

# Concordia University Texas Academic Catalog 2007-2008



Developing Christian Leaders...

[www.concordia.edu](http://www.concordia.edu)

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# 1.00 Introduction

## 1.01 President's Greeting

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

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

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

How do we do this? We do it by teaching about Christian leadership, modeling it as a faculty and staff, giving our students opportunities to practice it and recognizing Christian leadership when we see it.

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

We pray God's richest blessings on your search for a university. Please contact us through our admissions office ( [www.concordia.edu](http://www.concordia.edu) or 1-800-865-4CUA) if you have any questions.

Tom Cedel, President

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## 1.02 Communicating with Concordia

1.02.01 - Main Switchboard (512) 486-2000

### 1.02.02 - FAX

CUA	512.459.8517
ITS	512.302.5856
Athletics	512.302.4365
Registrar	512.486.1292
Maintenance	512.486.2016
Development	512.302.5847

### 1.02.03 - Toll Free

Admissions	1.800.865.4282
College of Adult Education	1.888.282.1237
Development	1.800.923.4282
Financial Aid	1.800.845.4282
Master's Program	1.888.282.1338
Student Services	1.800.903.4282
University Services	1.800.735.3232

### 1.02.04 - E-Mail

Admissions Office	<a href="mailto:admissions@concordia.edu">admissions@concordia.edu</a>
Alumni Office	<a href="mailto:alumni@concordia.edu">alumni@concordia.edu</a>
Adult Degree Program Office	<a href="mailto:adp@concordia.edu">adp@concordia.edu</a>
Accounting Office	<a href="mailto:accounting@concordia.edu">accounting@concordia.edu</a>
Financial Aid Office	<a href="mailto:financialaid@concordia.edu">financialaid@concordia.edu</a>
Library Office	<a href="mailto:library@concordia.edu">library@concordia.edu</a>
Registrar's Office	<a href="mailto:casey.martinez@concordia.edu">casey.martinez@concordia.edu</a>
	<a href="mailto:nancy.matetszchk@concordia.edu">nancy.matetszchk@concordia.edu</a>
	<a href="mailto:tracey.officer@concordia.edu">tracey.officer@concordia.edu</a>
	<a href="mailto:connie.beran@concordia.edu">connie.beran@concordia.edu</a>

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## 1.03 Academic Calendar 2007-2008

### 1.03.01 Traditional Undergraduate

#### Fall Semester 2007

##### 16 Weeks

August 15 – Wednesday	First Day of Class
August 21 – Tuesday	Last Day to Add a Class
August 27 – Monday	Census Date
September 3 – Monday	No Classes – Labor Day
October 3 – Wednesday	Mid-Term
October 8 – Monday	No Classes – Fall Break
October 12 – Friday	Last Day to Drop a Class
November 19 – 23	Thanksgiving Break
December 3 – 7	Final Exams

#### Spring Semester 2008

##### 15 Weeks

January 7 – Monday	First Day of Class
January 11 – Friday	Last Day to Add a Class
January 21 – Monday	No Classes – MLK Day
January 18 – Friday	Census Date
February 29 – Friday	Mid-Term
March 7 – Friday	Last Day to Drop a Class
March 10 – 14	Spring Break
March 21 – 24	Easter Break
March 24 – Monday	Classes Resume 6:00pm
April 21 – 25	Final Exam Week
April 26	Graduation

#### Summer Session I 2008 - 4-week

June 2 – Monday	First Day of Class
June 4 – Wednesday	Last Day to Add a Class
June 5 – Thursday	Census Date
June 12 – Thursday	Last Day to Drop a Class
June 30 – Monday	Final Exams

#### Summer Session II 2008 - 4 week

July 7 – Monday	First Day of Class
July 9 – Wednesday	Last Day to Add a Class
July 10 – Thursday	Census Date
July 17 – Thursday	Last Day to Drop a Class
August 4 – Monday	Final Exams

#### Summer Session III 2008 - 8 week

June 2 – Monday	First Day of Class
June 5 – Thursday	Last Day to Add a Class
June 10 – Thursday	Census Date
June 30 – July 4	July 4 <sup>th</sup> Holiday Break
July 7 – Monday	Last Day to Drop a Class
August 4 – 5	Final Exams

## 1.03.02 On-Campus M.Ed. Program

### **Fall 2007 - 16 week session**

August 13 - Monday First Week of Classes

December 7 - Friday Last Week of Classes

### **Fall 2007 - 8-week session - First half**

August 13 - Monday First Week of Classes

October 4 - Thursday Last Day of Session

### **Fall 2007 - 8-week session - Second half**

October 9 - Tuesday First Week of Classes

December 7 - Friday Last Day of Session

### **Spring 2008 - 12 week session**

January 8 - Tuesday First Week of Classes

April 4 - Friday Last Day of Session

### **Spring 2008 - 6-week session - First half**

January 8 - Tuesday First Week of Classes

February 14 - Thursday Last Day of Session

### **Spring 2008 - 6-week session - Second half**

February 18 - Monday First Week of Classes

April 4 - Friday Last Day of Session

### **Summer 2008 - 6-week session - First half**

April 8 - Tuesday First Day of Classes

May 16 - Friday Last Day of Session I

### **Summer 2008 - 6-week session - Second half**

May 20 - Tuesday First Day of Classes

June 26 - Thursday Last Day of Session II

### 1.03.03 Off-Campus M.Ed. Cohorts

#### **Fall Semester 2007**

First Module

Week of August 27 – Week of October 15

Second Module

Week of October 22 – Week of December 17

No classes the week of Thanksgiving

#### **Spring Semester 2008**

First Module

Week of January 7 – Week of February 25

Second Module

Week of March 3 – Week of April 28

No classes during Spring Break March 10-14

#### **Summer Semester 2008**

First Module

Week of May 5 – Week of June 23

Second Module

Week of June 30 – Week of July 21

### 1.03.04 Accelerated Degree Program

#### **Fall 2007**

August 16 - December 15

#### **Spring 2008**

December 24 - May 15

#### **Summer 2008**

May 24 - August 1

**Note:** All classes need to be **completed** within the semester dates to be considered classes for that semester.

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## 2.00 General Information

### 2.01 The Concordia University System

#### 2.01.01 - Mission Statement

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

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#### 2.01.02 - Member Institutions

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

### 2.02 Concordia University Texas

#### 2.02.01 - Mission Statement and Goals

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

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

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

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

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### 2.02.02 - Accreditation

Concordia University Texas is accredited by the Commission on Colleges of the Southern Association of College and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number (404) 679-4501 to award the associate, bachelor and master degrees. Concordia is also a member of the Independent Colleges and Universities of Texas, the Association of Texas Colleges and Universities, the American Association of Colleges for Teacher Education, the Association of Independent Liberal Arts Colleges for Teacher Education, the Texas Association of Colleges for Teacher Education, the Association of Lutheran College Faculties, the American Association for Higher Education, the International Assembly for Collegiate Business Education. Concordia's elementary and secondary teacher education programs are approved by the Texas Education Agency for pre-school through grade 12. Students successfully completing Concordia's teacher education programs are eligible for teacher certification in Texas after passing the appropriate state certification exams.

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### 2.02.03 - Concordia History

Concordia Academy opened in 1926 to train young men for ministry in the Lutheran Church. The junior college department, added in 1951, became coeducational in 1955. Concordia received authorization to proceed with the implementation of a four-year liberal arts program in 1979, and its first B.A. students graduated in May 1982. The current student population includes various cultural, religious and ethnic backgrounds. Approximately 40 percent of Concordia's traditional students live on campus.

Over Concordia's 80-year history the facilities have continued to expand. In the fall of 1991, construction was completed on the Bokenkamp Student Center. In addition, Concordia opened the Louise T. Peter Center, a communication and fine arts complex, in 1987. In the summer of 1993, Texas Hall was renovated to modernize the student cafeteria and increase faculty office space. Classes are held in the Peter Center, Kramer Hall, Beto Hall and the Central Campus

Building. Founders Library, housing over 55,000 volumes, serves the academic needs of our students; Woltman Activities Center provides for the students' athletic and recreational activities. January 2001 was the dedication of Harms Hall, a new residential building housing approximately 280 students. Other buildings on campus include Birkmann Chapel, the Hirschi Administrative Building, Harms Hall, Studtmann Hall, Kilian Hall, and Behnken Hall.

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

The School of Education also offers a Master of Education degree program with four sequences: Curriculum and Instruction, Early Childhood, Educational Administration and Advanced Literacy Studies. Students wishing additional information should contact the Dean of the School of Education.

Concordia serves its diverse student body through a variety of programs. The Adult Degree Program, which began in the spring of 1995, is specifically designed for the working adult student.

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#### 2.02.04 - Location

Concordia is currently located on a tree-shaded 20+-acre campus in the heart of Austin, Texas. Located in the Texas Hill Country, Austin is an educational and cultural center providing many opportunities for enrichment. Austin's Sun Belt location provides an average winter high temperature of 62 and an average summer high of 94, allowing ample opportunity for recreation on the seven Highland Lakes beginning within the Austin city limits.

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#### 2.02.05 - Complaints

Concordia has adopted the complaint policy of the Southern Association of Colleges and Schools, which acknowledges complaints against the institution's non-compliance with the *Principles of Accreditation*. The *Principles of Accreditation* include criteria within the broad categories of Institutional Purpose, Institutional Effectiveness, the Educational Program, Educational Support Services, and Administrative Process. Complaints against the institution from students, faculty, staff, or other interested parties in any of these areas may be submitted in writing to the Vice President of Academic Services.

Within thirty days, the Provost will review the complaint, investigate it thoroughly, exploring all available avenues, respond in writing, following all procedures expressed in this paragraph and elsewhere, or guide the process through the appropriate procedures in those cases where other university officials must address the complaint. In those cases, the Provost will supervise the process in order to bring it to a responsible conclusion.

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

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

- Faculty Member
- Harassment
- Security Matters
- Food Service
- Residential Life

## **2.03 Student Handbook**

A Student Handbook, which fully describes all aspects of student life and regulations pertaining to student activities, is published through the Office of the Vice President of Student Services. A copy of the Student Handbook is supplied to each student annually; students are responsible to be informed about the content of the Handbook.

The Handbook provides guidelines and information on spiritual growth experiences, academic matters, community living, lines of communication, various student services, extracurricular activities, and residence halls. The Handbook is a resource guide for students needing information on general rules of conduct applicable to commuter and resident students, disciplinary procedures, the Student Body Constitution, and important phone numbers.

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## **2.04 Worship**

Faith in Jesus Christ as Savior and Lord is the integrating factor in the curriculum at Concordia University Texas. The campus community gathers in Birkmann Chapel daily for worship; students organize additional worship experiences in the evening; and the chapel is open at all times for private meditation. Students are encouraged to participate actively in the worship life on campus and in one of the Austin area churches.

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## 2.05 Counseling Services

A licensed counselor, the campus pastor, and trained members of Concordia's faculty and staff offer guidance and counseling services to students seeking assistance with personal issues. The Dean of Student Services coordinates the faculty and staff members who provide counseling and makes referrals to community services.

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## 2.06 Orientation

Orientation is provided for all new students to Concordia's campus. During the first week of each semester information is introduced regarding services and courses that will assist all students in discovering the possibilities and the programs of Concordia University Texas. This orientation is required for all freshmen.

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## 2.07 Housing

All full-time unmarried students who do not live with parents or close relatives may choose to live in university housing; however, all full-time unmarried students under the age of 21, with less than 60 semester hours, not living with parents or legal guardians are required to live on campus.

Each dormitory is under the direct supervision of a resident director and resident assistant. The school supplies the following: single size bed, mattress, chest of drawers, desk and chair. Students must supply linens, pillow, blankets, bedspread, and desk lamp. Students clean their own rooms. Students may purchase needed items from nearby shopping centers; laundry facilities are available free of charge in each wing of Harms Hall.

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

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## 2.08 Motor Vehicles

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

1. All required licenses and insurance are current,
2. They register the vehicle with the university and conform to city and state regulations in operating and parking the vehicle, and

3. They purchase and display the university-parking sticker.
4. A special sticker is required for the Harms Hall residential parking lot.

Students who use their own or school cars on a regular basis to take other students to school activities must have a chauffeur's license.

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## **2.09 Health Services and Insurance**

Concordia University has a list of physicians located close to campus. Students must bear the cost of any hospitalization, special medicines, x-rays, surgery or the services of a specialist.

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## **2.10 Student Government and Organizations**

All students are entitled to student government privileges. Through the Student Senate, students are invited to share the responsibility for helping the university reach its objectives. To lead in this purpose, the student body elects officers and representatives. Others serve on Senate committees, which include the Social Activities Committee, Concordia Student Ministries Committee and Assimilation Committee or on faculty committees (e.g., the Academic Policies Committee and the Student Life Committee).

Groups are developed to meet student interests. Groups wishing to organize should contact the Vice-President of Senators. A sample of groups is:

Alpha Chi (academic honors)	Pre-Seminary
University Choir	F.C.A.
D.C.E.	Lutheran Student Fellowship
Living Praise	Writer's Guild

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## **2.11 Athletics - NCAA**

Concordia is affiliated with the National Collegiate Athletic Association (NCAA) Division III and with the American Southwest Conference. Concordia currently participates in men's and women's basketball, golf, soccer, cross country, and tennis; men's baseball; and women's softball and volleyball. Concordia offers an extensive intramural/recreation program administered through the Office of the Dean of Student Services. Both team and individual sports and activities are sponsored including basketball, volleyball, beach volleyball, softball, racquetball, trivial pursuit and others. Students may participate individually or join a team. No previous experience is required.

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## 2.12 Bookstore

The Lieder Bookstore is the one-stop shopping source for the Concordia student. The Bookstore stocks all required textbooks and supplies for all classes taught at Concordia. Additionally, students can purchase a wide variety of emblematic clothing and other gifts, as well as school supplies, dorm room necessities, snacks and drinks, greeting cards, and health and beauty aids at the Bookstore.

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## 2.13 Legal Notices

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

As required by the Higher Education Technical Amendments of 1991, Concordia University Texas has made available to all interested parties the graduation rate for all degree-seeking, full-time students entering Concordia since 1985. The information can be obtained by calling the Office of the Director of Institutional Research during business hours.

Concordia University Texas, in compliance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disabilities in admission or access to its programs.

As required by the Campus Security Act, Concordia University has made available statistics regarding criminal offenses that have occurred on campus. This information can be obtained by calling the office of the Vice President of Student Services during business hours.

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

Concordia University Texas does not exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions and privileges of Concordia University Texas because of handicap, sex, age, race, color, religion, or national origin.

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

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## **3.00 Admissions**

### **3.01 Admissions - Deadlines for First-Time College Freshmen**

The Admissions Officer must receive all admission material required (application for admission, high school transcript, ACT/SAT test score, etc.) by August 15 for the Fall Semester; January 10 for the Spring Semester; May 20 for the Summer I Session and 8-Week Summer Session; and June 24 for the Summer II Session. Please contact the Office of Admission concerning exceptions or extensions.

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### **3.02 Admissions - Materials**

Transcripts, applications, test scores, and other documents submitted to gain admission to Concordia University Texas become the property of the university and will not be returned to the applicant. Applicants who fail to enroll at the appointed time and apply later will find it necessary to submit an updated set of documents.

A strong college preparatory program in English, mathematics, social sciences, and natural sciences is recommended. Normally, the admissions decisions are reached in advance of high school graduation for those completing their senior year.

Applicants who have been denied admission may appeal to the Faculty Admissions Committee for possible admission as a provisional student. Contact the Admissions Office for details.

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### **3.03 Early Admission Policy**

High school juniors may be admitted in the summer prior to their senior year. High school seniors granted early admissions are eligible for dual enrollment during the fall and/or spring semesters.

#### **Admission Procedures:**

1. Students seeking early admission must follow the same application procedures as other applicants. See the sections titled "All Applicants" and "Deadlines For First-Time College Freshman".
2. Students must submit a letter of recommendation from their high school guidance counselor.

**Admissions Standards:**

A student must satisfy two of the following three requirements. Students must:

1. Have a cumulative grade point average of a 3.0 or better.
2. Submit either an SAT score of 1080 (with a minimum of an SATM of 560 and an SATV of 510), a PSAT score of 108 (with a minimum of 56 PSATM and 51 PSATV), or an ACT or PACT of 20.
3. Rank in the top 25% of their class.

**Registration Procedures:**

1. A Concordia faculty advisor will be assigned to students who are granted early admission.
2. After course selections are made, students must obtain the signature of their high school guidance counselor prior to submitting the schedule to the Registrar's Office.

**Special Notes:**

1. College credit will be awarded for any courses successfully completed at Concordia. The student's work will be a matter of record and recorded on an official Concordia transcript.
2. Students enrolled under early admission must earn at least a 2.0 CGPA at Concordia University Texas during each semester in order to continue enrollment the following semester.
3. Students must meet the prerequisites for courses in which they wish to enroll, but Concordia places no restrictions on the number of college credit hours they may attempt in a given semester other than those applying to all college students.
4. Students admitted under the Early Admission Policy may enroll as full-time students only after providing an official high school transcript that documents the student's high school graduation and completion of all required high school courses.

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### **3.04 Degree Seeking First-Time Freshmen - Admissions**

All students who desire to earn a degree from Concordia University Texas (and all students who plan to transfer course work earned at Concordia to another college or university) are considered degree-seeking students. Degree seeking applicants must follow the procedures and deadlines set for first-time college freshmen or transfer students. Accepted applicants may register as part-time or full-time students. All first-time college students must enroll as degree seeking students.

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## **3.05 Graduate of an Accredited High School**

### **3.05.01 - Regular Admission**

Admission to Concordia University Texas is based on the student's academic credentials; the Admissions Officer evaluates all applicants' credentials individually with the assistance of a faculty elected Admissions Committee when needed. The process of admissions begins with the completion of the Application for Admission. When the application is received, the other necessary admissions materials will be sent. Notification about the status of acceptance will be provided as soon as enough information has been supplied to permit making a decision.

Students entering Concordia for the first time should have graduated from an accredited high school with a grade point average of at least 2.5 on a 4.0 scale, and have satisfactory scores on the ACT or SAT College Entrance Exam. The minimum standard for the 2005-2006 academic year is an ACT score of 20 or an SAT score of 960 (with a minimum of an SATM of 480 and an SATV of 480).

### **3.05.02 - Provisional Admission**

If students who apply for admission to Concordia University Texas are deficient in any of the criteria listed for acceptance, they may be admitted under provisional status. To qualify for provisional admission the applicants must fulfill all of the following requirements:

1. Submit additional information as required by the Admissions Officer for review by the Faculty Admission Committee.
2. Full-time college freshmen admitted provisionally must enroll in the following course work during the first term of attendance:
  - Life and Leadership course;
  - A mathematics course as determined by Concordia's Placement Examination;
  - An English course as determined by Concordia's Placement Examination; and
  - Electives as mutually determined by the faculty Advisor and the student to bring the total semester course load between twelve (12) to fourteen (14) semester hours.
3. Part-time college freshmen admitted provisionally must enroll in Life and Leadership – LDR , and other courses from the above list (No.2) dependent upon the number of semester hours the student wishes to take.
4. If students admitted provisionally withdraw from any course taken during the first semester of enrollment, they may not continue enrollment for the succeeding semester at Concordia University Texas.
5. Students admitted on provisional status must be in good standing at the end of the first semester of enrollment at Concordia in order to be eligible for additional semesters of study.
6. Students admitted provisionally who are enrolling either as full-time or part-time students in the Spring Semester must register for courses from the Spring Schedule that most closely relate to those listed for Fall Semester enrollees; these courses will be determined by the faculty Advisor.

## **3.06 Graduate of a Non Accredited High School**

### **3.06.01 - GED Candidates**

Students who did not graduate from high school will be considered for admission to Concordia upon submission of satisfactory GED (General Education Development) test scores, satisfactory scores on the ACT or SAT College Entrance Examination, and such other supporting evidence required by the Admission Officer.

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### **3.06.02 - Home School**

Applicants from non-accredited high schools or who have been home schooled will be considered for enrollment. Applicants will be required to submit transcripts of the work completed in high school, ACT/SAT scores, and such other documentation as the Admissions Officer may direct. Students are encouraged to apply.

## **3.07 International Students - Admissions**

For international students to be considered for admission, the following documents and data must be on file in the Office of Admission:

1. A completed and signed Application for International Admission.
2. A non-refundable application fee of \$50.00.
3. An official transcript of all credits earned or attempted from each high school and/or college. Each transcript must have an official seal and signature. Transcripts should be submitted in their native language. Each transcript in a language other than English must be translated and certified that they are true and accurate translations.
4. Results of the SAT or ACT are needed if the student has attended any high school in the United States.
5. Results of the Test of English as a Foreign Language (TOEFL).
6. Written proof of financial support, including return travel, for one school year in the United States. Financial Assistance is not available from Concordia to international students.

Upon completion of the first six items, the student's application will be processed. Admission criteria include:

1. Minimum TOEFL score of 550.
2. The U.S. equivalent of a high school diploma with a grade point average of at least 2.5 on a 4.0 scale for students entering as first-time freshmen.
3. Satisfactory SAT or ACT scores as necessary.

4. The U.S. equivalent of at least a 2.0 grade point average on college work attempted for students who have attended any higher education institution in or outside the United States.

If the student qualifies for admission:

1. Payment of one semester's full tuition must be placed on deposit with the university.
2. The university will issue an I-20 upon receipt of the first semester's tuition payment. If the student decides not to attend Concordia, the I-20 must be returned to Concordia University within 60 days after the semester has begun or the deposit will be forfeited.

The Office of Admission must receive all required admissions material by June 1 for the Fall Semester and December 1 for the Spring Semester.

### **International Admission**

In addition to the above, applicants who are not citizens or permanent residents of the United States must submit the following:

1. The International Admission supplemental application (NOTE: This must be submitted ANNUALLY to the International Admission Officer.)
2. A copy of the applicant's current visa
3. Official AACRAO Foreign Education Credential Service evaluations of all secondary and/or post-secondary work completed outside of the United States.
  - o If applicants have completed the equivalent of a U.S. high school degree, they should submit the Basic Statement of Comparability Evaluation.
  - o If applicants have completed college level work, they should submit a Course-by-Course Evaluation.

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

International students must also demonstrate proficiency in English.

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## **3.08 Degree Seeking Transfer Students - Admissions**

### **Deadlines**

The Admissions Officer must receive all admissions material required (application for admission, official transcripts, etc.) by July 31 for the Fall Semester; December 19 for the Spring Semester; May 20 for the Summer I Session and 8-Week Summer Session; and June 24 for the Summer II Session. Students who apply by these dates and are accepted will be assigned an advisor.

After the deadline dates above, a transfer student may still apply but cannot be guaranteed appropriate course work. The application deadlines for such students are August 14 for the Fall



Semester and January 2 for the Spring Semester. Please Contact the Office of Admission concerning exceptions or extensions.

### **Procedures**

Students planning to transfer to Concordia from another college must submit OFFICIAL transcripts of all credits attempted and/or earned through regular enrollment, correspondence, extension, or night school programs from each institution. Failure to report all prior colleges attended constitutes reason for refusal to admit or for dismissal. Transfer students must arrange to have all transcripts for work attempted at other colleges or universities sent to Concordia directly from the institution of record. A student-delivered transcript will not be accepted as an official transcript, unless it is received in the original sealed envelope and appropriately stamped by the institution of record as "issued to student in a sealed envelope."

Eligibility of transfer students to enroll in Concordia University Texas is determined by the Admissions Office.

Transfer students who have passed fewer than eighteen (18) semester hours of transferable college credit must also submit official copies of high school transcripts and satisfactory scores on either the ACT or SAT test.

The acceptability of courses presented for transfer credit from other colleges will be determined by the Registrar's Office. Courses that are remedial in nature will not be accepted for transfer credit. Credits from vocational schools, technical schools, and Bible colleges not holding regional accreditation are also not accepted; course work from regionally accredited vocational, technical, and Bible schools or colleges must fit within the liberal arts framework of Concordia University Texas to be considered for transfer credit.

Grade points earned at other institutions will not be averaged with work done at Concordia. All courses, except developmental/remedial courses, are used by Concordia to compute the applicant's grade point average for admissions purposes. This includes courses the student has failed, repeated, and those in which a grade of C- or lower has been earned. Courses the student has failed, repeated, and those in which a grade of C- or lower has been earned at other institutions are not transferable or usable toward degree requirements at Concordia University Texas. Regarding the acceptance of junior or community college credit, no course will be considered as upper level.

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### **3.09 Non-Degree Seeking Students**

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

1. Are not required to meet regular admission standards;
2. Must register as part-time students only through the Office of Admission;

3. Are not eligible for financial assistance; and
4. Are limited to six semester hours per term.

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

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### **3.10 Readmission of Former Students**

Former students who have not attended Concordia University for one complete academic year, defined as two regular academic semesters (summer terms for non year-round programs are not included) must apply for readmission. Applicants who previously attended Concordia and left in Good Standing are eligible for readmission back into Good Standing. In all cases of readmission the previous GPA and related data will be carried forward.

Students being readmitted can elect to continue under the terms of either the degree requirements in force at the time the student first entered Concordia (provided the time limit for completing the original degree has not expired) OR the degree requirements in force at the time of readmission. All requirements for a degree at Concordia must be completed within seven years of the date of the degree requirements elected by the student.

Students who enroll at another college or university in the meantime must furnish an official transcript of their academic work there. New transfer work from other regionally accredited colleges and universities will be considered in determining the applicant's readmission but will not affect their GPA.

Students previously academically dismissed from Concordia University at Austin and thus whose most recent academic status is Academically Ineligible who do not successfully appeal for reinstatement within one year must also reapply for admission in addition to being granted reinstatement from their Academic Ineligibility status. The reinstatement appeal must be approved before admission can again be granted.

## 4.00 Fees and Refunds

### 4.01 Tuition and Fees

#### **Tuition**

Full-Time/Semester (12-18 sem hrs)	\$9300
Hours beyond 18	\$620
Part-Time / Hour (1-11 sem hs)	\$620
Summer Session Tuition / Hour	\$345
Adult Degree Program /credit hour	\$363
Community Learning / Course	\$150
Graduate School /credit hour	\$395

#### **Room & Board**

Residence Hall / Semester	\$2300
Summer Break-enrolled for summer/day	\$15
Summer Break-enrolled for fall/day	\$30
Winter Break/day	\$20
Full-meal Plan	\$1350
155 Block Meal Plan	\$1250

#### **Other Fees**

Activities Fee / Hour (max \$80)	\$12
General Services Fee / Hour (max \$75)	\$8
Application Fee	\$25
Audit Fee / Hour	\$110
Commuter Meals	Contact the Dining Hall
Course-by-Arrangement Fee	\$240
DCE Internship/year	\$5560
Diploma Replacement	\$20
Graduation Fee, undergraduate	\$85
Graduation Fee, graduate	\$115
Late Payment / month	\$75
Late Registration Fee	\$50
Music Lesson / Credit	\$85
Parking / year	\$60
PIN Reset Fee	\$10
Returned Check Fee	\$50
Schedule Change Fee	\$25
Student Teaching Fee	\$275
Special Course Fees	See Current Schedule of Classes
Student Teaching - Room and Board Fee	\$1800
Transcript Fee - Overnight	Fee will be assessed for express service only
<b>Prior Learning Assessment (PLA)</b>	
PLA Administrative Fee	\$95
PLA Evaluation Fee / sem hr	\$75

Note: Fees are subject to change pending additional service, course changes, etc.

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## 4.02 Deposits

### Residence Hall Reservation Deposit

A reservation deposit of \$200 is required of each student planning to live in a residence hall. This \$200 must be received by July 1 for the Fall Semester and by December 1 for the Spring Semester. It is applied to the payment of room fees.

### Property Deposit

Each student who lives in a Concordia residence hall will make a \$200.00 Property Deposit. This deposit-less breakage, charge for loss of key, and any special cleaning of the student's residence hall room-will be returned when the student graduates, transfers, or withdraws from Concordia.

The amount of the deposit must be maintained during the time of the student's attendance at Concordia. For example, if during a given semester a student is charged \$10.00 for breakage, \$10.00 must be deposited in the Property Deposit account to maintain the \$200.00 level.

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## 4.03 Payment Options

**To confirm registration**, all charges for tuition and fees are due in full upon issuance of the Student Schedule/Bill. Generally, payment for the traditional fall and spring academic terms is due one week prior to the first day of classes. Payment may be made either online, by phone, mail or in person at the Accounting Office. Additional charges for special course fees, insurance, etc., may be assessed after registration and are due when charged to the student account.

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

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

Payment may be made by cash, check, money order, ACH, MasterCard, Visa, or Discover. Concordia assumes no responsibility for loss of cash if sent through the mail.

A late charge will be assessed for payments due past thirty days. Further, a student whose account is in arrears will not be able to register for classes, receive transcripts, diplomas, or recommendations.

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## 4.04 Refunds

Tuition refunds are processed in accordance with the following schedule:

### **Traditional Fall and Spring Semesters**

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

### **Traditional Summer Sessions**

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

### **Master of Education**

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

### **Adult Degree Program**

If the student drops the class:

more than 2 weeks before 1st class	100% refund, no drop fee
within 2 weeks of 1st class	100% refund, \$25 drop fee
after 1st class but before 2nd class	100% refund, \$25 drop fee
after 2nd class	0% refund, no drop fee

Students should contact the Accounting Office for information about refunds.

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

1. Scholarship, grant, and loan funding (student aid) awarded through the financial assistance office will be subject to the same prorated formula applied to tuition and fee refunds, unless otherwise stipulated by program requirements. The percentage of tuition, fees, room and board charged the student would be paid; the remainder of the student aid will be returned to the fund from which the award was paid. All students receiving Title IV (federal) student aid are subject to the return of student aid if withdrawing prior to the 60% point of any enrollment period. No refund of assistance will be paid to the student.
2. Property Deposits are refunded in accordance with the statement concerning them in the section titled, PROPERTY DEPOSIT.
3. The unused portion of the Food Service Fee may be refunded when students discontinue food service.

4. The refund checks will be drawn to the person who originally made the payments.
5. These provisions apply to all students without respect to the reason for withdrawal or dismissal.

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## **4.05 Non-Refundable Fees**

1. Special course fees/deposits
2. Academic deposits
3. Residence Hall fees

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

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## **4.06 Withdrawals - Refunds**

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

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

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## **5.00 Financial Aid - Traditional Undergraduate**

### **5.01 Deadline for Application - Financial Aid**

Fall and Spring Semesters - July 1, 2005  
Fall Semester Only - July 1, 2005  
Spring Semester Only - December 1, 2005  
Summer Classes - May 1, 2006

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

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### **5.02 Application Information - Financial Aid**

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

Eligibility for all financial assistance (see following list of programs) requires that a student be accepted for admission or enrolled and maintain satisfactory academic progress according to the standards for Satisfactory Academic Progress for financial assistance as listed.

Included in the types of assistance (based upon financial need, merit, and/or other criteria) administered by or offered through Concordia are in the following sections.

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### **5.03 Scholarships**

- Superior Student Scholarship (four-year renewable)
- Distinguished Student Scholarship (four-year renewable)
- Presidential Student Scholarship
- Music Scholarships

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## 5.04 Grants

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Texas Tuition Equalization Grant (TEG)
- Leveling Educational Assistance Partnership (LEAP)
- Special Leveling Educational Assistance Partnership (SLEAP)
- Concordia Grant
- Church Work Grants

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## 5.05 Loans

- Federal Stafford Loan (subsidized and unsubsidized)
- Federal Parent Loan for Undergraduate Students (PLUS)
- Alternative Loans

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## 5.06 Employment

- Federal College Work-Study
- Texas College Work-Study

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## 5.07 No Documented Need Financial Aid Programs

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

- Superior Student Scholarship (four-year renewable)
- Distinguished Student Scholarship (four-year renewable)
- Presidential Student Scholarship
- Musical Scholarships (contact the music department)
- Alternative Loan Programs (contact SFS for details)
- Federal Parent Loan for Undergraduate Students
- Federal Unsubsidized Stafford Loan

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

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## 5.08 Satisfactory Academic Progress - Financial Aid

Eligibility for financial assistance requires that the student meet certain scholastic standards. Concordia has established the following standards for Satisfactory Academic Progress that must be met in order to qualify. NOTE: These standards apply to all programs of assistance including the Federal Stafford Loan, Federal PLUS, and some Alternative Loan Programs. Scholarships have additional maintenance requirements that are outlined at the time of award.

No assistance is available following your 12th full-time semester (the equivalent of six years of college work).

Minimum Progress is the minimum number of semester hours that must be passed at the end of a given semester as a full-time student. Any part-time coursework is translated into full-time semester equivalents.

If students attempt any college work at another college or university, the transcript evaluation done by the Registrar's Office will indicate how many full-time equivalent semesters attempted, number of hours earned and cumulative grade point average. This information is applied to the following table.

End of Semester	Minimum Progress	Minimum Cum GPA
1	8	2.00
2	17	2.00
3	27	2.00
4	38	2.00
5	50	2.00
6	62	2.00
7	74	2.00
8	86	2.00
9	98	2.25
10	110	2.25
11	122	2.25

If a student falls below the Standards for Minimum Progress **or** cumulative grade point average, they are given a one-time **grace semester** to regain adequate standing. Students are eligible to receive assistance during the grace semester, but are only allowed one automatic grace semester while at Concordia. A second grace semester may only be granted by action of the Financial Assistance Committee through an appeals process.

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## 5.09 Financial Aid and Non-traditional, Year-round Programs

The Graduate Program and the Adult Degree Program were created for working adults to attend class in the evening part-time. Financial assistance is available to those who qualify in the Federal Pell Grant and Stafford Loan programs. Students may also consider alternative loan programs to assist in covering the difference between financial aid awarded and the cost of attendance.

For more information and materials about financial assistance, please contact the Office of Student Financial Services at (512) 486-1283.

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## **5.10 Veteran's Educational Benefits**

For students who are eligible, Veteran's Educational Benefits can be used to offset college costs.

For information about Veterans benefits, please use the VA web site, [www.gibill.va.gov](http://www.gibill.va.gov).

Once VA determines eligibility, the student will be issued a certificate of eligibility with a copy to Concordia.

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

Chapter 30/34 - Montgomery G.I. Bill/Pre-1990 G.I. Bill

Chapter 31 - Vocational Rehabilitation

Chapter 32 - Post-Vietnam Era Veterans' Educational Assistance

Chapter 35 - Survivors' and Dependents' Educational Assistance

Chapter 1606 - Selected Reserve Educational Program

Chapter 1607 - Gulf War Selected Reserve Educational Program

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

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## 6.00 Athletics

### 6.01 Athletic Eligibility - NCAA

Concordia University Texas is a member of the National Collegiate Athletic Association (NCAA), Division III, and the American Southwest Conference. The athletic program is open to all full-time, regularly enrolled students who are in good standing with the university and who are in compliance with the eligibility requirements indicated below. Concordia athletes compete in men's and women's basketball, cross country, golf, soccer, tennis, men's baseball and women's softball and volleyball.

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

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### 6.02 Eligibility Standards for New Students

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

#### **First-time, Full-time Freshmen must:**

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

#### **Transfer Students must:**

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

## 6.03 Maintaining Continuing Eligibility for Student Athletes

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

- Demonstrate satisfactory progress toward a recognized baccalaureate or graduate degree;
- Remain in “Good Standing” and meet satisfactory academic progress requirements
- Have accumulated an average of 12 earned credit hours per semester enrolled per eligibility semester. For the purpose of this policy, this calculation will be done prior to the start of the fall semester each year.

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# 7.00 Academic Information

## 7.01 Student Responsibility

Students are responsible for knowing and meeting the requirements of their degree program, for enrolling in courses appropriate to the degree program, for taking courses in the proper sequence to ensure orderly and timely progress, and for seeking advice about degree requirements when appropriate. Students are also responsible for knowing university regulations regarding the standard of work required to continue in the university as well as the regulations dealing with scholastic probation and enforced withdrawal.

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

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## 7.02 Success Center

The university is committed to providing a learning environment that is both challenging and supportive for all its students. The Success Center provides counseling and academic services for students who request specific services to meet specific needs. Services for students with learning and physical disabilities are provided in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), 1990.

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## 7.03 Attendance

Concordia expects students to attend class regularly. Each instructor establishes an attendance policy. Students are responsible for familiarizing themselves with this policy at the beginning of each course. Students receiving any form of financial assistance (including VA benefits) must maintain regular attendance to be eligible for assistance.

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## 7.04 Census Date

The Census Date is published under the Academic Calendar for each semester. As of that date all class schedules are official and a matter of record, i.e., will appear on a student's transcript.

1. Courses dropped before the Census Date will not appear on the student's transcript.
2. Courses dropped after the Census Date and before the Drop deadline will be recorded on the student's transcript with the grade of "W".
3. Certification of attendance for insurance purposes will be done as of census date.

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## 7.05 Classification of Students

- **Freshman**  
Students who have earned fewer than 30 semester hours.
- **Sophomore**  
Students who have earned 30 - 59 semester hours.
- **Junior**  
Students who have earned 60 - 89 semester hours.
- **Senior**  
Students who have earned 90+ semester hours or who have been awarded a baccalaureate degree and who plan to obtain another degree at Concordia.

### **Special**

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

### **Degree Seeking**

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

### **Non- Degree Seeking**

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

### **Lutheran Church-Work**

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

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## 7.06 Concurrent Enrollment

Current Concordia students may take correspondence courses and/or courses in residence at one of the neighboring institutions in the Austin area with prior written approval of the Registrar. Current students who complete coursework at other institutions must provide the Registrar's Office with transcripts from these institutions immediately after completion of the course(s). Courses in which a grade of A, B, or C (2.00 or higher) has been earned will transfer for credit only and will not be included in the Concordia grade point average.

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## 7.07 Course-by-Arrangement (CBA)

Concordia University Texas offers approved courses within its curriculum to be taught by personal arrangement between the instructor and the student. A valid scheduling conflict must exist for students to be eligible to apply for Course-by-Arrangement instruction. Permission to take a Course-by-Arrangement will be recommended for approved by the instructor, the advisor, and the Dean of the appropriate School. A maximum of nine (9) credit hours towards the completion of the degree requirements may be earned through Course-by-Arrangement instruction. Students may obtain the necessary form for Course by Arrangement from the Registrar's Office. There is an additional fee for a Course by Arrangement.

A valid scheduling conflict is defined as when:

1. Courses a student needs for graduation are offered at the same time; or
2. Courses a student needs for graduation are not offered that given semester, and there is a valid reason the student did not take the course(s) when last offered.

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

Note: Course-by-Arrangement (CBA) in the Master of Education program will be limited to three (3) semester hours and will only be allowed by petition to the Graduate Education Committee.

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## 7.08 Independent Study

An Independent Study is an individual tutorial emphasizing close reading and discussion of literature in an area of the student's interest. Prerequisites: A 2.75 cumulative GPA and a 3.25 average GPA in either: 12 semester hours of course work in the chosen discipline, including six upper-level-hours, or at least 12 semester hours of course work in the student's major, including six upper-level hours; consent of instructor, Director of the Major and Dean of the College.

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## 7.09 Internships

### General Guidelines

The programs listed below provide an internship option for students to earn credits towards their degree. In each case, the student takes the initiative to register for the class and to arrange the internship with an organization related to that field. Each program has some guidelines for students to follow, such as "School of Business Internship Guidelines," which provide guidance to students enrolled in one of the four tracks of the BBA. When in session, the Texas House of Representatives offers a 20-hour per week internship in Political Science that can last one semester, even though we do not offer a major in Political Science.

The major objective of an internship is to provide students with meaningful work experiences similar to those of professionally trained employees. To that end, we encourage employers to consider interns as part-time or temporary employees. Interns should perform meaningful work that is beneficial to employers and, if possible, interns should be compensated for their work.

A secondary, but extremely important, emphasis is to provide exposure to a wide variety of opportunities for observation, training and participation. Ideally, an internship should provide a variety of work opportunities, allowing the student to spend time in several different departments or areas. The internship should provide as much "hands-on" experience as possible.

The coordinator of each program maintains contacts and has a file of available internships. In some cases students will serve internships generated by the internship coordinator, but in most cases students will be permitted to pursue their own internships. In such cases, students must consult with the internship coordinator before pursuing the internship and before being approved for the internship. Credit will be given for student-generated internships only if they meet the program guidelines and policies.

The following programs offer internship opportunities:

- Accounting
- Behavioral Sciences
- Biology
- Business
- Communication
- Computer Science
- Director of Christian Education
- Environmental Science
- History
- Kinesiology
- Political Science

### Program Specific Guidelines

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

*Business Internships:* The Accounting and Business internship requires students to set up the internship, but are assisted by the Professor. Students may complete an internship with any business, profit or non-profit. Students must complete 150-180 hours of on-the-job work on a project outside of normal day-to-day responsibilities. Requirements include a thesis type term paper, written weekly reports, and periodic meetings with the Professor.

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

## **7.10 Travel courses**

A travel course is a course that requires students to complete the majority of the course requirements, either by field experience or a period of concentrated study, during the designated time of the course. Students involved in travel courses will be excused from the normal class schedule, but are required to make arrangements, prior to the travel, with their other professors regarding assignments, work due, tests, etc.

Travel courses may be dropped prior to the first day of the course without penalty. A grade of "W" will be recorded on the student's official transcript. Students may not withdraw from a travel course after the course has begun; the instructor of record must assign the student a letter grade.

Students who register for travel courses obligate themselves for paying the special fees and meeting all of the requirements before the course is completed. Students deciding to drop a travel course will still be liable for special fees. Students who officially withdraw from a travel course before it starts may be eligible for a 100% tuition refund.

Concordia presently offers travel opportunities to the following locations.

### **Outside of the United States**

London, England. Each fall students may travel to London and study as a full-time student in England. See Dr. Heck for additional details.

Germany. Mid-May to June Concordia students spend four weeks in Germany visiting the University of Vechta and touring Germany.

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

Mexico City. BUS 4311 International Business. A one week trip to Mexico City held in September, over Labor Day. See Dean White for additional details.



Mexico City. BUS 4350 International Marketing and ECO 3321 Inter-American Trade and Development. An additional one week trip to Mexico City held in May, over Memorial Day or in September, over Labor Day. If held in September may be taken with BUS 4311. See Dean White for additional details.

Stratford, Ontario, Canada. ENG 3307 Drama at Stratford. Held each August, this one week trip to Stratford, Ontario, Canada, covers eight plays during the Stratford Festival and additional plays at the Shaw Festival at Niagara-on-the-Lake. See registrar's office for additional details.

### **Within the United States**

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

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

Grand Canyon & Southwest. SCI 3303 Geology and Ecology of the Southwestern US. Every third summer student have the opportunity to travel to the Grand Canyon and other desert sites in the Southwest. See Professor Zoch for additional details.

