Ordained Pastor
Free Methodist Church USA
OHCC since 2005

FULL-TIME FACULTY
Jeremy Anderson
Instructor: Sports Management, Athletic Director
B.S. in Psychology and Family Counseling
Barclay College, Haviland, KS
M.S. in Exercise Science and Health Promotion
California University of Pennsylvania, California, PA
OHCC since 2014

Keith Bush
Librarian and Director of Information Technology
B.A. in Biblical Studies and History
Oak Hills Christian College, Bemidji, MN
M.L.S.
Emporia State University, Emporia, KS
OHCC since 1996

Dr. Matthew Friedman
Program Director: Intercultural Studies
Instructor: Biblical Studies, Intercultural Studies
B.A. in Psychology
Charter Oak State College, New Britain, CT
M.Div.
Asian Institute of Theology, Bangalore, India
Ph.D. in Intercultural Studies
Asbury Theological Seminary, Wilmore, KY
OHCC since 2012

Dr. Sue Glidden
Director of Adult and Professional Studies
Instructor: Biblical Studies, Leadership and Ministry
B.A. in Bible and Theology
Bethel College, St. Paul, MN
M.A. in Linguistics
University of North Dakota, Grand Forks, ND
Ph.D. in Education
Capella University, Minneapolis, MN
OHCC since 2012
ADJUNCT FACULTY

Richard Angelo
Instructor: Camp Ministry (Camp Forest Springs)
B.S. in Physical Education, Psychology, and Bible
Grace College, Winona Lake, IN
M.S. in Recreation Administration and Camping
George Williams College, Grove, IL
President, Camp Forest Springs, Westboro, WI

Doug Giese
Instructor: Christian Ministry
B.A. in Biblical Studies and Christian Ministry
Oak Hills Bible College, Bemidji, MN
M.S. in Family Life Ministry
Concordia University, Seward, NE
Pastor of Family Life, Ev. Covenant Church, Bemidji, MN

Eric Graham
Instructor: Counseling
B.A. in History
Bemidji State University, Bemidji, MN
M.A. in History
Bemidji State University, Bemidji, MN
Ph.D. in Historical Theology
University of Durham, Durham, England
Pastor
Sell Lake Community Church, Park Rapids, MN
OHCC since 2004

Dr. Mark Hovestol
Instructor: Biblical Studies
B.A. in History and Biblical Studies
Trinity College, Deerfield, IL
M.A. in Old Testament
Trinity Evangelical Divinity School, Deerfield, IL
D.Min. in Christian Leadership
Bethel Seminary, St. Paul, MN

Norm Hoyt
Instructor: Camp Ministry (Camp Forest Springs)
B.A. in Biblical Literature
Northeastern Bible College, Essex Falls, NJ
M.A. in Educational Ministries
Wheaton College Graduate School, Wheaton, IL
Educ. Ministries Director, Camp Forest Springs, Westboro, WI

Dr. Randy McGuire
Instructor: History
B.S. in Teaching
Bemidji State University, Bemidji, MN
M.A. in History
Bemidji State University, Bemidji, MN
Ph.D. in Historical Theology
St. Louis University, St. Louis, MO
Patrick Petkau  
_Instructor: Camp Ministry (Camp Forest Springs)_  
_B.A. in Biblical Studies and Religious Education_  
Prairie Bible College, Three Hills, AB, Canada  
_M.A. in Educational Ministries_  
Wheaton Graduate School, Wheaton, IL  
**Executive Director**, Camp Forest Springs, Westboro, WI

Brian Swedburg  
_Instructor: Pastoral Ministry_  
_B.S. in Vocal Music Education_  
Bemidji State University, Bemidji, MN  
_M.A. in Exegetical Theology_  
Western Seminary, Portland, OR  
_Pastor, The Lighthouse (EFCA),_ Hackensack, MN

Miss Linda Berntson  
Retired: _Human Resources, Allina Medical Systems_

Mrs. D’Wana Carroll  
_Erskine, Minnesota_  
Business Owner, Women’s Ministry

Mrs. Bea Daggett  
_Sandstone, Minnesota_  
Business Owner

Mr. Scott Anderson  
_Sauk Rapids, Minnesota_  
Executive Director, Youth for Christ

Mrs. Elizabeth Detweiler  
_Sleeman, Ontario, Canada_  
School Bus Driver, Big Island Band

Mr. David Harthan  
_Champlin, Minnesota_  
Missionary, TEAM Representative

Dr. Gary Siefers  
_Fargo, North Dakota_  
Children’s Pastor, Bethel Evangelical Free Church

Mr. Dave Swedberg  
_Warroad, Minnesota_  
Business Owner, Soulutions

Dr. Jeff Vogel  
_Brooklyn Park, Minnesota_  
Process Development Manager, American Importing Co.

**BOARD MEMBERS EMERITI**  
Mr. Doyle Fultz  
Mr. Glenn Larson

**FACULTY EMERITI**  
Virginia Anderson  
Dean Fredrikson  
Kenneth Wold

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