

# DIVISION OF INNOVATIVE PROGRAMS

In our changing culture where education has become a lifetime process, many adults are seeking to enhance their skills or to obtain those appropriate to career changes and growth while high school students are looking for an early start on college work. To meet the needs of these nontraditional students, many of whom have daytime responsibilities, the Division of Innovative Programs strives to provide a variety of alternatives.

## **ADVANCE Program and Weekend College**

**Marc E. Hurt**, *Director*

The **ADVANCE program** is a degree program specifically designed for adults who want to complete a college degree while continuing to be employed full-time. Students who meet the entrance requirements will find it possible to successfully complete the coursework and earn their degree in an 18-month period.

**Weekend college** offers courses which usually meet general education requirements. They are available on Saturdays and evenings on the HLG campus. Registration is required for each of these courses one week prior to the first day of class.

## **College Credit for High School Students and Adult Continuing Education**

**Johnny R. Abbott**, *Director*

### **College Credit For High School Students**

High school students demonstrating exceptional ability may enroll for course credit at HLG in one of the ways listed below. However, such courses will neither be applicable toward a college degree nor transferable until the student graduates from high school or successfully completes the GED test.

**Dual credit courses:** In some high schools, students may enroll in select courses and earn both the high school and college credit. Students may contact the high school counselor or HLG's Director of Dual Credit for information.

**Early enrollment:** Exceptional high school students who have completed their junior year may enroll in college-credit courses on the HLG campus. Some courses may also satisfy high school requirements. In some high schools near HLG, the student will be allowed to attend HLG's courses during the school day. Students may contact the high school counselor or HLG's Director of Dual Credit for information.

### **Adult Continuing Education**

**Continuing Education Units (CEUs).** CEUs are awarded to individuals for successful completion of qualified noncredit programs. The CEU is a recognized measurement of a noncredit course of study, even though such an educational effort is not applicable toward a degree. One CEU is awarded for ten contact hours of participation.

**Extension classes.** Courses offered at off-campus sites are identical to courses taught in the traditional program. The college also conducts specialized courses for companies designed to enhance the skills of their employees. These courses may be offered for college credit or for noncredit, in which case a student may be eligible for Continuing Education Units (CEUs). **NOTE:** Students cannot become a candidate for a degree until they fulfill the residency requirements as stated in the catalog.

## **ADVANCE Programs**

**Bachelor of Science Degree:** *Majors*—Administration of Justice, Organizational Management

**Bachelor of Applied Science Degree:** *Majors*—Administration of Justice, Organizational Management

## **Goals**

- 1) To assist adults in realizing personal and career growth.
- 2) To develop interpersonal skills, expertise in written and oral communication, and problem-solving and decision-making abilities.
- 3) To promote growth in self-knowledge and self-image.
- 4) To develop self-reliance and leadership skills.

## **Guidelines for Admission**

- 1) Adults with five years of full-time work experience seeking to enhance or develop their supervisory, management, or program administration skills.
- 2) Approximately 60 hours of transferable credits from accredited institution(s).

## Requirements for a BS Degree or a BAS Degree Earned Through the ADVANCE Program: Majors in Administration of Justice and in Organizational Management

**NOTE:** The BS degree allows the transfer of academic college credit for general education courses and electives. The BAS degree also accepts technical credit and the Associate of Applied Science degree (AAS) in transfer.

- 1) Complete the General Education Requirements shown below for the chosen degree and the Graduation Requirements (see **Academic Policies**).
- 2) Pass each of the Course Requirements listed under the chosen major with a grade of C or better.

### GENERAL EDUCATION REQUIREMENTS for BS Degree: 49 hours

<u>Courses</u>	<u>Hours</u>
Bible	6
English Composition	6
Speech	3
Humanities & Fine Arts <sup>1</sup>	12
Natural Science <sup>2</sup>	7
Mathematics <sup>3</sup>	3
Computer Course	3
Social Science <sup>4</sup>	9

### GENERAL EDUCATION REQUIREMENTS for BAS Degree: 43 hours

<u>Courses</u>	<u>Hours</u>
Bible	6
English Composition	6
Speech	3

Humanities & Fine Arts <sup>1</sup>	9
Natural Science <sup>2</sup>	7
Mathematics <sup>3</sup>	3
Computer Course	3
Social Science <sup>4</sup>	6

### NOTES FOR GENERAL EDUCATION COURSES:

<sup>1</sup>The humanities and fine arts requirement must include 3 hours of *history*. The remaining courses are to be taken from at least two other departments within the Humanities and the Fine Arts divisions: Art, Communication Arts, English, Literature, Music, Philosophy, or Theatre.