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

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## **7.11 Auditing Classes**

Students who wish to acquaint themselves with a subject without receiving credit may audit the course, subject to availability. Students registered for credit have first priority. Audit requests are to be made with the advisor during the normal registration periods. The audit fee is \$105 per semester hour; students who are enrolled in 12 or more semester hours of credit bearing course work may audit free of charge. Auditing grants the privilege of hearing and observing, and participating. The instructor will advise the auditing student of the expectations the instructor has with respect to the student's course responsibilities at the beginning of the semester. Based upon these criteria the instructor will determine whether or not the audit designation will appear on the student's academic record at the end of the semester. Students may not change status from "Audit" to "Credit" within the same semester in a course originally started as an audit. (Likewise students may not change status from "Credit" to "Audit"). Music lessons may not be audited.

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## 7.12 Course Exemption

Concordia offers the opportunity for students to exempt several introductory courses in the curriculum. Students interested in course exemptions should contact the appropriate College dean for information on exemptions procedures. Courses are currently available for exemption in the areas of music, math, and Spanish. Exemptions do not constitute waiver of hours required in the core, majors, or minors.

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## 7.13 Course Loads and Registration

Students desiring to enroll in more than 18 semester hours are required to have earned a 3.00 cumulative GPA or higher. No student is permitted to enroll in more than 19 semester hours in any combination of courses, including but not limited to correspondence courses or co-enrollment. Exceptions to this policy must be approved, in advance, by the Registrar; failure to secure approval of an "overload" prior to enrollment may result in loss of credit. Other restrictions about course loads are included under the headings of Scholastic Probation and Provisional Admission. Students are allowed to register for and enter upper level courses regardless of classification if that student meets the prerequisites of the course.

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## 7.14 Alternate Methods of Gaining Credits

### 7.14.01 - Advanced Placement Exams

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

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

Scores of 1 or 2 = Unsatisfactory No Credit

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

#### **AP Examinations**

Biology  
Chemistry  
Computer Science  
Economics: Macro  
Economics: Micro  
English Literature & Composition  
  
Gov't & Politics: American US History  
Geography, Cultural (Human)  
United States History

#### **Concordia Equivalent**

BIO 1401 Principles of Biology  
CHE 1401 Chemistry I  
CIS 1301 Intro to Personal Computing  
ECO 2301 Intro to Macroeconomics  
ECO 2301 Intro to Microeconomics  
ENG 1316 Freshman English I and  
ENG 1317 Intro to Literature  
GOV 1303 Intro American Gov't  
GRG 1311 Princ of Geography  
HIS 1301 Hist of the U.S. to 1877 and  
HIS 1302 Hist of the U.S. from 1877

Latin (both tests)	LAT 1301 Latin I
Math: Calculus AB	MTH 2401 Calculus I
Math: Calculus BC	MTH 2402 Calculus II
Music Theory	MUS 2334 Music Theory I
Physics A	PHY 1302 Physical Science for Liberal Arts
Physics B or C	PHY 1401 Physics I and PHY 1402 Physics II
Psychology	PSY 1311 Introduction to Psychology
Spanish Language	SPN 1401 Spanish I and SPN 1402 Spanish II

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

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

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## 7.14.02 - CLEP Examinations

Credit is awarded for specific courses taught at Concordia via CLEP subject Examinations to students who are currently enrolled at Concordia University Texas. Students must score at or above the ACE recommended passing grade on the appropriate CLEP examination. Concordia University Texas will award equivalency credit for the following:

<b>Concordia Course Title</b>	<b>CLEP Examinations</b>
ACC 2301 Financial Accounting	Financial Accounting
BIO 1401 Principles of Biology	General Biology
BUS 3311 Principles of Management	Principles of Management
BUS 3321 Business Law	Introduction to Business Law
BUS 3350 Principles of Marketing	Principles of Marketing
CHE 1401 Chemistry I and CHE 1402 Chemistry II*	General Chemistry
ECO2301 Intro to Macroeconomics	Principles of Macroeconomics
ECO 2302 Intro to Microeconomics	Principles of Microeconomics
ENG 1317 Introduction to Literature	Analysis/Interpretation of Literature
ENG 2303 American Literature	American Literature
ENG 2305 Survey of British Lit	English Literature
GER 1401 German I and GER 1402 German II*	German
GOV 1303 Intro to American Government	American Government
HIS 1301 History of the U.S. to 1877	US History I
HIS 1302 History of the U.S. from 1877	US History II

HIS 2321 Western Civilization to 1715	Western Civilization I
HIS 2322 Western Civilization from 1715	Western Civilization II
MTH 1323 Quantitative Literacy	College Math
MTH 1325 Math for Liberal Arts	College Math
MTH 1352 Pre-calculus	Trigonometry/College Algebra/Trig
MTH 2401 Calc I & MTH 2402 Calc II*	Calc/Elementary Functions
PSY 1311 General Psychology	Introduction to Psychology
PSY 2301 Lifespan Development	Human Growth and Development
SOC 1301 Introduction to Sociology	Introduction to Sociology
SPN 1401 Spanish I and	College Spanish
SPN 1402 Spanish II*	

\*ACE recommended test scores will determine if one or two semesters of a foreign language, calculus or chemistry credit are awarded.

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### **7.14.03 - Credit by Examination**

A maximum of 15 semester hours of academic credit may be earned by examination for application toward the Associate of Arts Degree; a maximum of 30 semester hours may be earned by examination for application toward the Bachelor of Arts or Science Degree. Concordia will determine the award of postsecondary academic credit for extra institutional credit-by-examination programs related to the student's educational objective at Concordia based on the most recent recommendations by the American Council on Education.

Concordia assumes no responsibility for awarding credit for examinations taken that are not on the acceptable list for such credit.

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### **7.14.04 - International Baccalaureate**

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

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### **7.14.05 - Military Experience and Education**

Concordia will accept credits earned through the USAFI or DAN TES program and grant credit for military educational experiences in accordance with the recommendations of the American Council on Education. We need a copy of the student's DD-214 showing all schools attended, or a Community College of the Air Force (USAF) transcript, or a SMART (USN or USMC) transcript. If there is more than one DD-214 showing schools attended, we will need copies of

each one. This will allow us to evaluate the student's military education and experience to determine if we can give the student credit.

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### **7.14.06 – Prior Learning Assessment (PLA)**

Degree-seeking students currently enrolled at Concordia University Texas may petition for Prior Learning Assessment (PLA) credit based on previous experiential learning acquired on the job, in previous training and/or through personal study. Students may petition for PA credit for only those eligible courses listed in the current Concordia Undergraduate Catalog. Students must attend the PLA Petition Development Workshop before submitting the petition to the Registrar's Office.

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

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

The PA petition is reviewed by the PLA Committee and approved by the Vice President of Academic Services. If the petition is denied, the student may appeal to the Provost to have the petition reassessed, one additional time, on the basis of new or re-explained data. After the second assessment, the decision of the Assessment Committee is final. All material submitted with the PLA petition becomes the property of Concordia University Texas.

Students will petition for PA credit not later than six months prior to their anticipated date of graduation. The single PA assessment fee will be paid in advance, at the time the petition is submitted. PA credit is awarded in the semester in which the petition is approved by the Vice President of Academic Services. Concordia University Texas does not accept PA-type credit from other institutions.

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## **7.14.07 - Neutral Credit**

Credit by exam (including CLEP, AP, ACTPEP, DANTES/USAFI, military colleges and other extra-institutional programs evaluated by ACE), credits based on ACE evaluations of non-collegiate sponsored instruction (e.g., corporate, state training programs) and Portfolio Assessment (PA) are considered neutral with respect to Concordia residency requirements. Such credit does not count as residence credit nor does it count as transfer credit.

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## **7.15 Declaring a Major**

Students planning to receive a degree from Concordia University Texas should declare a major not later than the first semester of the sophomore year. In some cases an earlier declaration may be necessary if students wish to avoid prolonging the graduation date beyond the usual eight semesters.

A faculty advisor works with each student to plan a program of study to fit the student's needs. Once the student's degree plan is established, students have seven years in which to complete all requirements of the degree plan. Students may change the degree plan at any time but must satisfy all the requirements of the new plan in order to graduate. Entering freshmen undecided about a major are encouraged to select from a number of choices in the core that are common to several majors.

Because prerequisites and degree requirements become more specific for the different programs and majors, students who plan to receive a degree from Concordia University Texas must declare a major before pre-enrolling in the junior year. It is the responsibility of the students to meet the core requirements of the degree they wish to receive, as well as the specific requirements of the major area of study. This includes the responsibility to incorporate the necessary prerequisites into the program of study in a manner that will permit completion of the degree within the normal span of time.

The Lutheran Church Work programs are designed to permit placement for those students who are in terminal programs, or transfer to the next level without disruption in their programs if that is a requirement of the career goal. Students in the Lutheran Church Work programs must be members of a Lutheran Church-Missouri Synod congregation.

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## **7.16 Double and Second Majors**

Students pursuing a baccalaureate degree and desiring a double major must complete all courses unique to each major and make application for each major through the appropriate channels. Students holding a baccalaureate degree and desiring a second major must complete course work unique to the major. Upon successful completion of the major, the student will be awarded a certificate of completion and the major will be recorded on the student's transcript.

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## 7.17 Second Bachelor's Degree

Students may qualify for and earn a second bachelor's degree from Concordia University Texas by completing a minimum of 30 semester hours above the 128 semester hours required for the first bachelor's degree. These hours must include all specific core and major requirements pertaining to the second degree that were not included in the first degree program. All courses must be completed in residence. The major for the second degree must differ from the first and must include at least 12 semester hours of upper level courses.

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## 7.18 Minors - Traditional

A minor may be earned in most subject areas, unless otherwise specified, by completing a minimum of eighteen semester hours in a given subject with at least nine of the eighteen hours being upper-level. Courses that a student uses to fulfill core requirements may not be used to fulfill minor requirements. Courses that a student uses to fulfill major requirements may be used to fulfill minor requirements as well. Students majoring in an area may not also earn a minor in the same area. Some subject areas have specific course requirements for a minor. Those are shown below. All other subject areas require completing a minimum of eighteen semester hours in a given subject with at least nine of the eighteen hours being upper-level. If a subject area does not offer at least eighteen hour of courses of which at least nine are upper-level, then a minor is not possible in that subject area.

Minors for students in the College of Adult Education are listed in the section "College of Adult Education."

### **Accounting Minor - 21 semester hours**

ACC 2301 Financial Accounting  
ACC 2302 Managerial Accounting  
ACC 3301 Intermediate Accounting I  
ACC 3302 Intermediate Accounting II

Plus 9 semester hours of other upper-level accounting courses.

### **Behavioral Science Minor - 24 semester hours**

COM 2301 Human Communication Theory  
PSY 1311 General Psychology  
SOC 1301 Introduction to Sociology  
COM 3304 Group Dynamics  
PSY 3332 Personality Theories

Plus one of the following:

PSY 2301 Life Span Development  
ANT 1301 Introduction to Anthropology  
PSY 2331 Social Psychology

Plus two of the following:

PSY 2341 Statistics for the Behavioral Sciences

COM 3302 Nonverbal Communication

PSY 3331 Introduction to Counseling

PSY 3341 Abnormal Psychology

PSY 3391 Research in Behavioral Sciences

SOC 3301 Urbanization

SOC 3302 Marriage & Family

SOC 3303 Social Gerontology

**Biblical Languages Minor - 20 semester hours**

GRE 2311 Greek I

GRE 2312 Greek II

GRE 3313 Greek III

GRE 3314 Greek IV

HEB 3401 Biblical Hebrew I

HEB 3402 Biblical Hebrew II

**Business Minor - 21 semester hours**

ACC 2301 Financial Accounting

ACC 2302 Managerial Accounting

BADM 3310 Leadership and Business

BADM 3311 Principles of Management

BADM 3321 Business Law

BADM 3350 Principles of Marketing

BADM 3360 Finance

**Church Music/Conducting Emphasis Minor\* - 23 semester hours**

MUS 2116 Vocal Technique

MUS 2118 Sight Singing and Ear Training

MUS 2214 Conducting I

MUS 2334 Music Theory I

MUS 3214 Conducting II

MUS 3262 Worship and Hymnology

MUS 3332 Orchestration

MUS 3344 History of Music II

MUS 3354 Children's Choir

MUS 3356 Adult Choir

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

**Church Music/Organ Emphasis Minor\* - 24 semester hours**

MUS 1142 Organ Design

MUS 2116 Vocal Technique

MUS 2118 Sight Singing and Ear Training

MUS 2214 Conducting I

MUS 2334 Music Theory I

MUS 3214 Conducting II



MUS 3262 Worship and Hymnology

MUS 3332 Orchestration

MUS 3344 History of Music II

MUS 3354 Children's Choir

MUS 3356 Adult Choir

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

**Chemistry Minor – 25 semester hours**

CHE 1401 Chemistry I

CHE 1402 Chemistry II

CHE 2401 Organic Chemistry I

CHE 2403 Organic Chemistry II

Plus 9 Upper Level Hours from:

Any Upper Level CHE courses

**or** SCI 4310 Natural Science Research Project with a CHE topic

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

COM 2301 Human Communication Theory

COM 2303 Mass Media History and Theory

Plus five of the following:

COM 3301 Diffusion of Innovation

COM 3302 Nonverbal Communication

COM 3303 Communication for Church Workers

COM 3304 Group Dynamics

COM 3306 Oral Performance of Literature

COM 3307 Media Analysis and Criticism

COM 3308 Persuasive Communication

COM 3331 Organizational Communication

**Communication/Production Minor - 21 semester hours**

ART 1308 Introduction to Photography

COM 2308 Writing for Mass Media

COM 3315 Video Production I

COM 3316 Video Production II

COM 2301 Human Communication Theory

**or** COM 2303 Mass Media History and Theory

Plus two of the following:

COM 3302 Nonverbal Communication

COM 3306 Oral Performance of Literature

COM 3307 Media Analysis and Criticism

### **Computer Science Minor - 21 semester hours**

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

### **English Minor (Drama) - 18 semester hours**

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

### **Environmental Science Minor - 18 to 26 semester hours**

BIO 1403 Cellular and Molecular Biology - If not taken in the core.  
CHE 1401 Chemistry I - If not taken in the core.  
CHE 3402 Environmental Chemistry  
ESC 1302 Introduction to Environmental Science  
ESC 3306 Natural Resources & Conservation Planning  
ESC 3403 General Ecology

Plus at least 5 hours from the following, including at least 3 upper level hours:

GLG 3301 Geology  
SCI 3303 Geology and Ecology of Southwestern US  
**or** SCI 3304 Geology and Ecology of Hawaii  
**or** BIO 3302 Tropical Biology  
BIO 1101-1106 Field Biology (only one course may be counted)  
ESC 3303 Environmental Law  
GLG 1101 Urban Geology  
BIO 1402 General Zoology  
BIO 2403 General Botany  
PHY 1401 Physics I  
CHE 1402 Chemistry II

### **Finance Minor - 18 semester hours** BUS 1360 Personal Finance

BADM 3332 Quantitative Methods I  
BADM 3333 Quantitative Methods II  
BADM 3360 Finance

Plus two of the following:

BADM 3361 Money, Banking, and Credit  
BADM 4361 Investments  
BADM 4363 Capital Budgeting  
BADM 4365 Governmental Finance  
BADM 4366 Financial Risk Management

**Mathematics Minor - 21 semester hours**

MTH 1341 Probability  
or MTH 1352 Pre-calculus

Select 10 semester hours from the following:

MTH 3433 Calculus III  
MTH 3311 Linear Algebra  
MTH 3315 Abstract Algebra  
MTH 3101-4 Problem Solving  
MTH 3313 Number Theory  
MTH 3316 Geometry  
MTH 3317 Differential Equations  
MTH 3330 Introduction to Modeling

**Music Minor (Instrumental) - 26 semester hours**

*Prerequisites:* (do not count toward necessary credits in minor)

MUS 1332 Music Fundamentals (or pass test) and MUS 11xx Private Lessons (Variable)

MUS 1110 Piano (two semesters)  
MUS 1127 Wind Ensemble (4 semesters)  
MUS 11xx Private Lessons (3 semesters at the lower level)  
MUS 31xx Private Lessons (2 semesters at the upper level)  
MUS 2118 Sight Singing and Ear Training  
MUS 2214 Conducting I  
MUS 2334 Music Theory I  
MUS 2338 Music Theory II

Choose two of the following:

MUS 2340 Jazz History  
MUS 3342 Music History I  
MUS 3344 Music History II

**Worship and the Arts Minor - 21 semester hours**

COM 3303 Communication for Church Workers  
COM 3322 Group Performance  
MUS 3362 Worship & Music  
MUS 4110 Worship Internship  
MUS 2214 Conducting I  
REL 3345 Theology of Worship

Plus three of the following:

MUS 1110 Piano-Keyboard  
MUS 1114 Guitar  
MUS 1124 University Choir  
MUS 1128 Instrumental Ensembles  
MUS 2116 Vocal Technique

Choose one of the following:

ART 1303 Introduction to Studio Art  
COM 2314 Communication Technology

## 7.19 Family Educational Rights and Privacy Act

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

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

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

All these exceptions are permitted under the Act.

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

- Registrar
- Financial Aid
- Admissions
- Accounting
- Vice President for Academic Services
- Vice President for Student Services
- Placement Advisors
- NCAA Athletic Certification
- Coaches
- ADP Centers
- Legal Counsel
- Other administrative personnel within the limitations of their need to know.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The Registrar at

Concordia has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admission, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Registrar listing the item or items of interest. Copies of the policy detailing the procedures to be used by Concordia University Texas for compliance with the provisions of the Act can be found in the Office of the Registrar.

### **Directory Information**

Directory information is that information which may be made public without the written consent of the student. Such information may be disclosed by the institution for any purpose, at its discretion.

Concordia University Texas hereby designates the following student information as Directory Information:

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

Currently enrolled students may withhold disclosure of directory information. To withhold disclosure, written notification must be received in the Office of the Registrar prior to the ninth class day of any regular term. Forms requesting the withholding of Directory Information are available in the Office of the Registrar.

Request for non-disclosure will be honored by the institution until the student takes action to revoke the request in writing.

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

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## 7.20 Foreign Language Requirement

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

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## 7.21 Grades - Academic Appeals

Students who have an academic grievance with an instructor must follow the steps as outlined below:

1. Discuss the matter with the instructor.
2. If they are unable to resolve the grievance, they may appeal to the Dean of the School involved. It will be the responsibility of the Dean of the School to determine if the student's rights have been observed and if all evidence has been presented fairly.
3. If this does not resolve the grievance, the student may appeal to the Provost on the same basis.
4. If the student believes the grievance still exists, the next step is to approach the Academic Policies Committee in writing. It will then be the committee's responsibility only to determine if grounds do exist for an academic appeal. Should such grounds be determined to exist, the Academic Appeals Committee will be selected by lot. The committee will consist of three members of the full-time faculty and two students from the Student Senate. Excluded from service on the committee will be the student, instructor and Dean of the School involved, the Vice President of Student Services, the Registrar, the Vice President of Academic Services, and the President.
5. Should the Academic Appeals Committee fail to resolve the case, an appeal may be made to the President of the university, whose decision is final.
6. Students have until midterm of the following long semester to challenge course grades. The appeal process must be pursued in a timely fashion.

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## 7.22 Grade Change Policy

Changes are normally limited to miscalculations by faculty when computing the final grade, errors in recording grades or delays by faculty in locating misplaced assignments. Grade changes are not a way to extend the semester or to give students time to complete assignments or extra work in an effort to raise a grade (see Incomplete Policy). Faculty members may not initiate a grade change after midterm of the following long semester.

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## 7.23 Incompletes

The grade of "I" is a temporary grade denoting that a) specific course requirements have not been completed due to circumstances clearly beyond the student's control, and b) the completed work to date is of passing quality. Under no circumstances will the "I" grade be assigned as a means of avoiding or postponing a low course grade. By signing the Incomplete Grade form, both the instructor and the student agree that **both** conditions exist.

The Incomplete Grade Form requires that both parties state the reason for the incomplete, the specific work required to complete the course, and a grade to be assigned if the work is not complete by the agreed upon date. The student assumes the primary responsibility for completing the course within the initial or extended time limit and under the criteria established by the instructor. The "I" will be changed to the agreed upon grade if the deadline specified is not met.

Requirements to resolve the incomplete must be completed by end of the following long semester. Whether or not the student is enrolled during the following long semester has no bearing on this date. One extension is allowed. **Total time of Incomplete, with extensions, may not exceed 1 calendar year.** Incompletes must be processed in time to allow the instructor to submit the Incomplete Grade Form to the Registrar's Office along with the final grade roster of the class.

## 7.24 Pass/Fail Policy

The pass/fail option is available in a course only if the catalog course description or the course syllabus specifies this option. If a given courses permits either a letter grade or pass/fail grade, the student must declare, at the time of enrolling in the course, the grading method to be applied. The declaration is to be filed in the Registrar's Office. Students may not change the pass/fail status after enrolling in a course.

## 7.25 Repeating Courses

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

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## 7.26 Grading System and Final Course Grades

### 7.26.01 – Grading System

Concordia uses the following grades:

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

Grades of I, CE, CR, NC, P, and W are not used in computing a student's cumulative grade point average.

The Graduate Program does not award the grade of "D".

### 7.26.02 – Final Course Grades

Final Course Grades are posted to the student's secure on-line account within 7 to 10 business days after the official last day of the term.

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## 7.27 Graduation

### 7.27.01 - Graduation Application

Candidates for a Concordia degree, the Lutheran Teacher's Diploma or the post-baccalaureate certificate, must file a written Graduation Application with the Registrar's Office at the start of the final semester in which the work is to be completed and the diploma/certificate is to be awarded. *If the student does not complete the work in the semester when the application was filed, the application will remain valid for the following semester/graduation period (fall spring or summer).* If the student fails to complete their work in the following graduation period, they will have to reapply for graduation when the work is complete. The Graduation Application is available in the Registrar's Office or on the web site at <http://www.concordia.edu/Registrar/Form-Graduation%20App.pdf>.

Submitting the graduation application triggers a degree audit. Notification of the outcome of this degree audit is sent to the student. When the graduation degree audit shows that the student is eligible to graduate and/or participate in commencement ceremonies, the student is billed for the graduation fee (see fee schedule in this catalog)



## **7.27.02 - Graduation (Commencement) Ceremonies**

Taking part in the commencement ceremony is a privilege, not a right. The following conditions must be met before students are eligible to participate in the commencement ceremony; they must:

- have completed all of the requirements needed to graduate.
- be currently enrolled in or participating in all remaining classes required for graduation, or are within either nine (9) hours or three (3) courses of graduating, whichever is greater.
- be officially registered for all remaining course work necessary to complete their degree.
- be at or above the minimum GPA requirement for the degree **and** the major.
- have paid the graduation fee.

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## **7.27.03 - Graduation (Latin) Honors**

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

Honors will be awarded as follows:

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

Honors at graduation (cum laude, magna cum laude, summa cum laude) will be determined by all coursework completed and processed prior to the final semester. Students may walk only once.

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## **7.27.04 - Graduation Requirements**

1. Attain a 2.00 cumulative GPA in all work completed at Concordia; except students in Elementary and Secondary Education who must earn a 2.50 cumulative GPA.
2. Attain a 2.25 cumulative GPA in all courses for the major attempted at Concordia; except students in Elementary and Secondary Education who must earn a 2.50 cumulative GPA based on all courses attempted at any college including Concordia in the professional education courses and in the 36 hour or 48 hour block of Interdisciplinary or Multidisciplinary major courses.
3. Earn a minimum of 39 upper level semester hours.
4. Earn a minimum of 45 semester hours in residence.
5. Earn a minimum of 128 semester hours total.
6. Complete all of the specific course requirements outlined on the degree plan.

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## 7.28 Honor Societies

### Alpha Chi

Alpha Chi is a nationally affiliated honor society for juniors and seniors with grade point averages of 3.50 or above and who rank in the top 10% of their classes.

### Alpha Sigma Lambda

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

### Pi Lambda Theta

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

### Sigma Beta Delta

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

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## 7.29 Academic Dishonesty

It is the official policy of Concordia University Texas that all acts or attempted acts of alleged academic dishonesty, whether on the graduate or undergraduate level, be reported to the Office of the Provost by way of the Dean of the respective school within which the course is taught. Central records will be kept in the office of the Provost to guard against repeated acts of academic dishonesty.

### Forms of Academic Dishonesty

#### *Plagiarism*

Plagiarism is the inclusion of someone else's words, ideas, or data as one's work, whether intentional or unintentional. When such words, ideas, or data is used, the source of that information must be acknowledged through complete and accurate references. Quotation marks or block quotes must be used if verbatim statements are included. Plagiarism covers unpublished as well as published sources.

#### *Fabrication*

Fabrication is the intentional use of invented information or the falsification of academic records, research, or other findings with the intent to deceive.

### *Cheating*

Cheating is an act or an attempted act of deception by which students seek to misrepresent that they have mastered information on an academic exercise that has not been mastered.

### *Academic Misconduct*

Academic misconduct is the intentional violation of University policies by tampering with grades or transcripts, or taking part in obtaining or distributing in advance any part of a test.

### **When Academic Dishonesty is Suspected**

1. Review the evidence to ensure that there is sufficient evidence to warrant a charge of academic dishonesty.
2. Follow Matthew 18, approach the student directly in a one-on-one situation. If the student is unable to explain the discrepancies in a satisfactory manner, move to the next step.
3. The faculty may discuss the matter with the Dean of the school within which the course is taught. After such discussion, the faculty member may proceed with the filing of the report.
4. If the alleged violation occurs during final exam week, assign the student an incomplete grade until the alleged violation is adjudicated.
5. Students may not drop a course with an academic misconduct allegation unresolved.
6. In determining whether misconduct occurred, the preponderance of evidence standard (meaning "more likely than not") is used.

### **Sanctions**

One or more of the following sanctions may be selected:

1. A lower grade on the assignment or test.
2. A failing grade on the assignment or test.
3. Repeat of the assignment or test.
4. A lower grade in the course.
5. A failing grade in the course.
6. Removal of the student from the course.
7. In the event of repeated offenses, expulsion from the University.

The Dean of the respective school will forward a statement concerning this action to the office of the Provost. This statement should be filed within five working days from the time the student has been informed of the charge.

### **Multiple Offenses**

In cases where it is discovered that a student has a previous incident of academic dishonesty on file, the recommended resolution will be set aside. The instructor will instead be asked to refer the case through the University's academic judicial system. In the case where a student is charged with a second offense, an ad hoc judicial committee will receive the case prior to any appeal. In the event that an appeal is filed, a different ad hoc judicial committee will be appointed.

## Appeals Procedure for Academic Dishonesty

### Dismissal

Upon recommendation of a judicial committee and the Provost, the student may be dismissed by the President. Students who are dismissed for academic dishonesty are ineligible for readmission for one calendar year. After one calendar year, they may apply for re-admission through the normal admissions process.

### Appeals

Students who receive a sanction for academic dishonesty (see the section on Sanctions in the Concordia catalog, Section 7.29 – Academic Dishonesty) may appeal that sanction utilizing the procedures stated below. This applies to all sanctions, whether a first reported sanction or not. The appeals process is designed to assure the student that he or she has been dealt with in a manner that is in keeping with the mission, vision, and values of Concordia University Texas and its stated policies.

### Basis for Appeal

Appeals will be reviewed on the following basis:

1. Whether the decision was made contrary to existing school policy.
2. Whether information used to reach a decision was inaccurate or incomplete.
3. Whether the student was given insufficient opportunity to present his or her point of view.
4. Whether the rights of the student were denied.

### Appeal Filing Procedure

All appeals must be submitted in writing to the Provost on an official Student Disciplinary Appeal form, a copy of which is appended to the end of this procedure. The appeal should state on which basis (from the above list) the appeal is being made and should give specific information pertinent to the appeal. This appeals form must be filed within five school days of the student's being informed of disciplinary decision. The student will be informed in writing of the decision, so the student must provide an accurate address and telephone number.

### Appeal Procedure and First Level of Appeal

In the event that an appeal is submitted, the Provost will forward the appeal to an ad hoc judicial committee, consisting of the following:

- (1) the Dean of a College, chairing the committee, in which the individual is not pursuing a degree or major or the Dean's representative, chosen by the Dean. The Chair chooses the following three committee members;
- (2) a full-time or part-time faculty member of the student's College;
- (3) a faculty member at-large from outside the student's College; and
- (4) a student not involved in the alleged incident and from the College in which the individual is a student.

One of the faculty members in (2) or (3) should be the student's choice. As the Provost invites the Dean to chair the committee, the Provost also informs the Dean of Student Services of the appeal process and invites relevant information from him/her. None of the committee members may be involved in any incident of academic dishonesty against the student, whether current or previous.

If the decision of the committee is to accept the appeal, the committee chair renders that decision in writing to the Provost. The Provost will inform the student appellant of the decision, as well as each member of the committee, the Dean of the student's college, and the instructor within twenty-four hours of receiving the written decision. The decision should include the facts of the case (class, instructor, date, and charge), its conclusion, and the rationale for the conclusion.

#### Second Level of Appeal

The decision of the committee may be appealed either by the instructor or by the student appellant to the Provost. If not appealed, the decision is final.

#### Last Level of Appeal

If the Provost declines the appeal, the student or instructor may appeal to the President. The president of the university serves as the final appeal officer. If the university president is personally involved in an appeal, the president will appoint someone in his place.

#### Second Offense

In the case where a student is charged with a second offense,<sup>1</sup> an ad hoc judicial committee will receive the case prior to any appeal. (In this situation, the judicial committee will serve in two capacities, both to make a decision regarding the sanctions when more than one incidence of academic dishonesty is involved and to hear an appeal, if the student or faculty member chooses to appeal the judicial committee's decision.) This committee will hear the case, determine guilt or innocence, and render a decision about the sanction that should be applied in the case of a second offense.

#### Communication

After each stage of the appeals process, the Provost will receive a report from the committee chair and inform each party of the current status of the appeal. This communication must include the student, the filing faculty member, and the chair of the ad hoc judicial committee. The Provost will communicate the result of each stage, the basic facts in the case, and the rights of the individual or committee at this point. This may be done in person or by telephone. A follow-up letter will be sent to the student at each stage. Any stipulations that are issued in connection with the appeal process apply to the disciplinary process only. The student's action may have other consequences beyond the disciplinary process that affect the student's participation in campus life.

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<sup>1</sup> Academic Dishonesty Policy: "In cases where it is discovered that a student has a previous incident of academic dishonesty on file, the recommended resolution will be set aside. The instructor will instead be asked to refer the case through the University's academic judicial system."

**Academic Dishonesty Appeal**

Today's Date: \_\_\_\_\_

Name of Student:

\_\_\_\_\_

Course or circumstance in which incident of academic dishonesty occurred

\_\_\_\_\_  
\_\_\_\_\_

Dorm and Room Number, or Local Address:

\_\_\_\_\_  
\_\_\_\_\_

Reason for the Appeal: (please print or write legibly)

(Use the reverse side of this form if necessary, or attach additional pages)



Judicial Committee Action  
(for Concordia University use only)

Disciplinary Action Sustained  
 Appeal Sustained

Date: \_\_\_\_\_

Comments/Recommendations:

## 7.30 Academic Standing and Grade Point Averages

Students are expected to make satisfactory progress towards completing their program of studies as published in this catalog including approved modifications to their curriculum. Good standing is defined as maintaining a cumulative grade point average (GPA) at or above 2.00. All college-level courses taken at Concordia for a grade are counted in the semester and cumulative GPA. The cumulative GPA is calculated by dividing the sum of the quality points by the sum of the credit hours for the applicable period. All calculations are rounded to two decimal points. For purposes of calculating the cumulative GPA, when a course has been repeated only the highest recorded grade for that course is used. The semester GPA relates only to course work enrolled within a specific semester as established at the close of that semester. It is not impacted by later changes or actions except when corrections to error of fact are required for the given semester record.

## 7.31 Academic Probation

Students are assigned the status of Scholastic Probation for the next semester of enrollment when any of the following occur:

- At the close of any academic semester the resulting cumulative GPA falls below 2.00
- The semester GPA falls below 2.00 for the second consecutive semester.
- The student withdraws from all enrolled courses after the census date for the second consecutive semester.
- Any combination of two consecutive term GPA below 2.00 and/or withdrawal from the University
- First semester students admitted provisionally or any student required to take a developmental or remedial course as a result of their placement who receive a failing grade (F) or withdraw from that course

The academic status of Scholastic Probation is recorded on the student's official transcript.

Scholastic Probation is generally a one-semester period of close observation and support in which students have an opportunity to demonstrate satisfactory performance and thereby the ability to continue their studies. Becoming eligible for Good Standing at the end of the probationary semester ends the status of Academic Probation.

If after the one-semester probation period the student's cumulative GPA is still below 2.00, but the semester GPA was 2.00 or greater, the student may continue enrollment under the status of "Scholastic Probation Continued." The student must return to Good Standing at the end of this second semester of probation or he or she will be academically dismissed from the University. A third semester of probation will not be allowed except under the provisions of reinstatement after academic dismissal.

Course loads for students on scholastic probation are limited to 15 semester hours or less. Students on scholastic probation may be referred for counseling. A condition of continuing enrollment on scholastic probation is that students assigned for counseling must attend such sessions or be subject to dismissal from the university.

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## **7.32 Academic Ineligibility, Dismissal and Reinstatement**

The student will be declared Academically Ineligible and will be dismissed from the University if during any probationary semester any of the following occurs:

- The cumulative GPA and semester GPA are both below 2.00
- Students on academic probation who withdraw from all courses at Concordia after census date will be considered not to have earned a semester GPA of 2.00 for that term and will become Academically Ineligible
- Failing (course grade of F) or withdrawing from a required developmental or remedial course required as a result of placement
- Students admitted Provisionally or on Scholastic Probation are Academically Ineligible if the GPA for their first semester is below a 2.00

The academic status of Academically Ineligible is recorded on the student's official transcript. Any student who has been declared "academically ineligible" must successfully appeal for reinstatement prior to being allowed to enroll in any subsequent semester at Concordia University Texas. The appeal process has the following requirements:

- A. All appeals for academic dismissal must be initiated through written petition (Dismissal Appeal Form) and must be submitted five (5) business days prior to the start of the next semester or the intended enrollment period.
- B. All petitions must explain the cause of the mitigating circumstances that directly contributed to the poor performance, including any documentation necessary to validate issues of fact, and provide evidence that these circumstances have been remediated or are no longer a contributing factor towards the student's ability to perform academically.
- C. The student must provide a realistic plan for meeting the requirements to be restored to Good Standing. A template form is available to aid the student in properly preparing the required petition documentation however all petitions for reinstatement must be accompanied by the Dismissal Appeal Form.
- D. All petitions for reinstatement must be presented to the Dean of the college in which the student was enrolled. The Dean or his or her designee, in consultation with the student's faculty advisor and Division Chair as deemed necessary, will review the petition and decide on the outcome of the appeal including any conditions or requirements required of the student. The Dean may or may not require an audience with the student. Students that have not yet declared a major will submit their petition to the Registrar. A committee chaired by the Registrar, and including the Faculty Advisor, Provost and one of the College Deans will review the petition and make the official ruling.

Denied petitions for reinstatement may be presented to the Provost's Office with an additional written statement delineating the challenges to the prior ruling and providing any additional



relevant information. The Provost or an appointed academic review committee (Deans or designees involved in the initial appeal decision will be excluded) will consider the challenge appeal. Successful challenges received after the start of the next semester will not be granted reinstatement until the following semester.

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

If the appeal for reinstatement is not successfully completed prior to the end of the late registration period, the individual is required to complete the re-enrollment process. Prior to or as part of the re-enrollment process, the student must complete requirements A through D of the appeal process outlined above. In order to register for courses, the student must be fully admitted to Concordia University Texas.

### **7.32 Withdrawal from Concordia**

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

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

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### **7.33 Schedule Changes (Add/Drop)**

Courses may be added or dropped on or before the Add and Drop deadlines (see Academic Calendar), subject to approval of the Faculty Advisor and the Registrar. Courses may not be added or dropped after the designated add and drop deadlines for each semester. All course schedule changes must be filed by the student in the Registrar's Office.

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### **7.34 Transcripts**

Transcripts are ordered from the Office of the Registrar. Unofficial transcript requests can be ordered at the counter with a photo ID. Official transcript requests must be in writing and

contain the signature of the student. Because of the signature requirement, requests can be in person or via USPS, or fax. No phone requests will be processed.

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

### **7.34.01 Official Transcripts**

#### **Official Transcripts**

**Official Transcripts** - These are transcripts that have been issued and sent directly from one school to another, or have been given to a student in a sealed envelope and delivered unopened to Concordia. If there is any evidence of tampering, the transcripts will be deemed unofficial.

### **7.34.02 Ordering Official Transcripts**

#### **Standard Requests – Free of Charge**

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

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

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

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

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

### **7.34.03 Unofficial Transcripts**

#### **Unofficial Transcripts**

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

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

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

## **7.34.04 Ordering Unofficial Transcripts**

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

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

## **7.34.05 Sending Transcripts to Concordia**

### **Receipt of Transcripts from other College and Universities**

Official transcripts may be mailed to Concordia University from the issuing College or University. Hand carried official transcripts are accepted only if in a SEALED envelope and issued from another College or University.

All questions regarding the authenticity of transcripts will be resolved by calling the issuing institution and verifying all information in question.

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

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## **7.35 Final Examination**

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

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## **7.36 Simultaneous Enrollment**

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

The three programs are:

- **Distance Learning Program:** All CTX students can register for courses taught by other CUS campuses via distance education.
- **Visiting Student Program:** All CTX students can become resident students on other CUS campuses without additional matriculation.
- **Travel Study Program:** All CTX students can participate in travel/study events conducted by other CUS campuses. Applicable fees may apply.

### **Student Eligibility**

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

### **Initiating Participation**

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

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

### **Courses Eligible**

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

## **Registrations, Grades, and Records**

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

## **Host Campus Policies**

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

## **Fees**

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

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## Financial Aid

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

## 7.37 Military Call-Up

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

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

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

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

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## 7.38 Texas Common Core

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

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

- They will have to complete the 12 hour religion requirement.
- They will have to complete the three hour kinesiology requirement.

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## 7.39 Dean's List

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

## 7.40 Service-Learning

Service-Learning is a form of instruction in which students design projects to address community needs as part of their academic studies. It combines field and classroom instruction by linking community partners to service projects. Service projects directly flow from established and required learning outcomes for non-credit or credit-bearing academic courses.

Students collaborate and discuss their ideas with community partners in order to identify and address a meaningful community need. Service-Learning links academic study to meaningful community service so that students' academic experience and communities are mutually strengthened.

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

## 7.41 Online Courses

Concordia University is presently researching the use of online courses in its curriculum. We continue efforts to expand the use of this delivery method.

The following is an agreement that students sign when they register for an online course.

### Technical Requirements

**Software** I have access to, am familiar with and comfortable using the following software and accomplishing the tasks listed:

- Microsoft Office Suite (Microsoft Word, Microsoft Excel, Microsoft PowerPoint).
- WebCT, a web-based learning system.
- The Internet, email, and attaching files.
- Current version of Internet Explorer, Windows 2000 Professional or XP Professional

### Hardware

- 56K dial-up modem or broadband access from off-campus.
- Network card for on-campus access, if living on campus.
- Pentium II 400 MHz (minimum).
- 128 MB RAM (minimum).
- 32-bit soundcard.
- 1024x768 color monitor with 16-bit color or greater video card.
- CD-ROM drive.

Note: Specific courses may have additional hardware and/or software access requirements. These requirements will be listed with the course syllabus.

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## **Study Skills**

- I am a self-starter.
- I hand in assignments on time.
- My reading skills are strong.
- I am comfortable approaching an instructor to request clarification of an assignment.
- I can work collaboratively with other students.
- I have a high desire to succeed in this class.

## **Course Expectations**

- I understand that an online course will take as much time as a face-to-face course, possibly more.
- I can work from written directions.
- I also understand that an online course provides flexibility for doing assignments and that it may not have any synchronous meeting times.
- I can see myself participating in online class discussions.
- The face-to-face personal contact with the instructor or others in the class is not particularly necessary to me.
- Both giving feedback to and receiving feedback from the instructor or other students within 48-72 hours is important (email and online postings are envisioned here).
- Receiving graded assignments back from the instructor within two to three weeks is acceptable.
- I can view an instructor more as a "guide by the side" than a "sage on the stage."
- I am comfortable requesting technical support from campus technology experts.
- I can make adjustments in the middle of a course.

# **8.00 Certificate and Pre-professional Programs**

## **8.01 Certificate Programs**

### **8.01.01 - Colloquy for The Lutheran Church Missouri Synod Teaching Ministry**

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

- REL 1311 - History & Literature of the Old Testament



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

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### **8.01.02 - Director of Christian Education (DCE) Certificate**

Upon successful completion of all requirements for the DCE Major, the final requirement for certification by The Lutheran Church-Missouri Synod is a year-long internship, normally following graduation, in a congregation, agency, or mission site of the LCMS. This internship will enable students experience as many aspects of the DCE ministry as possible. While interns register as students under the ultimate direction of the DCE Program Director during internship, they are also paid by the participating congregation or agency and are under the direct supervision of a full-time person in the congregation or agency during this time.

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### **8.01.03 - Post- Baccalaureate Certificate**

Students who have earned a baccalaureate degree from a regionally accredited college or university may pursue course work at Concordia University Texas for the purpose of acquiring a major in a different field of study. They must complete all of the requirements for the major to receive the certificate. Students who have completed a baccalaureate degree with a 2.50 GPA or higher may apply for the post-baccalaureate program.

Students who have earned a baccalaureate degree from a regionally accredited college or university may pursue course work at Concordia University Texas for the purpose of teacher certification by the State of Texas. Admission to this program requires the same minimum academic prerequisites as the degree seeking program.

All students with baccalaureate degrees who are interested in teacher certification should call the Dean of Education for detailed information.

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### **8.01.04 - Lutheran Teacher Diploma**

- Complete the Elementary Education or Secondary Education Program.
- Be a member of a congregation affiliated with The Lutheran Church-Missouri Synod.
- Each year, file a Declaration of Intent to enter the Teaching Ministry of The Lutheran Church-Missouri Synod in the Office of Teacher Education in the Spring Semester.

- Completion of 20 semester hours of Lutheran Teacher Diploma required courses. At least 15 hours must be completed prior to the Professional Semester with a GPA of 2.50 or better in all hours attempted.
- Completion of EDU 4815 Elementary Student Teaching or EDU 4805 Elementary/ECE Student Teaching in an appropriate accredited/approved Lutheran elementary school (PK-8) or the completion of EDU 4873 Secondary Student Teaching in an appropriately accredited/approved Lutheran secondary school (7-12).
- Recommendation of the Concordia University Texas faculty.

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

- EDU 2102 History & Philosophy of Lutheran Education
- EDU 3101 Office of the Ministry
- EDU 3333 Teaching Religion
- REL 1301 New Testament History and Reading
- REL 1311 History and Literature of the Old Testament
- REL 2352 History and Philosophy of the Reformation
- REL 3341 Lutheran Doctrine
- REL xxxx Elective other than REL 1331

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

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

The goals of this training will be to:

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

There will be four components, covering the following topics:

Mission and Ministry in Early Childhood Education

Lutheran Thought and Teaching

Faith Development of Children and Families.

