



# Adult Degree Completion Program Bulletin

A large, stylized graphic at the bottom of the page consists of a blue and yellow ribbon or banner. The ribbon is folded back, creating a 3D effect. The years "2010" and "2011" are printed in a large, black, serif font on the right side of the ribbon, indicating the time period covered by the bulletin.

2010  
2011

# 2010-2011

## Southwestern College

### ADULT DEGREE COMPLETION PROGRAM

#### HISTORY OF SOUTHWESTERN COLLEGE

In June of 1960, the college was officially launched with the approval of the representatives of the churches of the Arizona Baptist Convention. Classes were initially held in the educational facilities of Bethel Baptist Church, Phoenix. Plans for developing a new campus led to the construction of four new buildings and the remodeling of an existing structure on a 35 acre plot in Paradise Valley. The land had been donated to the Arizona Baptist Convention with a stipulation that a Christian school be established on the property. The college moved to the new site in September, 1964. Since then, the college has had an ever-widening ministry.

#### MISSION STATEMENT

“Southwestern College provides a Biblically integrated education that prepares its graduates to serve the Lord Jesus Christ in ministries and professional occupations.”

#### NON-DISCRIMINATION POLICY

Southwestern College does not discriminate on the basis of gender, race, national or ethnic origin, disabilities, or age in administration of its educational policies, admission policies, financial aid programs, athletics, and other college administered programs.

#### ACADEMIC ADVISEMENT

Each student is assigned a faculty advisor. In conjunction with his or her assigned academic advisor, each student develops a Degree Plan as early as possible during their first two terms. The Degree plan identifies courses the student intends to transfer from other institutions, credits to be completed by CLEP or other non-transfer methods, courses already completed and additional course work to be completed to fulfill degree requirements.

#### ACADEMIC INTEGRITY

Southwestern College seeks to support and promote qualities of academic honesty and personal integrity. Serious offenses against the college community include cheating, plagiarism, and all forms of academic dishonesty. Students who are guilty of academic violations can expect to be penalized. Courses of action may include, but are not limited to, the following:

1. Work may not be redone, and no credit is given for that particular assignment.
2. Alternative assignments may be given for full or partial credit.
3. The student may be dismissed from the College.

#### ACCREDITATION

Southwestern College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504 and by the Association for Biblical Higher Education, 5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822-1781.

#### SPECIAL STUDENT STATUS

Most students in the program are degree seeking. A student who is interested in the program and wishes to enroll in coursework without initially pursuing a degree may do so.

## **ADMISSIONS OVERVIEW**

- Minimum 25 years of age.
- Minimum of 2 years full-time work experience or equivalent as documented by a resume.
- 60 credits earned from other institutions.
- Submission of personal testimony and essay.
- Completion of the application form.
- Payment of a \$30 non-refundable application fee.
- Pre-admission interview with the ADCP Director or other admissions representative.

## **TUITION AND FEES**

Tuition for the Adult Degree Completion Program is \$325 per credit hour. Additional fees include an application fee of \$30 and a graduation fee of \$50.

## **ATTENDANCE POLICY**

The ADCP is highly accelerated; therefore, it is essential and expected that students attend all class sessions. Excessive absences may result in a lowered grade. Make-up assignments may be completed at the discretion of the instructor.

## **TRANSFER OF UNDERGRADUATE CREDIT**

Students may submit for approval credit obtained in the following ways:

### **COLLEGE/UNIVERSITY TRANSFER CREDIT**

Southwestern College generally accepts credit from colleges and universities that are accredited by regional accreditation associations or the Association for Biblical Higher Education.

### **CLEP/DANTES EXAMINATIONS**

Subject examinations with a score of 50 or higher are acceptable to fulfill general studies or free elective, business core and business elective requirements. CLEP/DANTES credit cannot be granted in any area where the student has equivalent course credit.

## **MILITARY EXPERIENCE CREDIT**

A Guide to the Evaluation of Educational Experiences in the Armed Services contains ACE recommendations and will be used to evaluate formal coursework and occupational experience while in the armed services.

### **CREDIT FOR PRIOR LEARNING (CPL)**

The award of credit for prior learning shall follow the Council for Adult and Experiential Learning (CAEL) standards. No more than 30 hours of CPL will be awarded for completion of a degree.

A maximum of 60 credits may be earned through the testing, military experience, and CPL.

Please note below policies below for required credits to be completed in residence at Southwestern University.