<sup>2</sup>At least one lab course is required.

<sup>3</sup>For BS degree, MTH 131, 143, 153, 185 or higher is required. For BAS degree, MTH 113 (Introduction to Mathematics) or MTH 123 (Intermediate Algebra) or higher is required.

<sup>4</sup>Courses in social science must come from at least two disciplines. Examples of potential disciplines that may fulfill a general education requirement: administration, anthropology, archaeology, business law, counseling, criminology, economics, education, human relations, justice system, juvenile delinquency, physical education, political science, psychology, social issues, sociology.

### Major in Administration of Justice: 48 hours

ADJ 223 Probation, Parole, & Community Corrections	ADJ 366 Ethics in Criminal Justice
ADJ 263 Writing in Criminal Justice Practice	ADJ 373 Criminal Justice Issues
ADJ 303 Criminal Law & Procedures	ADJ 403 U.S. Supreme Court Decisions—
ADJ 313 Criminology	Critical Issues
ADJ 323 Juvenile Delinquency	ADJ 413 Constitutional Law I
ADJ 333 The Enforcement System	ADJ 423 Constitutional Law II
ADJ 353 Leadership & Supervision of Police Personnel	ADJ 445 Criminal Justice Internship/
	Research Paper
	ORM 353 The Bible & the Christian Worldview

ADJ 354 Criminal Justice  
Supervision &  
Management

in Pluralistic America

**Major in Organizational Management: 49 hours**

ORM 303 Group & Organizational Dynamics	ORM 373 Social Issues & Their Impact
ORM 314 Adult Development & Life Assessment	ORM 413 Managerial Economics
ORM 331 Writing Lab	ORM 423 Managerial Marketing
ORM 333 Organizational Communication	ORM 443 Human Resources Management
ORM 341 Review of Applied Software	ORM 453 Strategic Planning
ORM 343 Managing Information Technology	ORM 463 Organizational Ethics
ORM 353 The Bible & the Christian Worldview in Pluralistic America	ORM 473 Managerial Accounting
ORM 363 Intro to Research & Analysis Using Statistics	ORM 483 Managerial Finance
	ORM 494 Applied Business Law

## *Course Offerings*

### **ADMINISTRATION OF JUSTICE**

**ADJ 223 Probation, Parole, and Community Corrections (same as CRJ 223) 3 hours**

Examines the functioning of the probation and parole system on the national, state, and local levels.

**ADJ 263 Writing in Criminal Justice Practice 3 hours**

Emphasizes writing improvement with special attention to reports used in the criminal justice system.

**ADJ 303 Criminal Law and Procedures (same as CRJ 303) 3 hours**

Criminal law as it relates to specific property crimes and crimes against persons. Gives particular attention to the elements of each offense and to the procedures essential for successful prosecution.

**ADJ 313 Criminology (same as CRJ 313 and SOC 313) 3 hours**

An analysis of crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. Gives attention to the control, prevention, and treatment of aspects of law-

violating behavior.

**ADJ 323 Juvenile Delinquency** (same as CRJ 323 and SOC 323) **3 hours**

The nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs.

**ADJ 333 The Enforcement System** (same as CRJ 333) **3 hours**

Explores local, state, and federal enforcement systems and their relationship to one another and to areas of jurisdiction.

**ADJ 353 Leadership and Supervision of Police Personnel** **3 hours**

Examines issues of leadership and supervision relevant to law enforcement personnel. Students will be taught how to plan and implement departmental polices and procedures. Special attention will be given to issues relating to the media.

**ADJ 354 Criminal Justice Supervision and Management** (same as CRJ 354) **3 hours**

Focuses on developing administrative practices that incorporate human resource development theories. Examines theories of motivation and leadership.

**ADJ 366 Ethics in Criminal Justice** **3 hours**

A study of principles of ethics, including Christian ethics, with particular application to the criminal justice profession.

**ADJ 373 Criminal Justice Issues** (same as CRJ 373) **3 hours**

Focuses on the development of critical thinking on issues such as capital punishment, plea bargaining, search and seizure, stop and frisk, and on a wide variety of constitutional-related issues.

**ADJ 403 U.S. Supreme Court Decisions—Critical Issues** (same as CRJ 403) **3 hours**

Focuses on selected constitutional aspects of law enforcement. Includes the law of arrest, search and seizure, self-incrimination, the right to counsel, probable cause, exclusionary rule, stop and frisk, vehicle searches, use of force, and legal liabilities.

**ADJ 413 Constitutional Law I** (same as CRJ 413) **3 hours**

Examines the history and general application of such constitutional provisions as speech, press, assembly, authority to detain and arrest, search, seizure, wiretapping, and eavesdropping.