Methods and Materials of Early Childhood Education

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

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

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

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

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

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

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

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

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

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

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

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

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## **8.02 Pre-Professional Programs**

### **8.02.01 - Pre-Seminary Program**

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

1. The knowledge of GOD.
2. The knowledge of GOD'S WORD.
3. The knowledge of HUMANITY.
4. The knowledge of the skills involved in COMMUNICATION.

The Lutheran Church- Missouri Synod divides this educational preparation between the university and the seminary. The study of God (theology) is begun at the university level, and continues much more extensively at the seminary. The study of God's Word is also begun at the university level or sooner through the study of literature, languages, and the Bible. The

seminary continues the study of the Scriptures in much greater depth. On the other hand, the study of the liberal arts (culture, history, psychology, etc.) and the study of the skills needed for good communication are carried out mainly at the university level through courses in writing, speech, drama, etc. The seminary provides specialized training in tasks appropriate for church work, such as sermon preparation, pastoral visitation, and counseling.

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

### **Mission Statement**

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

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

### **Admission Process**

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

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

### **Monitoring Process**

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

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

## **Exit Interviews and Recommendation**

As he approaches graduation, the student must:

- Take the GRE (Graduate Record Exam) and have the scores reported to Concordia University Texas and to the seminary of his choice.
- Take the appropriate Seminary Entrance Competency Examinations (in Christian Doctrine, Old Testament, New Testament, Greek and Hebrew) as they are scheduled
- Complete a District Interview (off-campus) arranged with the officers of his home LCMS District
- Complete an on-campus Exit Interview with two members of the Pre-Seminary Education Committee.
- When the report of the Exit Interview has been filed, he should request the University President to compose and send his recommendation to the seminary. All students entering an LCMS seminary must submit a recommendation letter from the most recent LCMS University he attended.

## **Academic Major**

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

◇Behavioral Sciences

◇History

◇Communication

◇Liberal Arts

◇English

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

## **Biblical Languages**

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

Freshman - Latin I & II

Sophomore - Greek I & II

Junior - Greek III & IV

Senior - Hebrew I & II plus Advanced Greek Readings

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

## **Additional Seminary Entrance Requirements**

Both seminaries of The Lutheran Church- Missouri Synod require students to achieve a satisfactory grade point average (GPA). St. Louis requires a 2.00, and Fort Wayne requires a 2.25. All other seminary academic requirements (such as Speech or Composition) are more than satisfied by Concordia's core requirements for every graduate. Every seminary applicant

must have been an active member of a LCMS congregation for no less than two years prior to enrollment at seminary.

### **Elective Recommendations**

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

All REL courses

COM 3303 Communication in the Church

EDU 3333 Teaching Religion

MUS 3362 Worship and Music

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### **8.02.02 - Pre-Law**

Concordia offers excellent undergraduate preparation for students who are interested in attending law school after graduation. Although law schools do not require a specific undergraduate major, the Association of American Law Schools recommends that pre-legal education should develop skills and understandings normally associated with liberal education. The curriculum should include both breadth (general education courses) and depth (majors, minors). Majors offered at Concordia, which are appropriate for pre-law students, include Liberal Arts, English, History, Behavioral Sciences, Business Administration, Business, Communication, and Environmental Science.

Concordia is well equipped to provide pre-law students with assistance in choosing the most beneficial major and classes. Currently on the Faculty there is a professor with a law degree and experience in the practice of law. The Academic Office schedules an information session annually for students to meet with the Pre-Law Advisor. For additional information please contact the Dean of the College of Liberal Arts.

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### **8.02.03 - Pre-Nursing**

Concordia's pre-nursing program provides students with a suitable background for later success in nursing school. Students may choose to complete the pre-nursing curriculum and then transfer to nursing school, or they may choose to graduate from Concordia with either the Associate or Bachelor of Arts degree, and then attend nursing school. Students who plan to stay for their degree may major in several relevant areas including Behavioral Science, Biology, Communication, Liberal Arts and Spanish. The pre-nursing curriculum generally includes:

English - 6 semester hours of college English

Biology - 16 semester hours of Biology

Math - 3 semester hours of Pre-calculus

Chemistry - 8 semester hours of General Chemistry

Other requirements, depending on the program may include:

Physical Education	Foreign Language
Applied Statistics	Fine Arts
Psychology	History
Sociology	Government
Speech	

Among nursing schools, however, specific and/or additional requirements may apply. Therefore, students are advised to consult the nursing school of their choice early in their academic career. A student's exact program of study will be determined in consultation with an advisor.

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### **8.02.04 - Pre-Physical Therapy**

Concordia's pre-physical therapy program provides students with a foundation for later success in a physical therapy program. Students may choose from several majors, however, the pre-physical therapy curriculum must generally include:

English - 6 semester hours of college English  
Biology - 16 semester hours of Biology with labs including Cellular and Molecular Biology, Human Anatomy & Physiology I, and Human Anatomy and Physiology II.  
Math - 3 semester hours of College Algebra, though some programs require Pre-calculus or higher, and 3 semester hours of Statistics  
Chemistry - 8 semester hours of General Chemistry  
Physics - 8 semester hours of Physics with labs  
Psychology - 9 semester hours of Psychology, General Psychology, Life Span Development, and Abnormal Psychology  
Kinesiology - Exercise Physiology  
Speech - 3 semester hours

Other requirements depending on the program may include:

Introduction to Personal Computers	Introduction to Sociology
Principles of Management	Medical Terminology

Among physical therapy programs specific requirements vary. Therefore, students should contact the school of their choice early in their academic career. A student's exact program of study will be determined in consultation with an advisor. Students are highly encouraged to seek to complete the Concordia requirements for the Bachelor of Arts degree in addition to completing the pre-physical therapy curriculum. Many schools are changing their physical therapy programs to Master's level programs in the near future and at that time an undergraduate degree will be required for admission.

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## **8.02.05 - Pre-Medical/Dental**

Concordia's pre-medical and pre-dental programs provide the students with a foundation for attending medical or dental school. Medical and dental schools do not require a specific undergraduate major; however, there are certain courses that these schools require of applicants. Students should strive for an average grade of B or better in all courses. The pre-professional program is available at Concordia and includes:

English - 6 semester of college English

Biology - 16 semester hours of Biology as required for science majors

Math - 4 semester hours of college Calculus (medical school only)

Physics - 12 semester hours of Physics with lab as required for science majors

Chemistry - 8 semester hours of General Chemistry and 8 semester hours of Organic Chemistry as required for science majors

A student's exact program of study will be determined in consultation with an advisor. For additional information on any of the pre-professional programs in the healthcare field please contact the Dean of the School of Liberal Arts.

## **8.03 Army and Air Force ROTC**

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

### **Army ROTC Courses**

#### **MS 000 Leadership Laboratory 0,0**

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

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

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

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

Leadership roles of junior officers and noncommissioned officers; marksmanship techniques,



familiarization with the weapons used in infantry units. Prerequisite: Concurrent enrollment in MS 000. One two-hour lecture/practice session per week.

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

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

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

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

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

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

**MS 420K Advanced Military Science III-B 4,0**

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

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

Military leadership and professional ethics; post and installation support system; introduction to the military justice system. Prerequisite: Concurrent enrollment in MS 000 and approval of department representative. Three lecture/practice hours per week.

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

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

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

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

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

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

**Air Force ROTC Courses**

**AFS 000 Leadership Laboratory 0,2**

Various leadership techniques, including drill and ceremonies, customs and courtesies, and uniform standards.

**AFS 102K The Foundations of the United States Air Force I 1,0**

Introductory course exploring the overall roles and missions of the United States Air Force and career fields available in the Air Force. Emphasis on military customs and courtesies, appearance standards, Air Force core values, and written communication. Prerequisite: Concurrent enrollment in AFS 000. Fall semester only.

**AFS 102L The Foundations of the United States Air Force I 1,0**

Continuation of AFS 202K, with an introduction to American military history and emphasis on personal communication. Prerequisite: Concurrent enrollment in AFS 000. Spring semester only.

**AFS 111K The Evolution of USAF Air and Space Power I 1,0**

Key historical events and milestones in the development of air power as a primary instrument of United States national security. Prerequisite: Concurrent enrollment in AFS 000. Fall semester only.

**AFS 111L The Evolution of USAF Air and Space Power II 1,0**

Basic tenants of leadership and ethical behavior. Interweaves study of Air Force core values and competencies with history of events and leaders in United States air power. Prerequisite: Concurrent enrollment in AFS 000. Spring semester only.

**AFS 020L Leadership Laboratory 0,2**

Leadership laboratory course for upper-division students. Further development of leadership skills through leadership positions within the cadet corps. Includes training of freshman and sophomore students as well as a practicum in Air Force unit operation.

**AFS 321 Air Force Leadership Studies I 3,0**

A study of leadership, management fundamentals, professional knowledge, Air Force personnel and evaluation systems, leadership ethics, and communication skills required of an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied. A mandatory Leadership Laboratory complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of the course. Prerequisites: AFS 102K (202K or 402K), 102L (202L or 402B), 211K (411A), and 211L (411B); concurrent enrollment in AFS 020; and a four- or five-week field training course equivalent ROTC or military training. Fall semester only.

**AFS 322 Air Force Leadership Studies II 3,0**

A continuation of AFS 321. Prerequisite: AFS 321 and concurrent enrollment in AFS 020L. Spring semester only.

**AFS 331 National Security Affairs 3,0**

Evolution of the role of national security in a democratic society, with emphasis on policy formation, competing values, and organization. Area studies and the impact of developing nations on US national security. Prerequisite: AFS 321 and 322 and concurrent enrollment in AFS 020L. Fall semester only.

### **AFS 332 Current Issues and Preparation for Active Duty 3,0**

Acculturation to active duty. Includes study of the evolution and jurisdiction of military law, officer ship, and current Air Force issues. Prerequisite: AFS 331 and concurrent enrollment in AFS 020L. Spring semester only.

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## **9.00 College of Business**

### **9.01 Business Administration – BBA**

**Core - 55 to 57 semester hours**

**Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL 3333 Introduction to Christian Ethics

REL xxxx Elective

**English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG xxxx Literature Elective

ENG xxxx Elective

**Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

**Leadership** – 1 semester hour

LDR 1100 Life and Leadership

**Mathematics** - 3 semester hours

MTH 1332 Applied Calculus or higher level calculus course

**Natural Science** - 6 to 8 semester hours

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

**Physical Education** - 3 semester hours

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

**Social/Behavioral Sciences** - 12 semester hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

ECO 2301 Introduction to Macroeconomics  
ECO 2302 Introduction to Microeconomics

**Speech** - 3 semester hours  
SPE 2301 Fundamentals of Speech

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours

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

**Computer Competency**

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

**Major - 48 semester hours**

The following courses must be completed by the end of the sophomore year. ACC 2301

Financial Accounting  
ACC 2302 Managerial Accounting  
ECO 2301 Macroeconomics (taken in the core)  
ECO 2302 Microeconomics (taken in the core)  
BADM 3310 Leadership and Business  
BADM 3311 Principles of Management  
BADM 3321 Business Law  
BADM 3332 Quantitative Methods I  
BADM 3333 Quantitative Methods II  
BADM 3350 Principles of Marketing  
BADM 3360 Finance  
BADM 4301 Management Practicum

Plus 3 semester hours of upper-level accounting

Choose **ONE** of the following tracks:

**A. General Business track** - 15 semester hours

Select five courses from the following list:  
BADM 3312 Small Business Management  
BADM 3313 Creativity, Critical Thinking & Change  
BADM 3340 Human Resource Management  
BADM 3351 Selling and Sales Management  
BADM 3361 Money, Banking & Credit  
BADM 3370 Purchasing Management  
BADM 3380 Production and Operations Management  
BADM 4310 Business Internship

**B. Finance track** - 15 semester hours

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

Plus select two additional courses from the following list:

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

**C. International track** - 15 semester hours

Select five courses from the following list:

ECO 3320 International Economics and Trade  
ECO 3321 Inter-American Trade & Development  
BADM 4311 International Business Management  
BADM 4350 International Marketing  
BADM 4363 International Financial Management  
BADM/ ECO Upper-level elective  
BADM 4310 Internship **or** ACC 4310 Internship

**D. Accounting track** - 15 semester hours

Select five courses from the following list:

ACC3301 Intermediate Accounting I  
ACC 3302 Intermediate Accounting II  
ACC 3320 Fundamentals of Taxation  
ACC 3321 Corporate, Partnership, Estate, and Gift Taxation  
ACC 3330 Governmental & Institutional Accounting  
ACC 3340 Financial Statement Analysis  
ACC 3350 Management Control Systems  
ACC 3360 Cost Accounting  
ACC 3370 Auditing Theory and Practice  
ACC 3380 Advanced Financial Accounting  
ACC 3381 Accounting Theory  
ACC 4310 Accounting Internship

**E. Marketing Track** - 15 semester hours

BADM 3313 Creativity, Critical Thinking and Change  
BADM 3352 Integrated Marketing Communications

Plus select three additional courses from the following list:

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

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# 10.00 College of Education

## 10.01 Mission and Overview - Education

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

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

Elementary School Curriculum Major - Early Childhood-4th grade

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

Secondary School Curriculum Major - Grades 8-12

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

NOTE: Because students must meet the requirements mandated by the state legislature and the SBEC at the time of graduation, they may have to alter the degree program that is in place at the time they enter Concordia.

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## 10.02 Levels of Admission to the Education Programs

### Levels of Admission into the Education Programs

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

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

### Admission into a Teacher Education Program

Applications for admission into the teacher education programs are available at the office of the Dean of Education. Application for admission into either the Elementary or Secondary Program must be submitted February 1 of the Spring Semester before the student anticipates

beginning junior level professional education courses. The junior transfer student should complete an application for admission to either the Elementary or Secondary Program immediately upon being admitted to the university. To help determine eligibility for admission to the Teacher Education Programs the transfer student should consult with a faculty mentor at the earliest possible date.

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

1. Upper level standing (a minimum of 64 semester credit hours passed) with a cumulative GPA of 2.50 or higher. (For purposes of admission to the Education Program, the GPA of education transfer students is determined by adding Concordia University Texas work to the entering GPA with all courses attempted included in the GPA calculations.)
2. Grade of C or better in:
  - ENG 1316 Freshman English I
  - ENG 1317 Introduction to Literature
  - EDU 2301 Introduction to Education
  - PSY 2301 Life Span Development
  - SPE 2301 Fundamentals of Speech
3. Grade of "B" or better in EDU3310 Writing across the Curriculum
4. Presentation of minimum scores on the current state mandated admission test.
5. Personal, social, and moral qualities, and personal and mental health data may block admission) from each of the following offices or persons prior to admission:
  - Vice President of Student Services (includes areas related to Campus activities, off-campus activities, dorms, etc.)
  - Provost
  - Faculty Mentor/Advisor
6. Admission interview.

### **Admission to Professional Semester**

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

1. Grade point average of 2.50 or higher in all course work in each of the following areas:
  - Professional education
  - Specialization courses attempted in the Interdisciplinary Major for Elementary Education; teaching field courses in the Multi-Disciplinary Major for Secondary Education
  - Combination subjects for Elementary Education
  - Lutheran Teacher Diploma courses
2. Satisfactory ratings in field experiences as determined by the Teacher Education Committee on the basis of data compiled by and submitted to the Director of Teacher Education by the following:

- University instructors of field experience components
  - Director of Early Field Experience/Director of Secondary Education
  - Elementary and Secondary classroom teachers
3. Show personal, social, and moral qualities, and personal and mental health suitable for teaching. All applicants must receive clearance (negative data may block admission) from each of the following offices or persons prior to admission:
    - Vice President of Student Services (includes areas related to Campus activities, off-campus activities, dorms, etc.)
    - Provost
    - Coordinator of Early Field Experience
    - Faculty Mentor/Advisor
    - Faculty head of each teaching field/specialization attempted
  4. All requirements for admission to the professional semester must be completed within five consecutive calendar years from the date of admission to the Education Program.

**Special note to prospective students**

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

1. Begins the English sequence below ENG 1316 Freshman English I.
2. Begins the Math sequence below MTH 1323 Quantitative Literacy.
3. Begins the Religion sequence with REL 1331 Introduction to Christianity when seeking the Lutheran Teacher Diploma.

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## 10.03 Elementary School Curriculum - ECE-4th Grade

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

**Core Requirements - 59-60 semester hours**

Note: Courses marked with \* may be used to satisfy both the core and concentration requirements.

**English - 12 semester hours**

ENG 1316 Freshman English I  
 ENG 1317 Introduction to Literature  
 ENG 3304 Children's Literature\*  
 ENG xxxx Literature Elective

**Fine Arts - 3 semester hours**

Any ART, Drama or MUS course.

**Leadership – 1 semester hour**

LDR 1100 Life and Leadership

**Mathematics - 3 semester hours**

MTH 1323 Quantitative Literacy or higher



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

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

**Physical Education - 3 semester hours**

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

**Social/Behavioral Science - 15 semester hours**

HIS 1301 US History to 1877\*

HIS 1302 US History from 1877\*

GOV 1303 Introduction to American Government

PSY 1311 Introduction to Psychology\*

PSY 2301 Life Span Development\*

**Speech - 3 semester hours**

SPE 2301 Fundamentals of Speech

**Religion - 12 semester hours**

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Elective

REL xxxx Elective

Note: REL courses may be used to fulfill the LTD requirement.

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives.

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715\*

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

**Computer Competency**

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

**Professional Education Requirements - 39 semester hours**

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

EDU 2301 Introduction to Education

EDU 3310 Writing across the Curriculum

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

EDU 3240 School, Home, Community Relations

EDU 3321 Foundations of Primary Education

EDU 3123 Education and Technology I

EDU 3223 Education and Technology II

EDU 3347 Special Learner/School Law

EDU 3411 Instructional Strategies/Learning Theory-Elementary

EDU 3412 Elementary Curriculum

EDU 4101 Teacher Education Seminar

EDU 4215 Assessment in the Elementary Classroom

EDU 4216 Classroom Management and Parent Relations  
EDU 4805 Elementary/ECE Student Teaching

**Specialization - 57 semester hours**

ECE 3310 Foundations of ECE  
ECE 3320 ECE Curriculum  
ENG 3304 Children's Literature\*  
GRG 1311 Principles of Geography (strongly recommended) **or**  
GRG 1312 World Regional Geography  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
HIS 2321 Western Civilization to 1715\*  
HIS 2322 Western Civilization from 1715  
HIS \_\_\_\_ Texas History Course (2000 level or above)  
MTH 3301 Math for Elementary Teachers I  
MTH 3302 Math for Elementary Teachers II  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3211 Fundamentals of Reading  
RDG 3331 Advanced Techniques in Reading  
RDG 3341 Diagnostic/Remedial Reading  
RDG 3421 Teaching Reading  
SCI 3305 Science and Health for Elementary Teachers I  
SCI 3306 Science and Health for Elementary Teachers II

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## **10.04 Middle School Curriculum Major Grades 4-8 Generalist**

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

**Core Requirements 61-62 semester hours**

Note: Courses marked with \* may be used to satisfy both the core and concentration requirements.

**English - 12 semester hours**

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG 3304 Children's Literature\*  
ENG xxxx English Elective

**Fine Arts - 3 semester hours**

Any ART, Drama or MUS course. If one-semester hour courses are selected, each one must be a different course number.

**Leadership – 1 semester hour**

LDR 1100 Life and Leadership

**Mathematics - 3 semester hours**

MTH 1323 Quantitative Literacy or higher

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

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

**Physical Education - 3 semester hours**

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

**Social/Behavioral Science - 15 semester hours**

HIS 1301 US History to 1877\*

HIS 1302 US History from 1877\*

GOV 1303 Introduction to American Government

PSY 1311 Introduction to Psychology\*

PSY 2301 Life Span Development\*

**Speech - 3 semester hours**

SPE 2301 Fundamentals of Speech

**Religion - 12 semester hours**

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Elective

REL xxxx Elective

Note: REL courses may be used to fulfill the LTD requirement.

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives.

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715\*

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

**Computer Competency**

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

**Middle School Curriculum Major - Generalist****Professional Requirements - 39 semester hours**

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

EDU 2301 Introduction to Education

EDU 3310 Writing across the Curriculum

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

EDU 3240 School, Home, Community Relations

EDU 3322 Foundations of Middle School Education

EDU 3123 Education and Technology I

EDU 3223 Education and Technology II

EDU 3347 Special Learner/School Law

EDU 3411 Instructional Strategies/Learning Theory-Elementary  
EDU 3412 Elementary Curriculum  
EDU 4101 Teacher Education Seminar  
EDU 4215 Assessment in the Elementary Classroom  
EDU 4216 Classroom Management and Parent Relations  
EDU 4825 Middle School Student Teaching

### **Middle School Curriculum Major - Generalist**

#### **Specialization - 57 semester hours**

COM 2301 Human Communication Theory  
ENG 3304 Children's Literature\*  
GRG 1312 World Regional Geography (strongly recommended **or**  
GRG 1311 Principles of Geography  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
HIS \_\_\_\_\_ Texas History Course (2000 level or above)  
HIS 2321 Western Civilization to 1715 **or**  
HIS 2322 Western Civilization from 1715  
HIS 3321 International Relations since 1919  
MTH 3301 Math for Elementary Teachers I  
MTH 3302 Math for Elementary Teachers II  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3211 Fundamentals of Reading/Language Arts  
RDG 3331 Advanced Techniques in Reading  
RDG 3341 Diagnostic/Remedial Reading  
RDG 3342 Content Area Reading  
RDG 3421 Teaching Reading  
SCI 3305 Science and Health for Elementary Teachers I  
SCI 3306 Science and Health for Elementary Teachers II

## **10.05 Middle School Curriculum Grades 4-8**

The Multidisciplinary major prepares for teaching at the middle school and high school level in public schools and/or in the Lutheran teaching ministry. This program provides pre-service secondary teachers with in-depth knowledge of their chosen teaching field(s) as part of God's plan for His world and taught in the secondary curriculum.

### **Core Requirements 61-62 Semester Hours**

Note: Courses marked with \* may be used to satisfy both the core and concentration requirements.

#### **English - 12 semester hours**

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx English Elective

#### **Fine Arts - 3 semester hours**

Any ART, Drama or MUS course.

**Leadership** – 1 semester hour  
LDR 1100 Life and Leadership

**Mathematics - 3 semester hours**  
MTH 1323 Quantitative Literacy or higher

**Natural Science - 7 to 8 semester hours**  
Any natural science lab course plus any three-or four-semester hour natural science course unless otherwise indicated.

**Physical Education - 3 semester hours**  
KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

**Social/Behavioral Science - 15 semester hours**  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
GOV 1303 Introduction to American Government  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life Span Development\*

**Speech - 3 semester hours**  
SPE 2301 Fundamentals of Speech

**Religion - 12 semester hours**  
REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL xxxx Elective  
REL xxxx Elective  
Note: REL courses may be used to fulfill the LTD requirement.

**Classics/Humanities**  
One of the following must be included in the core, major, minor, or general electives.  
ENG 2301 World Literature: Classicism  
HIS 2321 History of Western Civilization to 1715\*  
HIS 3314 Traditions/Values of Classical Civilization  
PHL 3301 Survey of Western Philosophy

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

**Middle School Curriculum Professional Education Requirements - 39 semester hours**

These two courses may be taken before admission into the Teacher Education Program.

EDU 2301 Introduction to Education  
EDU 3310 Writing across the Curriculum

These courses are taken after admission into the Teacher Education Program.

EDU 2101 Experiencing the Spanish Language and Culture  
EDU 2101 Experiencing the Spanish Language and Culture  
EDU 3322 Foundations of Middle School Education

EDU 3123 Education and Technology I  
EDU 3223 Education and Technology II  
EDU 3347 Special Learner/School Law  
EDU 3472 Instructional Strategies/Learning Theory  
EDU 3473 Secondary Curriculum/Content Area Learner  
EDU 4101 Teacher Education Seminar  
EDU 4225 Assessment in the Secondary Classroom  
EDU 4226 Classroom Management Secondary Classroom  
EDU 4825 Middle School Student Teaching

## 10.05.01 Middle School Curriculum - English/Language Arts/Social Studies

63 Semester Hours

COM 2301 Human Communication Theory  
COM 2302 Mass Media Theory and History  
ENG 2301 World Literature: Classicism\*  
ENG 3304 Children's Literature\*  
ENG 3313 Adolescent Literature  
GRG 1311 Principles of Geography or GRG 1312 World Regional Geography  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
HIS 2321 Western Civilization to 1715  
HIS 2322 Western Civilization from 1715  
HIS 3311 Texas History  
HIS 3321 International Relations since 1919  
HIS 3343 US History 1945-1990  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3211 Fundamentals of Reading  
RDG 3421 Teaching Reading  
RDG 3341 Diagnostic/Remedial Reading  
RDG 3342 Content Area Reading  
One of the following:  
ENG 3311 Advanced Writing or  
ENG 3316 Creative Writing: Fiction or  
ENG 3317 Creative Writing: Poetry  
One of the following:  
ENG 2303 American Literature  
ENG 2331 History of the English Language  
ENG 3301 The Novel: British  
ENG 3302 Drama  
ENG 3303 Short Story  
ENG 3305 Poetry  
ENG 3308 The Novel: American

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## 10.05.02 Middle School Curriculum - English/Language Arts

63 semester hours

COM 2301 Human Communication Theory  
COM 2303 Mass Media History and Theory  
ENG 2301 World Literature: Classicism\*  
ENG 2302 World Literature: Romanticism  
ENG 2303 American Literature  
ENG 3301 The Novel: British or ENG 3308 The Novel: American  
ENG 3302 Drama  
ENG 3303 Short Story  
ENG 3304 Children's Literature\*  
ENG 3305 Poetry  
ENG 3313 Adolescent Literature  
ENG 4303 Major Ethnic Writers  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3211 Fundamentals of Reading  
RDG 3341 Diagnostic/Remedial Reading  
RDG 3342 Content Area Reading  
RDG 3421 Teaching Reading

Plus one of the following:

ENG 3311 Advanced Writing  
ENG 3316 Creative Writing: Fiction  
ENG 3317 Creative Writing: Poetry

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## 10.05.03 Middle School Curriculum Social Studies

57 semester hours

ECO 2301 Macroeconomics  
ECO 2302 Microeconomics  
GOV 2301 Public Policy  
GRG 1311 Principles of Geography or GRG 1312 World Regional Geography  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
HIS 2306 Race and Ethnic Relations  
HIS 2321 Western Civilization to 1715\*  
HIS 2322 Western Civilization from 1715  
HIS 3311 Texas History  
HIS 3321 International Relations since 1919  
HIS 3341 Civil War  
HIS 3342 American West  
HIS 3343 US History 1945 - 1990

PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3342 Content Area Reading  
SOC 1301 Introduction to Sociology  
Plus One of the following:  
HIS 3304 History and Culture of the Mexican American  
HIS 3301 History of Mexico

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## 10.05.04 Middle School Curriculum - Mathematics

57-59 semester hours

HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
MTH 1341 Probability\*  
MTH 1351 College Algebra  
MTH 1352 Pre-calculus  
MTH 2301 Statistics  
MTH 3101-4 Problem Solving (To be taken 3 different times)  
MTH 3301 Math for Elementary Teachers I  
MTH 3302 Math for Elementary Teachers II  
MTH 3303 Math for Secondary Teachers I  
MTH 3313 Number Theory  
MTH 3316 Geometry  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development  
RDG 3342 Content Area Reading

Chose one of the following tracks:

### **1. Non-Calculus Track**

MTH 1331 Finite Mathematics  
MTH 1332 Applied Calculus  
Plus two of the following:  
MTH 3311 Linear Algebra  
MTH 3315 Abstract Algebra  
MTH 3330 Mathematical Modeling  
MTH 4310 Cryptology

### **2. Calculus Track**

MTH 2401 Calculus I  
MTH 2402 Calculus II  
Plus two of the following:  
MTH 3311 Linear Algebra  
MTH 3315 Abstract Algebra  
MTH 3330 Mathematical Modeling  
MTH 3412 Advanced Calculus for Applications

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## 10.05.05 Middle School Curriculum Science

65 semester hours

AST 3301 Astronomy

BIO 1402 General Zoology

BIO 1403 Cellular and Molecular Biology\*

BIO 2403 General Botany

BIO 3411 Human Anatomy and Physiology I

CHE 1401 Chemistry I\*

CHE 1402 Chemistry II

ESC 1302 Introduction to Environmental Science

GLG 3301 Geology

HIS 1301 US History to 1877\*

HIS 1302 US History from 1877\*

PHY 1401 Physics I

PHY 1402 Physics II

PSY 1311 Introduction to Psychology\*

PSY 2301 Life-Span Development\*

RDG 3342 Content Area Reading

SCI 3305 Science and Health for Elementary Teachers I

SCI 3306 Science and Health for Elementary Teachers II

One 3-hour field science course from the following:

BIO 3302 Tropical Biology

SCI 3303 Geology and Ecology of Southwestern US

SCI 3304 Geology and Ecology of Hawaii

### **OR**

At least 3 semester hours in field science

**or** field biology

**or** urban geology.

BIO 1101 Field Biology: East and Southeast Texas

BIO 1102 Field Biology: Rio Grande Valley

BIO 1103 Field Biology: Southwest Texas

BIO 1104 Field Biology: Panhandle and Northwest Texas

BIO 1105 Field Biology: Central Texas

BIO 1106 Field Biology: Guadalupe Mountains

GLG 1101 Urban Geology

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## 10.05.06 Middle School Curriculum - Math and Science

67 semester hours

AST 3301 Astronomy

BIO 1402 Zoology

BIO 1403 Botany

CHE 1401 Chemistry I\*

GLG 3301 Geology  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
MTH 1341 Probability\*  
MTH 1351 College Algebra  
MTH 1352 Pre-calculus  
MTH 3301 Math for Elementary Teachers I  
MTH 3302 Math for Elementary Teachers II  
MTH 3313 Number Theory  
MTH 3316 Geometry  
PHY 1401 Physics I\*  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3342 Content Area Reading  
SCI 3305 Science and Health for Elementary Teachers I  
SCI 3306 Science and Health for Elementary Teachers II  
One 3-hour field science course from the following:  
BIO 3302 Tropical Biology  
SCI 3303 Geology and Ecology of Southwestern US  
SCI 3304 Geology and Ecology of Hawaii

**OR**

At least 3 semester hours in field science **or** field biology **or** urban geology.

BIO 1101 Field Biology: East and Southeast Texas  
BIO 1102 Field Biology: Rio Grande Valley  
BIO 1103 Field Biology: Southwest Texas  
BIO 1104 Field Biology: Panhandle and Northwest Texas  
BIO 1105 Field Biology: Central Texas  
BIO 1106 Field Biology: Guadalupe Mountains  
GLG 1101 Urban Geology

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## 10.06 Secondary School Curriculum Grades 8-12

The Multidisciplinary major provides pre-service secondary teachers with in-depth knowledge of their chosen teaching field(s) as part of God's plan for His world and taught in the secondary curriculum.

### Secondary School Curriculum Core Requirements 59-60 semester hours

Note: Courses marked with \* may be used to satisfy both the core and concentration.

#### English - 12 semester hours

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx Elective

#### Fine Arts - 3 semester hours

Any ART, Drama or MUS course.

**Leadership – 1 semester hour**  
LDR 1100 Life and Leadership

**Mathematics - 3 semester hours**  
MTH 1323 Quantitative Literacy or higher.

**Natural Science - 6 to 8 semester hours**  
Any natural science lab course plus any three- or four-semester hour natural science course unless otherwise indicated.

**Physical Education - 3 semester hours**  
KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

**Social/Behavioral Sciences - 15 semester hours**  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
GOV 1303 Introduction to American Government  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life Span Development\*

**Speech - 3 semester hours**  
SPE 2301 Fundamentals of Speech

**Religion - 12 semester hours**  
REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL xxxx Elective  
REL xxxx Elective

**Classics/Humanities**  
One of the following must be included in the core, major, minor, or general studies electives.  
ENG 2301 World Literature: Classicism  
HIS 2321 History of Western Civilization to 1715  
HIS 3314 Traditions/Values of Classical Civilization  
PHL 3301 Survey of Western Philosophy

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

**Secondary School Curriculum Professional Requirements - 39 semester hours**

These two courses may be taken before admission into the Teacher Education Program.  
EDU 2301 Introduction to Education  
EDU 3310 Writing across the Curriculum

These courses are taken after admission into the Teacher Education Program.

EDU 3123 Education and Technology I  
EDU 3223 Education and Technology II

EDU 3347 Special Learner/School Law  
EDU 3472 Instructional Strategies/Learning Theory  
EDU 3473 Secondary Curriculum  
EDU 4101 Teacher Education Seminar  
EDU 4225 Assessment in the Secondary Classroom  
EDU 4226 Classroom Management-Secondary  
EDU 4873 Secondary School Student Teaching  
RDG 3342 Content Area Reading

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## 10.06.01 Secondary School Curriculum English/Language Arts

63 semester hours

COM 2301 Human Communication Theory  
COM 2303 Mass Media History and Theory  
COM 3308 Persuasive Communication  
ENG 2301 World Literature: Classicism\*  
ENG 2302 World Literature: Romanticism and Realism  
ENG 2303 American Literature\*  
ENG 2305 Survey of British Literature  
ENG 2331 The History of the English Language  
ENG 3301 The Novel: British or ENG 3308 The Novel: American  
ENG 3302 Drama  
ENG 3303 Short Story  
ENG 3304 Children's Literature  
ENG 3305 Poetry  
ENG 3313 Adolescent Literature  
ENG 4303 Major Ethnic Writers of the US  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
RDG 3211 Fundamentals of Reading  
RDG 3341 Diagnostic/Remedial Reading  
RDG 3421 Teaching Reading  
Plus one of the following:  
ENG 2305 Survey of British Literature  
ENG 3323 Shakespeare  
Plus one of the following:  
ENG 3311 Advanced Writing  
ENG 3316 Creative Writing: Fiction  
ENG 3317 Creative Writing: Poetry

## 10.06.02 Secondary School Curriculum - Social Studies

59 semester hours

ECO 2301 Macroeconomics

ECO 2302 Microeconomics  
GOV 2301 Public Policy  
GRG 1311 Principles of Geography  
GRG 1311 Principles of Geography or GRG 1312 World Regional Geography  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
HIS 2201 Historical Methods  
HIS 2306 Race and Ethnic Relation or ANT 1301 Intro to Anthropology  
HIS 2321 Western Civilization to 1715  
HIS 2322 Western Civilization from 1715  
HIS 3301 History of Mexico or HIS 3304 History and Culture of the Mexican American  
HIS 3311 Texas History  
HIS 3314 Traditions and Values of Classical Civilizations  
HIS 3321 International Relations Since 1919  
HIS 3341 Civil War Era  
HIS 3342 American West  
HIS 3343 US History 1945-1990  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
SOC 1301 Introduction to Sociology

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### 10.06.03 Secondary School Curriculum - History

56 semester hours

HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
HIS 2201 Historical Methods  
HIS 2321 Western Civilization to 1715\*  
HIS 2322 Western Civilization from 1715\*  
HIS 3301 History of Mexico  
HIS 3304 History and Culture of Mexican American  
HIS 3311 Texas History  
HIS 3314 Traditions and Values of Classical Civilizations  
HIS 3321 International Relations Since 1919  
HIS 3341 Civil War Era  
HIS 3342 American West  
HIS 3343 US History 1945-1990  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
Plus one of the following:  
ANT 1301 Introduction to Anthropology  
HIS 2306 Race and Ethnic Relations  
Plus three of the following:  
ART 1304 Introduction to Art History: Ancient  
ART 1305 Introduction to Art History: Modern  
HIS 3354 History of Christianity

HIS 3360 Topics in History  
HIS 4310 History Internship

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### 10.06.04 Secondary School Curriculum - Math

60 semester hours

Note: MTH 1341 is required in the core. MTH 1351 College Algebra and MTH 1352 Pre-calculus, are to be taken by students who are recommended to take College Algebra on the basis of the Math Placement test.

HIS 1301 US History to 1877\*

HIS 1302 US History from 1877\*

MTH 1341 Probability\*

MTH 2301 Statistics

MTH 2305 Discrete Structures

MTH 2401 Calculus I

MTH 2402 Calculus II

MTH 3101-4 Problem Solving (Students must take 3 of the 4 Problem Solving Courses)

MTH 3303 Math for Secondary Teachers I

MTH 3304 Math for Secondary Teachers II

MTH 3311 Linear Algebra

MTH 3313 Number Theory

MTH 3316 Geometry

MTH 3330 Introduction to Modeling

MTH 3433 Calculus III

PSY 1311 Introduction to Psychology\*

PSY 2301 Life-Span Development\*

Plus 6 hours from the following:

MTH 3309 Numerical Analysis

MTH 3315 Abstract Algebra

MTH 3317 Differential Equations

MTH 4310 Cryptology

MTH 4320 Real Analysis

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### 10.06.05 Secondary School Curriculum - Science

65 semester hours

AST 3301 Astronomy

BIO 1402 General Zoology

BIO 1403 Cellular and Molecular Biology\*

BIO 2403 General Botany

BIO 3411 Human Anatomy and Physiology I

BIO 3412 Human Anatomy and Physiology II

CHE 1401 Chemistry I

CHE 1402 Chemistry II

CHE 3301 Inorganic Chemistry  
ESC 1302 Introduction to Environmental Science  
GLG 3301 Geology  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
PHY 1401 Physics I  
PHY 1402 Physics II  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
In addition, students choose from the following list to get the additional 5 hours needed.  
BIO 1101 - BIO 1106 Field Biology courses (only one course can be used)  
BIO 3303 Native Plants  
BIO 3310 Nutrition  
BIO 3401 General Microbiology  
BIO 3404 Genetics  
BIO 3420 Developmental Biology  
GLG 1101 Urban Geology  
One of the following:  
BIO 3302 Tropical Biology  
SCI 3303 Geology and Ecology of Southwest US  
SCI 3304 Geology and Ecology of Hawaii

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### 10.06.06 Secondary School Curriculum - Life-Earth Science

65 semester hours  
AST 3301 Astronomy  
BIO 1402 General Zoology  
BIO 1403 Cellular and Molecular Biology\*  
BIO 2403 General Botany  
BIO 3401 General Microbiology  
BIO 3403 General Ecology  
BIO 3404 Genetics  
BIO 3411 Human Anatomy and Physiology I  
CHE 1401 Chemistry I\*  
CHE 1402 Chemistry II  
ESC 1302 Introduction to Environmental Science  
GLG 3301 Geology  
GLG 3302 Geology Field Techniques  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
In addition, students choose from the following list to get the additional 5 hours needed.  
BIO 1101 - 1106 (no more than 2 field biology courses may be used)  
BIO 3303 Native Plants  
BIO 3310 Nutrition

BIO 3350 Biopsychology  
BIO 3420 Developmental Biology  
GLG 1101 Urban Geology  
No more than one of the following:  
BIO 3302 Tropical Biology  
SCI 3303 Geology and Ecology of Southwestern US  
SCI 3304 Geology and Ecology of Hawaii  
No more than one of the following:  
BIO 4310 Biological Science Research  
SCI 4310 Natural Science Research Project

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### 10.06.07 Secondary School Curriculum - Physical Science

62 semester hours  
AST 3301 Astronomy  
BIO 1403 Cellular and Molecular Biology\*  
CHE 1401 Chemistry I  
CHE 1402 Chemistry II  
CHE 2401 Organic Chemistry I  
CHE 2403 Organic Chemistry II  
CHE 3301 Inorganic Chemistry  
CHE 3401 Analytical Chemistry  
ESC 1302 Introduction to Environmental Science\*  
GLG 3301 Geology  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
PHY 1401 Physics I  
PHY 1402 Physics II  
PHY 4301 Topics in Modern Physics  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*  
SCI 4310 Natural Science Research Project (project must be related to Physical Science)

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### 10.06.08 All Level 6-12 Kinesiology

65 semester hours  
BIO 1401 Principles of Biology\*  
BIO 3411 Human Anatomy and Physiology I\*  
HIS 1301 US History to 1877\*  
HIS 1302 US History from 1877\*  
KIN 1202 First Aid and Safety\* or valid certification First Aid and CPR  
KIN 2301 Personal Community and Health  
KIN 2302 Introduction to Physical Education  
KIN 2303 Theory and Application of Physical Fitness



KIN 2330 Prevention and Treatment of Movement Injuries  
KIN 3311 Musculoskeletal Anatomy and Biomechanics  
KIN 3313 Motor Development and Learning  
KIN 3315 Organization and Administration of PE and Sports  
KIN 3316 Evaluation in Physical Education and Sports  
KIN 3330 Psychology of Movement Activities  
KIN 3331 Coaching Team Sports  
KIN 3332 Coaching Individual Sports  
KIN 3333 Methods of Teaching in Physical Education  
KIN 4310 Internship (in Physical Education, Sports)  
KIN 4330 Exercise Physiology  
KIN xxxx (three semester hours of fitness or skill activity courses)  
PSY 1311 Introduction to Psychology\*  
PSY 2301 Life-Span Development\*

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### 10.06.09 All Level Vocal Music Education

MUS 1110 Piano Proficiency (Variable – Until Passed)  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1119 Voice Lessons  
MUS 1124 University Choir  
MUS 1124 University Choir  
MUS 1124 University Choir  
MUS 1124 University Choir  
MUS 11XX Instrumental Lessons  
MUS 11XX Instrumental Lessons  
MUS 11XX Instrumental Lessons  
MUS 11XX Instrumental Lessons  
MUS 11XX Instrumental Lessons (Secondary Instrument- piano and/or proficiency preparation)  
MUS 11XX Instrumental Lessons (Secondary Instrument- piano and/or proficiency preparation)  
MUS 2118 Sight Singing I  
MUS 2119 Sight Singing II  
MUS 2214 Conducting I  
MUS 2334 Music Theory I  
MUS 2335 Music Theory II  
MUS 3119 Voice Lessons  
MUS 3119 Voice Lessons  
MUS 3119 Voice Lessons  
MUS 3119 Voice Lessons  
MUS 3223 Conducting II  
MUS 3332 Orchestration  
MUS 3336 Music Theory III  
MUS 3337 Music Theory IV  
MUS 3342 History of Music I

MUS 3344 History of Music II  
MUS 34XX Music Pedagogy – Elementary School (Course Under Development)  
MUS 34XX Music Pedagogy – Middle/Secondary School (Course Under Development)  
MUS 4105 Senior Recital

## **10.07 Director of Christian Education Major - BA**

Directors of Christian Education (DCE) are ministers of the Gospel who have been trained as parish education specialists and called to work with the pastor, staff, and lay leaders of a congregation. Their primary responsibility is to administer and provide resources for the parish education and youth programs of the church, to teach the faith, and train laity for service both inside and outside the parish. Depending on personal gifts, prior experience and training, and congregational needs, a DCE may also provide leadership in the young adult, singles, family, music, and evangelism ministry of the congregation.