## **GRADUATION REQUIREMENTS**

1. Complete a minimum of 30 credit hours, 15 of which must be in the major, in residence at Southwestern College.
2. Earn a minimum GPA of 2.0 for all coursework completed at Southwestern College and overall GPA for coursework including transfer.
3. Complete Christian Service requirements.
4. Fulfill all specific course requirements for business core, business elective and Biblical studies components of the program.
5. Complete Bible Knowledge Exam, other outcomes tests if applicable, exit survey and interview.
6. File an application for graduation through the Registrar's Office by the end of the first week in the final term of coursework. Application must include graduation fee of \$50.
7. Pay in full all outstanding accounts or make satisfactory arrangements with the Business Office.
8. Receive approval for graduation from the Faculty and Board of Trustees.

# CURRICULUM

## OVERVIEW

The curriculum includes coursework from a broad range of business disciplines and biblical studies. Direct application of the knowledge and skills acquired in the program is encouraged by the inclusion of an applied project in most courses in the major. These projects include the use of professional experience. And knowledge gained in the program solve real world business problems.

## DEGREE REQUIREMENTS

- General Education 36 hrs.
- Business Administration 43 hrs.
- Biblical Studies 18 hrs.
- Electives 31 hrs.
- Total 128 hrs.

Additional requirements include participation in Christian service and academic assessment activities.

## GENERAL STUDIES REQUIREMENTS (36 HRS.)

Thirty-six (36) hours in general studies courses are required in transfer to Southwestern College. The general studies courses are to be distributed according to the following minimum requirements:

- **Oral and Written Communication** (9 hrs.)  
Includes courses in subject areas such as English composition, oral communication, speech.
- **Social Science** (9 hrs.)  
Includes courses in subject areas such as history, political science, psychology, sociology and economics.
- **Science** (6 hrs.)  
Includes courses in subject areas such as a natural science, physical science or life science.
- **Humanities** (12 hrs.)  
Includes courses in subject areas such as art, music, literature, and foreign languages.

The list of coursework areas under each heading is not exhaustive. Other coursework not specifically identified above may be appropriate for transfer to meet general education requirements. Final approval of the acceptability and distribution of previously completed general education courses rests with the faculty advisor and ADCP Program Director.

## GENERAL ELECTIVES (31 HRS.)

Students may transfer elective courses from any area of study from an accredited college or university. Elective courses can be drawn from general studies areas beyond those submitted to meet general studies requirements.

## COURSE NUMBERS AND DESCRIPTIONS

### Business Core Courses (34 hrs.)

#### BUS 221

##### Financial Accounting (3 hrs.)

An introduction to the concepts and principles involved with financial accounting from a user's perspective. Emphasis is placed upon understanding various accounting systems, methods and procedures for the purpose of evaluating organizational financial statements

#### BUS 222

##### Managerial Accounting (3 hrs.)

An introduction to the concepts and principles involved with managerial accounting. Topics include corporate accounting practice, elementary cost accounting concepts and the use of accounting information in the management decision making process. (Prerequisite: AC 201 or equivalent)

#### BUS 301

##### Business Law (3 hrs.)

An overview of the legal environment for businesses. Topics include: business contracts, agreements, and partnerships; government regulation; product liability and business negligence; security agreements and bankruptcy; and property, real estate and tax law.

**BUS 310****Social and Business Structures in Adult Learning (3hrs)**

A study of modern social structures in adult learning with emphasis upon academic and vocational roles. The course explores interdisciplinary structures that relate academic discipline, vocational application, and societal relevance to personal commitment. Identification and assessment of prior learning skills, values and goals and the development of an educational and vocational plan in a Christian context. Students research relevant sources and present verbal and written reports on researched materials. **Must be completed in residence within the first two terms of studies in the ADCP.**

**BUS 320****Business Research and Analysis (3 hrs.)**

Examines basic business research methods and focuses on skills and knowledge needed to conduct business research projects; research design, sampling, data collection and analysis. Prerequisite: Business Statistics Workshop

**BUS 331****Business Statistics Workshop (1 hr.)**

Application of statistical methods to business decision making. Emphasizes the use of statistical software to analyze, interpret and present statistical information.

**BUS 341****Business Ethics (3 hrs.)**

Development and application of moral and ethical thinking to business situations and ethical dilemmas. Special attention is given to the application of Biblical principles to business practices and actions.