**ADJ 423 Constitutional Law II** (same as CRJ 423) **3 hours**

Examines the constitutional guidelines as they pertain to interrogations, confessions, self-incrimination, assistance of counsel, double jeopardy, humane punishment, fair and just trials, as well as civil rights and civil rights legislation.

**ADJ 445 Criminal Justice Internship/Research Paper** **6 hours**

Students receive supervised field experience through placement in an area agency relating to law enforcement, courts, or corrections. Requires a research paper relating to the area of placement.

## **ORGANIZATIONAL MANAGEMENT**

### **ORM 303 Group and Organizational Dynamics 3 hours**

Examines group behavior and how group functioning affects organizational effectiveness. Emphasis on decision-making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

### **ORM 314 Adult Development and Life Assessment 4 hours**

Introduces adult development theory and links these concepts to life through a process of individual reflection. Examines classical and contemporary adult development. These theories provide the paradigm for self-analysis and life assessment.

### **ORM 331 Writing Lab 1 hour**

Reviews the skills needed for college and business writing assignments. Emphasis on development and organization of material.

### **ORM 333 Organizational Communication 3 hours**

Investigates communication and relationships in creating a productive work environment. Also covers effectiveness in personal and social relationships through readings and exercises involving nonverbal communication, constructive feedback, dealing with anger, and resolving conflict.

### **ORM 341 Review of Applied Software 1 hour**

Covers essential computer technology concepts and provides an introduction to current software, as applied to business situations. Provides opportunity to build basic computer skills.

### **ORM 343 Managing Information Technology 3 hours**

Examines the management aspects of information technology and analyzes the systems development life cycle. Topics include telecommunications, networking, database management, transaction processing systems, electronic data interchange, applications systems, Internet, and future implications of technology.

### **ORM 353 The Bible and the Christian Worldview in Pluralistic America 3 hours**

Surveys major themes, events, and plots in the Bible that are significant for constructing a biblical worldview. Relevant findings will be applied to issues concerning the place of a Christian worldview in the contemporary, pluralistic culture of the United States. Gives particular attention to the viability of a Christian worldview in the workplace in the United States.

### **ORM 363 Introduction to Research and Analysis Using Statistics 3 hours**

Focuses on problem analysis and evaluation techniques. Students are shown methods for defining, researching, analyzing, and evaluating a problem in the work or avocational environment that they have selected for an independent study project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with levels of significance, analyzing variance, and constructing questionnaires.

### **ORM 373 Social Issues and Their Impact on the Workplace 3 hours**

Presents an analysis of major contemporary social problems, especially in the United States. Emphasis on the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy; focuses on their impact on the contemporary workplace. Considers the diverse sociological perspectives on the causes, consequences, and solutions to these problems.

**ORM 413 Managerial Economics 3 hours**

Focuses upon the principles of economics as they need to be understood and used by managers and supervisors in all fields. In this era of downsizing or restructuring brought on by international competition and globalization, it is crucial that managers at every level, and in every type of organization, understand and use the principles of economics to aid in making sound decisions.

**ORM 423 Managerial Marketing 3 hours**

Examines principles of marketing in all areas in order to develop and utilize effective marketing practices. Explores concepts of our global economy, including major social, psychological, and political influences, and considers their marketing implications from a manager's perspective.

**ORM 443 Human Resources Management 3 hours**

Explores the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development, and compensation of employees. Gives special attention to Equal Opportunity and to Office of Safety and Health Administration (OSHA) legislation.

**ORM 453 Strategic Planning 3 hours**

Introduces students to various management planning models and techniques and applies these to business cases. Stresses concepts of strategic planning and strategic management.

**ORM 463 Organizational Ethics 3 hours**

Reviews several major ethical theories. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy by incorporating business ethics, government accountability, human rights, and a responsible lifestyle.

**ORM 473 Managerial Accounting 3 hours**

Examines accounting as a cross-functional discipline that provides useful information to all types of managers in all types of organizations. Emphasis on the practical rather than the theoretical; shows how managers use accounting concepts and techniques to make decisions.

**ORM 483 Managerial Finance 3 hours**

Designed and developed explicitly as a first course in managerial finance. Emphasizes the role of the financial manager as a decision-maker and stresses the need for managerial input and judgment.

**ORM 494 Applied Business Law 4 hours**

Studies the history, background, sources, and influences of our modern-day law as it pertains to the business activities of individuals, corporations, and other legal entities. Special emphasis upon business litigation, legal liabilities, alternative dispute resolution techniques, and the laws governing contracts, creditors' rights, secured transactions, bankruptcies, agencies, partnerships, and corporations.