The DCE program at Concordia University provides basic educational, religious, and interpersonal foundations for the student and provides specialized training to develop individual interests in areas such as youth and family ministry, children's ministry, music and the arts, theology, cross cultural ministry, and outdoor ministry.

Four years of university work and one full year of full-time internship are normally required to complete the DCE program. Students who successfully complete all phases of the program are awarded the DCE Certificate and are eligible to receive a call to full-time services in the LCMS as a rostered Director of Christian Education.

Upon successful completion of all requirements for the DCE Major, the final requirement for certification by the Lutheran Church -Missouri Synod is a year-long internship, normally following graduation, in a congregation, agency, or mission site of the LCMS. This internship will enable students to experience as many aspects of the DCE ministry as possible. While interns register as students under the ultimate direction of the DCE Program Director or Associate during internship, they are also paid by the participating congregation or agency and are under the direct supervision of a full-time person in the congregation or agency during this time.

Applications for admission into the DCE program are available in the DCE Office. Application for admission into the DCE program must be submitted by November 1 of the Fall Semester before the student anticipates beginning taking junior level professional DCE courses. The junior transfer student should complete an application for admission immediately upon being admitted to the university.

Applications to the DCE program will be evaluated on the basis of the following criteria:

- Completion of the application— including all reference forms and an autobiographical essay
- A cumulative GPA of 2.5 or higher on course work taken at Concordia University
- A personal interview with the DCE program director, associate director and one other faculty member.
- Show personal, social and moral qualities, and personal and mental health suitable for congregational or agency ministry.

All applicants must receive clearance (negative data may block admission) from each of the following offices or persons prior to admission:

- Vice President of Student Services (includes areas related to Campus activities, off-campus activities, dorms, etc)
- Vice President of Academic Services
- Director of the DCE Program
- Faculty mentor/advisor
- The GPA of 2.5 must be maintained each semester to continue in the program.

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## **Director of Christian Education Core Requirements - 58-60 semester hours**

### **English - 12 semester hours**

ENG 1316 Freshman English I  
 ENG 1317 Introduction to Literature  
 ENG xxxx Literature Elective  
 ENG xxxx Elective

### **Fine Arts - 3 semester hours**

Any ART, Drama or MUS course.

### **Leadership – 1 semester hour**

LDR 1100 Life and Leadership

### **Mathematics - 3 semester hours**

MTH 1323 Quantitative Literacy or higher

### **Natural Science - 6 to 8 semester hours**

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

### **Physical Education - 3 semester hours**

KIN xxxx Fitness Activity  
 KIN xxxx Skill Activity  
 KIN xxxx Fitness or Skill Activity

### **Social/Behavioral Science - 12 semester hours**

HIS 1301 US History to 1877  
**or** HIS 1302 US History from 1877  
 GOV 1303 Introduction to American Government  
 PSY xxxx Psychology Elective  
 SOC xxxx Sociology Elective

### **Speech - 3 semester hours**

SPE 2301 Fundamentals of Speech

### **Religion - 12 semester hours**

REL 1301 New Testament History and Reading  
 REL 1311 History and Literature of the Old Testament  
 REL 3341 Lutheran Doctrine  
 REL 2352 History and Philosophy of the Reformation  
**or** REL 3354 History of Christianity

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours.

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

**Computer Competency**

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

**DCE Major Requirements - 56 semester hours**

COM 3303 Communications for Church Workers  
or COM 3304 Group Dynamics  
DCE 1111 Spiritual Disciplines I  
DCE 1112 Spiritual Disciplines II  
DCE 3210 DCE Practicum I  
DCE 3211 DCE Practicum II  
DCE 3220 Introduction to DCE Ministry  
DCE 3250 The Christian Witness and Evangelism  
DCE 3310 Youth Ministry  
DCE 3315 Confirmation Planning and Implementation  
DCE 3317 Children's Ministry  
DCE 3320 Parish Administration  
DCE 3330 Family Ministry  
DCE 3340 Adult Education in the Parish  
DCE 3341 Leadership Development  
DCE 3350 Curriculum and Methods in Religious Education  
EDU 3161 Office of the Ministry  
PSY 1311 Introduction to Psychology \*  
PSY 2301 Life-Span Development  
PSY 3331 Introduction to Counseling  
REL 3333 Introduction to Christian Ethics  
REL 3353 American Christianity  
or REL 3381 Major World Religions  
SOC 1301 Introduction to Sociology \*  
SOC 3302 Marriage and Family

One of the following:

REL 3302 Luke-Acts  
REL 3303 Major Pauline Epistles  
REL 3312 Wisdom Literature  
REL 3313 Isaiah  
REL 3335 Christian Apologetics

**Specialization Areas**

Select one of the following specialization areas

**Cross-Cultural - 20 semester hours**

ANT 1301 Introduction to Anthropology

HIS 3304 History and Culture of Mexican Americans

HIS 2306 Race and Ethnic Relations

SPN 1401 Spanish I

SPN 1402 Spanish II

SPN 3398 International Studies: Study of \_\_\_\_\_

or SPN 3399 Independent Study in multicultural setting

**Worship and the Arts - 20 semester hours**

ART 1303 Introduction to Studio Art\*

DCE 3230 Contemporary Worship Programming

ENG 3321 Theatrical Performance

or ENG 3322 Group Performance

MUS 1120 Vocal Technique (counted in core)\*

MUS 2214 Conducting I (counted in core)\*

MUS 3262 Worship and Music (counted in core)\*

REL 3345 Theology of Worship

Plus three hours from either music lessons or ensembles.

**Theology**

At least 18 additional hours chosen from the following areas: REL, GRE or HEB. REL 1331 may not be used.

**Children's Ministry - 20 semester hours**

ECE 3310 Foundations of Early Childhood

ECE 3320 Early Childhood Education Curriculum

ECE 3340 Field Experience in Early Childhood Ministry

EDU 3240 Home, School, and Community

EDU 3347 Special Learner/ School Law

ENG 3304 Children's Literature

KIN 3313 Motor Development and Learning

**Outdoor Ministry - 27 semester hours**

Up to eight hours may be counted in the core.

AST 3301 Astronomy

BIO 1402 General Zoology\*

BIO 2403 General Botany\*

DCE 3232 Outdoor Christian Education

ESC 1302 Introduction to Environmental Science

GLG 3301 Geology

KIN 1202 First Aid and Safety

PHY 1302 Physical Science for Liberal Arts

or PHY 1401 Physics I\*

Any three-hour field biology course (BIO 3302, BIO 3370, SCI 3303, SCI 3304) or three one-hour biology courses (BIO 1101 - 1106).

**Certification as a DCE in The Lutheran Church - Missouri Synod requires completion of two semesters of an internship in a LCMS congregation.**

DCE 41210 Internship I

DCE 41211 Internship II

**Elective Hours**

No elective hours are required since the minimum DCE requirements exceed the minimum bachelor degree requirements of 128 semester hours.

10.07.01 Director of Christian Education Certification Program

**Director of Christian Education Certification Program**

**Purpose:**

The Concordia University DCE Specialist Certification Program is a means by which Bachelor degree graduates may complete program certification requirements for the Director of Christian Education (DCE) ministry of the Lutheran Church – Missouri Synod and be included on the roster of the Commissioned Ministry.

**Curricular Structure:**

The DCE Specialist Certification Program requires a total of up to 70 hours of credit, depending on prior coursework and experience. A one-year Internship in a LC-MS parish will give 24 semester hours of credit. The Internship is required to receive the DCE Certification. Course work could be taken on a part-time basis over two or three years and would be followed by a full-time Internship.

**Program Entrance Requirements:**

- Completion of a Bachelor's degree at a regionally accredited institution
- Overall Grade Point Average (GPA) of 2.50 or better
- Two letters of recommendation (one from an LCMS professional church worker)
- Official copies of all college transcripts
- Completion of the Concordia University and DCE Certification application forms
- Membership in a parish of the Lutheran Church – Missouri Synod

**DCE Specialist Certification Requirements (56-70 hours)**

**Religion (18 hours)**

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL 2352 History and Philosophy of the Reformation **or** REL 3354 History of Christianity

REL 3341 Lutheran Doctrine

REL 3353 American Christianity **or** REL 3381 Major World Religions

REL 3333 Introduction to Christian Ethics

**Professional Preparation (24 hours)**

COM 3303 Communications for Church Workers **or** COM 3304 Group Dynamics

DCE 3220 Introduction to DCE Ministry

DCE 3250 Christian Witness and Evangelism

DCE 3350 Curriculum and Methods in Religious Education  
DCE 3310 Youth Ministry  
DCE 3317 Children's Ministry  
DCE 3320 Parish Administration  
DCE 3330 Family Ministry  
DCE 3340 Adult Education in the Parish  
DCE 3341 Parish Program Leadership  
PSY 3331 Introduction to Counseling

**Field Experience** (2-4 hours)

DCE 3210 DCE Seminar and Field Work I  
DCE 3211 DCE Seminar and Field Work II

**Internship** (12-24 hours)

DCE 41210 DCE Internship I  
DCE 41211 DCE Internship II

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## **10.08 Kinesiology Major - BA**

### **Core Requirements - 59-60 semester hours**

#### **English - 12 semester hours**

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx Elective

#### **Fine Arts - 3 semester hours**

Any ART, Drama or MUS course.

#### **Leadership** – 1 semester hour

LDR 1100 Life and Leadership

#### **Mathematics - 3 semester hours**

MTH 1323 Quantitative Literacy or higher

#### **Natural Science - 6 to 8 semester hours**

BIO 1401 Principles of Biology  
BIO 3411 Human Anatomy and Physiology I

#### **Physical Education - 3 semester hours**

KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

#### **Social/Behavioral Science - 12 semester hours**

HIS 1301 US History to 1877

HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
PSY 1311 Introduction to Psychology

**Speech - 3 semester hours**

SPE 2301 Fundamentals of Speech

**Religion - 12 semester hours**

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

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours

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

**Computer Competency**

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

**Major Requirements - 36 semester hours**

KIN 1202 First Aid and Safety  
KIN 2301 Personal and Community Health  
KIN 2302 Introduction to Physical Education  
KIN 2303 Theory and Application of Physical Fitness  
KIN 2330 Prevention and Treatment of Movement Injuries  
KIN 3311 Kinesiology  
KIN 3313 Motor Development and Learning  
KIN 3315 Organization and Administration of Physical Education and Sport  
KIN 3316 Evaluation in Physical Education and Sport  
KIN 3330 Psychology of Movement Activities  
KIN 4310 Internship: Sport, P.E., Wellness, or Recreation  
KIN 4330 Exercise Physiology  
Plus one hour of KIN electives

**Elective Hours**

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

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## 10.09 Master of Education

Built on the Christ-centered mission statement of the Concordia University System and Concordia University Texas, the mission of the Master of Education program is to develop educational practitioners who exemplify leadership in:

- Value-centered education
- Management of educational change
- Effective instructional practices
- Sensitivity to diversity in learners, cultures, and educational systems
- Practical applications of theory, research, and assessment in education

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### 10.09.01 Goals of the M.Ed. Program

#### **Goal Statement for the M.Ed. Program**

The Master of Education degree at Concordia University Texas is designed to be an extension of the goals of the Concordia University System (CUS), in general, and of the goals of Concordia University Texas, in particular. Goals for the M. Ed program include development of the following:

- Value-centered Education
- Management of Educational Change
- Effective Instructional Practices
- Sensitivity to Diversity in Learners, Cultures, and Educational Systems
- Practical Applications of Theory, Research, and Assessment in Education
- Leadership Skills

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### 10.09.02 Admission - M.Ed.

Concordia University Texas does not exclude, expel, limit, or otherwise discriminate against an individual seeking admission as a student or an individual enrolled as a student in the terms, conditions, and privileges of Concordia University Texas because of handicap, sex, age, race, color, religion, or national origin.

Admission to Concordia University Texas is based on the student's academic credentials; all applicants' credentials are evaluated individually by the Director of Graduate Studies and the Graduate Education Committee. The process of admission begins with the submission of the Application for Admission from the Admissions Office. When the completed application is received, the other necessary materials will be sent. Admissions are made on a rolling basis and decisions regarding acceptance are made within four (4) weeks of completion of the application file.

**Admission Requirements** Applicant must meet the following requirements:

- have a minimum cumulative grade point average of 2.50 (on a 4.0 scale) for all undergraduate work completed and a graduate GPA (if applicable) of 3.00 (on a 4.0 scale) for all graduate work completed.
- have received a Bachelor's degree from a regionally accredited institution of higher education or a recognized foreign institution of higher learning.

### **Admission Procedures**

Applicant must:

- complete all application forms and submit all fees to the Admissions Office at Concordia University Texas.
- submit three letters of recommendation. Among those letters should be evaluations of your work ethic, your potential for success in working with students as a professional educator and your ability to handle graduate work. Two of these letters of recommendation should come from your last two immediate supervisors with permission to call them for further information.
- submit official transcripts for all undergraduate and graduate work attempted.
- submit a copy of your teaching certificate and/or official proof of teaching experience (if applicable).

After submission of all required forms and transcripts, complete an oral interview with the Director of Graduate Studies or a designated representative.

Note: Final admission into the Graduate Program will be determined by the Graduate Education Committee. All applicants will be considered on an individual basis.

### **Additional Admission Requirements for Educational Administration Sequence**

Applicants must meet the following prerequisites to enroll in the Educational Administration Sequence.

- have two years of teaching experience in public or private schools before completing the EDAD program.
- provide a letter, if appropriate, from their supervisor, supporting them in participating in this program and assure them an opportunity to act as administrators during their course of study, especially when they will need to be away from their regular work assignments.

### **Certification Requirements for Principal in the State of Texas**

1. Have taught two years at an accredited public or private school.
2. Take and pass the course work required as a prerequisite to take the state Principal Certification Examination.
3. Pass the state Principal Certification Exam (TExES) administered by the State Board of Educator Certification (SBEC).

### **Provisional Admission**

In some circumstances, applicants whose undergraduate GPA is below 2.5 may be granted provisional admission. Provisional admission may be granted only when all other indicators

point to success in the M.Ed. program. Provisional students will be granted full acceptance after completion of 6 semester hours with at least a 3.0 GPA.

### **Leveling Course**

Applicants who do not have a valid teaching certificate from any U.S. state, are required to take the leveling course, MED 5300-Introduction to the Educational Process. Non-certified applicants who have at least one full year of teaching experience in an accredited public or private EC-12th grade classroom verified by the administrator of the school in which the applicant taught and who believe they have the knowledge and skills required in the course objectives of MED 5300, will have the opportunity to present their education-related experiences to the Graduate Education Committee. These applicants will be asked to create a 2-week unit plan and write three lesson plans using the format introduced in MED 5300.

Applicants will also be asked to take, and score at least an 80%, on a placement exam that will measure their knowledge of important teaching strategies, educational vocabulary and EC-12 school policies. After reviewing the life experiences and the results of the placement test, the Graduate Education Committee will make the final determination concerning whether or not an applicant is exempt from MED 5300.

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### 10.09.03 Transfer Credit - M.Ed.

Applicants will be permitted, upon approval of the Director of Graduate Studies, to transfer up to six (6) semester hours of graduate credit from regionally accredited institutions of higher education, but only if proposed course work equates to and is substituted for required coursework or electives in Concordia's M.Ed. program and has earned a grade of 'B' or better. All decisions on equivalent substitutions must be recommended by the Director of Graduate Studies and approved by the Office of the Registrar. All transfer credits submitted for substitution must have been completed within five years of being admitted to the M.Ed. program at Concordia University Texas . Once admitted to the program, all decisions on equivalent substitutions must be recommended by the Graduate Education Committee and the Director of Graduate Studies and approved by the Office of the Registrar.

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### 10.09.04 Degree Description - M.Ed.

The Master of Education degree plan has two parts: a core and a sequence. The core consists of 18 hours built upon the learner proficiencies identified for this M.Ed. program. Along with completion of the core, students choose between one of five 18 hours sequences designed to meet the individual needs of the students and their teaching situation. There is also a 24 semester hour sequence designed for students who already possess a master's degree in education and are only seeking Texas Principal certification. Choices include:

#### **Curriculum and Instruction Sequence**

The curriculum and instruction sequence of the M.Ed. program at Concordia University Texas is founded on the idea that practicing teachers can acquire certain knowledge and skills in addition to an emerging belief system that will assist in their growth as effective teachers and

educational leaders. Because this era emphasizes factors such as technology, leadership, and communication, each course offering will in content, experience, and structure incorporate principles central to each of these factors. Graduate students choosing this option will be empowered to build upon their experiences and cognitive background to enhance intellectual and instructional skills, technological applications, and a growing appreciation for the role of the instructional leader in diverse educational and professional settings.

### **Advanced Literacy Instruction Sequence**

The advanced literacy instruction sequence of the M.Ed. program at Concordia University Texas enhances the graduate students' personal proficiency as a leader and as a resource person in literacy education for all constituents associated with the educational community. Graduates of the advanced literacy instruction program will be better educated for literacy instruction at early childhood, elementary, middle school or high school levels-equipped with experiences in reading and writing across the curriculum, children's and adolescent literature, and diagnosis and remediation of difficulties in reading and writing.

### **Early Childhood Sequence**

The early childhood sequence will prepare specialists in early childhood education. This program will further develop the students' knowledge and understanding of young children and families. It will provide opportunities to study and challenge past and present theories of early childhood development. A strong emphasis will be placed on developing curriculum through play. The participants will become competent leaders to construct, administer, and be an advocate for early childhood programs.

### **Educational Administration Sequence**

The educational administration specialization of the M.Ed. program at Concordia University Texas will provide opportunities to study and develop appropriate administrative skills and procedures vital to a successful educational setting for students in public or private schools. Students will develop a high level of leadership skills and gain knowledge about theories that drive the educational process. Students who successfully complete the educational administration sequence will meet the State of Texas course requirements and will be eligible to take the TExES test to be certified as a Principal (068 Principal).

### **Academic Standard**

Students admitted to the Graduate Program at Concordia University must maintain a GPA of 3.0 in order to stay in good standing as a graduate student. Students falling below the 3.0 requirement must bring their GPA back up to 3.0 within the next six graduate hours earned or they will be academically ineligible to continue in the M.Ed. program.

### **Portfolio Presentation/Terminal Activity**

Students about to graduate from the M.Ed. Program will be required to present a portfolio which demonstrates competence in each of the proficiencies as outlined by their sub proficiencies to the Graduate Education Committee or their designates. These presentations will take place in the last semester of the student's studies and will serve as the exit interview for final approval leading to the student's graduation from the program.

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## 10.09.05 Thesis Requirement - M.Ed.

### Curriculum and Instruction sequence

1. Students will complete their proposal for their thesis as a requirement for MED 5305 Classroom Teacher as Researcher. Students will not be able to start CAI 5326 Master's Thesis until they have completed MED 5305. Students will come to CAI 5326 Master's Thesis ready to start and complete their studies all within the semester for which they have enrolled.
2. Students will not be given an Incomplete for CAI 5326 Master's Thesis unless they have completed the minimum requirements set by the professor in the syllabus at the beginning of the semester in which they enrolled. This minimum should reflect at least 80% of the work required to complete the thesis.
3. Students who file for an Incomplete in CAI 5326 Master's Thesis:
  - Have two additional, consecutive long semesters to complete the thesis.
  - Must re-enroll and participate in CAI 5326 Master's Thesis for the next long semester. If the Master's Thesis is still not complete at the end of the second time the student enrolled in CAI 5326, the student will only be allowed to re-enroll in this course one more long semester. The grade given for the repeated semester(s) will be non-punitive and not be calculated into the GPA.
  - Will be administratively withdrawn from the MEd program if the thesis is not completed within this period.
4. Students who do not complete their thesis within the above stated time limits will have to petition the Graduate Education Committee to regain their status in the Masters of Education program. The student will also have to re-apply to the university through the Admissions Office.

### **Advanced Literacy Instruction sequence**

No thesis is required for students who choose the Advanced Literacy Instruction sequence. Instead of writing a thesis, they are required to participate in two practicums. In these practicums they learn to evaluate and diagnose literacy needs as well as to improve and remedial literacy needs. In LTC 5335 they observe symptoms and causes of poor reading and writing; practice techniques employed in the analysis of reading and writing difficulties; and select, administer, and evaluate assessment instruments as they work with a student and prepare an individual literacy case study. In LTC 5336 they select or design, evaluate, and implement appropriate materials, methods, and strategies for editing and/or improving reading and writing as they work with a student and generate an individual literacy plan of action.

### **Early Childhood Sequence**

Students will be given three options in the capstone course ECE 5346 Research Seminar in Early Childhood Education. One of these options will be to write a thesis such as is described under the Curriculum and Instruction sequence. Students may also choose to either participate in a practicum where they will develop and implement an ECE program or be involved in a study of ECE programs in a foreign country.

### **Educational Administration Sequence**

Instead of writing a thesis, students are required to complete a practicum involving acting as an administrator on a local school campus or at a district administration building. They will also

attend an approved administrator's workshop, and at the end of the course, present a portfolio to the Educational Administration committee showing that they have accomplished all the requirements set forth in the principal certification program.

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### 10.09.06 Degree Plans - M.Ed.

**Core Courses** - 18 semester hours. (Required of all M.Ed. students)

MED 5300 Introduction to the Education Process (leveling course)  
MED 5301 Teacher Effectiveness and Communication Techniques  
MED 5302 Learning Theory and Instructional Design  
MED 5303 Curriculum Design and Practice  
MED 5304 The Teacher as Instructional Leader  
MED 5305 The Classroom Teacher as Researcher  
MED 5306 Ethics and the Teacher in Society  
MED 5307 Educational Internship

**Curriculum and Instruction Sequence** - 18 semester hours

CAI 5321 Models of Teaching  
CAI 5322 Legal Foundations of the Teacher and School  
CAI 5323 Evaluation and Assessment in Education  
CAI 5326 Master's Thesis in Curriculum and Instruction  
**or** CAI 5327 Independent Study in Curriculum and Instruction  
CAI 5328 Historical & Philosophical Foundations of Education  
CAI 5329 Thesis Proposal and Defense

**Advanced Literacy Instruction Sequence** - 18 semester hours

LTC 5330 Language Acquisition and Emergent Literacy  
LTC 5331 Reading and Writing across the Curriculum: All Level  
LTC 5333 Literature and Literacy  
LTC 5336 Literacy Improvement and Remediation-Practicum  
**or** LTC 5337 Independent Study in Literacy Instruction  
LTC 5338 Reading and Literacy Programs  
LTC 5339 Evaluation and Diagnosis of Literacy Needs

**Early Childhood Administration Sequence** - 18 semester hours

LTC 5330 Language Acquisition and Emergent Literacy  
ECE 5340 Infant and Toddler Programs  
ECE 5342 Curriculum through Play  
ECE 5344 Administration of Early Childhood Programs I  
ECE 5345 Administration of Early Childhood Programs II  
ECE 5346 Research Seminar in ECE

**Early Childhood Education Sequence** - 18 semester hours

LTC 5330 Language Acquisition and Emergent Literacy

LTC 5331 Reading/Writing Across the Curriculum  
LTC 5334 Reading Programs and Assessment  
ECE 5340 Infant and Toddler Programs  
ECE 5342 Curriculum through Play  
ECE 5346 Research Seminar in ECE

**Educational Administration Sequence A** - 18 semester hours

CAI 5323 Evaluation and Assessment in Education  
CAI 5322 Legal Foundations of Education  
EDAD 5351 Principal as Diversity Leader  
EDAD 5352 Principal as Resource Leader  
EDAD 5353 Principal as Professional Development and Continuing Education Leader  
EDAD 5354 Principal as Compliance Officer (Practicum)

**Educational Administration Sequence B** - 24 semester hours

This sequence is for students with previous M.Ed. degree working for Texas State Certification only. No degree is granted for this sequence.

MED 5303 Curriculum Design and Practice  
MED 5305 The Teacher as Instructional Leader  
CAI 5323 Evaluation and Assessment in Education  
CAI 5322 Legal Foundations of Education  
EDAD 5351 Principal as Diversity Leader  
EDAD 5352 Principal as Resource Leader  
EDAD 5353 Principal as Professional Development and Continuing Education Leader  
EDAD 5354 Principal as Compliance Officer (Practicum)

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10.09.07 Course Descriptions - M.Ed.

**CAI 5321 Models of Teaching**

This course provides content specific instructional methodology, need of the learner and curricular concerns in educational settings.

**CAI 5322 Legal Foundations of the Teacher and School**

This course provides an opportunity to study, explore, and research laws, policies, and procedures affecting education today in an ever changing world. Teachers and administrators are called upon to know laws, policies, and regulations of the federal, state, and local community so potential legal action may be avoided. This course will enable students to understand the laws and prevent many of the legal entanglements affecting teachers and administrators in today's schools both public and private. Components reviewed will address:

- Federal, state, and local laws, regulations, and policies towards education.
- Prevention, resolution, and containment of situations that can affect the learning environment in an adverse manner.
- Historical aspects of legal decisions that have shaped the educational environment into its present structure.

- No Child Left Behind and the impact it is exerting on the LEA (local education agency), state and national educational goals for education in the 21st century.
- Laws dealing with special populations, diversity, and needs of LSE (low social economic) students as well as ESL and other groups of students as identified.

### **CAI 5323 Evaluation and Assessment in Education**

This course provides a study of traditional and alternative assessment techniques, instrumentation, and implementation.

### **CAI 5326 Master's Thesis in Curriculum and Instruction**

The thesis proposal created in MED 5305 will be implemented in this class. Students will come to this course ready to continue their research resulting in an approved thesis. This will serve as the capstone activity for persons choosing Curriculum and Instruction as their sequence.

Prerequisite: MED 5305 Teacher as Researcher and CAI 5329 Thesis Proposal and Defense

### **CAI 5327 Independent Study in Curriculum and Instruction**

This course provides an individual study project emphasizing close reading and discussion of issues and trends in curriculum and instruction. This course can be used only with prior approval of the Graduate Education Committee.

### **CAI 5328 Historical and Philosophical Foundations of Education**

This course examines the relationship between theory and practice in education, the assumptions underlying educational decisions and actions and the influences of educational philosophy and historical traditions on our educational system. Examining stated purposes, events and trends that continue to shape and influence public and independent educational systems today will enable the master teacher to set a course for effective decision-making in the future.

### **CAI 5329 Thesis Proposal and Defense**

This course allows students to practice the skills and knowledge learned in MED 5305 Teacher as Researcher. Students will be required to develop and defend the proposal for their thesis. Students will develop the topic, do beginning research, locate, review and critique literature related to their thesis topic, defend this topic for further study. The thesis Proposal must be written, defended and accepted before the student may take CAI 5326 Masters Thesis.

Prerequisite: MED 5305 Teacher as Researcher

### **ECE 5330 Language Acquisition and Emergent Literacy**

This course provides the philosophy of language development and emergent literacy, acquisition of structure, content, and use of children's language in reading, writing, speaking and listening.

Cross listed as LTC 5330.

### **ECE 5340 Infant and Toddler Programs**

This course provides understanding the whole child, pre-natal through age three. Research of developmental and special needs will lead to curriculum for the individual child.

### **ECE 5342 Curriculum through Play**

This course provides research of the theory of learning through play. Instructional strategies will be explored and developed using play through the curriculum.



**ECE 5344 Administration of Early Childhood Programs I**

This course provides a study of the beginning of a program as well as improving existing programs. It includes: daily operations, assessment, health and safety, nutrition and management of programs.

**ECE 5345 Administration of Early Childhood Programs II**

This course is a continuation of ECE 5344. Prerequisite: ECE 5344.

**ECE 5346 Research Seminar in ECE**

This course is a capstone course for students in the Early Childhood Education or Early Childhood Administration sequence of the M.Ed. program. Requirements could be met in one of three ways by:

- writing a master's thesis in early childhood.
- participating in a project that will increase the student's awareness and skills in developing and implementing an ECE program.
- traveling abroad to study early childhood programs in other countries.

The Implementation Plan created in MED 5305 will be implemented in this class. Prerequisite: MED 5305

**EDAD 5351 Principal as Diversity Leader**

A course of study giving students an opportunity to develop and increase skills and knowledge in the areas of religion, ethics, conflict resolution, counseling, the historical influences on ethnic diversity interaction, community relations, and leadership of the school environment. It is necessary for the school administrator to be the force by which these groups cannot only coexist, but to share common goals and work together in a collaborative manner, so all students can be successful and be a productive force in the community, nation and world.

**EDAD 5352 Principal as Resource Leader**

A course of study centered on the administrator's ability to efficiently manage and utilize the human resources, effectively utilize and manage the financial resources, and physical resources for the optimum benefit of students and the learning environment.

**EDAD 5353 Principal as Professional Development and Continuing Education Leader**

A course of study centers on staff development and continuing education of the educational staff. Students will learn to develop a continuing educational program at the local campus and develop staff development training that will meet the needs and continued professional development of the staff at all levels of experience. The course will reflect upon the different theories of adult learning and development.

**EDAD 5354 Principal as Compliance Officer (Practicum)**

This course will be experiential in nature. Students will have practical experience as an administrator dealing with day to day situations faced by principals. Students will be an active part of accountability as the State of Texas continues to monitor progress by the local districts. This will be the final course of study for educational administration. Prerequisite: MED 5305

**LTC 5330 Language Acquisition and Emergent Literacy**

This course studies the philosophy of language development and emergent literacy; acquisition of structure, content, and use of children's language in reading, writing, speaking and listening. Cross listed as ECE 5330.

**LTC 5331 Reading across the Curriculum: All Levels**

Philosophy of developmental reading; methods and materials; scope and sequence of beginning reading skills through reading in the content areas of math, science, social studies and English; evaluation of reading programs; adaptations for individual differences.

**LTC 5333 Literature and Literacy**

Comprehensive study of diverse types of literature for children and early adolescents; evaluation and selection of books with regards to needs and interests of students; storytelling techniques; curriculum applications; reference to meeting needs of special needs students.

**LTC 5336 Literacy Improvement and Remediation Practicum**

The case study proposal created in MED 5305 will be implemented in this class. Field-based basic practicum in remediation and literacy improvement emphasizing selection and use of appropriate methods and materials under supervision; applies evaluation and diagnostic techniques. The Case Study proposal created in MED 5305 will be implemented in this class. This course serves as the capstone requirement for the Advanced Literacy Instruction sequence. Prerequisite: LTC 5330, LTC 5331, LTC 5335, MED 5305.

**LTC 5337 Independent Study in Advanced Literacy Instruction**

This course requires an individual study project emphasizing close reading and discussion of issues and trends in advanced literacy instruction. This course can be used only with prior approval of the Graduate Education Committee.

**LTC 5338 Reading and Literacy Programs**

Selection, administration and evaluation of reading programs and instructional strategies appropriate for literacy development in the regular classroom environment. Prerequisites: LTC 5330 and LTC 5331.

**LTC 5339 Evaluation and Diagnosis of Literacy Needs**

Exploration of symptoms and causes of ineffective reading and writing skills. Under supervision and guidance, students develop strategies and techniques for evaluation and diagnosis of strengths and weaknesses in a struggling reader and/or writer. Students select, administer and evaluate assessment instruments, interpret assessment outcomes, and provide professional recommendations for future interventions. Prerequisites: LTC 5330 and LTC 5331.

**MED 5300 Introduction to the Education Process**

This course is an introduction to the roles and responsibilities of the teacher; the characteristics of today's schools and curriculum; and selected issues facing today's teachers. Working with a practical/methods approach, students will address writing of instructional objectives and lesson plans, principles of classroom organization and management, delivery strategies, and group practices. Students will learn to apply learning theories to the instructional process. An understanding of learning styles and multiple intelligences will be developed. Students will be exposed to the language and various acronyms that are part of the current educational culture.

**MED 5301 Teacher Effectiveness and Communication Techniques**

Answers the question "What do effective teachers do in common?" This course examines innovative methodology in teaching and communication skills to apply to the diverse educational settings of the 21st century.

**MED 5302 Learning Theory and Instructional Design**

This course studies the influence of learning theory and cognitive psychology on instructional design in American education.

**MED 5303 Curriculum Design and Practice**

This course provides an intensive study of pedagogical approaches and materials for teaching in schools, such as state curriculum documents and the curricular recommendations of professional associations. Specific emphasis will be given to study of alternative approaches to curriculum theory, design, practice and evaluation.

**MED 5304 The Teacher as Instructional Leader**

This course examines the role of teacher in curriculum design and inquiry, instructional teaming, integration of content matter, and meeting the needs of diverse populations in educational settings.

**MED 5305 The Classroom Teacher as Researcher**

Study of research methodology which explores various research modules, analyzes examples of research to identify models of acceptable and unacceptable research, and develops skills in using statistical techniques which enable the classroom teacher to be a reflective practitioner. Students will complete one of the following requirements:

- Advanced Literacy students will complete a proposal for their case study.
- Curriculum & Instruction students will complete a proposal for their theses.
- Early Childhood students will complete an Implementation Plan for ECE 5346 The Research Seminar in ECE.
- Educational Administration students will complete an Implementation Plan for their Practicum.

**MED 5306 Ethics and the Teacher in Society**

This course provides a Christian perspective of current issues, philosophy, and practice in American education (public and private).

**MED 5307 Educational Internship**

Supervised on-the-job experience and involvement in a public or private educational operation. This course will serve as an integration of the student's in-class learning theory, methodology, and content in an extended educational setting. Graduate students who already have a teaching certificate and/or one year of teaching experience in an accredited public or private school or have been heavily involved for at least a year in an educational operation in the business/non-profit sector will be exempted from this course. This course is graded on a pass/fail basis.

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## 10.09.08 Advisors - M.Ed.

In an effort to promote student success, maintain a student-centered program, and promote Christ-centered values and traditions, each new student will be a member of a peer-group and will be assigned an advisor. Primary responsibilities of the advisors include serving as:

- Advocate and advisor for students
- Liaison and communication conduit between the university and students
- The anchor to the Concordia purpose and tradition.

For example, sometimes instructors used in the program may be experts in their field but may not be familiar with Concordia. The advisor will make sure that graduate students receive the Christian care, concern and service that make Concordia unique.

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## 10.09.09 Library Services - M.Ed.

Founder's Library, housing over 55,000 volumes, periodicals, and microforms, serves the academic needs of our students. Various on-line databases and CD-ROM resources are available in Founder's Library. In addition, each graduate student will be issued a library card for the Perry-Castaneda Library (PCL) at the University of Texas . This library card will provide full access to UT's world-class library.

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## 10.09.10 Financial Aid - M.Ed.

The Graduate Program was created for working adults to attend class in the evening part-time. Financial assistance is available to those who qualify in the Federal Pell Grant and Stafford Loan and up to the cost of tuition only. Complete financial aid information may be found in the section of the catalog titled Financial Aid.

# 11.00 College of Liberal Arts & Science

## 11.01 Associate of Arts

### Graduation Requirements for the Associate of Arts Degree

1. The student must earn at least a 2.00 cumulative GPA in all college work attempted at Concordia. A minimum of 64 semester hours are required to grant the degree.
2. A minimum of 48 of the 64 hours shall be from the liberal arts and/or fine arts areas.

3. A minimum of twenty-two semester hours must be completed in residency at Concordia University Texas.

### **Degree Requirements**

#### **Core Requirements- 32 Semester Hours**

**Religion** - 6 semester hours

**English** - 6 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

**Leadership** – 1 semester hour

LDR 1100 Life and Leadership

**Mathematics/Science** - 6 semester hours

Must include one natural science lab course

**or** MTH 1323 Quantitative Literacy or higher

**Physical Education** - 1 semester hour

KIN any Physical Education Fitness course

**Social/Behavioral Sciences** - 6 semester hours

Includes the following subject areas:

- Economics
- Geography
- Government
- History
- Psychology
- Sociology

**Speech** - 3 semester hours

SPE 2301 Fundamentals of Speech

Plus One of the Following:

ENG 2301 World Literature: Classicism

HIS 2321 Western Civilization to 1715

**Electives** - 32 Semester Hours

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## **11.02 Bachelor of Arts**

### **11.02.01 Behavioral Sciences Major - BA**

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

**Core Requirements** - 55 to 57 semester hours

**Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament  
REL xxxx Elective  
REL xxxx Elective

**English** - 12 semester hours  
ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx Elective

**Fine Arts** - 3 semester hours  
Any ART, Drama or MUS course.

**Leadership** – 1 semester hour  
LDR 1100 Life and Leadership

**Mathematics** - 3 semester hours  
MTH 1323 Quantitative Literacy or higher.

**Natural Science** - 6 to 8 semester hours  
Any natural science lab course plus any three or four-semester hour natural science course unless otherwise indicated.

**Physical Education** - 3 semester hours  
KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

**Social/Behavioral Sciences** - 12 semester hours  
HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
PSY xxxx Psychology Elective  
SOC xxxx Sociology Elective

**Speech** - 3 semester hours  
SPE 2301 Fundamentals of Speech

**Classics/Humanities**  
One of the following must be included in the core, major, minor, or general electives - 3 semester hours  
ENG 2301 World Literature: Classicism  
HIS 2321 History of Western Civilization to 1715  
HIS 3314 Traditions/Values of Classical Civilization  
PHL 3301 Survey of Western Philosophy

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

**Foreign Language**  
Complete two consecutive semesters (at least six semester hours) of a non- English language

**Behavioral Science Major Requirements** - 48 semester hours  
PSY 1311 Introduction to Psychology

SOC 1301 Introduction to Sociology  
PSY/SOC 2331 Social Psychology  
PSY 2341 Statistics for the Behavioral Sciences  
ANT 1301 Introduction to Anthropology  
SOC/HIS 2306 Race & Ethnic Relations  
PSY 2301 Life Span Development  
COM/PSY 3304 Group Dynamics  
PSY 3332 Personality Theories  
PSY/SOC 3391 Research in Behavioral Sciences  
SOC 3302 Marriage & Family  
SOC 3321 Sociological Theory

Plus two upper level courses from each discipline - 12 semester hours

PSY xxxx \_\_\_\_\_  
PSY xxxx \_\_\_\_\_  
SOC xxxx \_\_\_\_\_  
SOC xxxx \_\_\_\_\_

### **Elective Hours**

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

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## 11.02.02 Biology Major - BA

**Core Requirements** - 57 semester hours

**Religion** - 12 semester hours

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

**English** - 12 semester hours

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx Elective

**Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

**Leadership** – 1 semester hour

LDR 1100 Life and Leadership

**Mathematics** - 3 semester hours

MTH 1351 College Algebra or higher

**Natural Science - 8 semester hours**

Any Lab Science course plus any 3 or 4 hour Natural Science course.

**Physical Education - 3 semester hours**

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

**Social/Behavioral Sciences - 12 semester hours**

HIS 1301 US History to 1877

or HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

Plus any two three-semester hour social science course

**Speech - 3 semester hours**

SPE 2301 Fundamentals of Speech

**Classics/Humanities**

One of the following courses must be included in the core, major, minor, or general electives - 3 semester hours

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

**Computer Competency**

CIS 1301 Introduction to Personal Computers

or Competency Exam (no credit)

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non- English language

**Biology Major Requirements - 47 semester hours**

BIO 1402 General Zoology

BIO 1403 Cellular and Molecular Biology

BIO 2403 General Botany

BIO 3404 Genetics

CHE 1401 Chemistry I

CHE 1402 Chemistry II

Plus at least 23 semester hours from upper level (3000 or 4000) BIO courses or the SCI courses listed below. *No more than 6 of these hours may be field courses.*

BIO xxxx \_\_\_\_\_

BIO xxxx \_\_\_\_\_

BIO xxxx \_\_\_\_\_

BIO xxxx \_\_\_\_\_

BIO xxxx \_\_\_\_\_

BIO xxxx \_\_\_\_\_

BIO xxxx \_\_\_\_\_



BIO xxxx \_\_\_\_\_  
SCI 4310 Natural Science Research Project  
SCI 3303 Geology and Ecology of the Southwest US  
SCI 3304 Geology and Ecology of Hawaii

### **Elective Hours**

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

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## 11.02.03 Communication Major - BA

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

### **Core Requirement s - 55 to 57 semester hours**

#### **English - 12 semester hours**

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx Elective

#### **Fine Arts - 3 semester hours**

Any ART, Drama or MUS course.

#### **Leadership – 1 semester hour**

LDR 1100 Life and Leadership

#### **Mathematics - 3 semester hours**

MTH 1323 Quantitative Literacy or higher

#### **Natural Science - 6 to 8 semester hours**

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

#### **Physical Education - 3 semester hours**

KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

#### **Social/Behavioral Sciences - 12 semester hours**

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
PSY 1311 Introduction to Psychology  
SOC 1301 Introduction to Sociology

#### **Speech - 3 semester hours**

SPE 2301 Fundamentals of Speech

**Religion** - 12 semester hours  
REL 1301 New Testament History & Reading  
REL 1311 History and Literature of the Old Testament  
REL xxxx Elective  
REL xxxx Elective

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours  
ENG 2301 World Literature: Classicism  
HIS 2321 History of Western Civilization to 1715  
HIS 3314 Traditions and Values of Classical Civilization  
PHL 3301 Survey of Western Philosophy

**Computer Competency**

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

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non- English language

**Communication Major Requirements** - 43 semester hours

**Lower-level courses required** - 12 semester hours

COM 2301 Human Communication Theory  
COM 2303 Mass Media History and Theory  
COM 2308 Writing for Mass Media  
COM 2314 Communication Technology

**Upper-level courses required** – 22 semester hours

BADM 3352 Integrated Marketing  
COM 3302 Nonverbal Communication  
COM 3317 Production I  
COM 3310 Public Relations  
COM 3320 Media Law and Ethics  
COM 3331 Organizational Communication  
COM 4101 Communications Capstone Course  
COM 4310 Communication Internship

Plus One Specialization Area:

**Production Specialization** – 9 semester hours

COM 3307 Media Analysis and Criticism  
COM 3318 Production II  
COM 4320 Production III

**Public Relations Specialization** – 9 semester hours

COM 3301 Diffusion of Innovation  
COM 3304 Group Dynamics  
COM 3308 Persuasive Communication

## **Elective Hours**

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

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## 11.02.04 English Major - BA

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

**Core Requirements** - 55 to 57 semester hours

**English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG 2301 World Literature: Classicism

ENG xxxx English Elective

**Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

**Leadership** – 1 semester hour

LDR 1100 Life and Leadership

**Mathematics** - 3 semester hours

MTH 1323 Quantitative Literacy or higher

**Natural Science** - 6 to 8 semester hours

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

**Physical Education** - 3 semester hours

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

**Social/Behavioral Sciences** - 12 semester hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

Plus any 2 three-semester hour courses from among economics (ECO), history (HIS), geography (GRG), government (GOV), psychology (PSY), or sociology (SOC).