**BUS 420****Business Strategies and Policies (3 hrs.)**

Capstone course that integrates knowledge and skills developed from other courses in the program for strategic analysis, policy formation and decision making. Methods and activities may include a major case study, competitive business simulation or applied project on an actual organization. (Prerequisite: Completion of all required business administration core courses.)

**BUS 311****Economics for Managers (3 hrs.)**

Overview of macro and micro economic theories with applications to business operation for managers. Demand analysis, short range forecasting, quantitative tools of economics useful in decision making.

**BUS 330****Principles of Finance (3 hrs.)**

An introduction to the financial concepts and methods utilized in the business environment. Topics include capital budgeting and planning, financial statement analysis, evaluating short and long term financing methods, investment strategy, and other issues related to managing the finances of an organization. Prerequisite: AC202 or equivalent.

**BUS 340****Principles of Management (3 hrs.)**

An introduction to the basic principles involved with the management of an organization. An overview of strategic planning, organizational structures, leadership, human resource management, control mechanisms, organization behavior, managing conflict and change and other related topics.

**BUS 350****Principles of Marketing (3 hrs.)**

An introduction to the basic concepts and strategies employed in marketing products, services, and ideas in a free economy and society. An overview of product development and positioning, pricing strategy, distribution decisions, sales promotion, advertising, public relations, market segmentation, consumer behavior and other topics related to modern marketing.

**BUSINESS ELECTIVE COURSES  
(9 HRS.)****BUS 410****Business Practicum/Field Experience (3 hrs.)**

Application of foundational business knowledge and skills in work related setting. Requires prior submission of a proposal and advisor approval. Students may submit a proposal for a practicum of their own choosing. Coursework will include at a minimum a written summary and evaluation of the experience.

## **BUS 498**

### **Guided Research in Business (1-3 hrs.)**

An in-depth investigation of a business topic under the guidance of an instructor. Approval of Department Chair is required.

## **BUS 440**

### **Human Resource Management (3 hrs.)**

An overview of personnel administration within organizations. Topics include planning, staffing, training, compensation, appraisal, and labor relations. Special emphasis will be given to legal and ethical issues in the work environment. Prerequisite: MG 301 or equivalent.

## **BUS 454**

### **Entrepreneurship (3 hrs.)**

A study of the opportunities and risks associated with the launching and management of a new business venture. Course content includes business plan development, capital fund raising, and small business management.

## **BUS 460**

### **Strategic Management and Executive Leadership (3 hrs.)**

An overview of the methods and models utilized in strategic planning and decision making, emphasizing the role of executive leadership. Course content includes organizational analysis, executive leadership development, and strategic planning.

## **BUS 450**

### **Marketing Management (3 hrs.)**

A study of contemporary strategies employed in marketing management. Topics include marketing plan development, strategic marketing decision making and a discussion of current trends in marketing and promotional management. Prerequisite: MK301

## **BUS 442**

### **Management for Not-for-Profit Organizations (3 hrs.)**

An examination of the management concepts and techniques unique to the not-for-profit organization. Special emphasis will be given to the management and marketing of religious, educational, social service and charitable organizations.

## **BIBLICAL/THEOLOGICAL STUDIES (18 HRS.)**

## **BIB 300**

### **Biblical Interpretation (3 hrs.)**

Basic principles and skills for Biblical interpretation. Focuses on the understanding and application of Scripture to today's world.

## **BIB 320**

### **Life and Teachings of Jesus (3 hrs.)**

A study of the Gospels focusing upon the life and ministry of Jesus Christ and His death and resurrection with a view toward applying His life-changing principles to one's everyday life.

## **BIB 330**

### **Life and Teachings of Paul (3 hrs.)**

A study of the letters written by the apostle Paul with special emphasis given to the examination and use of correct principles and procedures of interpretation.

## **BIB 340**

### **Old Testament and Literature (3 hrs.)**

A study of the historical events recorded in the Old Testament that will provide the basis for understanding the prophets, wisdom literature, and the psalms. Emphasizes the contemporary relevance and application of the Old Testament.

## **BIB 424**

### **Current Issues in Theology (3 hrs.)**

Study of Bible doctrines such as God, Christ, the Holy Spirit, man, sin and salvation. Themes examined through a focus on New Testament literature.

## **BIB 430**

### **Christianity and Culture (3 hrs.)**

An examination of cultural and philosophical forces challenging the Christian faith and worldview in today's Western contemporary society and a discussion of Christian responses these challenges.