**Speech** - 3 semester hours

SPE 2301 Fundamentals of Speech

**Religion** -12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Elective

REL xxxx Elective

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

**Computer Competency**

CIS 1301 Introduction to Personal Computers

or Competency Exam (no credit)

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non- English language

**English Major Requirements - 36 semester hours**

ENG 2302 World Lit: Romance and Realism

ENG 2303 American Literature

or ENG 2305 British Literature

ENG 3301 The Novel-British

or ENG 3308 The Novel-American

ENG 3302 Drama

ENG 3303 Short Story

ENG 3305 Poetry

ENG 3323 Shakespeare

ENG 4303 Major Ethnic Writers of the United States

ENG 4307 Introduction to Literary Criticism

Plus 3 English courses not listed from above. These may include, but are not limited to such courses as:

ENG 2303 American Literature

ENG 2305 British Literature

ENG 3304 Children's Literature

ENG 3307 Drama at Stratford

ENG 3309 Modern Fiction

ENG 3311 Advanced Writing

ENG 3313 Adolescent Literature

ENG 3316 Creative Writing: Fiction

ENG 3317 Creative Writing: Poetry

ENG 3325 Women and Marginalized Studies

ENG 3321 Theatrical Performance

ENG 3322 Group Performance

ENG 3331 The English Language

ENG 4304 The Bible as Literature

ENG 4306 King Arthur

ENG 4308 Chaucer

ENG 4311 American Women Writers of the 19th Century

ENG 4312 British Women Writers of the 19th Century: Jane Austen

## **Elective Hours**

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

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## 11.02.05 Environmental Science Major - BA

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

### **Core Requirements** - 57 semester hours

#### **English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG xxxx Literature Elective

ENG xxxx Elective

#### **Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

#### **Leadership** – 1 semester hour

LDR 1100 Life and Leadership

#### **Mathematics** - 3 semester hours

MTH 1323 or Higher

#### **Natural Science** - 6 to 8 semester hours

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

#### **Physical Education** - 3 semester hours

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

#### **Social/Behavioral Science** - 12 semester hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

Plus six additional semester hours from ECO, HIS, GRG, GOV, PSY or SOC.

#### **Speech** - 3 semester hours

SPE 2301 Fundamentals of Speech

#### **Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Elective

REL xxxx Elective

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

**Computer Competency**

CIS 1301 Introduction to Personal Computers

or Competency Exam (no credit)

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of the same non-English language

**Environmental Science Major Requirements - 58 to 62 semester hours**

BIO 1402 General Zoology

or BIO 2403 General Botany

BIO 3403 General Ecology

CHE 1401 Chemistry I\*

CHE 1403 Chemistry II\*

ECO 2301 Macroeconomics\*

ESC2301 Environmental Writing and Regulatory Compliance

ESC 3306 Natural Resources and Conservation Planning

GLG 1101 Urban Geology

GLG 3301 Geology

GRG 1311 Principles of Geography\*

ESC 4310 Environmental Science Internship

or SCI 4310 Natural Science Research Project

MTH xxxx Any pre-calculus calculus\* or statistics course\*

PHY1401 Physics I\*

SCI 3330 Introduction to Modeling

Plus Five of the following, at least three of which must be upper level - 12-16 semester hours

BIO 1402 General Zoology

or BIO 2403 General Botany \*\*

BIO 1403 Cellular and Molecular Biology

BIO 3303 Native Plants

BIO 3401 General Microbiology

CHE 3402 Environmental Chemistry

CHE 3401 Analytical Chemistry

ESC 3303 Environmental Law

GLG 3302 Geology Field Techniques

PHY 1402 Physics II

SCI 3303 Geology and Ecology of the Southwest US

or SCI 3304 Geology and Ecology of Hawaii

or BIO 3302 Tropical Biology

SCI 4310 Natural Science Research Project

or ESC 4310 Environmental Science Internship\*\*

- \* May be used to satisfy core requirements
- \*\* Whichever is not taken as a required course

### **Elective Hours**

A sufficient number of semester hours to bring the total number of hours to 128 of which 39 must be upper-level. Courses highly recommended as elective include courses listed above as options, computer application courses, statistics, additional mathematics courses such as Probability and Applied Calculus and business courses.

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## 11.02.06 History Major - BA

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

### **Core Requirements** - 58 to 60 semester hours

#### **English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG xxxx Literature Elective

ENG xxxx Writing Elective - ENG 3311 recommended

#### **Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

#### **Leadership** – 1 semester hour

LDR 1100 Life and Leadership

#### **Mathematics** -3 semester hours

MTH 1323 Quantitative Literacy or higher

#### **Natural Science** - 6 to 8 semester hours

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

#### **Physical Education** - 3 semester hours

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

#### **Social/Behavioral Sciences** - 12 semester hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

GRG 1311 Principles of Geography **or** GRG 1312 World Regional Geography

ECO 2301 Introduction to Macroeconomics

#### **Speech** - 3 semester hours

SPE 2301 Fundamentals of Speech

**Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL 3353 American Christianity **or** REL 3381 Major World Religions

REL xxxx Elective

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

**Computer Competency**

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

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non- English language

**History Major Requirements** - 36 semester hours

HIS 1301 US History to 1877

**or** HIS 1302 US History from 1877 (whichever was not taken in the core)

HIS 2321 Western Civilization to 1715

HIS 2322 Western Civilization from 1715

HIS 2201 Historical Methods HIS 3301 History of Mexico

HIS 3314 Traditions and Values of Classical Civilization

HIS 3321 International Relations Since 1919

HIS 4201 Senior Thesis

HIS 3341 Civil War Era

**or** HIS 3342 The American West

**or** HIS 3343 U.S. History 1945-1990

One of the following:

ANT 1301 Introduction to Anthropology

SOC 2306 Race and Ethnic Relations

ART 1304 Introduction to Art History: Ancient

ART 1305 Introduction to Art History: Modern

Plus three of the following:

HIS 3304 History and Culture of the Mexican American

HIS 3311 Texas History

HIS 3354 History of Christianity\*

HIS 4310 History Internship

HIS 4360 Topics in History

HIS 3341 Civil War Era (if not taken above)

HIS 3342 The American West (if not taken above)

HIS 3343 U.S. History 1945-1990 (if not taken above)

\*This course cannot be double counted in the Core and Major.



## **Elective Hours**

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

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## 11.02.07 Liberal Arts Major - BA

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

**Note: Courses used to satisfy the requirements of the Liberal Arts major may not be used to satisfy the core requirements, except in the core foreign language requirement.**

### **Core Requirements** - 55 to 57 semester hours

#### **English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG xxxx Literature Elective

ENG xxxx Elective

#### **Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

#### **Leadership** – 1 semester hour

LDR 1100 Life and Leadership

#### **Mathematics** - 3 semester hours

MTH 1323 Quantitative Literacy or higher

#### **Natural Science** - 6 to 8 semester hours

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

#### **Physical Education** - 3 semester hours

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

#### **Social/Behavioral Sciences** - 12 semester hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

HIS 2321 Western Civilization to 1715

HIS 2322 Western Civilization from 1715

#### **Speech** - 3 semester hours

SPE 2301 Fundamentals of Speech

#### **Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Elective

REL xxxx Elective

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general electives - 3 semester hours

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization

PHL 3301 Survey of Western Philosophy

**Computer Competency**

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

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non- English language.

**Liberal Arts Major Requirements** Choose two block areas from the following list. In each block take eighteen semester hours, at least twelve hours of which must be upper-level; of which at least six upper-level semester hours in each block must be taken from Concordia University Texas. Courses cannot double count from one eighteen hour block to another:

Biology

Classical/Biblical Languages

Communication

English

Fine Arts

History

Literature

Mathematics

Music

Physical/Environmental Science

Pre-seminary Studies\*\*

Psychology

Religion

Sociology

**\*\*Pre-seminary Studies**

REL 3341 Lutheran Doctrine

REL33xx Elective

COM 2301 Human Communication Theory

COM 3303 Communication in the Church

Choose 6 hours of Psychology or 6 hours of Sociology as follows.

PSY 1311 Introduction to Psychology

PSY 33xx Upper level Psychology elective

**or**

SOC 1301 Introduction to Sociology

SOC 33xx Upper level Sociology elective

**Elective Hours**

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

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## 11.02.08 Music Ministry Major - BA

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

### **Core Requirements** - 55 to 57 semester hours

#### **English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG xxxx Literature Elective

ENG xxxx Elective

#### **Fine Arts** - 3 semester hours

Any ART, Drama or MUS course. Courses used to meet this core requirement may not be used in fulfilling requirements in the major.

#### **Leadership** – 1 semester hour

LDR 1100 Life and Leadership

#### **Mathematics** - 3 semester hours

MTH 1323 Quantitative Literacy or higher

#### **Natural Science** - 6 to 8 semester hours

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

#### **Physical Education** - 3 semester hours

KIN xxxx Fitness Activity

KIN xxxx Skill Activity

KIN xxxx Fitness or Skill Activity

#### **Social/Behavioral Sciences** - 12 semester hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

Plus any two three-semester hour courses from among economics (ECO), history (HIS), geography (GRG), government (GOV), psychology (PSY), or sociology (SOC).

#### **Speech** - 3 semester hours

SPE 2301 Fundamentals of Speech

#### **Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Elective

REL xxxx Elective

#### **Classics/Humanities**

One of the following courses must be included in the core, major, minor, or general electives - 3 semester hours

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions/Values of Classical Civilization  
PHL 3301 Survey of Western Philosophy

**Computer Competency**

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

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non- English language

**Music Ministry Major Requirements - 38 semester hours**

Large Music Ensemble - (four credits required) Participation in an ensemble is required every semester. Ensemble must correspond to instrumental emphasis. Piano, organ and guitar emphasis may choose one ensemble to receive four credits.

MUS 1124 University Choir

MUS 1127 Wind Ensemble

Small Ensemble (one credit required in one ensemble below)

MUS 1128 Instrumental Ensembles

MUS 1129 Vocal Ensembles

MUS 1130 Living Praise

Plus the following:

DCE 3230 Contemporary Worship Programming

MUS 1110 Piano (proficiency required; credits will vary; one credit required) MUS 2118 Sight Singing Ear Training I

MUS 2119 Sight Singing Ear Training II

MUS 2214 Conducting I

MUS 2334 Music Theory I

MUS 2335 Music Theory II

MUS 3336 Music Theory III

MUS 3337 Music Theory IV

MUS 3362 Worship and Music

MUS 3332 Orchestration

MUS 3342 History of Music I

MUS 3344 History of Music II

MUS 4105 Senior Recital (full)

MUS 4110 Worship Internship

Select one of the following specializations:

**Vocal - 20 semester hours**

MUS 1120 Vocal Technique

MUS 1189 Voice Lessons (three times)

MUS 3219 Voice Lessons (four times)

MUS 3223 Conducting II (choir)

MUS 3354 Children's Choir

MUS 3356 Adult Choir

**Instrumental - 21 semester hours**

MUS 11xx Primary Instrument Lessons (four times)

MUS 11xx Secondary Instrument Lessons (four times)  
MUS 32xx Primary Instrument Lessons (four times)  
MUS 3222 Conducting II (instrumental)  
MUS 3356 Adult Choir  
**or** MUS 3223 Conducting (choir) **and** MUS 1120 Vocal Technique

**Organ - 21 semester hours**

MUS 1112 Organ Lessons (four times)  
MUS 1142 Organ Design  
MUS 1120 Vocal Technique  
MUS 3212 Organ Lessons (four times)  
MUS 3223 Conducting II (choir)  
MUS 3356 Adult Choir  
MUS 4212 Service Playing

**Piano - 21 semester hours**

MUS 1110 Piano Lessons (four times)  
MUS 1120 Vocal Technique  
MUS 1189 Voice Lessons  
MUS 3210 Piano Lessons (four times)  
MUS 3223 Conducting II (choir)  
MUS 3356 Adult Choir  
MUS 4212 Service Playing

**Guitar - 21 semester hours**

MUS 1111 Guitar Lessons (four times)  
MUS 11xx Secondary Instrument (three times)  
MUS 1120 Vocal Technique  
MUS 3211 Guitar Lessons (four times)  
MUS 3223 Conducting II (choir)  
MUS 3356 Adult Choir

**Elective Hours**

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

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## 11.03 Bachelor of Science

### 11.03.01 Biology Major - BS

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

#### **Core Requirements**

**Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Religion Elective

REL xxxx Religion Elective

**English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Freshman English II

ENG xxxx Any Literature course

ENG xxxx English Elective

**Fine Arts** - 3 semester hours

Any MUS, Drama or ART course.

**Leadership** – 1 semester hour

LDR 1100 Life and Leadership

**Mathematics** - 3-4 semester hours

MTH 1351 College Algebra or higher

**Natural Science** - 8 semester hours

One Lab Science course and any 3 or 4 hour Natural Science course.

**Physical Education** - 3 semester hours

KIN xxxx fitness activity course

KIN xxxx skill activity course

KIN xxxx fitness or skill activity course

**Social Science** - 12 semester hours

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

Any two three-hour Social Science courses.

**Speech** - 3 semester hours

SPE 2301 Fundamentals of Speech

#### **Classics/Humanities**

One of the following courses must be included among elective hours in the core or among general electives - 3 semester hours

ENG 2301 World Literature: Classicism

HIS 2321 History of Western Civilization to 1715

HIS 3314 Traditions and Values of Classical Civilizations  
PHL 3301 Survey of Western Philosophy

**Computer Proficiency**

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

**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non English language

**Biology Major Requirements: 63 semester hours**

- BIO 1402 General Zoology
- BIO 1403 Cellular and Molecular Biology
- BIO 2403 General Botany
- BIO 3404 Genetics
- CHE 1401 Chemistry I
- CHE 1402 Chemistry II
- CHE 2401 Organic Chemistry I
- CHE 2403 Organic Chemistry II
- MTH 2401 Calculus I
- PHY 1401 Physics I
- PHY 1402 Physics II

**One of the following:**

- SCI 4310 Natural Science Research Project
- BIO 4310 Biological Science Research Project

Plus at least 16 hours from upper level (3000 or 4000) BIO courses or the SCI courses listed below. *No more than 6 hours may be field courses.*

- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- BIO xxxx \_\_\_\_\_
- SCI 3303 Geology and Ecology of the Southwest US
- SCI 3304 Geology and Ecology of Hawaii

**Elective Hours**

The minimum of semester hours sufficient to bring the total number of semester hours to 128 of which 39 must be upper-level.

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## 11.03.02 Computer Science Major - BS

The Computer Science Major is modeled after the Association for Computing Machinery (ACM) recommendations, which require 39 hours of computer science and 18 hours of mathematics courses. In the required courses, students develop both the theoretical and the practical skills needed to design

computer systems; to design, install, or repair computer hardware; to write software; to perform mathematical analysis of algorithms and performance studies; and to reason clearly, think analytically, and solve problems.

**Core Requirements - 55 To 57 semester hours**

**English - 12 semester hours**

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx Elective

**Fine Arts - 3 semester hours**

Any ART, Drama or MUS course.

**Leadership – 1 semester hour**

LDR 1100 Life and Leadership

**Mathematics - 3 semester hours**

MTH 1352 Pre-calculus II or higher

**Natural Science - 6 to 8 semester hours**

Any natural science lab course plus any three or four-semester hour natural science course.

**Physical Education - 3 semester hours**

KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

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

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
PSY 1311 Introduction to Psychology  
Plus any three-semester hour social science course

**Speech - 3 semester hours**

SPE 2301 Fundamentals of Speech

**Religion - 12 semester hours**

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

**Classics/Humanities**

One of the following must be included in the core, major, minor, or general elective - 3 semester hours

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

**Computer Competency**

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



**Foreign Language**

Complete two consecutive semesters (at least six semester hours) of a non- English language

**Computer Science Major Requirements - 56 semester hours**

CSC 1301	Introduction to Computer Science I
CSC 1302	Introduction to Computer Science II
CSC 2305	Discrete Structures
CSC 2301	Introduction to Computer Systems
CSC 2303	Data Structures and Algorithm Analysis
MTH 2401	Calculus I
MTH 2402	Calculus II
MTH 2301	Introduction to Statistics
CSC 3301	Software Engineering
CSC 3302	Operating Systems
CSC 3303	Computer Architecture
CSC 3320	Theory of Computation
MTH 3311	Linear Algebra

Five Courses from any 3000 or 4000 level CSC or MTH courses listed below:

CSC XXXX

CSC XXXX

CSC XXXX

CSC XXXX

CSC XXXX or MTH 4310

**Elective Hours**

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

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**11.03.03 Environmental Science Major - BS**

**Core Requirements** - 57 semester hours

**Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx any religion elective

REL xxxx any religion elective

**English** - 12 hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG xxxx Elective

ENG xxxx any Literature Course

**Fine Arts** - 3 semester hours

Any MUS, Drama or ART course.

**Leadership** – 1 semester hour  
LDR 1100 Life and Leadership

**Mathematics** - 3 semester hours  
MTH xxxx

**Natural Science** - 6 - 8 semester hours  
Any natural science lab course plus any three or four-semester hour natural science course.

**Physical Education** - 3 semester hours  
KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

**Social Science** - 12 semester hours  
HIS 1301 US History to 1877  
or HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
Six additional semester hours from ECO, HIS, GRG, GOV, PSY or SOC.

**Speech** - 3 semester hours  
SPE 2301 Fundamentals of Speech

**Classics/Humanities**

One of the following courses must be included among elective hours in the core or among general electives - 3 semester hours  
ENG 2301 World Literature: Classicism  
HIS 2321 History of Western Civilization to 1715  
HIS 3314 Traditions and Values of Classic Civilizations  
PHL 3301 Survey of Western Philosophy

**Computer Proficiency**

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

**Foreign Language**

Complete two sequential semesters (at least six semester hours) of the same non English language

**Environmental Science Major Requirements: 60-61 semester hours**

BIO 1402 General Zoology  
or BIO 2403 General Botany  
BIO 3403 General Ecology  
CHE 1401 Chemistry I\*  
CHE 1402 Chemistry II\*  
CHE 2401 Organic Chemistry I  
CHE 2403 Organic Chemistry II  
CHE 3402 Environmental Chemistry  
ECO 2301 Macroeconomics\*  
ESC 2301 Environmental Writing and Regulatory Compliance  
ESC 3306 Natural Resource Conservation and Planning  
GLG 1101 Urban Geology

GLG 3301 Geology  
GRG 1311 Principles of Geography\*  
MTH xxxx Any calculus\* or statistics course  
PHY 1401 Physics I  
SCI 3330 Introduction to Modeling  
SCI 4310 Natural Science Research Project

**One of the following:**

GLG 3302 Geology Field Techniques  
SCI 3303 Geology and Ecology of the Southwest US  
SCI 3304 Geology and Ecology of Hawaii

**Two of the following:**

BIO 1403 Cellular and Molecular Biology  
BIO 1402 General Zoology  
**or** BIO 2403 General Botany\*\*  
BIO 3302 Tropical Biology  
BIO 3401 Microbiology  
BIO 3303 Native Plants  
ESC 3303 Environmental Law  
ESC 4310 Environmental Science Internship

\* May be used to satisfy core requirements

MTH 2401 Calculus I\*

**or** MTH 2301 Introduction to Statistics

\* May be used to satisfy core requirements

\*\* Whichever is not taken as a required course

**Elective Hours**

The minimum of semester hours sufficient to bring the total number of semester hours to 128 of which 39 must be upper-level.

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### 11.03.04 Mathematics Major - BS

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

**Core Requirements** - 56 semester hours

**English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

ENG xxxx Literature Elective

ENG xxxx English Elective

**Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

**Leadership** – 1 semester hour  
LDR 1100 Life and Leadership

**Mathematics** -3 semester hours  
MTH 1352 Precalculus or higher

**Natural Science** - 7 semester hours  
Any natural science lab course plus any three or four-semester hour natural science course unless otherwise indicated.

**Physical Education** - 3 semester hours  
KIN xxxx Fitness Activity  
KIN xxxx Skill Activity  
KIN xxxx Fitness or Skill Activity

**Social/Behavioral Sciences** - 12 semester hours  
HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
Plus six elective hours from ECO, HIS, GRG, GOV, PSY, or SOC.

**Speech** - 3 semester hours  
SPE 2301 Fundamentals of Speech

**Religion** - 12 semester hours  
REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL xxxx Elective  
REL xxxx Elective

**Classics/Humanities**  
One of the following must be included in the core, major, minor, or general electives - 3 semester hours  
ENG 2301 World Literature: Classicism  
HIS 2321 History of Western Civilization to 1715  
HIS 3314 Traditions/Values of Classical Civilization  
PHL 3301 Survey of Western Philosophy

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

**Foreign Language**  
Complete two consecutive semesters (at least six semester hours) of a non English language

**Mathematics Major Requirements** - 42 semester hours  
MTH 1341 Probability  
MTH 2410 Calculus I  
MTH 2402 Calculus II  
MTH 2301 Introduction to Statistics  
MTH 2305 Discrete Structures  
MTH 3410 Calculus III  
MTH 3101-4 Problem Solving (three of four)  
MTH 3311 Linear Algebra  
MTH 3313 Number Theory

MTH 3315 Abstract Algebra  
MTH 3316 Geometry  
MTH 3317 Differential Equations  
The six remaining hours must come from the following:  
MTH 3309 Numerical Analysis  
MTH 3325 Real Analysis  
MTH 3330 Introduction to Modeling  
MTH 4310 Cryptology  
MTH xxxx Other approved upper-level math course

### **Elective Hours**

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

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## **12.00 College of Adult Education**

### **12.01 Accelerated Degree Program**

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

### **12.02 Mission Statement**

The mission of the College of Adult Education is to equip adult learners to be servant-leaders through flexible, accelerated educational programs in a caring, Christian environment.

### **12.03 Course Loads - Accelerated Degree Program**

The ADP program is designed with adult learners in mind, recognizing their ability to apply information to life experiences and therefore learn it more quickly, and also recognizing their outside responsibilities to family, career, and other areas. Because of the pace and intensity of the ADP program, it is intended that students attend only one course at a time. Academic performance can suffer if students take multiple classes in the ADP format at the same time. No student is permitted to enroll in more than six (6) credits simultaneously in any combination, including but not limited to: courses with other cohorts, correspondence courses, online courses, or concurrent enrollment in other colleges/universities. Students desiring to enroll in more than 18 hours in any one semester are required to have earned a 3.00 cumulative

GPA or higher. No student is permitted to enroll in more than 19 semester hours in any combination of courses, including but not limited to correspondence courses or co-enrollment. Exceptions to this policy must be approved, in advance, by the Registrar; failure to secure approval of an “overload” prior to enrollment may result in denial of credit.

## **12.04 Attendance - Accelerated Degree Program**

Attendance is required at all class meetings and is strictly monitored by instructors and ADP Staff. **If students miss more than four (4) hours of a class, they will, without exception, be administratively dropped from the course, held responsible for all subsequent tuition charges, and required to repeat the entire course.** Consistent administrative drops will lead to the student being administratively withdrawn from Concordia University Texas...Absence is considered cumulative...Exceptions to the ADP attendance policy will not be made. All absences will be recorded by the instructor at each class session. Tardiness will be counted as absence and will also be recorded at each class session. There are no excused absences, and students may not attend the missed session the next time that instructor teaches, or the next time that course is taught. Further, students are required to attend the first night of every course for which they register. If a student misses the first night of class, s/he will be administratively dropped from the course. No tuition charges will be assessed; however, a drop fee will be assessed, and the student will be required to return any textbooks to the ADP office before the end of the course, or his or her account will be assessed the non-returned textbook fee. (See additional attendance information in the College of Adult Education handbook.)

## **12.05 Associate of Art in Behavioral Science - AA**

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

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

### **Requirements:**

#### **English - 6 semester hours**

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature

#### **Fine Arts - 3 semester hours**

Any ART, Drama or MUS course.

#### **Mathematics - 3 semester hours**

MTH 1351 College Algebra or higher.

**Natural Science -7-8 semester hours**

Any natural science lab course plus any three or four- semester hour natural science course unless otherwise indicated **or** ( BIO 1400 Introduction to Biology & SCI 1401 Scientific Thought)

**Social/Behavioral Sciences - 15 semester hours**

HIS 1301 US History to 1877

HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

GOV 1305 Texas State Government

ECO 2301 Introduction to Macroeconomics

**Speech - 3 semester hours**

SPCH 2301 Fundamentals of Speech

**Religion - 9 semester hours**

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL 3333 Introduction to Christian Ethics

**Classics/Humanities - 3 semester hours**

PHL 3301 Survey of Western Philosophy

**or** HIS 2321 Western Civilization to 1715

**Sociology/Psychology - 18 semester hours**

SOC 1301 Introduction to Sociology

PSY 1311 Introduction to Psychology

PSY 2301 Life Span Development

PSY 2331 Social Psychology

PSY 3304 Group Dynamics

**Note: A minimum of 22 of the 64 semester hours required for the AA Behavioral Science must be taken at Concordia to meet the residency requirement.**

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## 12.06 Business Major – Bachelor of Arts

### Business

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

**Core Requirements** - 58 semester hours Note: The core requirements may be fulfilled by either 1) completing the following courses, or 2) enrolling in and completing the Associate of Arts in Behavioral Science degree from Concordia University.

**English** - 12 semester hours

ENG 1316 Freshman English I

ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx English Elective

**Fine Arts** - 3 semester hours  
Any ART, Drama or MUS course.

**Mathematics** - 3 semester hours  
MTH 1351 College Algebra or higher.

**Natural Science** -7 to 8 semester hours  
Any natural science lab course plus any three or four- semester hour natural science course unless otherwise indicated  
**or** ( BIO 1400 Introduction to Biology & SCI 1401 Scientific Thought)

**Physical Education** - 3 semester hours  
KIN 2320 Adult Personal and Community Wellness  
**or** (KIN xxxx Fitness Activity + KIN xxxx Skill Activity + KIN xxxx Fitness or Skill Activity)

**Social/Behavioral Sciences** - 12 semester hours  
HIS 1301 US History to 1877  
**or** HIS 1302 US History from 1877  
GOV 1303 Introduction to American Government  
ECO 2301 Introduction to Macroeconomics  
ECO 2302 Introduction to Microeconomics

**Speech** - 3 semester hours  
SPCH 2301 Fundamentals of Speech

**Religion** - 12 semester hours  
REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL xxxx Religion Elective  
REL xxxx Religion Elective

**Classics/Humanities** - 3 semester hours  
A 3 semester hour course from the area of Classics/Humanities

**Business Major requirements** - 45 Semester Hours  
ACC 2301 Fundamentals of Financial Accounting  
ACC 2302 Fundamentals of Managerial Accounting  
CIS 2304 Spreadsheet Software  
MTH 2301 Introduction to Statistics  
BUS 3310 Leadership and Business  
BUS 3311 Principles of Management  
BUS 3321 Business Law  
BUS 3350 Principles of Marketing  
BUS 3360 Finance  
BUS 4302 Strategic Management  
COM 3331 Organizational Communications



Plus four courses from among the following  
BUS 3312 Small Business Management  
BUS 3313 Creativity, Critical Thinking, and Change  
BUS 3340 Human Resources Management  
BUS 3351 Selling and Sales Management  
BUS 3361 Money, Banking, and Credit  
BUS 3370 Purchasing Management  
BUS 3380 Production and Operations Management  
BUS 4310 Business Internship  
BUS 4311 International Management  
BUS 4350 International Marketing

### **Elective Hours**

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

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## **12.07 Criminal Justice Operations Management – Bachelor of Arts**

### **Criminal Justice Operations Management**

This major provides the adult student with an extensive understanding of criminal justice, both in theory and in practice. Many students selecting this major already have employment experience with criminal justice, having served as peace officers or having worked in environments affiliated with the legal system. However, students without professional experience in the field can also be successful in this major. The major is designed for people who are interested in careers in the operations and management of criminal justice agencies and focuses on tactical issues confronting criminal justice managers, as well as ethical and moral issues that will face any Christian leader entrusted with rehabilitative duties. The BA in Criminal Justice Operations Management, like all majors in the College of Adult Education, emphasizes communication skills.

**Core Requirements** - 55 to 57 semester hours. Note: The core requirements may be fulfilled by either 1) completing the following courses, or 2) enrolling in and completing the Associate of Arts in Behavioral Science degree from Concordia University.

### **English** -12 semester hours

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx English Elective

### **Fine Arts** - 3 semester hours

Any ART, Drama or MUS course.

### **Mathematics** -3 semester hours

MTH 1351 College Algebra or higher.

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

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

**or** ( BIO 1400 Introduction to Biology & SCI 1401 Scientific Thought)

**Physical Education** - 3 semester hours

KIN 2320 Adult Personal and Community Wellness

**or** (KIN xxxx Fitness Activity + KIN xxxx Skill Activity + KIN xxxx Fitness or Skill Activity)

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

HIS 1301 US History to 1877 **or** HIS 1302 US History from 1877

GOV 1303 Introduction to American Government

ECO 2301 Introduction to Macroeconomics **or** ECO 2302 Introduction to Microeconomics

SOC 1301 Introduction to Sociology

**Speech** - 3 semester hours

SPCH 2301 Fundamentals of Speech

**Religion** - 12 semester hours

REL 1301 New Testament History and Reading

REL 1311 History and Literature of the Old Testament

REL xxxx Religion Elective

REL xxxx Religion Elective

**Classics/Humanities** - 3 semester hours

A 3 semester hour course from the area of Classics/Humanities

**Criminal Justice Operations Management Major Requirements - 51 hours**

CJM 2308 Computer Communications

MTH 2301 Introduction to Statistics

PSY 1311 Introduction to Psychology

SOC 2306 Race and Ethnic Relations

CJM 3301 Constitutional Law

CJM 3302 Procedural Criminal Law

CJM 3303 Criminal Justice Liability Law

CJM 3304 Administrative Law

CJM 3306 Principles of Management in Criminal Justice

CJM 3307 Human Resources Mgmt in Criminal Justice

CJM 3310 Finance and Budgeting in Criminal Justice

CJM 3311 Crime and Delinquency

CJM 3312 Psychology of the Criminal Offender

CJM 3313 Forensic Science and Criminalistics

CJM 3314 Ethics in Criminal Justice

CJM 3315 Decision-Making in Criminal Justice Operations

CJM 3316 Future Studies in Criminal Justice Operations

**Elective Hours**

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

## 12.08 Healthcare Administration Major – Bachelor of Arts

### Healthcare Administration

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

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

#### **Religion** - 12 semester hours

REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL xxxx Religion Elective  
REL xxxx Religion Elective

#### **English** - 12 semester hours

ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx English Elective

#### **Fine Arts** - 3 semester hours

Any ART, MUS or Drama course.

#### **Mathematics** - 3 semester hours

MTH 1351 College Algebra or higher

#### **Natural Science** - 7 to 8 semester hours

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

**or** ( BIO 1400 Introduction to Biology & SCI 1401 Scientific Thought)

#### **Physical Education** - 3 semester hours

KIN 2320 Adult Personal and Community Wellness  
**or** ( KIN xxxx Fitness Activity & KIN xxxx Skill Activity & KIN xxxx Fitness or Skill Activity)

#### **Social/Behavioral Sciences** - 12 semester hours

GOV 1303 Introduction to American Government  
ECO 2301 Introduction to Macroeconomics  
ECO 2302 Introduction to Microeconomics

HIS 1301 US History to 1877  
or HIS 1302 US History from 1877

**Speech** - 3 semester hours  
SPCH 2301 Fundamentals of Speech

**Classics/Humanities** - 3 semester hours  
A 3 semester hour course from the area of Classics/Humanities

**Healthcare Administration Major Requirements** - 48 semester hours

MTH 2301 Introduction to Statistics  
BUS 3340 Human Resource Management  
COM 3331 Organizational Communications  
HCA 3310 Management Principles in Healthcare Organizations  
HCA 3311 Consumer Issues in Healthcare  
HCA 3341 Essentials of Healthcare Ethics  
HCA 3315 Total Quality Management in Healthcare  
HCA 3330 Information Technology in Healthcare  
HCA 3335 Financial Issues in Healthcare  
HCA 3345 Marketing Management in Healthcare  
HCA 4340 Legal Aspects of Healthcare Administration  
HCA 4360 Healthcare Finance Issues  
HCA 4365 Managing the Healthcare Organization  
HCA 4370 Healthcare Economics  
HCA 4380 Management of Medical Practices  
HCA 4410 Healthcare Administration Practicum

### **Elective Hours**

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

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## **12.09 Human Resource Management Major – Bachelor of Arts**

### **Human Resource Management**

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

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

**Religion** - 12 semester hours  
REL 1301 New Testament History and Reading  
REL 1311 History and Literature of the Old Testament  
REL xxxx Religion Elective  
REL xxxx Religion Elective

**English** - 12 semester hours  
ENG 1316 Freshman English I  
ENG 1317 Introduction to Literature  
ENG xxxx Literature Elective  
ENG xxxx English Elective

**Fine Arts** - 3 semester hours  
Any ART, MUS or Drama course.

**Mathematics** - 3 semester hours  
MTH 1351 College Algebra or higher.

**Natural Science** - 7 to 8 semester hours  
Any natural science lab course plus any three or four-semester hour natural science course unless otherwise indicated or (BIO 1400 Introduction to Biology & SCI 1401 Scientific Thought)

**Physical Education** - 3 semester hours  
KIN 2320 Adult Personal and Community Wellness  
or ( KIN xxxx Fitness Activity + KIN xxxx Skill Activity + KIN xxxx Fitness or Skill Activity)

**Social/Behavioral Sciences** - 12 semester hours  
ECO 2301 Introduction to Macroeconomics  
ECO 2302 Introduction to Microeconomics  
GOV 1303 Introduction to American Government  
HIS 1301 US History to 1877  
or HIS 1302 US History from 1877

**Speech** - 3 semester hours  
SPCH 2301 Fundamentals of Speech

**Classics/Humanities** - 3 semester hours  
A 3 semester hour course from the area of Classics/Humanities

**Human Resource Management Major Requirements** - 45 semester hours  
MTH 2301 Introduction to Statistics  
CIS 2304 Spreadsheet Software  
COM 3331 Organizational Communication  
BUS 3310 Leadership and Business  
BUS 3360 Finance  
BUS 3380 Production and Operations Management  
HRM 3305 Legal Environment  
HRM 3315 Training and Development  
HRM 3320 Compensation and Benefits  
HRM 3325 Labor Relations  
HRM 3330 Organizational Staffing/Selection

HRM 3345 Fundamentals of Human Resource Management  
HRM 3350 Conflict Negotiation  
HRM 3355 International Human Resource Management  
HRM 4315 Strategic Management in Human Resources

### **Elective Hours**

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

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## **12.10 Minors**

Note: The following minors may be used in any combination with the four ADP Majors.

### **Criminal Justice Minor** - 18 semester hours

CJM 3301-Constitutional Law  
CJM 3302-Procedural Criminal Law  
CJM 3303-Criminal Justice Liability Law  
CJM 3311-Crime and Delinquency  
CJM 3313-Forensic Science and Criminalistics  
CJM 3316-Future Studies in CJ Operations

### **Healthcare Administration Minor** - 18 semester hours

HCA 3310-Management Essentials of Healthcare Org  
HCA 3311-Consumer Issues in Healthcare  
HCA 3315-Total Quality Management in HC  
HCA 3335-Financial Issues in HC  
HCA 3341-Essentials in Healthcare Ethics  
HCA 4340-Legal Aspects of Healthcare Administration

### **Human Resource Management Minor** - 18 semester hours

HRM 3305-Legal Concepts in HR Management  
HRM 3315-Training and Development  
HRM 3320-Compensation and Benefits  
HRM 3325-Labor Relations and Economics  
HRM 3330-Organizational Staffing/Selection  
HRM 3345-Fundamentals in Human Resource Management

### **Business Minor** - 21 semester hours

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

## **12.11 Center Locations - CAE**

All centers will offer classes via "Corporate Connections" which are conducted at business sites in each city listed below. Enrollments include employees from those corporations.

### **12.11.01 Austin Center**

Located at our main campus, the Austin Center has offices in the College Central Building.  
Concordia University Texas  
3400 I-35 North  
Austin, Texas 78705  
Phone (512) 486-1143 FAX (512) 486-2012

### **12.11.02 Dallas/Ft. Worth Center**

The Dallas/Ft. Worth Center is located near downtown Ft. Worth at the intersection of I-35W and Summit Ave at St. Paul's Lutheran Church.  
Concordia University Texas  
1800 W Freeway  
Ft. Worth, Texas 76102  
Phone (817)810-0226 FAX (817)810-0227

### **12.11.03 Houston Center**

The Houston Center's office is located on the Lutheran South Academy campus near Clear Lake. Classes are distributed throughout the city of Houston.  
Concordia University Texas  
Mailing Address: 10925 Almeda-Genoa, Houston, Texas 77034  
Physical Address: 12555 Ryewater, Houston, Texas 77089  
Phone (281) 484-5572 FAX (281) 484-5846

### **12.11.04 San Antonio Center**

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

# 13.00 Course Descriptions - Undergraduate

## 13.01 Course Numbering System

1. The first digit shows the level at which a course is ordinarily taught.
  - a. "1" level courses are open to first-semester freshmen.
  - b. "2" level courses are open to freshmen, but typically have a college-level prerequisite.
  - c. "3" level courses are upper level courses (junior/senior).
  - d. "4" level courses are typically terminal courses within a major.
2. The second digit in the course number shows the semester hours of credit the course carries.
3. The remaining two numbers indicate a sequence within the discipline.
4. The numbers following the course title designate the numbers of lecture/lab hours the course requires each week.

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## 13.02 Independent Study

### 3399 Independent Study

An individual tutorial emphasizing close reading and discussion of literature in an area of the student's interest. Prerequisites: A 2.75 cumulative GPA and a 3.25 average GPA in either: twelve semester hours of course work in the chosen discipline, including six upper-level-hours, or at least 12 semester hours of course work in the student's major, including six upper-level hours; consent of instructor, Director of the Major and Dean of the College.

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## 13.03 International Study - Course Description

     3X98 International Studies: Study of \_\_\_\_\_ Allows students to experience another culture first-hand through foreign travel. Experiences are arranged carefully prior to, during and following the trip to enhance student learning. May be offered on a Pass/Fail basis.

Variable credit from one to three semester hours.

- a. Germany
- b. London

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### 13.04.01 Accounting - Course Descriptions

#### **ACC 2301 Fundamentals of Financial Accounting 3,0**

The accounting cycle, financial statements, accounting analysis, assets, liabilities, capital, analysis of financial statements, consolidated financial statements and accounting principles.

#### **ACC 2302 Fundamentals of Managerial Accounting 3,0**

Management accounting and accounting information for making production decisions.

Prerequisite: ACC 2301



**ACC 3301 Intermediate Accounting I 3,0**

Provides in-depth knowledge of basic accounting principles and procedures including analysis of traditional accounting statements to discern organizational strengths and weaknesses.

Prerequisite: ACC 2302.

**ACC 3302 Intermediate Accounting II 3,0**

A continuation of ACC 3301. Prerequisite: ACC 3301.

**ACC 3320 Fundamentals of Taxation 3,0**

Introduction to the role of taxes in contemporary society and their impact on individuals and business entities with emphasis on Federal income taxation. Prerequisite: ACC 2302

**ACC 3321 Corporate, Partnership, Estate and Gift Taxation 3,0**

Introduction to advanced taxation including corporations and shareholders, international taxation, S corporations, estate, gift, trusts, beneficiaries, and family tax planning. Prerequisite: ACC 3320.

**ACC 3330 Governmental and Institutional Accounting 3,0**

Budgeting, accounting, auditing, and financial reporting principles and practices for government and non-profit entities. Prerequisite: ACC 2302.

**ACC 3340 Financial Statement Analysis 3,0**

A comprehensive analysis of financial statements as an aid to decision making. Prerequisites: ACC 2302.

**ACC 3350 Management Control Systems 3,0**

Provides the mature Business Management/Accounting student an extensive view of the role the Controller plays in today's organization. Students will develop insight into the Controller's unique responsibility as the communications link between operations and top management.

Prerequisite: ACC 2302. Completion of ACC 3360 is helpful.

**ACC 3360 Cost Accounting 3,0**

The origination, processing, reporting, and use in business operations of accounting information for management purposes. Also integrates topics in cost data processing, economic analysis, capital budgeting, management and financial control, and behavioral science.

Prerequisite: ACC 2302.

**ACC 3370 Auditing Theory and Practice 3,0**

Principles and procedures applied by independent auditors and internal auditors, responsibilities of auditors, development of audit programs, accumulation of evidence, statistical and EDP auditing applications and reporting. Prerequisite: ACC 2302.

**ACC 3380 Advanced Financial Accounting 3,0**

Accounting problems in respect to multiple ownership, consolidated financial statements and partnership accounts; foreign currency translations; segmental reporting, and advanced accounting theory. Prerequisite: ACC 2302.

**ACC 3381 Accounting Theory 3,0**

Provides the mature accounting student a frame of reference in the understanding of financial accounting and financial theory. Students will develop insight into the logic behind current accounting practice as well as the development of new practices and procedures. Prerequisite: ACC 2302. Completion also of ACC 3301 and ACC 3302 is preferred.

**ACC 4310 Accounting Internship 3,0**

Provides students with job searching skills, on-the-job work experience and training related to academic education and long-term goals. May be repeated once for credit as an elective, but only three semester hours will count toward any accounting major. An upper-level course for business majors. Graded on a pass/fail basis.

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**13.04.02 Anthropology - Course Descriptions****ANT 1301 Introduction to Anthropology 3,0**

A broad examination of the field of anthropology. Primary emphasis will be placed on cultural anthropology. Also included will be a brief introduction to the field of physical anthropology.

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**13.04.03 Art - Course Descriptions****ART 1302 Survey of Art History 3,0**

This class is designed as a survey of the history of Western art from ancient through contemporary times, with emphasis on the major artists and works of art. It will also introduce some of the major methodologies used to approach topics in art history. Class time will be divided between slide lectures and in-class discussions over the readings.

**ART 1303 Introduction to Studio Art 3,0**

Hands on studio projects with references to related art work of the past. Includes field trips to area galleries or museums. Designed to develop awareness and sensitivity to art through the study of basic drawing and design.

**ART 1304 Introduction to Art History: Ancient 3,0**

This course covers the history of visual art from Prehistoric to the medieval period. It is taught with a European-American perspective, and includes painting, sculpture, architecture and other major areas of study.

**ART 1305 Introduction to Art History: Modern 3,0**

This course covers the history of visual art from the Renaissance to the present. It is taught with a European-American perspective, and includes painting, sculpture, architecture and other major areas of study.

**ART 1306 Drawing Media 2,2**

Basic drawing using graphite as the primary media. Will also include some or all of the following: charcoal, ink, metal point, mono print, and oil sticks.

**ART 1308 Introduction to Photography 2,2**

Basic photography course with emphasis upon technical skill development, camera use and operation, darkroom operation methods and techniques.

**ART 1311 Design 2,2**

Basic design studied through abstract and commercial art applications. Media includes drawing, painting, collage, etc. May be repeated for credit with consent of instructor.

**ART 1315 Art Theory and History 3,0**

A survey which includes study of art history, art criticism, aesthetics, and studio production, including study and use of all principles and elements of art in a variety of media, practicing critical evaluation of art production in progress; and development of knowledge and skills for personal growth. The course also examines work by elementary students at all levels in a variety of media; preparation of lesson plans for achieving specific art objectives at specific grade levels; and preparation of a portfolio of example work for teaching at selected grade levels.

**ART 3312 Painting 2,2**

Study of acrylic painting techniques, color theory, design application, and styles of various well-known artists. Prerequisite: ART 1303 or consent of instructor. May be repeated for credit.

**ART 3320 Ceramics 2,2**

Study of hand building techniques, clay bodies, and glazes using low fire clay. Prerequisite: ART 1303 or consent of instructor. May be repeated for credit.

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**13.04.04 Astronomy - Course Descriptions****AST 3301 Astronomy 2,2**

A study of the stars, the solar system, planets, satellites, and galaxies. Descriptive and observational astronomy are stressed. Prerequisite: MTH 1323 Quantitative Literacy or higher.

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**13.04.05 Business Administration - Course Descriptions****BADM 1360 Personal Finance 3,0**

Personal financial management including Christian stewardship, budgeting, using credit, banking, financing major purchases, housing choices and financing options, insurance, investments, retirement, estate planning, and the use of the financial calculator.

**BADM 3310 Leadership and Business 3,0**

Leadership, management, and the leadership/management partnership. Also emphasis on managerial roles, interpersonal skills, and understanding oneself and others, teamwork, negotiation, ethics, essential skills, and managerial aids. This course has a writing component.

**BADM 3311 Principles of Management 3,0**

Management philosophy, theories, and practices. Includes management functions of planning, decision making, organizing, staffing, communicating, motivating, leading, and controlling. Also a survey of production-operations management, organizational behavior, international management and the global economy. This course has a writing component. Recommend BADM 3310.

**BADM 3312 Small Business Management 3,0**

Learning the skills for starting a small business, successful small business ownership including the critical areas of law, human resources, finance/accounting, marketing, management, and location are integrated and applied to be successful. Includes preparation of a comprehensive business plan.

**BADM 3313 Creativity, Critical Thinking, and Change 3,0**

Designed to equip the individual, the manager, and the leader of the future with critical thinking and creativity skills necessary for a leader and a manager. Includes brain dominance and thinking styles.

**BADM 3321 Business Law 3,0**

Background and role of law in business and society. Specific commercial law topics addressed include Uniform Commercial Code, business torts, property, contract sales, debit/creditor relations, and agency.

**BADM 3331 Organizational Communication 3,0**

A study of communication patterns in organizations and practice in communication skills necessary for functioning in complex organizations. Cross-listed as COM 3331.

**BADM 3332 Quantitative Methods in Business and Economics I 3,0**

Includes descriptive and inferential statistics, graphs, measures of central tendency, dispersion, probability, discrete and continuous probability distributions, sampling, hypothesis testing for mean and variance. Cross-listed as ECO 3332. Prerequisite: MTH 1331 or higher.

**BADM 3333 Quantitative Methods in Business and Economics II 3,0**

Univariate and multivariate regression, ANOVA, Chi-square, correlation, non-parametric, linear programming, sensitivity analysis, transportation problems, network models and waiting line problems. Cross-listed as ECO 3333. Prerequisite: BADM/ECO 3332 or consent of instructor.

**BADM 3340 Human Resource Management 3,0**

An introduction to human resource management. Topics include employment, placement and personnel planning, training and development, compensation and benefits, health, safety and security; employee and labor relations. Recommend BADM 3310.

**BADM 3350 Principles of Marketing 3,0**

Practices and market structure, marketing functions and strategies, institutions, pricing, demand creation, industrial and consumer, costs and marketing legislation. This course has a writing component.

**BADM 3351 Selling and Sales Management 3,0**

Professional selling principles and practices for industrial and consumer goods. Includes identification and qualification of customers, developing and delivering high quality presentations, persuasive

theories and techniques, ethics of selling, and pre/post sales services. Policy matters, product planning, distribution policies and pricing, sales promotion, organization and management of territories and the sales force, control of sales operation.

**BADM 3352 Integrated Marketing Communications 3,0**

This course studies all elements of promotion and integrated marketing communications. Students gain knowledge of the major promotion and communication tools organizations use, how promotion is planned, budgeted, and used in the marketing program, and how to analyze promotion alternatives as they relate to the organization's marketing objectives and market segments served. Prerequisite: Upper level standing.

**BADM 3353 Consumer Behavior 3,0**

This course focuses on the analysis and interpretation of the behavior of individuals as buyers and consumers of goods and services. Students will learn to evaluate and interpret the psychological, economic, and socio-cultural factors and trends that influence purchase and consumption of goods and services. Prerequisite: Upper level standing.

**BADM 3360 Finance 3,0**

The course includes an introductory level survey of financial management goals and decision making; risk and return analysis; portfolio diversification; market efficiency; asset valuation; cost of capital; agency theory; capital budgeting; and liquidity management. This course has a writing component. Prerequisites: ECO 2301, ECO 2302, and ACC 2302.

**BADM 3361 Money, Banking, and Credit 3,0**

The course will cover the role of financial markets in the economy; the determination of interest rates; the role of financial intermediaries and financial intermediation; the role of the central bank in monetary policy; and the macroeconomics of monetary policy and interest rates. Cross-listed as ECO 3361. Prerequisites: ECO 2301, ECO2302.

**BADM 3370 Purchasing Management 3,0**

This course covers the basics of purchasing and materials management. Other topics include standardization and industry standards, vendor selection and relationship including long term partnering, make-or-buy, and purchasing involvement in organizational decisions.

**BADM 3380 Production and Operations Management 3,0**

The course includes the strategic, tactical, and operational issues that arise in management of production and service operations; product and process design, facilities planning, quality management, materials management, operations planning and scheduling, and emerging technologies in production and service management.

**BADM 4301 Management Practicum, Business Policy 3,0**

Enterprise management and responsibilities of general managers; integrating the functional areas of business administration into a realistic approach to business problems; applying principles to complex problems at the executive level, integrated into a computer simulation. This course has a writing component. Prerequisite: Senior level standing and BADM 3311. Students are expected to graduate in the calendar year that this course is completed.

**BADM 4310 Business Internship 3,0**

Provides students with job searching skills, on-the-job experience and training related to academic education and long-term goals. May be repeated once for credit as an elective, but

only three semester hours will count toward any Business Management major. An upper-level course for business majors only; graded on a pass/fail basis.

**BADM 4311 International Business Management 3,0**

Will be offered as either a travel course or classroom course, depending on the interest and/or time offered. Students will spend a total of 45 hours in classroom-type settings (either on or off Concordia's campus). Course Requirements: Travel to designated site (if offered), readings from text, outside readings, written papers, and exams.

**BADM 4350 International Marketing 3,0**

Will be offered as either a travel course or classroom course, depending on the interest and/or time offered. Students will spend a total of 45 hours in classroom-type settings (either on or off Concordia's campus). Course Requirements: Travel to designated site (if offered), readings from text, outside readings, written papers, and exams.

**BADM 4351 Advertising Management 3,0**

Through projects and texts, students will develop an understanding of the creation of effective advertising, media planning and budgeting, and advertising strategy as it relates to the overall marketing mix and strategic plan of the organization, with special emphasis on advanced copywriting and layout, for print and broadcast media. Prerequisites: BADM 3313, BADM 3350, and BADM 3352.

**BADM 4352 Internship in Marketing**

**BADM 4353 Marketing Management and Strategy 3,0**

This course uses case analysis and readings to understand marketing planning and strategy in the context of organizational plans and strategies. Students also use marketing simulations to integrate information from courses into a comprehensive understanding of the marketing function in organizations. Prerequisites: BADM 3313, BADM 3350, and BADM 3352.

**BADM 4361 Investments 3,0**

Topics covered include financial markets, securities trading, evaluation of the risk/return trade-off, efficient portfolio formation, fixed-income security valuation and interest-rate risk, and introduction to derivative securities. Prerequisite: BADM 3360 or consent of the instructor. BADM 3333 is strongly recommended.

**BADM 4363 International Financial Management 3,0**

The course covers international monetary systems, exchange rate determination, use of currency derivatives in hedging and risk management, currency swaps, foreign direct investment, and international capital budgeting. Prerequisite: BADM 3360 or concurrent enrollment.

**BADM 4364 Capital Budgeting 3,0**

Topics include the net present value and internal rate of return criteria for capital budgeting decisions; other criteria for such decisions, the cost of capital; capital budgeting under

uncertainty; the lease-or-buy and make-or-buy decisions; and financing fixed assets; including theory of the debt to equity trade-off and dividend policy. Prerequisite: BADM 3360.

**BADM 4365 Governmental Finance 3,0**

Covers the theory of government spending and taxing policy; decision making; effects of government expenditures; effects of taxation on resource allocation; market failures; and both positive and negative externalities. Cross-listed as ECO 4365. Prerequisites: ECO 2301, ECO 2302.

**BADM 4366 Financial Risk Management 3,0**

This course is an advanced finance course that covers the use of various derivative instruments for the management of financial risk. Emphasis is on hedging pre-existing financial risks with the instruments and their proper use as part of a risk management strategy. Prerequisite: BADM 3360 or concurrent enrollment.

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13.04.06 Biology - Course Descriptions

Note: BIO 1101-1106 are a series of mini-course field experiences to study the ecosystems of selected areas of Texas; some courses require good physical conditioning due to strenuous hiking activity. Field Biology may be repeated for credit under each separate number; the same number course may not be repeated for credit. These courses require a special course fee to cover travel and special equipment. Prerequisite: Consent of instructor.

**BIO 1101 Field Biology East and Southeast Texas**

**BIO 1102 Field Biology Rio Grande Valley**

**BIO 1103 Field Biology Southwest Texas**

**BIO 1104 Field Biology Panhandle and Northwest Texas**

**BIO 1105 Field Biology Central Texas**

**BIO 1106 Field Biology Guadalupe Mountains**

**BIO 1400 Introduction to Biology**

A 4-hour lab course designed to introduce the student to the processes of science and the major concepts of biology from a historical and practical perspective. Accelerated Degree Program only.

**BIO 1401 Principles of Biology 3,2**

General concepts of biology with emphasis on man in God's world. This course meets the core natural science requirement for non-science majors.

**BIO 1402 General Zoology 3,2**

The anatomy, physiology, behavior and ecology of major animal groups.

**BIO 1403 Cellular and Molecular Biology 3,2**

Modern concepts of cellular functions at the molecular level. This course meets the core natural science requirement. Prerequisite: One year high school biology or BIO 1401, and CHE 1401.

**BIO 2401 Survey of Human Anatomy and Physiology 3,2**

The basic structure and function of the human body systems. Prerequisites: BIO 1403 or BIO 1401 and high school chemistry or equivalent.

**BIO 2403 General Botany 3,2**

The structure, function, reproduction, taxonomy and ecology of plants.

**BIO 3302 Tropical Biology**

A field study of the biology and ecology of tropical marine and rain forest ecosystems. This course also includes a study of environmental concerns and conservation efforts in tropical ecosystems. Offered during Spring Break and/or summer and requires extensive physical exertion and "roughing it." Additional fee for course paid at time of registration. Prerequisite: Consent of the instructor.

**BIO 3303 Native Plants 2,2**

Identification, natural history, economic importance and ecology of plants native to Central Texas. Prerequisite: BIO 2403.

**BIO 3310 Nutrition 3,0**

A study of the nutrients and other substances in foods and the body's handling of them. Nutrient requirements associated with various life stages and the impact of various disorders and diseases upon nutrition will also be explored. Prerequisites: Completion of a college level laboratory science course.

**BIO 3320 Biochemistry 3,0**

An overview of the macromolecules and small molecules that are the key to all living systems. Topics covered include protein structure and function, enzyme mechanisms, kinetics and regulation, membrane structure and function, bioenergetics, hormone action, intermediary metabolism, including pathways and regulation of carbohydrate, lipid, amino acid, and nucleotide biosynthesis and breakdown. This course is cross-listed as CHE 3320. Prerequisite: BIO 1403 Cellular and Molecular Biology and CHE 2402 Organic Chemistry II.

**BIO 3350 Biopsychology 3,0**

An introduction to the structure and function of the nervous system and the relationship between psychological processes and the brain in humans and other animals. Cross-listed with PSY3350.

**BIO 3370 Ecology of the Pacific Northwest****BIO 3401 General Microbiology 3,2**

The structure, physiology, culture, and control of bacteria and other microbes. Prerequisite: BIO 1403.



**BIO 3403 General Ecology 3,2**

A study of those factors which affect the abundance, biodiversity and distribution of organisms. Includes ecological theory, mathematical modeling, natural history and field techniques. Prerequisite: BIO 1401 or BIO 1402 or BIO 2403 or consent of instructor. Cross listed as ESC 3403

**BIO 3404 Genetics 3,2**

An introduction to classical, molecular, developmental and population genetics with an emphasis on genetic analysis. Prerequisite: BIO 1401 or BIO 1403.

**BIO 3406 Animal Behavior**

An introduction to the study of animal behavior. Prerequisite: Any 3 or 4 semester hour course which fulfills a portion of the Natural Science Core requirement with a grade of "C" or above. Cross-listed as PSY 3406.

**BIO 3411 Human Anatomy and Physiology I 3,2**

An introduction to the study of human anatomy and physiology. Beginning with a quick overview of the chemical basis of life and a review of cells and cellular metabolism. The remainder of the course will cover tissues and five systems (skin and the integumentary system, skeletal system including joints, muscular system, nervous system including somatic and special senses, and endocrine system). Prerequisite: BIO 1401 or BIO 1403. Note: Students who have already completed BIO 2401 Human Anatomy and Physiology are not allowed to take this course for credit unless approved by the Director of the Biology Major and Division Chair.

**BIO 3412 Human Anatomy and Physiology II 3,2**

A continuation of the study of human anatomy and physiology. The course will cover the remaining six systems (cardiovascular system, lymphatic system, digestive system, respiratory system, urinary system, and reproductive system) and related topics. Prerequisite: BIO 3411. Note: Students who have already completed BIO 2401 Human Anatomy and Physiology are not allowed to take this course for credit unless approved by the Director of the Biology Major and Division Chair.

**BIO 3420 Developmental Biology 3,2**

An introduction to both classical and modern developmental biology including molecular and genetic analysis of development. Prerequisite: BIO 1401 or BIO 1403.

**BIO 4310 Biological Science Research 3,0**

A research course in which students will work as a team to complete research in an area of the biological sciences as set forth by the instructor. Students will learn how to critically read scientific papers and interpret data. All aspects of proposal writing will be explored during this course. The course will culminate with presentation of the students and groups research findings in both oral and written formats.

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## 13.04.07 Business - Course Descriptions

### **BUS 3310 Leadership and Business 3,0**

Leadership, management, and the leadership/management partnership. Also emphasis on managerial roles, interpersonal skills, and understanding oneself and others, teamwork, negotiation, ethics, essential skills, and managerial aids. This course has a writing component.

### **BUS 3311 Principles of Management 3,0**

Management philosophy, theories, and practices. Includes management functions of planning, decision making, organizing, staffing, communicating, motivating, leading, and controlling. Also a survey of production-operations management, organizational behavior, international management and the global economy. This course has a writing component. Prerequisite: Upper level standing.

### **BUS 3312 Small Business Management 3,0**

Learning the skills for starting a small business, successful small business ownership including the critical areas of law, human resources, finance/accounting, marketing, management, and location are integrated and applied to be successful. Includes preparation of a comprehensive business plan.

### **BUS 3313 Creativity, Critical Thinking, and Change 3,0**

Designed to equip the individual, the manager, and the leader of the future with critical thinking and creativity skills necessary for a leader and a manager. Includes brain dominance and thinking styles.

### **BUS 3321 Business Law 3,0**

Background and role of law in business and society. Specific commercial law topics addressed include Uniform Commercial Code, business torts, property, contract sales, debit/creditor relations, and agency.

### **BUS 3340 Human Resource Management 3,0**

An introduction to human resource management. Topics include employment, placement and personnel planning, training and development, compensation and benefits, health, safety and security; employee and labor relations.

### **BUS 3350 Principles of Marketing 3,0**

Practices and market structure, marketing functions and strategies, institutions, pricing, demand creation, industrial and consumer, costs and marketing legislation. This course has a writing component.

### **BUS 3351 Selling and Sales Management 3,0**

Professional selling principles and practices for industrial and consumer goods. Includes identification and qualification of customers, developing and delivering high quality presentations, persuasive theories and techniques, ethics of selling, and pre/post sales services. Policy matters, product planning, distribution policies and pricing, sales promotion, organization and management of territories and the sales force, control of sales operation.

**BUS 3360 Finance 3,0**

The course includes an introductory level survey of financial management goals and decision making; risk and return analysis; portfolio diversification; market efficiency; asset valuation; cost of capital; agency theory; capital budgeting; and liquidity management. This course has a writing component. Prerequisites: ECO 2301, ECO 2302, and ACC 2302. Cross-listed with HRM 3310.

**BUS 3380 Production and Operations Management 3,0**

The course includes the strategic, tactical, and operational issues that arise in management of production and service operations; product and process design, facilities planning, quality management, materials management, operations planning and scheduling, and emerging technologies in production and service management.

**BUS 4302 Strategic Management**

Strategic Management is designed to be a capstone course for students nearing completion of the requirements for the Business Degree at Concordia University Texas. Rarely should a student who is more than nine (9) hours short of completing the degree requirements take this course. The course is intended to require participants to integrate knowledge gained from school, work, and life. Using their imaginations and intuition, students will form a whole to be used for the purpose of identifying, analyzing, and solving business problems at the upper management level.

**BUS 4311 International Business Management 3,0**

A study of international business including marketing, accounting, finance, and production. Each is examined on the basis of risk and reward characteristics for the firm.

**BUS 4350 International Marketing 3,0**

International marketing is examined on the basis of risk and reward characteristics of the firm occasioned when the firm enters the international sales arena.

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### 13.04.08 Chemistry - Course Descriptions

**CHE 1400 Introduction to Chemistry 3,2**

Descriptive chemistry with an emphasis on principles and the importance of chemistry for modern life. This course may be used to meet the core natural science requirement, but cannot be used as a prerequisite for CHE 1402. Not open to those who have already earned credit for CHE 1401. Prerequisite: Two years of high school algebra or MTH 1351 College Algebra or math placement at a higher level.

**CHE 1401 Chemistry I 3,3**

The laws and theories of chemistry, stoichiometry, atomic and molecular structure, chemical bonding, properties of solutions, kinetic-molecular theory, and periodicity of the elements. Prerequisites: One year of high school chemistry or CHE 1400, and simultaneous enrollment in MTH 1351 College Algebra or math placement at a higher level.

**CHE 1402 Chemistry II 3,3**

A continuation of CHE 1401, covering kinetics, equilibria, thermodynamics, oxidation-reduction, nuclear chemistry, periodicity of the elements, and introduction to organic chemistry. Prerequisites: CHE 1401 and MTH 1351 College Algebra or math placement at a higher level.

**CHE 2401 Organic Chemistry I 3,3**

Introduction to the basic concepts of organic chemistry and the synthesis and reactions of organic molecules. Prerequisite: CHE 1402.

**CHE 2403 Organic Chemistry II 3,3**

A continuation of the study of basic concepts of organic chemistry with emphasis on aromatic compounds and spectroscopy. Aspects of biological molecules are considered. Prerequisite: CHE 2401.

**CHE 3301 Inorganic Chemistry 3,0**

Advanced atomic theory, bonding, complex ions, acid-base theory and descriptive chemistry of the elements. Prerequisite: CHE 1402 and MTH 1351 College Algebra or math placement at a higher level.

**CHE 3320 Biochemistry 3,0**

An overview of the macromolecules and small molecules that are the key to all living systems. Topics covered include protein structure and function, enzyme mechanisms, kinetics and regulation, membrane structure and function, bioenergetics, hormone action, intermediary metabolism, including pathways and regulation of carbohydrate, lipid, amino acid, and nucleotide biosynthesis and breakdown. This course is cross-listed as BIO 3320. Prerequisite: BIO 1403 Cellular and Molecular Biology and CHE 2402 Organic Chemistry II.

**CHE 3401 Analytical Chemistry 2,4**

Theory and practice of qualitative chemical analysis. Theory and practice of volumetric, gravimetric, pH, colorimetric and chromatographic quantitative chemical analyses. Prerequisites: CHE 1402, MTH 1351 or math placement at a higher level and CIS 1301 or equivalent competency.

**CHE 3402 Environmental Chemistry 3,4**

A study of the chemical principles and reactions that govern the behavior of both natural environmental systems and anthropogenic compounds important to the quality of the environment. Sampling methods, instrumentation and data analysis will be emphasized. Prerequisites: CHE 1402 and MTH 1351 or math placement at a higher level. Cross-listed as ESC 3402

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## 13.04.09 Computer Information Systems - Course Descriptions

**CIS 1301 Introduction to Personal Computing 3,0**

Basic understanding of and development of skill in using microcomputers and current

software; word-processing, spreadsheets, databases, graphics, telecommunications and project management.

During the course students will be given the opportunity to take the Personal Computer Competency test which is based upon the text used for this course. Successful completion of this test is required of all undergraduate students within one year of when they begin coursework at CUA.

### **CIS 2304 Spreadsheet Software 2,2**

Creating and enhancing spreadsheets, including graphing, database functions and macros using current spreadsheet software. Emphasis is placed on problem solving techniques and managing data. Accelerated Degree Program only. Cross-Listed as CJM 2308

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## 13.04.10 Criminal Justice Operations Management - Course Descriptions

### **CJM 2308 Computer Communications 2,2**

Creating and enhancing spreadsheets, including graphing, database functions and macros using current spreadsheet software. Emphasis on problem solving techniques and managing data. Cross-listed as CIS2304.

### **CJM 3301 Constitutional Law 3,0**

Exposes the student to principles of government and constitutional law from which all laws and governmental policies derive. It explores the formation of government, the constitutional doctrine of federalism and the concept of separation of power. The course will focus on the original articles of the constitution and its amendments, which are of particular interest to the criminal justice practitioner.

### **CJM 3302 Procedural Criminal Law 3,0**

Exposes the student to various procedural issues in the implementation of the criminal law function. The course focuses on issues of arrest, search and seizure, admittance of evidence and the rights of the accused. This course also serves as a legal update of current changes in the law.

### **CJM 3303 Criminal Justice Liability Law 3,0**

Explores the area of liability law, as it relates to the function of criminal justice. Areas to be covered are liability issues regarding use of force, civil rights violations and failure to respond.

### **CJM 3304 Administrative Law 3,0**

Explores areas of administrative law and its impact on the function of bureaucracies and public agencies. The course will focus on legal principles which affect the management of public agencies.

### **CJM 3306 Principles of Management in Criminal Justice 3,0**

A study of management functions in a modern criminal justice organization, the internal and external environmental factors affecting organizational efficiency, and the application of quantitative and behavioral science. The function of the leader and principles of management

are viewed from an integrative perspective, including line and staff interactions and relationships. Theories of management, authority and responsibility, issues of centralization and decentralization, planning, organizing, staffing, directing and controlling will also be studied in the course.

**CJM 3307 Human Resources Management in Criminal Justice 3,0**

This course examines the principles, methods and procedures in personnel management as they apply to the field of criminal justice. Included in the study are: job analysis, description and classification; employee morale; labor turnover; recruitment, selection, placement, rating and promotion; transfer and layoff; wage policies and employee service programs.

**CJM 3310 Finance and Budgeting in Criminal Justice 3,0**

This course studies the principles of budgeting and finance in a public agency, which deals with the criminal justice system. The student will gain an understanding of fiscal principles and how the principles apply to the operation of a public agency. Budgets, revenue systems and internal service functions will be analyzed. Prerequisites: MTH 1330.

**CJM 3311 Crime and Delinquency 3,0**

This course studies the principal causes of crime from three perspectives: sociological, the criminal justice system, and corrections. The student will examine both historical and contemporary sociological research in these areas. The course will explore issues such as crime causation and the involvement of the criminal justice and corrections systems in these issues.

**CJM 3312 Psychology of the Criminal Offender 3,0**

Exposes the student to the distressful, painful and often devastating effects of maladaptive behavior. The course will explore the interwoven biological, psychological and social antecedents and correlates of criminal behavior. Psychological issues and their relation to criminal and anti-social behavior will be studied. Personal and societal attitudes, feelings and values about criminal and anti-social behavior will be discussed extensively.

**CJM 3313 Forensic Science and Criminalistics 3,0**

This course provides the student with a general understanding of physical scientific methods utilized in criminal investigative operations. Using laboratory methods of instruction, the course will expose the student to the current advances in Criminalistics.

**CJM 3314 Ethics in Criminal Justice Operations 3,0**

This course focuses on ethical issues and decisional dilemmas faced by professionals in the criminal justice and law enforcement setting.

**CJM 3315 Decision-Making in Criminal Justice Operations 3,0**

This course provides students with the opportunity to apply the knowledge accumulated during the program. Using the principles and theories learned, as well as, the shared experiences learned from each participant's professional life, students will be able to successfully address and discuss critical decisions which need to be made in the course of operating criminal justice agencies and the consequences of these decisions.

**CJM 3316 Future Studies in Criminal Justice Operations 3,0**

This course investigates the predictive variables in criminal justice operations that may lead to

operational realities in the 21st century. Students will examine the past and present in criminal justice operations. The student will engage in the scholarly analysis of events, past and present, to forecast the future intelligently.

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### 13.04.11 Communication - Course Descriptions

#### **COM 1311 Sign Language and Deafness - Beginning 3,0**

The study of American Sign Language (ASL) as used by deaf people in the United States and Canada . The course will include a study of the unique culture of deaf people.

#### **COM 1312 Sign Language and Deafness - Intermediate 3,0**

An intermediate study of American Sign Language (ASL) as used by deaf people in the United States and Canada .

#### **COM 2301 Human Communication Theory 3,0**

Identification and description of the basic elements in communication process. Prerequisite: ENG 1317.

#### **COM 2303 Mass Media History and Theory 3,0**

Survey of mass media theories, emphasizing the impact of printing, film making, and broadcasting in society. Research on mass media effects including an examination of emerging media technologies. Prerequisite: ENG 1317.

#### **COM 2308 Writing for the Mass Media 3,0**

An introduction to writing not only as a form of communication itself but also as an integral part of all sound and intellectually rigorous arguments. Prerequisite: ENG 1316.

#### **COM 2314 Communication Technology 3,0**

Survey of the development of electronic communication technology since 1900 and its social, political and economic implications. Topics will focus on changes in production technology and distribution systems, including traditional broadcast, satellite, computer, cable, wireless, fiber optics and digital systems. May be repeated for credit when topics vary.

#### **COM 3301 Diffusion of Innovation 3,0**

Communication's role in the spread of new technologies, new ideas, and new values among individuals and within organizations in the United States and abroad. Prerequisite: COM 2301.

#### **COM 3302 Nonverbal Communication 3,0**

Theory and research examining the influence of nonverbal performance codes, artifactual codes, and spatio-temporal codes on human communication. Prerequisite: COM 2301.

#### **COM 3303 Communication in the Church 3,0**

Investigation of message strategies used as successful models of communication in the church. Includes case studies and field work. Prerequisite: SPE 2301.

**COM 3304 Group Dynamics 3,0**

Theory and practice in group communication: goal setting, problem solving, listening, feedback, and leadership. Cross-listed as PSY 3304. Prerequisites: PSY 1311 and SPE 2301.

**COM 3307 Media Analysis and Criticism 3,0**

Critical viewing and written analysis of film and television texts as vehicles for the exploration of cultural and theological issues. Prerequisite: COM 2303.

**COM 3308 Persuasive Communication 3,0**

Theory and practice of public persuasion. Includes argumentation, rhetorical history (with emphasis on Christian rhetorical traditions), rhetorical criticism, debate and speech writing. Prerequisite: SPE 2301.

**COM 3310 Public Relations 3,0****COM 3317 Production I 3,0****COM 3318 Production II 3,0****COM 3320 Media Law and Ethics 3,0**

Development of and rationale for constitutional protections, legal regulations, and ethical responsibilities of the mass media in the United States . Prerequisite: COM 3308

**COM 3331 Organizational Communication 3,0**

A study of communication patterns in organizations and practice in communication skills necessary for functioning in complex organizations.

**COM 4101 Communication Capstone Course 1,0****COM 4310 Communication Internship**

Supervised involvement at one of Austin 's communication firms. Working experience with communication professionals in production or promotion. Prerequisite: Consent of Division Chair

**COM 4320 Production III 3,0**

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**13.04.12 Computer Science - Course Descriptions****CSC 1301 Introduction to Computer Science I 3,0**

The development of skills in translating problems into algorithms and implementing these algorithms into programming language C++. Designing, coding, debugging and documenting programs.

**CSC 1302 Introduction to Computer Science II 3,0**

Program design, writing, testing and debugging using C++. Implement and compare sorting and searching algorithms including insertion sort, Shell's sort, heapsort, and quicksort.



Introduction of string processing, and the manipulation of simple data structures: arrays, stacks, queues, linked lists, and trees. Prerequisite: CSC 1301.

**CSC 2301 Intro to Computer Organization and Assembly Language 3,0**

The basic concepts of computer systems and architecture will be understood by programming in assembly language. Prerequisite: CSC 1302. CSC 2305 is recommended.

**CSC 2303 Data Structures and Algorithm Analysis 3,0**

A course in algorithms. Topics include priority queues, binary trees, B-trees, searching algorithms, graph algorithms, geometric algorithms, and memory management. Prerequisite: CSC 2305.

**CSC 2305 Discrete Structures 3,0**

Discrete mathematical structures will be studied emphasizing: Semigroups, groups, sets, trees, graphs, logic, and combinatorics, all which have computer science applications in data structure, algorithm design and algorithmic analysis and testing. Cross-listed as MTH 2305. Prerequisite: CSC 1302 or MTH 2402 or permission of the instructor.

**CSC 3301 Software Engineering 3,0**

This is a survey course covering software engineering concepts, techniques, and methodologies. Topics covered include software engineering; software process and its difficulties; software life-cycle models; project planning including cost elimination; design methodologies including structured design, data-structure oriented design, object-oriented design; and software testing. A brief review of data structures is included. Prerequisite: CSC 2303.

**CSC 3302 Operating Systems 3,0**

This is a course in systems software that is largely concerned with operating systems. Such topics as process management, device management and memory management are covered, as are relevant issues associated with security and protection, networking and distributed operating systems. Prerequisites: CSC 2301, CSC 2302.

**CSC 3303 Computer Architecture 3,0**

An introduction to the architectural features of single-processor (Von Neumann or SISD) computers. Prerequisites: CSC 2301 and CSC 2302.

**CSC 3304 Networking: Theory and Applications 3,0**

Understanding networks topologies, protocols, hardware and software. A hands-on approach to security, protection and management. Distributed applications and migrating different platforms are also discussed. Prerequisites: CSC 3302, CSC 3303.

**CSC 3305 Database Design and Analysis 3,0**

Principles for the design and management of database systems. Data and storage models, relational and hierarchical data models will be studied. Other topics include: normalization forms, canonical schema representations, data integrity and file security techniques. Prerequisites: CSC 2305, CSC 3302.

**CSC 3306 Human Computer Interaction 3,0**

This course will introduce the human factors area of computer science examining success (and failures) and current work in the subject area. Prerequisite: CSC 1302.

**CSC 3307 Artificial Intelligence 3,0**

An introduction to the basic concepts and techniques of artificial intelligence using the programming language LISP. Topics covered include natural languages, vision systems, search strategies and control, with an emphasis on representation. Prerequisites: CSC 1301, CSC 2303.

**CSC 3308 Computer Graphics 3,0**

An introduction to the generation and manipulation of graphical images on computer displays. Topics include representation of curves and surfaces, 2D and 3D transformations, hidden edge and surface elimination, and shading. Prerequisites: CSC 1303, MTH 2402, and MTH 3311.

**CSC 3309 Numerical Analysis 3,0**

Algorithms of numerical analysis are covered. Topics include floating point arithmetic, approximation, numerical integration and differentiation, solution of nonlinear equations, and solution of ordinary differential equations. Programming assignments will give experience in applying selected algorithms. Prerequisites: CSC 1302, MTH 2402. Cross-listed with MTH 3309.

**CSC 3310 Topics in Computer Science 3,0**

Special topics in computer science that are new or unique that are not covered in existing courses. Possible topics include: computer design, Java programming, parallel and distributed computing. Prerequisite: Adjusted according to topic.

**CSC 3311 Survey of Programming Languages 3,0**

Survey of current significant programming paradigms will be explored through four representative languages. Criteria for choosing languages to be covered include history, important development paradigms and environments, and language implementations. Prerequisite: CSC 2303

**CSC 3320 Theory of Computation 3,0**

This course introduces the theory of computability, including important results from study of automata and formal languages. The course begins with the study of automata and their relationship to regular, context free and context sensitive languages. Notions of decidability and undecidability are discussed and this is related to complexity analysis. Prerequisite: CSC 2303

**CSC 4301 Senior Design/Independent Study 3,0**

A working study/project led by an instructor. Projects consist of design and development of computer science related hardware or software systems for local businesses or any other commercial organization, but within the capacity of a senior student to complete within a semester. Prerequisite: Senior level computer science student.

**CSC 4310 Computer Science Internship 3,0**

Students will participate in an on-the-job computer science work experience under the direct

supervision of professionals in a corporation or government agency. A senior level course for computer science majors only. Graded on a pass/fail basis. Prerequisite: Successful completion of 24 hours of CSC courses.

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### 13.04.13 Director of Christian Education - Course Descriptions

#### **DCE 1111 Spiritual Disciplines I 1,0**

This course will assist students in their spiritual life through an exploration of the spiritual disciplines and an integration of truth into life.

#### **DCE 1112 Spiritual Disciplines II 1,0**

This course will assist students in their spiritual life through an exploration of the spiritual disciplines and an integration of truth into life.

#### **DCE 3210 DCE Practicum I 2,0**

This course provides opportunities for students to gain meaningful insights and understandings of the congregational structure and organization of education and youth ministries.

#### **DCE 3211 DCE Practicum II 2,0**

This course allows students to become involved in leadership activities of the education and youth ministries of the congregation.

#### **DCE 3220 Introduction to DCE Ministry 2,0**

This course examines the ministry of the DCE within the context of the Lutheran Church -- Missouri Synod so students can make personal evaluations of their appropriateness for this ministry.

#### **DCE 3230 Contemporary Worship Programming 2,0**

This course examines contemporary expressions of worship, and prepares DCEs to lead congregations into these forms of worship expression. Cross-Listed as MUS 3230

#### **DCE 3232 Outdoor Christian Ministry**

This course seeks to examine the historical and contemporary purposes and formats of Outdoor Christian Education. Students will be equipped with the skills needed to implement an effective Outdoor Christian Education program in a congregational or school setting. This is a one-week intensive course taught in a camp setting.

#### **DCE 3250 Christian Witness and Evangelism 2,0**

This course introduces students to the theology and practice of Christian evangelism. Skills in speaking the Gospel to others will be developed.

#### **DCE 3310 Youth Ministry 3,0**

This class provides basic knowledge of parish youth ministry, knowledge of the curricula and resources available in youth ministry, and an opportunity to develop and observe models and styles appropriate in parish youth ministry.

**DCE 3315 Confirmation Planning and Implementation**

This course will review and assess the purposes, history, and structure of confirmation in the Lutheran Church for the purpose of structuring and outlining implementation strategies for use in a local congregation. Adult and junior confirmation programs will be considered.

**DCE 3317 Children's Ministry**

This course will introduce theories related to children that will assist in developing an integrated ministry to children in a congregational setting. The five major sections of the course include development of the child; learning theories; the content of the child's learning in the church; planning, administration, and implementing a comprehensive ministry to children; and resources, activities and environments for children's ministry.

**DCE 3320 Parish Administration 3,0**

An introduction to and exploration of the theory and processes associated with the administration of parish educational programs. Special emphasis is placed on idea generating; initiating change; promotion; evaluation; use of technology; budget; office and time management; managing volunteers; and legal issues relating to the responsibilities of the DCE in the parish.

**DCE 3330 Family Ministry 3,0**

This class gives students advanced experience in the field of youth ministries, which studied youth ministry in the context of family ministries structures.

**DCE 3340 Adult Education in the Parish 3,0**

This class focuses on adult learning theory, faith development and andragogy as it relates to the planning of effective adult education programs in a local congregation.

**DCE 3341 Leadership Development 3,0**

This class provides students with basic foundational knowledge of leadership, a forum in which to better understand the local congregation and how it functions, an opportunity to develop programming planning skills needed for effective parish ministry, and the discovery of one's personal leadership style.

**DCE 3350 Curriculum and Methods in Religious Education 3,0**

This course focuses on the educational ministry of the local church with attention to aims, principles, leadership, organization, planning and agencies of a Biblical program.

**DCE 41210 DCE Internship I**

This class is a directed and supervised, academic three-month to one-year training program. It enables students to experience many aspects of the educational ministries in a congregation as possible. These include part-time instructional agencies, youth work, family life, adult education, counseling, evangelism and church music. Course graded on a Pass/Fail basis.

## **DCE 41211 DCE Internship II**

This class is a directed and supervised, academic three-month to one-year training program. It enables students to experience many aspects of the educational ministries in a congregation as possible. These include part-time instructional agencies, youth work, family life, adult education, counseling, evangelism and church music. Prerequisite: DCE 41210. Course Graded on a Pass/Fail basis.

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## 13.04.14 Early Childhood Education - Course Descriptions

### **ECE 3310 - Foundations of ECE: History, Theory, Org., & Admin. 3,0**

Knowledge, skills, attitudes and philosophies surrounding early childhood education. Root issues of early childhood education such as a historical framework, theories of child development, roles of the teacher, the setting and implementation of curriculum theory and major trends in early childhood education. Field experiences required. Prerequisites: PSY 2301 and either EDU 2301 or DCE 3220 or concurrent enrollment in both PSY 2301 and EDU 2301 or DCE 3220.

### **ECE 3320 - Early Childhood Education: Curriculum, Methods and Materials 3,0**

Organization, materials, curriculum and methods in preschool, kindergarten and primary education. Techniques in working with 3-5 year olds will be emphasized. Participation and observation in early childhood settings included. Prerequisite: Admission to the Teacher Education or DCE Programs.

### **ECE 3340 - Experiences in Early Childhood Ministry**

This course will focus on faith development in young children in a fieldwork setting. The people who affect faith development and their role in the young child's faith development will be discussed. Special emphasis will be placed on the role of the family in faith development as well as the role of the children's minister in reaching out to families with the Gospel message. Prerequisite: ECE 3310 and ECE 3320

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## 13.04.15 Economics - Course Descriptions

### **ECO 2301 Introduction to Macroeconomics 3,0**

Macroeconomics is the social science that studies the way societies, in the aggregate, allocate scarce resources to unlimited wants. Topics of the course include introductions to: supply and demand, Gross Domestic Product, inflation, recession, unemployment, aggregate private investment, government fiscal policy, monetary policy, international trade, and the effects that each of these have on the nation's economy in the classical, Keynesian, and monetarist frameworks.

### **ECO 2302 Introduction to Microeconomics 3,0**

Microeconomics is the social science that studies the ways individual economic agents allocate scarce resources to unlimited wants. Topics of the course include introductions to: supply and demand, elasticity of supply and demand, consumer behavior, firm behavior, competition,

monopoly, oligopoly, and monopolistic competition, resource markets, market failures, antitrust policy, and issues of economic equity.

**ECO 3320 International Economics and Trade 3,0**

Develops the themes of global integration and international trade policy in macroeconomic supply and demand terms. Economic theory is employed as a means to informed discussion of problems and opportunities related to international trade, investment and foreign exchange. Prerequisites: ECO 2301, ECO 2302, or consent of instructor.

**ECO 3321 Inter-American Trade and Development 3,0**

Theory and history of economic growth and development, with special reference to the problems of Latin America and the region's economic relationship to the United States . Examines major aspects of Latin American production, income distribution, labor force, foreign investment and trade, as contrasted with their more industrialized trading partners. Surveys contemporary issues such as the "debt crisis" and "currency devaluation." Prerequisites: ECO 2301 and ECO 2302 or consent of instructor.

**ECO 3332 Quantitative Methods I 3,0**

Includes descriptive and inferential statistics, graphs, measures of central tendency, dispersion, probability, discrete and continuous probability distributions, sampling, hypothesis testing for mean and variance. Cross-listed as BADM 3332. Prerequisite: MTH 1331 or higher.

**ECO 3333 Quantitative Methods II 3,0**

Univariate and multivariate regression, ANOVA, Chi-Square, correlation, non-parametric, linear programming, sensitivity analysis, transportation problems, network models and waiting line problems. Cross-listed as BUS 3333. Prerequisite: BADM/ECO 3332 or consent of instructor.

**ECO 3361 Money, Banking, and Credit 3,0**

The course will cover the role of financial markets in the economy; the determination of interest rates; the role of financial intermediaries and financial intermediation; the role of the central bank in monetary policy; and the macroeconomics of monetary policy and interest rates. Cross-listed as BADM 3361. Prerequisites: ECO 2301, ECO 2302.

**ECO 3362 Health Care Economics I 3,0**

This course is the first of two courses designed to acquaint students with the economic issues of the health care services industry. It covers the basic economics of health care including, but not limited to: the demand for medical services, production and costs of medical services, systems and institutions, and the competing objectives of agents in the health care marketplace. Prerequisite: ECO 2301 and ECO 2302, or consent of the instructor.

**ECO 4365 Governmental Finance 3,0**

Covers the theory of government spending and taxing policy; decision making; effects of government expenditures; effects of taxation on resource allocation; market failures; and both positive and negative externalities. Cross-listed as BADM 4365. Prerequisite: ECO 2301, and ECO 2302.

### **HCA 4370 Healthcare Economics 3,0**

Built upon both financial management principles and theories of micro- and macro-economics, this senior level study of healthcare economics provides a framework for the healthcare manager to analyze the healthcare marketplace and assess potential for profitability. **Prerequisites** include 6 hours of economics **and** 6 hours of healthcare finance, or, permission of the Director of the Healthcare Administration program. This course is cross-listed as ECO 4370.

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## 13.04.16 Education - Course Descriptions

### **EDU 2102 The History and Philosophy of Lutheran Education 1,0**

Entry level course taken usually during the sophomore year. Topics center on the systemic development of the Lutheran tradition of education in America . Emphasis will be placed on the present status of the Lutheran Church - Missouri Synod system of formal education as it has grown into the world's 2nd largest non-public system of education. Required of students seeking Lutheran Teacher Diploma.

### **EDU 2301 Introduction to Education 2,2**

An introduction to the roles and responsibilities of the teacher; the characteristics of today's schools and curriculum and selected issues facing today's teachers. Lab includes teacher-aide and observation experiences in a local elementary, middle or senior high school. Observation/activities will focus on the child as learner, teaching strategies, management procedures, classroom climate, and roles of the teacher. Prerequisites: Sophomore standing; PSY 2301 or concurrent enrollment.

### **EDU 3123 Education and Technology I**

Explores a variety of technologies used in schools and focuses on the varied uses of computers and telecommunications in the teaching/learning process. Prerequisite: Admission to the Teacher Education Program.

### **EDU 3161 Office of the Ministry 3,1**

The teaching ministry of The Lutheran Church-Missouri Synod; the role of the teacher in the school and parish ministry; concepts, content, methods, and skills for integrating the Christian faith into the school curriculum. Prerequisite: Admission to the Teacher Education or DCE Program.

### **EDU 3223 Education and Technology II**

This course is designed to implement a variety of technologies used in the classroom of the 21st century. Student teacher and mentor teacher will work together to develop a unit that includes videotaping and editing to show how technology was integrated into the teaching/learning process and is applied in the student teaching semester. Prerequisites: Admission to the Teacher Education Program, EDU 3123 and summer workshop before student teaching.

### **EDU 3240 Home, School, Church and Community Relations 2,0**

This course will explore the vital and necessary interrelationships between the four elements

present in the overall education of young children: school, home, church and community. Field experiences required. Prerequisite: Admission to the Teacher Education or DCE Program.

### **EDU 3304 Children's Literature 3,0**

A survey of the evolution of children's literature, and the exploration, analysis, and evaluation of significant literature for children's needs, interests, and capabilities. Emphasis is given to the study of the various genres of children's literature and styles of illustration. Suggestions for elementary level storytelling, oral reading, and literacy projects. Extensive documented reading of children's books is required. Students complete three tests, a comprehensive final, chapter worksheets, and a variety of literacy projects. Prerequisite: a 2000 level English course.

### **EDU 3310 Writing across the Curriculum 3,0**

This course prepares students to personally master writing effectively and efficiently for a variety of audiences and purposes so they can enable their students to read and write effectively for a variety of audiences and purposes. Prerequisites: ENG 1316 and ENG 1317.

### **EDU 3313 Adolescent Literature 3,0**

A survey of the evolution of adolescent literature which teaches strategies for exploring, analyzing and discussing the various genres of adolescent literature with students in this age group. Suggestions given for literacy projects and Students complete three tests, a comprehensive final, chapter worksheets and a variety of literacy projects. Prerequisite: a 2000 level survey course in Literature (ENG 2301, 2302, 2303, or 2305).

### **EDU 3321 Foundations of Primary Education**

This course will provide a practical framework for making teaching effective and learning meaningful in grades one through three. Prerequisite: Admission to the Teacher Education Program.

### **EDU 3322 Foundations of Middle School Education 3,0**

Knowledge, skills, attitudes, and philosophies surrounding middle school education. Root issues of middle school education such as historical framework, theories of pre-adolescent development, roles of the teacher, the setting and implementation of curriculum theory and major trends in middle school education. Field experience required. Prerequisites: PSY 2301 and EDU 2301 or concurrent enrollment in both courses.

### **EDU 3333 Teaching Religion 3,1**

The teaching ministry of The Lutheran Church-Missouri Synod; concepts, content, methods, materials, and skills of teaching religion and conducting evaluations in the elementary classroom. Field experiences required. Prerequisites: Students in the Teacher Education Program must have taken EDU 3411 or EDU 3472.

### **EDU 3347 Special Learner/School Law 3,1**

Legal and ethical aspects of teaching; special legislation and curriculum adaptations for gifted, handicapped and culturally or linguistically distinct students. Field experience in specialized settings. Required in both the Elementary and Secondary Education Programs. Prerequisite: Admission to the Teacher Education or DCE Program .



**EDU 3411 Instructional Strategies/Learning Theory-Elementary 4,3**

Instructional techniques and strategies that emphasize practical application of the teaching/learning process. Writing of instructional objectives and lesson plans, principles of classroom organization and management, delivery strategies, and grouping practices based on learning theory, learning styles and multiple intelligences. Each student practices strategies by participating in "peer teaching" experiences. Prerequisite: Admission to the Teacher Education Program.

**EDU 3412 Elementary Curriculum 4,3**

Covers content and specific teaching strategies needed for effective instruction in social studies, art, music and physical education in elementary grades 1-8. Integrates language arts across the entire curriculum. Extensive field experiences required. Prerequisite: Admission to Teacher Education Program; EDU 3411, RDG 3211, and RDG 3421.

**EDU 3472 Instructional Strategies/Learning Theory-Secondary 4,3**

Learning and practicing the "how-to-teach" aspects of teaching and the "how to learn" aspects of learning. Writing of instructional objectives and lesson plans, principles of classroom organization and management, delivery strategies, and grouping practices based on learning theory, learning styles and multiple intelligences. Forty clock hours of applied field experiences under the mentorship of teaching professionals to observe and put into practice concepts, skills and strategies gained and practiced in the university classroom. Prerequisite: Admission to the Teacher Education Program.

**EDU 3473 Secondary Curriculum/Content Area Learner 4,4**

The teacher in preparation learns and practices the "what to teach" aspect of teaching and how to manage the classroom so that content and delivery of instruction enhances the learning process in students. Included is a concentration of domain-specific answers to the age old question, "What knowledge is most important" and how important knowledge is to be delivered through instructional management so that use of time, talents, and resources are utilized efficiently. A minimum of 40 clock hours of applied field experience and content area instruction with teaching professionals in which the student will observe and put into practice concepts, skills, and strategies gained and practiced in the university and site classroom. Prerequisites: A four semester hour course required of secondary education students who have been admitted to the Teacher Education Program and have successfully completed EDU 3472.

**EDU 4101 Teacher Education Seminar 1,1**

Capstone course for seniors in the Teacher Education Program. Major topics addressed will be preparation for the TExES exams needed for certification as a teacher in Texas, resume writing, interviewing skills, Texas beginning teacher support systems, Texas teacher assessment procedures and making the most of any mentors assigned during the first year. Prerequisite: Senior status in the Teacher Education Program.

**EDU 4215 Assessment in the Elementary Classroom 2,0**

Formal and informal assessment, measurement and evaluation of curriculum, teaching strategies and student learning in the elementary classroom. This course must be taken at Concordia University Texas . Prerequisite: Admission to the Professional Semester.

**EDU 4216 Classroom Management/Parent Relations in Elementary School 2,0**

Planning for the beginning of the school year classroom management and discipline strategies, parent-teacher communication, utilizing the parent volunteer in the elementary classroom. This course must be taken at Concordia University Texas . Prerequisite: Admission to the Professional Semester.

**EDU 4225 Assessment in the Secondary Classroom 2,0**

Formal and informal assessment, measurement and evaluation of curriculum, teaching strategies and student learning in the secondary classroom. This course must be taken at Concordia University Texas . Prerequisite: Admission to Professional Semester.

**EDU 4226 Classroom Management in the Secondary School 2,0**

Planning for the beginning of the school year and classroom management and discipline strategies. Utilization of volunteers in the secondary school. This course must be taken at Concordia University Texas . Prerequisite: Admission to Professional Semester.

**EDU 4805 Elementary/Early Childhood Student Teaching 8,0**

Supervised observation, participation, and teaching experience in an elementary/early childhood classroom for 12 weeks. Pass/Fail graded course. Prerequisites: Admission to the Professional Semester; ECE 3310 and ECE 3220.

**EDU 4825 Middle School Student Teaching 8,0**

Supervised observation, participation, and teaching experience in a middle school classroom for 12 weeks. Pass/Fail graded course. Prerequisite: Admission to the Professional Semester.

**EDU 4873 Secondary Student Teaching 8,0**

Supervised observation, participation, and teaching experience in a secondary classroom for 12 weeks. Pass/Fail graded course. Prerequisite: Admission to the Professional Semester.

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### 13.04.17 English - Course Descriptions

**ENG 0301 Basic Writing 3,0**

Designed to equip students with basic writing, grammar and organizational skills necessary for the university curriculum. This course will not satisfy core requirements in English. This course will not count toward the total number of hours required for a degree. ENG 0301 may be repeated as many times as necessary until the student earns a passing grade on the English placement exam to advance to ENG 1316. ENG 0301 is graded on a Credit/No Credit basis.

**ENG 1101 Experience of Drama**

Includes attendance at, as well as written and oral interpretation of, performances of selected plays. May be repeated for credit. A student may not be enrolled in ENG 3302 and ENG 1101 concurrently. May be used to fulfill one hour only of the Fine Arts requirement.

**ENG 1316 Freshman English I 3,0**

Introduction to composition skills and research skills. Emphasis on gathering and using research information to compose a formal 7-10 page research paper. Study of rhetorical structures such as comparison-contrast, classification, cause and effect, definition, metaphor and analogy, and appeal to reason. Six short essays and one research paper are required. Departmental final exam, composing a formal essay in response to one of several selected topics. Prerequisite: Satisfactory placement test scores in English.

**ENG 1317 Introduction to Literature 3,0**

This is the entry level course in literature. Emphasis on analyzing the literary components of each of four literary genres: poetry, short story, novel and drama. Critical interpretive skills demanded by each genre are learned and practiced through discussion and composition. One test and one formal analytical paper are required for each genre as well as short analysis and response papers for each genre. Comprehensive final exam which serves as the exit exam for the course, verifying the student is ready to continue on to advanced literary courses. Prerequisite: ENG 1316.

**ENG 2301 World Literature: Classicism 3,0**

Major masterpieces of Western World with emphasis upon classical and romantic forms of expression and their relation to philosophic patterns of their day. Prerequisite: ENG 1317.

**ENG 2302 World Literature: Romanticism and Realism 3,0**

Emphasis upon European and American authors associated with the Romantic and Realistic movements of the 19th century. Selections also from 20th century modernism. Covers all literary genres. Prerequisite: ENG 1317

**ENG 2303 American Literature 3,0**

The course will present a selection of major canonical authors of American Literature from the colonial time period until the mid-twentieth century. Oppositional voices will be introduced in relation to the Canon. The historical and cultural setting for each literary work will likewise be evaluated for its ideological significance. Prerequisite: ENG 1317.

**ENG 2305 Survey of British Literature 3,0**

A survey course designed to cover the major writers of British literature from the earliest recorded epics to the twentieth century. Features all literary genres. Prerequisite: ENG 1317.

**ENG 2311 Business and Technical Writing 3,0**

Advanced writing skills to meet the challenge of communication in the job market. Prerequisite: ENG 1317

**ENG 2331 History of the English Language 3,0**

A study of the history and development of the English language from its Indo-European beginnings. Emphasis upon the social and cultural aspects of language in general and of English and its varieties spoken throughout the world. Prerequisite: ENG 1317

**ENG 3301 The Novel- British 3,0**

An overview of the history and development of the genre. Specific novel techniques explored

in class discussions and analyzed in short papers. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3302 Drama 3,0**

A study of dramatic literature where students read, analyze, and respond critically to representative plays from each of the major dramatic periods: Greek, Roman, Medieval, Renaissance, Restoration, Romantic/Realistic, and Modern. Includes a study of the characteristics that distinguish the dramas of these periods from each other. One test and one paper for each unit of study. The comprehensive final verifies the student's mastery of the material. Prerequisite: three semester hours of a 2000 level ENG course in Literature. A student may not be enrolled in ENG 3302 and ENG 1101 concurrently.

**ENG 3303 Short Story 3,0**

Development of the short story. Style, form, interpretation and evaluation of short fiction. Topical, current social and emotional issues discussed in relation to goals of short fiction. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3305 Poetry 3,0**

Poetry as genre. Emphasis on reading and explication of selected poems. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3307 Drama at Stratford 3,0**

A week at the Stratford festival in Ontario , Canada to study and see a minimum of eight plays. Offered during the summer. Additional fee for course paid at time of registration. May be used to fulfill Fine Arts core requirement. May be repeated once for credit. Prerequisite: Three semester hours of a 2000 level ENG course in Literature or consent of the instructor.

**ENG 3308 The Novel-American 3,0**

An overview of the history and development of the genre. Specific novel techniques explored in class discussions and analyzed in short papers. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3309 Modern Fiction 3,0**

A study of the evolution of the Modern literary movement through an overview of the movements and texts immediately preceding this period. Emphasis is placed on the examination of the major authors and texts of the Modern movement through reading, analysis, discussion, and composition of critical responses to these major authors and texts. Students complete two tests, a comprehensive final and two papers. Prerequisite: a 2000 level survey course in Literature (ENG 2301, 2302, 2303, or 2305).

**ENG 3311 Advanced Writing 3,0**

The study of clear, graceful, and stylistic essay writing in functional, pragmatic, real-life situations. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3316 Creative Writing: Fiction 3,0**

Students will be expected to produce a portfolio of four original pieces of creative writing, critique the writing of others, and prepare a manuscript for publication or submission to a literary contest. In-class writing exercises will be used to learn various techniques and aspects

of creative writing. While many types of writing will be examined, emphasis will be on short stories. Prerequisite: A 2000 level ENG course in Literature.

**ENG 3317 Creative Writing: Poetry 3,0**

Students will be expected to produce a portfolio of seven original poems, critique the poetry of others, and prepare a poem for publication or submission to a literary contest. In-class writing exercises will be used to learn various techniques and aspects of writing poetry. While fixed form poems will be examined, emphasis will be on free verse. Prerequisites: A 2000 level ENG course in Literature.

**ENG 3321 Theatrical Performance 3,0**

A scholarly exploration of and active participation in a major dramatic production. Students participate as researchers, technicians, designers and/or performers. Students produce one major research paper and one major oral presentation. May be used to fulfill Fine Arts core requirement.

**ENG 3322 Group Performance 3,0**

Hands-on production course teaching students to design, coordinate, participate in and execute a major dramatic production. Students participate in the spring drama production as performers, directors, designers and/or technicians. May be used to fulfill Fine Arts core requirement.

**ENG 3323 Shakespeare 3,0**

Reading and interpretation of major Shakespearean plays, emphasizing the playwright's artistic development, social context, and use of characterization and imagery. Prerequisite: Three hours of any sophomore literature survey course and three upper-level semester hours in Literature.

**ENG 3325 Women and Marginalized Studies 3,0**

This course provides an in-depth study of the theories of exclusion and discrimination based on categories of race, gender, and class. Then these theories are put into practice as literary works which manifest such discrimination are studied.

**ENG 3341 Hispanic Writers of the United States 3,0**

Writings by and about Hispanic writers of the United States . All of the readings will be made available in English and the class will be taught in English. Cross-listed as SPN 3341. Prerequisite: A 2000 level ENG course in Literature.

**ENG 4302 Seminar on Women Writers of the Nineteenth Century 3,0** A study of the American women writers, primarily in the genre of the novel spanning the time period from the late 18th century through the mid 20th century. This course will trace the development of narrative fiction produced by diverse women in differing historical time periods and shaped by differing cultural circumstances. The course will also explore reasons why this body of female-authored work was either lost or devalued by the patriarchal canon-builders until such time as these novels were rediscovered and legitimized by feminist scholars of the 1970's.

**ENG 4303 Major Ethnic Writers of the United States 3,0**

A study of the American women writers, primarily in the genre of the novel spanning the time

period from the late 18th century through the mid 20th century. This course will trace the development of narrative fiction produced by diverse women in differing historical time periods and shaped by differing cultural circumstances. The course will also explore reasons why this body of female-authored work was either lost or devalued by the patriarchal canon-builders until such time as these novels were rediscovered and legitimized by feminist scholars of the 1970's.

**ENG 4304 The Bible as Literature 3,0**

A study of the Bible as a literary work. Prerequisite: Three semester hours of a 2000 level ENG course in Literature. Note: This course will not fulfill the core requirement for Religion.

**ENG 4306 King Arthur 3,0**

A study of the evolution of Arthurian literature, in both pseudo-histories and fictions, from seventh century records to present day texts. Students track the development of the Arthur legend and critically evaluate major texts by reading, analyzing, discussing, and composing short response papers and formal papers in response to these texts. Students complete two tests, three papers, and a comprehensive final. Prerequisite: a 3000 level English course in literature.

**ENG 4307 Introduction to Literary Criticism 3,0**

A survey of the development of western literary criticism from Greek and Roman to twentieth century theories. Students read, analyze, and discuss each critical theory, and compose formal and informal critical responses to specified literary texts using each of the critical theories studied. Students complete three tests, two papers, a variety of critical response exercises, and a comprehensive final. Prerequisite: a 2000 level survey course in Literature (ENG 2301, 2302, 2303, or 2305).

**ENG 4308 Chaucer: The Canterbury Tales 3,0**

The language and literature of Chaucer's "Prologue" and selected Canterbury Tales. Prerequisites: A 2000 level Literature course and standing as a second semester junior.

**ENG 4311 American Women Writers of the Nineteenth Century**

This course provides an in-depth study of twelve American novels authored by twelve American women in different historical time periods and under different circumstances of class and race. Elements of the study include the rescue of these female voices from literary obscurity, an examination of the reasons and causes why these female-authored narrative texts had been devalued or destroyed or ignored by the dominant culture, and how their emergence has affected/changed the American literary canon.

**ENG 4312 British Women Writers of the Nineteenth Century: Jane Austen**

This course provides an in-depth study of Jane Austen's six novels in the context of the Regency period. Elements of the study include the development of Austen's art as a novelist, the history and culture of the time period as these affected the production of her novels, and the wide variance among the film adaptations of her novels.

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13.04.18 Environmental Science - Course Descriptions

**ESC 1302 Introduction to Environmental Science 3,0**

An overview of earth environments (physical, geological, hydrologic, atmospheric, biological) and their interactions; modifications (use and misuse) of the physical environment; current environmental issues. NOTE: This course may not be used to satisfy natural science lab requirements in the core.

**ESC 2301 Environmental Writing & Regulation Compliance 3,0**

Principles of scientific and technical writing applied to applications, reports, proposals, and other types of written technical communication required by state and federal environmental regulations. Prerequisite: ENG 1316 and CIS 1301

**ESC 3303 Environmental Law 3,0**

The origins, politics, policies, and enforcement of environmental law. Prerequisites: Nine hours in the social/natural sciences from the Environmental Science Major or consent of the instructor. NOTE: This course may not be used to satisfy natural science core requirements.

**ESC 3306 Natural Resources Conservation and Planning 3,0**

Ecological, political, and economic factors which influence natural resource and land-use decision making; appraisal of alternative strategies to cope with conservation issues in the areas of water, energy, forest, wildlife and soils; regional planning in 21st century. Cross-listed as GRG 3306. NOTE: This course may not be used to satisfy natural science core requirements. Prerequisite: Three semester hours of GRG, ECO, or GOV and three semester hours of natural science.

**ESC 3402 Environmental Chemistry 3,4**

A study of the chemical principles and reactions that govern the behavior of both natural environmental systems and anthropogenic compounds important to the quality of the environment. Sampling methods, instrumentation and data analysis will be emphasized. Prerequisites: CHE 1402 Cross-listed as CHE 3402

**ESC 3403 General Ecology 3,2**

A study of those factors which affect the abundance, biodiversity and distribution of organisms. Includes ecological theory, mathematical modeling, natural history and field techniques. Prerequisite: BIO 1401 or BIO 1402 or BIO 2403 or consent of instructor. Cross listed as BIO 3403

**ESC 4310 Environmental Science Internship**

Students will participate in an on-the-job environmental work experience under the direct supervision of professionals in a corporation or government agency. A senior level course for environmental science majors only. Graded on a Pass/Fail basis.

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## 13.04.19 German - Course Descriptions

**GER 1401 German I 4,0**

Introduces the German language and culture by providing practice in listening, speaking, reading and writing, with a firm foundation in the basic elements of German grammar.

Students become familiar with contemporary life and culture of the three main German-speaking countries.

**GER 1402 German II 4,0**

A continuation of GER 1401. Prerequisite: GER 1401

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## 13.04.20 Geography - Course Descriptions

### **GRG 1311 Principles of Geography 3,0**

A geographic overview of basic Physical Systems (landforms, climate, vegetation...) and Human Systems (cultural geography, political geography, medical geography, geography of sports...) and their interactions at international, national, and local levels.

### **GRG 1312 World Regional Geography 3,0**

A broad environmental/cultural survey of major world realms: The "developed" areas of the U.S., Canada, Europe, Russia, Australia, and Japan and the "developing" world of Black Africa, Latin America, Mid-East, and Asia; appraisal of those factors (education, health, industry) necessary to promote development. .

### **GRG 3306 Natural Resources Conservation and Planning 3,0**

Ecological, political, and economic factors which influence natural resource and land-use decision making; appraisal of alternative strategies to cope with conservation issues in the areas of water, energy, forest, wildlife and soils; regional planning in 21st century. Cross-listed as ESC 3306. NOTE: This course may not be used to satisfy natural science core requirements. Prerequisite: Three semester hours of GRG, ECO, or GOV and three semester hours of natural science.

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## 13.04.21 Geology - Course Descriptions

### **GLG 1101 Urban Geology**

Investigation of the effect of urbanization on land and human values from the viewpoint of geology.

### **GLG 3301 Geology 3,0**

The earth from the perspective of physical and historical geology. Two Saturday field experiences required. Extra fee for field experience transportation to be paid at time of registration. Not available for audit. Prerequisite: Three semester hours of a physical science.

### **GLG 3302 Geology Field Techniques 3,0**

Interpretation of field data to generate maps of surface and subsurface geology. Extensive use of the Brunton compass, aerial photographs, and field analyses. Prerequisite: GLG 3301.

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## 13.04.22 Government - Course Descriptions

### **GOV 1303 Introduction to American Government 3,0**

A survey of essential features of American federal, state, and local governments. Topics include the U.S. and Texas constitutions, federalism, civil rights and civil liberties, linkage institutions, and political institutions.

**GOV 1305 Texas State Government 3,0**

This course is designed to place the concept of state citizenship in a contemporary context in order to understand the complexities of state governance (the framing of policy problems and the proposal of policy solutions). Students will be asked to put themselves in the roles of policy analysts in an attempt to uncover the rationales for public policy making used by institutional actors, private actors such as the media, interest groups and political parties, and those affected by particular policies.

**GOV 2301 Public Policy 3,0**

An introduction to the discipline of policy analysis. Explores who is responsible for making public policies, how choices are made, what kinds of tools are at the disposal of policy makers, and how their effectiveness can be enhanced. Also explores the various models of policy analysis. Theories and concepts illustrated by investigating current policy efforts in areas such as health, civil rights, poverty and welfare, education, defense, and tax policy. Prerequisite: GOV 1303.

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### 13.04.23 Greek - Course Descriptions

**GRE 2311 Greek I 3,0**

Fundamentals of Greek using Koine and Classical approaches. Prerequisite: One year of college-level foreign language study (such as LAT 1301-1302) or two years of high-school level foreign language study, or consent of instructor.

**GRE 2312 Greek II 3,0**

Continuation of GRE 2311, with reading in Greek New Testament. Prerequisite: GRE 2311.

**GRE 3215 Advanced Greek Readings 2,0**

For those who have satisfactorily completed the basic Greek grammar courses. Selections will be drawn from the New Testament, the Greek Old Testament (the Septuagint) and other Greek literature. Prerequisite: GRE 3314. May be repeated for credit when readings are varied.

**GRE 3313 Greek III 3,0**

Reading in the New Testament and Hellenistic Greek with correlated grammar review. Prerequisite: GRE 2312.

**GRE 3314 Greek IV 3,0**

Readings in the New Testament and in Classical Greek with survey of comparative grammar. Prerequisite: GRE 3313.

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## 13.04.24 Healthcare Administration - Course Descriptions

### **HCA 2301 Science Essentials for Healthcare Administration Professionals 3,0**

Taught from an applications perspective, this course presents three fields of science important and useful to the healthcare administration professional. The course of study will include aspects of anatomy and physiology, microbiology, and epidemiology to promote provision of a safe, efficient, and effective healthcare environment.

### **HCA 3305 Eldercare 3,0**

Provides the student with an understanding of the administrative principles and processes necessary to effectively manage the operational affairs of a long-term health care facility or organization while providing insights into regulatory and licensing issues adequate to deal with administrative decision-making as framed by those constraints.

### **HCA 3310 Management Essentials in Healthcare Administration 3,0**

This course provides the student with the foundational concepts of management with functional applications in the healthcare setting. **Pre-requisite:** HCA 3335, Principles of Healthcare Finance.

### **HCA 3311 Consumer Issues in Healthcare 3,0**

This course develops critical thinking skills related to evaluation of health information and the resultant decisions regarding health care. In this context, health factors to be considered may be derived from any area of the human health experience including environmental, physical, social, intellectual, spiritual, and emotional domains. The learner will identify health issues, identify sources of health information regarding those issues, and evaluate the quality of that health information. In addition, the learner will identify and assess information related to some public health issues from the local, state, national, and global levels and the related effects of consumer behavior.

### **HCA 3315 Quality Management in Healthcare 3,0**

This course provides the student with the foundational concepts of quality management in healthcare with functional applications.

### **HCA 3330 Information Technology in Healthcare 3,0**

This course examines the rapidly changing role of computers and information systems as key decision support and critical operations facilitation resources in the management of healthcare organizations. The course establishes a framework for understanding the requisite elements of a properly chosen, effectively implemented, and efficiently utilized healthcare information system. Client-server, central mainframe, thin desktop client, and mini-mainframe system architecture are reviewed, and students will develop an information system RFP, installation strategy, and operational plan for a hypothetical healthcare organization.

### **HCA 3335 – Principles of Healthcare Finance 3,0**

This course provides foundational instruction in the practices and responsibilities of the finance function in the healthcare organization and a beginning look at the manager's role in the use of financial information.

**HCA 3341 Essentials of Healthcare Ethics 3,0**

This course presents students with the opportunity to explore current healthcare ethical dilemmas, consider personal bias, and explore the formulation of Christian responses in difficult healthcare situations. **Pre-requisite:** REL 3333, Introduction to Christian Ethics.

**HCA 3345 Marketing Management in Healthcare 3,0**

Studies marketing principles, concepts and operations to promote healthcare products and services.

**HCA 4360 Healthcare Finance Issues 3,0**

This course provides an overview of advanced financial management in healthcare organizations, including managed care. HCA 3335 Principles of Healthcare Finance is a prerequisite.

**HCA 4365 Managing the Healthcare Organization 3,0**

This course is intended to provide the student with advanced concepts and applications of the management process in a healthcare organization. **Pre-requisites:** HCA 3310, Management Essentials in Healthcare Administration.

**HCA 4370 Healthcare Economics 3,0**

Built upon both financial management principles and theories of micro- and macro-economics, this senior level study of healthcare economics provides a framework for the healthcare manager to analyze the healthcare marketplace and assess potential for profitability. **Pre-requisites** include 6 hours of economics **and** 6 hours of healthcare finance, or, permission of the Director of the Healthcare Administration program. This course is cross-listed as ECO 4370.

**HCA 4340 Legal Aspects of Healthcare Administration 3,0**

This course presents an overview of the legal issues important to the healthcare manager, and provides students with a basic working knowledge of health law. Students are provided with the basic elements of health law and its application to the real world. **Pre-requisites:** HCA 33XX, Essentials of Healthcare Ethics, HCA 3335, Principles of Healthcare Finance, **and** HCA 3310, Management Essentials in Healthcare Organizations; or, permission of the Director of the Healthcare Administration program.

**HCA 4380 Management of Medical Practices 3,0**

This senior level course, built upon foundational HCA finance and management concepts, develops collective business skills specific to the management of professional medical group practices with emphasis on physician groups in the ambulatory care setting. In addition to the intricate relationships among health care professionals who work together, the environment of patient care of professional practices includes complex associations with community hospitals, academic medical centers, and research programs. The learner will identify regulatory issues, risk management issues, taxation issues, and managed care issues important in this setting. In addition, the learner will apply foundational skills to this business setting. **Pre-requisites:** 6 hours of HCA management courses **and** 6 hours of HCA finance.

**HCA 4410 Healthcare Administration Practicum 4,0**

This is a capstone course for the student majoring in healthcare administration. The student is provided actual managerial experience in a healthcare setting. The course is project-oriented,

and requires 60 hours of time over a 15-week semester dedicated to the practicum setting. **Pre-requisites:** Student must have a 2.25 GPA in the major, **and** must be within 9 hours of completing all requirements for the major, to register for this course, or permission of the Director of the Healthcare Administration program.

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### 13.04.25 Hebrew - Course Descriptions

#### **HEB 3401 Biblical Hebrew I 4,0**

The script, vocabulary, and structure of Biblical Hebrew. Prerequisite: One year of college-level foreign language study.

#### **HEB 3402 Biblical Hebrew II 4,0**

Continuation of HEB 3401. Prerequisite: HEB 3401.

#### **HEB 4201 Hebrew Bible Readings**

Continued practice in reading and translating sections of the Hebrew Bible, with review of grammar. This class may be repeated for credit. Prerequisite: HEB 3402.

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### 13.04.26 History - Course Descriptions

#### **HIS 1301 U.S. History to 1877 3,0**

A survey of U.S. history to 1877, relating events of the past to current areas of American life. Origins and development of economic, social, and cultural trends; territorial and political growth.

#### **HIS 1302 U.S. History from 1877 3,0**

A survey of U.S. history from the Reconstruction Era to the present. Emphasis on economic cycles, political issues, social and cultural change, and emergence of the United States as a world power.

#### **HIS 2201 Historical Methods 3,0**

The methods and skills of the history discipline; historiography and historical criticism.

#### **HIS 2306 Race and Ethnic Relations 3,0**

Emphasis on race and ethnic relations as a national concern with emphasis on these concerns in the Southwest. Cross-listed as SOC 2306. Prerequisite: SOC 1301 or HIS 1301 or HIS 1302.

#### **HIS 2321 Western Civilization to 1715 3,0**

The political, philosophical, cultural, and economic trends of the western world to about 1715.

#### **HIS 2322 Western Civilization from 1715 3,0**

A survey of the main developments of western civilization from about 1715.

**HIS 3301 History of Mexico 3,0**

Mexico from the pre-Columbian period to the present. Prerequisite: Six semester hours of history.

**HIS 3304 The History and Culture of the Mexican American 3,0**

An analysis of the history and culture of the Mexican American people. Prerequisite: Six semester hours of history. Cross-listed as SOC 3304.

**HIS 3311 Texas History 3,0**

Political, social, economic, and cultural development of Texas . Prerequisite: Six semester hours of history.

**HIS 3314 Traditions and Values of Classical Civilizations 3,0**

An historical and thematic approach to the contributions of the classical Greek and Roman worlds to Western civilization. Prerequisite: Six semester hours of history.

**HIS 3320 Latin American Seminar 3,0**

Research in current issues and topics in Latin American studies. Prerequisite: HIS 3304.

**HIS 3321 International Relations Since 1919 3,0**

An analysis of world events since 1919 that affected relations between nations including wars; peace negotiations; economics, intellectual, and social crisis; and attempts at international cooperation. Prerequisite: Six semester hours of history.

**HIS 3341 The Civil War Era 3,0**

An analysis of the major events leading to the outbreak of the American Civil War, wartime politics in both the Union and Confederacy, military aspects of the war, and the economic, social, and political aspects of the Reconstruction Era. Prerequisite: Six semester hours of history.

**HIS 3342 The American West 3,0**

A survey of the history of the American frontier from the colonial period to the present, emphasizing the frontier experience and its impact on the nation. Prerequisite: Six semester hours of history.

**HIS 3343 U.S. History, 1945-1990 3,0**

An analysis of the cultural, social and political history of the United States from the end of World War II to the end of the Cold War. Prerequisite: Six semester hours of history.

**HIS 3354 History of Christianity 3,0**

An overview of the history of Christianity from the New Testament era to the present. The course will focus on the central persons, ideas, issues, and events that have shaped the Christian Church and its worship, doctrine, ethics, organization, and mission. Prerequisite: REL 1301. Cross-listed as REL 3354.

**HIS 4101 Senior Thesis Continued**

This course allows a student to complete the research, writing, and presentation of the Senior Thesis, HIS 4201. This course may be taken only once. If a student receives an "F" for HIS 4201 and No Credit for HIS 4101, that student will have to retake HIS 4201. Graded as "Credit" or "No Credit".

**HIS 4201 Senior Thesis 2,0**

The Capstone course for history majors comprised of a personally designed research program that culminates in a journal quality research paper.

**HIS 4301 Historical Methods 3,0**

Historiography, historical criticism, and the methodology of researching and writing.  
Prerequisite: Six semester hours of upper level history.

**HIS 4310 History Internship 3,0**

Supervised on-the-job experience and involvement at one of Austin 's museums, libraries, archives, agencies or businesses. Interns will work with professionals in the history field.  
Prerequisites: Junior or senior standing, 3.00 GPA in the major, 2.50 cumulative GPA and a grade of C or better in HIS 2201 Historical Methods, and at least six hours of upper-level HIS coursework. May be repeated once for credit as a history elective.

**HIS 4360 Topics in History 3,0**

A seminar style examination, discussion, and analysis of a historical issue, time period, person, or group. Prerequisite: At least 6 upper-level hours in History.

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### 13.04.27 Human Resource Management - Course Descriptions

**HRM 3305 Legal Concepts in Human Resource Management 3,0**

Presents the legal environment, particularly as it pertains to the HR profession from the perspective of the professional non-lawyer.

**HRM 3310 Financial Budgetary Issues in Human Resource Management 3,0**

Designed to acquaint the student with the vital role of capital resources within any organization. After developing awareness of the critical role of capital, the course is designed to develop an understanding of the functions of working capital management, capital budgeting, and long-term financing. It is recommended that students have completed ACC 2302, Managerial Accounting, before taking this course.

**HRM 3315 Training and Development 3,0**

Studies needs analysis, training program design, communicating objectives and goals, interrelating with media, teaching, facilitating education, acting as a change agent, administering and evaluating programs.

**HRM 3320 Compensation and Benefits 3,0**

Looks at compensation models that provide an integrating framework for the HR professional. Major compensation issues are discussed in the context of current theory, research, and practice.

**HRM 3325 Labor Relations 3,0**

Studies internal labor markets, compensation, and unions looking at labor markets/supply/demand, education and job training, real wage rates, productivity and inequality, discrimination, equal employment opportunity, unemployment, and the world economy's effect on workplace and workers.

**HRM 3330 Organizational Staffing/Selection 3,0**

Challenges the student to develop a working knowledge of staffing system models, economic conditions, labor markets, and labor unions' influence on staffing.

**HRM 3335 Critical Thinking and Problem Solving in Human Resource Management 3,0**

Equips the individual with critical thinking skills.

**HRM 3345 Fundamentals of Human Resource Management 3,0**

Highlights those functions of human resource management identified by the Society for Human Resource Management (SHRM) such as employment, training, benefits, etc.

**HRM 3350 Overview of Conflict Resolution 3,0**

An introduction to the theories and uses of conflict resolution. This course will introduce the relevance of conflict resolution in the field of Human Resources.

**HRM 3355 International Human Resource Management 3,0**

Basic HR principles and guidelines apply when working with all people, but the quickly-growing global workplace brings more complex and ever evolving challenges. Coursework and discussions will focus on these differences as they apply to companies with employees in multiple global locations as well as to companies whose employees come from international backgrounds.

**HRM 4315 Strategic Management in Human Resources 3,0**

Reviews basic strategic management concepts and issues related to the HR professions (staffing, development, compensation, benefits, communication, organization design, high performing teams, etc.)

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### 13.04.28 Kinesiology - Course Descriptions

**KIN 1132 Racquet Sports (Skill) 0,2**

Basic rules and fundamental skills of badminton, racquetball, and tennis taught through participation. May not be repeated for credit.



**KIN 1133 Basketball/Softball (Skill) 0,2**

Basic rules and fundamental skills of each activity taught through participation. May not be repeated for credit.

**KIN 1134 Bowling/Archery (Skill) 0,2**

Basic rules and fundamental skills of each activity taught through participation. Students must pay bowling fees. May not be repeated for credit.

**KIN 1136 Golf/Volleyball (Skill) 0,2**

Basic rules and fundamental skills of each activity taught through participation. Students must pay golf fees. May not be repeated for credit.

**KIN 1137 Introduction to Martial Arts (Skill) 0,2**

An activity course designed to develop and enhance movement skills in Judo, Karate, and Tai Kwon Do. May not be repeated for credit.

**KIN 1139 Table Tennis/Pickle Ball (Skill) 0,2**

Addresses the five components of skill-related fitness. The development of agility, speed, quickness, coordination and power are necessary for a balanced fitness regimen. Student participation is key to the success of any skill-based activity course, as repetition is the cornerstone of acquiring sports skills. The skill components of table tennis and pickle ball are transferable and reinforce the learning of the skill component. May not be repeated for credit.

**KIN 1140 Intercollegiate Golf - Women (Fitness, Skill)**

Credit awarded to those who participate in the entire season of intercollegiate golf. May be repeated for credit.

**KIN 1141 Intercollegiate Basketball - Men (Fitness, Skill)**

Credit awarded to those who participate in the entire season of men's intercollegiate basketball. May be repeated for credit.

**KIN 1142 Intercollegiate Tennis - Men (Fitness, Skill)**

Credit awarded to those who participate in the entire season of men's intercollegiate tennis. May be repeated for credit.

**KIN 1143 Intercollegiate Baseball - Men (Fitness, Skill)**

Credit awarded to those who participate in the entire season of men's intercollegiate baseball. May be repeated for credit.

**KIN 1144 Intercollegiate Golf - Men (Fitness, Skill)**

Credit awarded to those who participate in the entire season of intercollegiate golf. May be repeated for credit.

**KIN 1145 Intercollegiate Cross Country - Men (Fitness, Skill)**

Credit awarded to those who participate in the entire season of intercollegiate cross country. May be repeated for credit.

**KIN 1146 Intercollegiate Cross Country - Women (Fitness, Skill)**

Credit awarded to those who participate in the entire season of intercollegiate cross country. May be repeated for credit.

**KIN 1151 Intercollegiate Basketball - Women (Fitness, Skill)**

Credit awarded to those who participate in the entire season of women's basketball. May be repeated for credit.

**KIN 1152 Intercollegiate Tennis - Women (Fitness, Skill)**

Credit awarded to those who participate in the entire season of women's tennis. May be repeated for credit.

**KIN 1153 Intercollegiate Softball - Women (Fitness, Skill)**

Credit awarded to those who participate in the entire season of women's softball. May be repeated for credit.

**KIN 1154 Intercollegiate Soccer - Women (Fitness, Skill)**

Credit awarded to those who participate in the entire season of intercollegiate soccer. May be repeated for credit.

**KIN 1155 Intercollegiate Soccer - Men (Fitness, Skill)**

Credit awarded to those who participate in the entire season of intercollegiate soccer. May be repeated for credit.

**KIN 1156 Intercollegiate Volleyball - Women (Fitness, Skill)**

Credit awarded to those who participate in the entire season of women's volleyball. May be repeated for credit.

**KIN 1171 Aerobics/Dance (Fitness) 0,2**

Rhythmic movement activity involving aerobic, folk, and square dancing. Taught through participation. May be repeated for credit.

**KIN 1174 Physical Fitness and Conditioning (Fitness) 0,2**

An activity course that includes exercises designed to improve levels of physical fitness, particularly in the areas of cardiovascular endurance, muscular endurance, strength and flexibility. Course meets for ten weeks only, for three hours per week. May be repeated for credit.

**KIN 1176 Weight Training and Conditioning (Fitness) 0,2**

An activity course designed to develop and enhance muscular strength and endurance. May be repeated for credit.

**KIN 1177 Aerobic Walking (Fitness) 0,2**

Addresses the components of health-related fitness. The development of cardiovascular endurance, muscular endurance, body composition and flexibility are necessary for a balanced fitness regimen. Student participation is key to the success of any activity course, and walking is a classic learning environment for the appreciation of fitness as improvement is rapid and the basic movements necessary to master the activity are pre-existing. May be repeated for credit.

**KIN 1201 Officiating Team Sports 2,0**

Rules and rule interpretation of major team sports; practical experience in officiating. Note: Does NOT count for core physical education requirements.

**KIN 1202 First Aid and Safety 2,0**

Safety in prevention of injuries; first aid treatment, including CPR, emergency care and treatment of injury with special emphasis on playground and school injuries. Note: Does NOT count for core physical education requirements.

**KIN 2301 Personal and Community Health 3,0**

Personal health problems, venereal disease, AIDS, birth control, cancer, heart diseases, nutrition, fitness, mental health, family living, and community and consumer health. Prerequisite: Sophomore standing or consent of instructor. Note: Does NOT count for core physical education requirements. Note: If a student presents a medical doctor's letter that precludes participation in activity courses, KIN 2301 will be allowed in lieu of the three one hour KIN courses in the core.

**KIN 2302 Introduction to Physical Education 3,0**

Overview of the foundations of physical education and various careers available in this field. Note: Does NOT count for core physical education requirements.

**KIN 2303 Theory and Application of Physical Fitness 3,0**

A study of the various theories of human physical fitness and their application in forming conditioning protocols. An acceptable fitness profile, through in-class conditioning, is to be developed and fitness testing field experience is required. Note: Does NOT count for core physical education requirements.

**KIN 2320 Adult Personal and Community Wellness 3,0**

Components of health-related fitness will be addressed through readings and activities. Personal fitness assessments will be made periodically. Personal and community health issues will also be addressed.

**KIN 2330 Prevention and Treatment of Movement Injuries**

This class covers the methods and techniques for the treatment and prevention of injuries related to participation in physical activities. Emphasis is placed on injury management procedures, knowledge of movement injuries and conditioning, and taping and bracing procedures.

**KIN 3311 Musculoskeletal Anatomy and Biomechanics 3,0**

The musculo-skeletal system: application of basic mechanical principles in human movement. Note: Does NOT count for core physical education requirements.

**KIN 3313 Motor Development and Learning 3,0**

An introduction to the theories of motor learning and skills acquisition. Does NOT count for core physical education requirements. Physiological development of the child in relation to physical performance.

Note: Does NOT count for core physical education requirements.

**KIN 3315 Organization and Administration of Physical Education and Sport 3,0**

Principles, practices, and procedures in organizing and administering physical education/athletic programs; staffing, facilities, budgeting, equipment, and safety. Note: Does NOT count for core physical education requirements.

**KIN 3316 Evaluation in Physical Education and Sport 3,0**

Principles of measurement and evaluation, elements of statistical techniques appropriate to physical education, criteria for test selection, construction and evaluation of human performance in the cognitive and motor domains. Note: Does NOT count for core physical education requirements.

**KIN 3330 Psychology of Movement Activities**

This class covers the psychological aspects of movement activities that underline performance. It also covers the intrinsic and extrinsic factors that must be recognized in order to understand, motivate, and evaluate human movement. Note: Does NOT count for core physical education requirements.

**KIN 3331 Coaching Team Sports 3,0**

An introduction to team sports-history, psychology, rules, skills, equipment, instructional techniques, safety principles, adaptations for the physically disabled, and competitive programs. Note: Does NOT count for core physical education requirements.

**KIN 3332 Coaching Individual Sports 3,0**

An introduction to individual sports-history, psychology, rules, skills, equipment, instructional techniques, safety principles, adaptations for the physically disabled, and competitive programs. Note: Does NOT count for core physical education requirements.

**KIN 3333 Methods of Teaching Physical Education 3,0**

Methods and techniques for teaching physical education. Learning and practicing the "how to" aspects of teaching physical education. Writing of instructional objectives and lesson plans, principles of organization and class management, and delivery strategies unique to physical education. Note: Does NOT count for core physical education requirements

**KIN 4310 Kinesiology Internship**

Provides students with the opportunity to demonstrate and gain experience building and using diagnostic skills, organization skills, group process skills, and program skills in a community, school or university setting. May be repeated once for credit. Prerequisite: Approval by Director of Kinesiology.

**KIN 4330 Exercise Physiology**

This class is a study of the physiological responses of the body to exercise. Emphasis is on the application of the physiological principles deemed most important for understanding physical training. Prerequisite: BIO 2401 Note: Does NOT count for core physical education requirements.

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## 13.04.29 Latin - Course Descriptions

### **LAT 1301 Latin I 3,0**

This course covers the basic grammatical structure of the language. Readings include selections from the Vulgate and Medieval Church Latin.

### **LAT 1302 Latin II 3,0**

This course continues with more advanced grammatical study. Readings include selections from Ecclesiastical Latin and passages from Ovid's Metamorphoses.

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## 13.04.30 Leadership- Course Descriptions

### **LDR 1100 Life and Leadership 1,0**

This course is designed to assist students toward a successful adjustment to college life at Concordia University Texas. Required of all first-time freshman, students will engage in activities that provide opportunities to learn about the many aspects of college life that will help them engage at a higher level in the areas of academics, social interactions, personal wellness, and institutional affinity. In addition, students will be introduced to the concept of Christian leadership and its application to their lives. Life and Leadership will provide interplay between academic rigor and social/structural activities that can help students in finding success at the college level and in persisting through to their sophomore year and on to graduation.

## 13.04.31 Ministry - Course Description

### **MIN 1101 Ministry Preparation 1,0**

A Pass/Fail course required every semester for pre-seminary students providing experience and training in personal development, reflecting and spiritual growth, relationship building, Bible study, ministry field experience, career options and related topics.

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## 13.04.32 Mathematics - Course Descriptions

### **MTH 0313 Fundamentals of Mathematics 3,0**

Review of arithmetic and elementary algebra with special emphasis on problem solving. This course does not satisfy the core mathematics requirement. This course will not count toward the total number of hours required for a degree. Credit for MTH 0313 may not be earned by students who have previously received credit for MTH 0320 or a higher Math course with a grade of "C" or better. Graded on a Credit/No Credit basis.

### **MTH 0320 Intermediate Algebra 3,0**

Course content is that of a second year high school algebra course. Designed to provide preparation for core mathematics courses. This course does not satisfy the core mathematics requirements. This course will not count toward the total number of hours required for a

degree. Credit for MTH 0320 may not be earned by students who have previously received credit for a higher Math course with a grade of "C" or better. Graded on a Credit/No Credit basis. Prerequisite: MTH 0313 or appropriate placement test scores in math.

### **MTH 1323 Quantitative Literacy 3,0**

Fundamental concepts of logic and mathematics are explored to develop students ability to think logically, quantitatively, and mathematically and to help them develop their problem solving abilities. Topics include logic, mathematics of finance, probability and statistics.

### **MTH 1325 Mathematics for Liberal Arts 3,0**

A survey of topics designed to broaden the mathematical knowledge of students not intending to take pre-calculus or above. Topics include problem solving, algebra, consumer mathematics, probability, statistics and matrices. Accelerated Degree Program use only.

### **MTH 1330 Applied Finite Math**

Applied Finite Mathematics is a course designed to help students develop the ability to apply arithmetic and algebra to business. Time is spent discovering and learning how to apply arithmetic and algebraic techniques to solve supply and demand, break-even, maxima-minima, etc. problems. Also the Gauss Jordan elimination method and the inverse matrix method for solving systems of linear equations are learned. A geometric method for solving linear programming problems is discovered. Also several topics of mathematics of finance, including compound interest and annuities, are discussed. Students are introduced to some of the basic concepts of probability, including the multiplication principle, permutations, combinations, sample spaces, events, empirical and theoretical probabilities, and expected value.

### **MTH 1331 Finite Mathematics 3,0**

Applications of algebra to business, matrices, linear programming, simplex method, and derivatives. Prerequisite: MTH 0320 or appropriate test scores on math placement exams.

### **MTH 1332 Applied Calculus 3,0**

Differential and integral calculus with emphasis on business, economics, life sciences and social sciences applications. Prerequisite: MTH 1351 College Algebra or MTH 1331 Finite Math.

### **MTH 1341 Probability 3,0**

Topics include permutations, combinations, equally likely outcomes, conditional probability, independence and dependence, mathematical expectations, and binomial distributions. Prerequisite: Two years of high school algebra or satisfactory test scores on the math placement exams.

### **MTH 1351 College Algebra 3,0**

Treatment of the concept of functions and their graphs, with emphasis on polynomial, rational, exponential and logarithmic functions. The Fundamental Theory of Algebra with application to zeros of polynomials and solutions to equations and inequalities using matrix arithmetic. Partial fraction decomposition. Credit for MTH 1351 may not be earned by students who have previously received credit for MTH 1352 Precalculus, MTH 1332 Applied Calculus or MTH 2401 with a grade of "C" or better. Prerequisite: MTH 0320 or satisfactory scores on the mathematics placement exam.

**MTH 1352 Pre-calculus 3,0**

Introduction and treatment of the six trigonometric functions and their extensions to the real line. Applications to the solution of triangles and graphing of trigonometric functions. Proofs of trigonometric identities. Introduction to complex numbers, hyperbolic trig functions, and polar coordinates and curves. Sequences and series, especially arithmetic and geometrics an introduction to induction proofs and the Binomial Theorem. Prerequisite: MTH 1351 or adequate math placement scores.

**MTH 2301 Introduction to Statistics 3,0**

Provides students with the methods and logic necessary to perform elementary statistical analysis. Topics may include descriptive measures, probability, sampling, theory random variables, binomial and normal distributions, estimation and hypothesis testing, analysis of variance, regression and correlation, and nonparametric methods. Prerequisite: MTH 1323 Quantitative Literacy, MTH 1351 College Algebra or higher.

**MTH 2305 Discrete Structures 3,0**

Discrete mathematical structures will be studied emphasizing: Semi-groups, groups, sets, trees, graphs, logic, and combinatorics, all which have computer science applications in data structure, algorithm design and algorithmic analysis and testing. Cross-listed as CSC 2305. Prerequisite: CSC 1302 or MTH 2402 or permission of the instructor.

**MTH 2401 Calculus I 4,0**

Review of elementary analysis; concepts of limits, continuity, derivatives and integrals. Prerequisite: MTH 1352 Precalculus or math placement at a higher level.

**MTH 2402 Calculus II 4,0**

Extension of concepts of limits, continuity, derivatives and integrals to transcendental functions and to multivariate calculus. Prerequisite: MTH 2401.

**MTH 3101 Problem Solving: Algebra, Geometry and Trig 1,0**

General problem solving techniques and specific problem solving strategies will be used in solving algebra, geometry, and trigonometry problems.

**MTH 3102 Problem Solving: Number Theory 1,0**

General problem solving techniques and specific problem solving strategies will be used in solving number theory problems.

**MTH 3103 Problem Solving: Combinatorics 1,0**

General problem solving techniques and specific problem solving strategies will be used in solving combinatorics problems.

**MTH 3104 Problem Solving: Miscellaneous Problems 1,0**

General problem solving techniques and specific problem solving strategies will be used in miscellaneous problems including recreational problems.

**MTH 3301 Mathematics for Elementary Teachers I 2,2**

Logic, sets, relations, functions, operations, numeration systems, and elementary number

theory. Field experience required. Prerequisites: Admission to Professional Education Program; MTH 1323 Quantitative Literacy or higher.

**MTH 3302 Mathematics for Elementary Teachers II 2,2**

Rational numbers, real numbers, informal geometry, measurement, computers, probability, and statistics. Field experience required. Prerequisite: MTH 3301.

**MTH 3303 Mathematics for Secondary Teachers I 2,2**

Concepts from 7th and 8th grade mathematics, mathematics of finance, algebra, and geometry are examined using manipulatives. Use of mathematics in modeling our world and techniques for teaching mathematics are emphasized.

**MTH 3304 Mathematics for Secondary Teachers II 2,2**

Concepts from geometry, probability, statistics, trigonometry, analytical geometry, discrete mathematics, and calculus. Use of mathematics in modeling our world and techniques for teaching mathematics are emphasized.

**MTH 3309 Numerical Analysis 3,0**

Algorithms of numerical analysis are covered. Topics include floating point arithmetic, approximation, numerical integration and differentiation, solution of nonlinear equations, and solution of ordinary differential equations. Programming assignments will give experience in applying selected algorithms. Prerequisites: CSC 1302, MTH 2402. Cross-listed with CSC 3309.

**MTH 3311 Linear Algebra 3,0**

Systems of linear equations, vector spaces, linear transformations, representation of linear transformations by matrices, matrix algebra, and determinates. Prerequisite: MTH 2401.

**MTH 3313 Number Theory 3,0**

Divisibility, primes, congruencies, quadric reciprocity, Diophantine equations and simple continued fractions. Prerequisite: Six semester hours of mathematics at or above the level of MTH 1341, excluding MTH 2301.

**MTH 3315 Abstract Algebra 3,0**

The basic concepts of groups, rings, integral domains, fields, isomorphism's, and group homomorphism. Prerequisite: Three semester hours of upper level mathematics.

**MTH 3316 Geometry 3,0**

The extension of geometry concepts including the study of tessellations, transformations, isometrics, topology, and non-Euclidean geometries. Prerequisite: Six semester hours of mathematics at or above the level of MTH 1341, excluding MTH 2301.

**MTH 3317 Differential Equations 3,0**

Methods of solution to ordinary differential equations, including exponential, complex exponential, Laurent series solutions and Laplace transforms. Applications to simple harmonic motion, mixing problems and logistic problems. Phase portrait analysis and application to predator-prey and soft-spring problems. Prerequisite: MTH 3410 Calculus III.



**MTH 3318 Topics in Secondary School Mathematics 3,0**

Topics discussed include applications of mathematics to business statistics (basic concepts), history of mathematics, problem solving using a graphic calculator and a computer, and discrete mathematics (introduction). Prerequisite: MTH 2402 Calculus II.

**MTH 3325 Real Analysis 3,0**

Construction of the real numbers and rigorous study of their properties, including topological considerations, limits of sequences, continuity and differentiation of functions, the Riemann and Lebesgue integrals, and the topologies of function spaces. Prerequisite: MTH 3410 Calculus III and one other 3000-level mathematics course.

**MTH 3330 Introduction to Modeling 3,0**

Design and application of modeling techniques using system dynamics and computer software. Prerequisites: MTH 1321 or higher, completion of computer literacy requirements (CIS 2304 recommended), and 6-8 semester hours of natural science and/or math beyond the core requirements. This course may not be used to satisfy natural science or math core requirements. Cross listed as SCI 3330.

**MTH 3410 Calculus III 4,0**

Convergence properties of infinite series and power series, the calculus and geometry of vector-valued functions, the calculus and geometry of multi-variable functions, Divergence Theorem, Green's Theorem and Stokes' Theorem. Prerequisite MTH 2402 Calculus II.

**MTH 3412 Advanced Calculus for Applications 4,0**

Infinite series, ordinary differential equations, practical differential equations, partial differential equations, and Fourier series. Prerequisite: MTH 2402.

**MTH 4310 Cryptology 3,0**

Applications to abstract algebraic and number theoretic concepts to the science of secure cryptography. Topics include historical ciphers, public-key cryptography, signed messages, secure protocols, and cryptanalysis, especially as these deal with electronic communications. Prerequisite: MTH 3313 Number Theory or MTH 3315 Abstract Algebra and the ability to code algorithms in a computer language.

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**13.04.33 Music - Course Descriptions****Private Music Lessons - 30 minutes****MUS 1110 Piano-Keyboard 1,0****MUS 1111 Guitar 1,0****MUS 1112 Organ-Keyboard 1,0****MUS 1115 Woodwind Lessons 1,0****MUS 1116 Brass Lessons 1,0****MUS 1117 Percussion Lessons 1,0****MUS 1119 Voice Lessons 1,0**

Private instruction regarding the use of the voice for singing. Prerequisite: MUS 1120 or consent of instructor.

**MUS 1120 Vocal Technique 1,0**

A basic understanding of the vocal structure and its function. Provides for skill development in vocal production.

**MUS 1124 University Choir 0,3**

Membership determined by audition. Three rehearsals weekly plus performances. Open to all students wishing to participate. Informal audition with director.

**MUS 1127 Wind Ensemble 1,0**

Open to all students wishing to participate. Informal audition with director. Two rehearsals and one sectional rehearsal each week plus performances.

**MUS 1128 Instrumental Ensembles 0,3**

Performance-oriented instrumental ensembles.

**MUS 1129 Vocal Ensembles**

Small vocal ensemble performing music from the standard chamber vocal literature. Open to all students with the ability and interest in vocal performance. May be repeated for credit. Prerequisites: concurrent enrollment in MUS 1124, University Choir, and consent of instructor.

**MUS 1130 Living Praise**

Under Development

**MUS 1131 Jazz Ensemble**

Instrumental orientated music ensemble performing standard jazz literature. Open to all students with ability to perform on a standard jazz/band instrument. May be repeated for credit. In the music ministry major, fulfills the large ensemble requirement.

**MUS 1142 Organ Design 1,0**

History of the organ; how organs are designed and constructed.

**Private Music Lessons - 60 minutes****MUS 1210 Piano-Keyboard 2,0****MUS 1211 Guitar 2,0****MUS 1212 Organ-Keyboard 2,0****MUS 1215 Woodwind Lessons 2,0****MUS 1216 Brass Lessons 2,0****MUS 1217 Percussion Lessons 2,0****MUS 1219 Voice Lessons 2,0****MUS 1332 Music Fundamentals 3,0**

Basic concepts of notation, rhythm, melody, harmony and form developed through performance, composing, and listening.

**MUS 1333 American Popular Music 3,0**

Survey course of popular music in American culture from inception to present day. Styles for listening and study include: blues, jazz, rhythm and blues, rock and roll, country, punk, reggae, disco.

**MUS 2118 Sight Singing and Ear Training I 1,0**

Building sight singing skill, aural awareness, and the ability to identify errors in rhythms and melodies.

**MUS 2119 Sight Singing and Ear Training II**

Under Development

**MUS 2214 Conducting I 2,1**

Choral and instrumental conducting including laboratory and performance experiences. Participation in the Chapel Choir is required. Prerequisite: Consent of instructor.

**MUS 2334 Music Theory I 3,0**

Principles of harmony: triads, part writing, non-harmonic tones, harmonization, seventh chords, secondary dominants and modulation taught through analysis and composition. Prerequisite: MUS 1332 or equivalent.

**MUS 2335 Music Theory II 3,0**

Continuation of MUS 2334, including expanded chords, sixth chords, borrowed chords and melodic development. Prerequisite: MUS 2334.

**MUS 2340 History of Jazz 3,0**

A survey of jazz history from its origins to present day.

**MUS 2350 Introduction to World Music and Culture 3,0**

This course examines a variety of musical traditions from around the world. The course will be taught from an ethnomusicological perspective, focusing not on music as sound, but music as an extension of its artistic, cultural, economic, social, political and religious contexts. Course study will concentrate not only on the *what* of music, but the *why*. When we can understand the people making the music and their experiences, we can better appreciate the music they are expressing. Ultimately, the course will address the question: is music a universal language? Learning will be guided through readings and audio and video examples, but also through field experiences.

**MUS 31XX Private Music Lessons - 30 minutes ( May be repeated for credit)**

**MUS 3110 Piano-Keyboard 2,0**

**MUS 3111 Guitar 2,0**

**MUS 3112 Organ-Keyboard 2,0**

**MUS 3115 Woodwind Lessons 1,0**

**MUS 3116 Brass Lessons 1,0**

**MUS 3117 Percussion Lessons 1,0**

**MUS 3119 Voice Lessons 1,0**

**MUS 32XX Private Music Lessons - 60 minutes ( May be repeated for credit)**

**MUS 3210 Piano-Keyboard 2,0**

**MUS 3211 Guitar 2,0**

**MUS 3212 Organ-Keyboard 2,0**

**MUS 3215 Woodwind Lessons 2,0**

**MUS 3216 Brass Lessons 2,0**  
**MUS 3217 Percussion Lessons 2,0**  
**MUS 3219 Voice Lessons 2,0**

**MUS 3222 Conducting II (instrumental)**  
Under Development

**MUS 3223 Conducting II (choir)**  
Problems in conducting choral and instrumental music; rehearsal and performance organization. Participation in the Chapel Choir is required. Prerequisite: MUS 2214 or consent of instructor. Under Development.

**MUS 3230 Contemporary Worship Programming 2,0**  
This course examines contemporary expressions of worship, and prepares DCEs to lead congregations into these forms of worship expression. Cross-Listed as DCE 3230

**MUS 3332 Orchestration 3,0**  
Examining tonal resources of instrumental and vocal media; arranging and transcribing for band and orchestral instruments. Prerequisite: MUS 2334.

**MUS 3336 Music Theory III 3,0**  
Continuation of MUS 2335, includes the study of borrowed chords, sixth chords, theme and variation, sonata and rondo forms, extended chords and harmonic practice of the Romantic period. Prerequisite: MUS 2335 Music Theory II

**MUS 3337 Music Theory IV 3,0**  
Continuation of MUS 3336, includes the study of harmonic practices from the Post-Romantic, Impressionistic, and Twentieth Century periods of music history and the use of extended and new harmonic practices. Analyses of compositions from different historical periods. Prerequisite: MUS 3336 Music Theory III

**MUS 3342 History of Music I (Ancient to 1750) 3,0**  
Music, composers and instruments of ancient, medieval, renaissance and baroque eras.

**MUS 3344 History of Music II (1650 to Present) 3,0**  
Music, composers and instruments of late baroque, classic, romantic, and contemporary eras.

**MUS 3352 School Music 3,0**  
Kodaly, Orff, and other methods of teaching elementary school music concepts. Prerequisite: MUS 2336.

**MUS 3354 Children's Choir 3,0**  
Principles, methods and materials for organizing, administering, and conducting the children's choir. Prerequisites: MUS 2214 and either MUS 3352 or MUS 3214.

**MUS 3356 Adult Choir 3,0**

Administering the adult choral program; conducting technique development; choral literature analysis and selection; service and program planning. Prerequisites: MUS 2214 and MUS 3214.

**MUS 3362 Worship and Music 3,0**

History, content, and meaning of Christian worship forms and hymns. Principles of constructing worship forms.

**MUS 34XX Music Pedagogy – Elementary School**

Under Development

**MUS 34XX Music Pedagogy – Middle/Secondary School**

Under Development

**MUS 4105 Senior Recital**

One hour public musical recital displaying student's ability to perform solo music in a variety of genre and historical styles. Must also register for two credits of private music instruction on corresponding musical instrument. Prerequisites: Consent of instructor; upper level music jury passed.

**MUS 4110 Worship Internship 1,0**

A review of the principles for administering and managing a parish worship program and application of these principles in a supervised parish experience. The major focus of the course is on Christian worship. Note: This class is to be taken in the last semester of course work for the Worship and Arts Minor.

**MUS 4212 Service Playing 2,0**

Skills required of a church organist, service planning and playing, working with choirs and instrumentalists. Prerequisite: MUS 1112 and consent of instructor.

**MUS 4246 Secondary Choral Music Literature 2,0**

Identification, description, and analysis of various types and styles of choral literature suitable for use in secondary school choral music programs. Prerequisites; MUS 2214, MUS 3214, MUS 3342, MUS 3344, or consent of instructor.

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### 13.04.34 Philosophy - Course Description

**PHL 3301 Survey of Western Philosophy 3,0**

Issues and problems of philosophy including the nature of reality, knowledge, and value. Selected study of major philosophers in the Western tradition.

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## 13.04.35 Physics - Course Descriptions

### **PHY 1302 Physical Science for Liberal Arts 3,0**

The development and history of the physical sciences with applications of principles to daily living.

### **PHY 1401 Physics I 3,2**

Basic concepts of kinematics, dynamics, Newtonian physics, sound, and thermodynamics through lectures, laboratory experiences, and problem solving. Prerequisite: Two years of high school algebra or MTH 1351 College Algebra or math placement at a higher level.

### **PHY 1402 Physics II 3,2**

Basic concepts of electromagnetism, and electromagnetic radiation including optics through lectures, laboratory experiences, and problem solving. Prerequisite: PHY 1401 or equivalent.

### **PHY 4301 Topics in Modern Physics 3,0**

Special relativity, statistical mechanics, the photoelectric effect and quantum physics, and nuclear physics and radioactivity. Prerequisite: PHY 1402.

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## 13.04.36 Psychology - Course Description

### **PSY 1311 Introduction to Psychology 3,0**

Scientific study of human behavior with emphasis on basic psychological functions.

### **PSY 2301 Life-Span Development 3,0**

Physical, cognitive, social, emotional and personality development of the individual from "womb to tomb," with the principal focus being on these developmental stages in childhood and adolescence within the context of the complete life span. Prerequisite: PSY 1311.

### **PSY 2331 Social Psychology 3,0**

Examination of cultural and psychological influences in the development of individuals and societies. Cross-listed as SOC 2331. Prerequisites: PSY 1311 and SOC 1301.

### **PSY 2341 Statistics for the Behavioral Sciences 3,0**

An introduction to the fundamentals of descriptive and inferential statistics, especially as they apply to the behavioral and social sciences. Cross-listed as SOC 2341. Prerequisite: PSY 1311 or SOC 1301.

### **PSY 3302 Cognitive Psychology 3,0**

A comprehensive overview of the many facets of cognitive psychology including information processing, the complexities of memory, language acquisition and functions, problem solving and decision making, and basic neurology. Also includes an overview of learning theories with a more in-depth look at the principal ones. Prerequisite: Six semester hours of psychology from among the following: PSY 1311, PSY 2301, PSY 2331.

**PSY 3304 Group Dynamics 3,0**

Theory and practice in small group communication; goal setting, problem solving, listening, feedback, and leadership. Cross-listed as COM 3304. Prerequisites: PSY 1311 and SPE 2301.

**PSY 3312 Psychology of the Criminal Offender 3,0**

Exposes the student to the distressful, painful and often devastating effects of maladaptive behavior. The course will explore the interwoven biological, psychological and social antecedents and correlates of criminal behavior. Psychological issues and their relation to criminal and anti-social behavior will be studied. Personal and societal attitudes, feelings and values about criminal and anti-social behavior will be discussed extensively. Prerequisites: PSY 1311. Cross-listed as CJM 3312.

**PSY 3315 History and Philosophy of Psychology 3,0**

This course studies and examines the development of psychology from its early roots in philosophy and religion, through its empirical bases, to its direction in today's society. The aim is to discover what relationships, if any, there are between psychology and justice. This course may replace three hours of social/behavioral sciences, if at least one course is not already designated in the major.

**PSY 3331 Introduction to Counseling 3,0**

An introductory course designed to acquaint students with current counseling theories and to acquire a beginning skill in counseling. Prerequisite: Six semester hours of psychology from among the following: PSY 1311, PSY 2301, PSY 2331.

**PSY 3332 Personality Theories 3,0**

Applicability of major personality theories to understanding human behavior. Prerequisite: Six semester hours of psychology from among the following: PSY 1311, PSY 2301, PSY 2331.

**PSY 3341 Abnormal Psychology 3,0**

Psychological abnormality, including anxiety, somatoform, obsessive-compulsive, and dissociative disorders; psychoses, mental retardation, brain dysfunction, sexual deviance, and other maladaptive behaviors. Prerequisite: Six semester hours of psychology from among the following: PSY 1311, PSY 2301, PSY 2331.

**PSY 3350 Biopsychology 3,0**

An introduction to the structure and function of the nervous system and the relationship between psychological processes and the brain in humans and other animals. Cross-listed with BIO 3350.

**PSY 3391 Research in Behavior Science 3,0**

Methods and approaches to research in the behavioral and social sciences. Prerequisites: PSY 2341 plus twelve semester hours of psychology, six of which must be upper level. The requirement that six of the 12 prerequisite hours be upper level may be waived with the consent of the supervisor of the major. Cross-listed as SOC 3391.

**PSY 3406 Animal Behavior**

An introduction to the study of animal behavior. Prerequisite: Any 3 or 4 semester hour course which fulfills a portion of the Natural Science Core requirement with a grade of "C" or above. Cross-listed as BIO 3406.

**PSY 4310 Behavioral Sciences Internship**

Supervised on-the-job experience and involvement at one of Austin 's agencies/companies. Interns will work with professional in the intern's field of specialization. A senior level course for Behavioral Science majors only. Graded Pass/Fail. Prerequisites: Senior standing, consent of Division Chair, a 3.00 GPA in major, 2.50 cumulative GPA, completion of 18 semester hours of lower level and 9 semester hours of upper level work in the major. Cross-listed with SOC 4310.

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**13.04.37 Reading - Course Descriptions****RDG 3211 Fundamentals of Reading/Language Arts 1,2**

Study of the content to be taught when teaching reading/language arts: includes knowledge, skills and processes in language usage (grammar), decoding and phonics, vocabulary and comprehension. Writing workshop for improving personal writing and teaching of writing. Construction of instructional materials. Must be taken concurrently with RDG 3421 and either concurrently with or following EDU 3411 or EDU 3412. Prerequisite: Admission to the Teacher Education Program.

**RDG 3331 Advanced Techniques in Classroom Reading 2,2**

Advanced techniques in word identification, vocabulary, and comprehension; diagnosis, programs, special learners, pleasure reading, and content area reading. Includes field experiences. Prerequisites: Admission to the Teacher Education Program, RDG 3211, and RDG 3421.

**RDG 3341 Diagnosis and Remedial Reading Practicum 2,2**

The student will assess the reading growth of a child experiencing reading difficulty, and design and carry out an appropriate remedial program for a child. Prerequisites: Admission to the Teacher Education Program, RDG 3211, and RDG 3421.

**RDG 3342 Content Area Reading 3,1**

Teaching all level content area subjects using sound reading instruction techniques. Emphasized reading for understanding and reading to learn. Includes study techniques, assessment, and meeting the needs of special students. Field experiences required. Prerequisites: Admission to the Teacher Education or DCE Programs; RDG 3211 and RDG 3421, OR EDU 3472 and EDU 3473.

**RDG 3421 Teaching Reading 3,2**

The reading processes and methodology for grades K-8. Word recognition and comprehension, content area reading and organizing programs including those for bilingual and exceptional children. Extensive field experience component. Must be taken concurrently with RDG 3211 and either concurrently



with or following with EDU 3311 and EDU 3312. Prerequisite: Admission to the Teacher Education Program.

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### 13.04.38 Religion - Course Descriptions

#### **REL 1301 New Testament History and Reading 3,0**

The background, growth and content of the New Testament. Sources and chronology of the Apostolic Age and Primitive Jewish Christianity.

#### **REL 1311 History and Literature of the Old Testament 3,0**

A literary-historical interpretation of the Old Testament, with special emphasis on its religious significance.

#### **REL 1331 Introduction to Christianity 3,0**

An introduction to the historical background, sources, literature, and basic beliefs of the Christian tradition. Intended for students with little or no background in the knowledge and experience of the Christian faith. (Students seeking certification by Concordia University Texas for professional work in The Lutheran Church - Missouri Synod must satisfy all religion credit requirements by means other than this course.)

#### **REL 2352 History and Philosophy of the Reformation 3,0**

History, philosophy, theology, and literature of the Protestant Reformation.

#### **REL 3302 Luke-Acts 3,0**

Study of the two-volume work of Luke stressing the growth of the church. Prerequisite: REL 1301.

#### **REL 3303 Major Pauline Epistles 3,0**

Examination of major Pauline Epistles. Emphasis on theological perspective these contributed to the Apostolic Church and Protestant Reformation. Prerequisite: REL 1301.

#### **REL 3305 Law, Justice and Grace in the Biblical Perspective 3,0**

This course exposes students to the biblical concepts of law, justice, grace and the role of religion in modern American law. Students will read and discuss biblical passages dealing with the divine role of civil government, the law of God, civil disobedience, the death penalty, and the place of grace in a Christian's life. The course will also focus on freedom of religion and the proper roles of church and state.

#### **REL 3312 Wisdom Literature 3,0**

A study of Israelite wisdom writings, especially the books of Job, Ecclesiastes and Proverbs, and the application of their themes to contemporary issues. Prerequisite: REL 1311.

#### **REL 3313 Major Prophets: Isaiah 3,0**

The interpretation of the prophecies of the Book of Isaiah with attention to historical events, literary style, and ancient and modern religious significance. Prerequisite: REL 1311.

**REL 3333 Introduction to Christian Ethics 3,0**

A study of ethical behavior and norms provided by the Christian faith. Attention given to both Christian ethical theory and contemporary personal and moral issues. Prerequisite: REL 1301 and REL 1311.

**REL 3335 Christian Apologetics 3,0** This course will survey the nature, objectives, and significance of presenting a viable defense of the Christian faith against objections of the major philosophies and ideologies that conflict with the faith in this "post Christian" and "post-modern" age. Prerequisites: REL 1301 and REL 1311.

**REL 3341 Lutheran Doctrine 3,0**

Systematic analysis of the major doctrines of the Lutheran faith as derived from the Bible. Prerequisite: REL 1301 or equivalent.

**REL 3345 Theology of Worship 3,0**

The biblical foundations of worship are carefully examined. Then current worship practices are experienced and analyzed in light of Scripture. Prerequisites: REL 1301 or REL 1311.

**REL 3353 American Christianity 3,0**

A study of the major denominations within American Christianity. Prerequisite: REL 1301 or REL 1311.

**REL 3354 History of Christianity 3,0**

An overview of the history of Christianity from the New Testament era to the present. The course will focus on the central persons, ideas, issues, and events that have shaped the Christian Church and its worship, doctrine, ethics, organization, and mission. Prerequisite: REL 1301. Cross-listed as HIS 3354.

**REL 3361 The Writings of C. S. Lewis 3,0**

Studies the life, the works, the literary criticism, the themes, and the thought of C.S. Lewis, with attention to the various literary genres within which Lewis wrote. This course is also available on-line. Prerequisite: An introductory literature course.

**REL 3381 Major World Religions 3,0**

Introduction to the history, faith, and culture of the major non-Christian religions of the modern world, including Islam, Judaism, Hinduism, and Buddhism, with brief attention to minor religions and non-theistic religion. Prerequisite: REL 1301 and REL 1311.

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### 13.04.39 Science - Course Description

**SCI 1401 Scientific Thought**

Classroom and laboratory investigations into the methods of seeking knowledge through activities in which the students will experience being scientists, working in a laboratory, doing experiments, handling and recording data, organizing and classifying the data, and drawing inferences using empirical methods.

**SCI 3303 Geology and Ecology of the Southwestern U.S.**

A field study of major landforms and wildlife associated with the desert Southwest. This course emphasizes recognition of depositional and erosional features, identification of wildlife, and the interactions between biotic and abiotic components of desert ecosystems. Also includes a study of environmental concerns and conservation efforts in the deserts of the Southwest. Offered during Spring Break and/or summer and requires extensive physical exertion and "roughing it." Additional fee for course paid at the time of registration. Prerequisite: Consent of instructor.

**SCI 3304 Geology and Ecology of Hawaii**

A field study of volcanism and the biological and physical factors which have influenced the ecological development of the Hawaiian Islands . This course emphasizes recognition of geologic features, wildlife identification, and a study of environmental concerns and conservation efforts in Hawaii . Offered during Spring Break and/or summer and requires extensive physical exertion and "roughing it." Additional fee for course paid at time of registration. Prerequisite: Consent of instructor.

**SCI 3305 Science and Health for Elementary Teachers I 2,2**

Content and teaching methods for science and health in the elementary school. Application of child development theories in the teaching of science and health. Emphasis on active involvement of the child in inquiry. Extensive field experience required. Prerequisites: Admission to the Teacher Education Program and EDU 3411.

**SCI 3306 Science and Health for Elementary Teachers II 2,2**

Continuation of SCI 3305. Prerequisites: Admission to the Teacher Education Program, SCI 3305, and EDU 3412.

**SCI 3330 Introduction to Modeling 3,0**

Design and application of modeling techniques using system dynamics and computer software. Prerequisites: MTH 1351 or math placement at a higher level and 6-8 semester hours of natural science and/or math beyond the core requirements. This course may not be used to satisfy natural science or math core requirements. Cross-listed as MTH 3330.

**SCI 4310 Natural Science Research Project**

Students will plan, execute, and report on a research project under the supervision of a Natural Science faculty member. A senior level course for natural science majors and environmental science majors only; graded on a Pass/Fail basis. May be repeated once for credit.

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### 13.04.40 Sociology - Course Descriptions

**SOC 1301 Introduction to Sociology 3,0**

Application of sociological analysis and concepts to American society.

**SOC 2306 Race and Ethnic Relations 3,0**

Emphasis on race and ethnic relations as a national concern with emphasis on these concerns in the Southwest. Cross-listed as HIS 2306 (when taken in the College of Adult Education it is not cross-listed). Prerequisite: SOC 1301 or HIS 1301 or HIS 1302.

**SOC 2331 Social Psychology 3,0**

Examination of cultural and psychological influences in the development of individuals and societies. Cross-listed as PSY 2331. Prerequisites: PSY 1311 and SOC 1301.

**SOC 2341 Statistics for the Behavioral Sciences 3,0**

An introduction to the fundamentals of descriptive and inferential statistics, especially as they apply to the behavioral and social sciences. Cross-listed as PSY2341. Prerequisite: PSY 1311 or SOC 1301.

**SOC 3301 Urbanization (Demography) 3,0**

City development especially in the United States and examination of the social implications of urbanization. Prerequisite: Six semester hours of sociology, including SOC 1301.

**SOC 3302 Marriage and Family 3,0**

Study and analysis of dating, marriage and the family in North America . Prerequisite: SOC 1301.

**SOC 3303 Social Gerontology 3,0**

Study and analysis of aging in the United States ; secondary reference to the elderly in selected countries of the world. Prerequisite: Six semester hours of sociology, including SOC 1301.

**SOC 3304 History and Culture of the Mexican American 3,0**

An analysis of the history and culture of the Mexican American people. Prerequisite: Six semester hours of history. Cross-listed as HIS 3304.

**SOC 3311 Criminology and Crime 3,0**

The examination of crime, criminals, corrections, and community response; criminology theories and correctional systems. Prerequisite; Six semester hours of sociology, including SOC 1301.

**SOC 3321 Sociological Theory 3,0**

An examination of both historical and contemporary sociological theories. Prerequisites: SOC 1301, 6 additional semester hours in Sociology and Behavioral Sciences, upper level standing.

**SOC 3331 Sociology of Children and Childhood**

Examination and analysis of the concepts, theories, and empirical research in the sociological study of children and childhood with a focus on the social construction of the perception of children and of childhood as a distinct life stage; the process of socialization; and the social problems facing children. Although the emphasis will be on children in U.S. society, a global perspective will also be used to explore the diversity of children's experiences across societies. Prerequisites: Six semester hours of sociology, including SOC 1301.

**SOC 3391 Research in Behavioral Science 3,0**

Methods and approaches to research in the behavioral and social sciences. Prerequisites: PSY 2341 plus twelve semester hours of psychology, six of which must be upper level. The requirement that six of the 12 prerequisite hours be upper level may be waived with the consent of the supervisor of the major. Cross-listed as PSY 3391.

**SOC 4310 Behavioral Sciences Internship**

Supervised on-the-job experience and involvement at one of Austin 's agencies/companies. Interns will work with professional in the intern's field of specialization. A senior level course for Behavioral Science majors only. Graded Pass/Fail. Prerequisites: Senior standing, consent of Division Chair, a 3.00 GPA in major, 2.50 cumulative GPA, completion of 18 semester hours of lower level and 9 semester hours of upper level work in the major. Cross-listed with PSY 4310.

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**13.04.41 Spanish - Course Descriptions****SPN 1401 Spanish I 4,0**

Grammatical structures and conversation drills.

**SPN 1402 Spanish II 4,0**

Continuation of SPN 1401. Prerequisite: SPN 1401.

**SPN 2311 Spanish III 3,0**

Review of Spanish grammar with emphasis on perfecting conversational, reading, and writing skills. Prerequisite: SPN 1402.

**SPN 2312 Spanish IV 3,0**

Continuation of SPN 2311. Prerequisite: SPN 2311.

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**13.04.42 Service Learning - Course Description****SVL XXX Service-Learning Field Experience**

This Service-Learning experience is optional and is designed to be an add-on to another course. Students will gain practical experiences in the field designed to supplement classroom theory and concepts. Students will design and implement community projects to meet meaningful community needs. Students will meet with their professor during regular class time and will also perform weekly service at a site to be determined jointly by instructor, community partner and student. Prerequisite: Approval of instructor or advisor.

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## 13.04.43 Speech - Course Description

### **SPCH 2301 Fundamentals of Speech 3,0**

Introduction to public speaking designed to help students gain self-confidence and proficiency in expressing themselves before an audience. Prerequisite: ENG 1316. This course is offered by the College of Adult Education in the accelerated format.

### **SPE 2301 Fundamentals of Speech 3,0**

Introduction to public speaking designed to help students gain self-confidence and proficiency in expressing themselves before an audience. Prerequisite: ENG 1316.

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## **14.00 Directory - Board, Faculty, Directors/Managers**

### **14.01 Board of Directors, Concordia University System**

Rev. Richard Allsing

Rev. David Anderson

Mr. John Behrendt

Dr. H. James Boldt

Ms. Elizabeth Bolt

Rev. Randall Golter

Dr. Elmer Gooding

Mr. Paul Hegland

Rev. Dr. William F. Meyer, President

Rev. Raymond Mueller

Rev. Dr. Eugene Oesch

Mr. Richard Peters

Mr. Donald Prevallet

Dr. Ralph Reinke

Mr. Berne Schepman

Dr. Lowell Schoer

Dr. Beverly Yahnke

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### **14.02 Board of Regents, Concordia University Texas**

David Beringer - Magnolia, Texas

Dr. Clarence Dockweiler - College Station, Texas

The Rev. Michael P. Dorn – Houston, Texas

Mr. Paul Feucht – Magnolia, Texas

The Rev. Kenneth M. Hennings - Pflugerville, Texas

Melissa Knippa - Austin, Texas

Mr. Jim Linnell – Ft. Worth, Texas

Ed H. Moerbe - Dallas, Texas

The Rev. Dr. Richard Noack - Spring, Texas

Daniel V. Schaefer - Lincoln, Texas

Keith Weiser - Midland, Texas

Alan Werchan - Austin, Texas

## 14.03 Administrative Council

Thomas E. Cedel, Ph.D.	President
Alan P. Runge, B.A., B.S., M.S., M.B.A., M.S., PhD	Provost
David L. Kluth, M.Div., M.A., Ed.D.	Vice President of University Services
Pamela J. Lee, C.P.A., M.Ed.	Vice President of Business Services
Don Adam, B.A., M.A.	Vice President of External Relations

## 14.04 Administrative Directors/Managers

Charles Belcher, B.S., M.A., M.Ed. - Director, Institutional Effectiveness  
Connie Beran, B.S., M.S. - Registrar  
Brooke Boggs, B.S. – Director, Sports Information  
Ruth Cooper, M.S.W. – Director, Student Success Center  
Colleen Crawford, B.B.A., SPHR – Director, Human Resources  
Kristin Coulter, B.A. – Director, Graduate Admissions  
Jamithan Darden, B.A. – Director, Student Activities  
Jackie Faulkner, B.S. – Director, Alumni Relations  
Patricia Fick, B.S., M.P.E. – Director, Can Do Program  
Cynthia Goodwin, B.A., C.P.A. – Director, Financial and Risk Management  
Daniel Gregory, B.A. – Manager, Media Services  
Norman Holmes, B.S., S.E.D., M.L.S., M.B.A., C.A.S. – Director, Library Services  
Sherrah Holobaugh, B.A. - Director, University Communications  
Kristi Kirk, M.A. – Director, Enrollment Management  
Stan Kruse, B.A., M.A. - Director, Information Technology  
Linda Lowry, M.Ed. – Director, Athletics  
Charlotte McConnell, B.A. – Director, Facilities Scheduling and Events  
DeWayne Mangan, B.A. – Manager, University Services Infrastructure  
Terri Mathews - Manager, University Services  
Thomas Pate, Ph.D. - Director, Wellness Center  
Bruce Peffer, D. Min. – Campus Pastor  
Ron Petty – Director, Facilities Management  
Joel Rahn, M.A. – Manager, Academic Computing  
Sarah Richard, B.B.A.– Director, Accounting  
Cathy Schryer, B.S. – Director, Student Financial Services  
Eric Silber, B.B.A. – Director, Support Services  
Jennielle Strother, B.S. – Director, Admissions  
Woodard Springstube, Ph.D. – Director, Institutional Research  
Michael Wallace, Ed.D. – Director, Graduate Programs

## 14.05 College Deans

Cathy A. Brigham, Ph.D. - College of Adult Education  
Don A. Christian, M.M. - College of Business  
Sandra K. Doering, Ed.D. - College of Education  
Michael A. Moyer, Ph.D. - College of Liberal Arts and Sciences

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## 14.06 Emeriti

**Richard J. Dinda**, B.A., M.A., M.L.S., D.Litt. (Social Science and Latin) At Concordia 1952 - 1992.  
Beryl A. Dunsmoir, B.Sc., Dip.Ed., M.A., Ph.D. (Psychology) At Concordia 1996-2006.  
**John H. Frahm**, B.S., M.S., M.Div., Ph.D. (Communication) At Concordia 1982 - 1999.  
**Bernard Gastler**, B.S., M.Mus., Ph.D. (Music) At Concordia 1981 - 1990.  
**Eric Gerstmann**, B.A., M.S.W. (Sociology) At Concordia 1981 - 1990.  
**Howard Lacey**, B.A., M.B.A., D.B.A. (Business) At Concordia 1985 - 2003.  
**Ray F. Martens**, A.A., B.A., M.Div., S.T.M., S.T.D. (President, Religion) At Concordia 1973 - 1993.  
**Milton H. Riemer**, B.A., M.Div., M.A., Ph.D., J.D. (English and Law)|  
At Concordia 1960 - 1998.  
**Walter C. Rubke**, B.A., B.D., M.A., Ph.D. (President, Religion)  
At Concordia 1964 - 1969  
**Harold A. Rutz**, B.S., M.Mus. (Music) At Concordia 1964 - 1996.  
**Leonard Stahlke**, A.A., M.Div., S.T.M. (Religion & Hispanic Ministry) At Concordia 1980 - 2004.  
**Leroy Tschatschula**, B.S., M.Ed., Ph.D. (Government and History)  
At Concordia 1961 - 1993.  
**E. Glenn Vorwerk**, B.A., M.B.A., Ph.D. (Accounting and Business)  
At Concordia 1982 - 1992.  
**David J. Zersen**, M.Div., M.A., D.Min., Ed.D. (President, Education and Religion) At Concordia 1994 - 2001.  
**Theodore F. Zoch**, B.S., M.Ed., (Physical and Earth Sciences) At Concordia since 1968.

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## 14.07 Full-Time Faculty

**Debra J. Allen** (Professor, History)  
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**Paul D. Buchheimer** (Assistant Professor, Distance Ed.)

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