
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 university 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 Courses

Marc E. Hurt, *Director*

The **ADVANCE program** is a degree program specifically designed for adults who want to complete a university 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 Courses offers courses which usually meet General Education requirements. They are available on Saturdays and evenings on the HLGU campus or in the online courses. Registration is required for each of these courses one week prior to the first day of class.

University Credit for High School Students and Adult Continuing Education

Jacob King, *Director*

University Credit For High School Students

High school students demonstrating exceptional ability may enroll for course credit at HLGU in one of the ways listed below. However, such courses will neither be applicable toward a university 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 high school and university credit concurrently. For information, students may contact the high school counselor or HLGU's dual credit program director.

Early enrollment (E²): Exceptional high school students who have completed their junior year may enroll in university-credit courses on the HLGU campus. Some courses may also satisfy high school requirements. By special arrangement with their high schools, students are permitted to attend HLGU's courses during the school day. For information, students may contact the high school counselor or HLGU's early enrollment program director.

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 university also conducts specialized courses for companies designed to enhance the skills of their employees. These courses may offer university credit. If not, students 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*—Child Development, Criminal Justice, Organizational Management

Bachelor of Applied Science Degree: *Majors*—Child Development, Computer Technology, Criminal 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).

Caution to the Student

Facts: The BS degree allows only academic university credit to meet the 124 credit hours for graduation. The BAS degree also accepts technical credit and the Associate of Applied Science degree (AAS), in transfer.

Note: If the student uses any career, technical, or vocational credit to complete the 124 hours, then the degree will become a BAS degree—**no exceptions**. Any statement by an HLGU employee or form that seems to imply otherwise does not change, and is not an exception to, this requirement.

Requirements for a BS Degree or a BAS Degree Earned Through the ADVANCE Program: Majors in Child Development, in Computer Technology, in Criminal Justice, and in Organizational Management

- 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: 46 hours

Courses	Hours	Courses	Hours
Bible	6	Natural Science ²	7
English Composition	6	Mathematics ³	3
Speech ⁵	3	Social Science ⁴	9
Humanities & Fine Arts ¹	12		

GENERAL EDUCATION REQUIREMENTS for BAS Degree: 40 hours

Courses	Hours	Courses	Hours
Bible	6	Natural Science ²	7
English Composition	6	Mathematics ³	3
Speech ⁵	3	Social Science ⁴	6
Humanities & Fine Arts ¹	9		

NOTES FOR GENERAL EDUCATION COURSES:

¹ 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, Modern Language, Music, Philosophy, or Theatre.

² At least one lab course is required.

³ For BS degree, one of the following courses is required: MTH 131, 143, 153, 185 or higher. For BAS degree, either MTH 113 (Introduction to Mathematics) or MTH 123 (Intermediate Algebra) or higher is required.

⁴ 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.

⁵ The speech requirement can be met by passing ORM 333.

Major in Child Development: 48 hours

CHD 243	Admin of Early Childhood Programs	CHD 362	Family & Community Resources
CHD 303	Introduction to Early Childhood	CHD 382	Assessing Young Children
CHD 312	Emergent Language	CHD 413	Early Literacy
CHD 313	Implementing & Evaluating Interventions	CHD 463	Ethics in Early Childhood Organizations
CHD 323	Communication Disorders	CHD 473	Portfolio Development & Grant Writing
CHD 343	Multicultural Study of Children & Families	CHD 486	Internship in Child Development
CHD 356	Curriculum & Methods for Early Childhood	ORM 353	The Bible & the Christian Worldview in Pluralistic America

Major in Computer Technology: 48 hours

CTE 303	Linux+	CTE 413	Security+
CTE 313	A+	CTE 423	Convergence+
CTE 323	CCNA I	CTE 433	CIW Professional
CTE 333	CCNA II	CTE 473	Internship I
CTE 343	CCNA III	CTE 483	Internship II
CTE 353	MCSA I	ORM 353	The Bible & the Christian Worldview in Pluralistic America
CTE 363	MCSA II	ORM 463	Organizational Ethics
CTE 373	MCSA III		

NOTE: Major also includes one additional 3-hour course.

Major in Criminal Justice: 48 hours

ADJ 203	Scientific Criminal Investigation	ADJ 354	Criminal Justice Supervision & Management
ADJ 223	Probation, Parole, & Community Corrections	ADJ 356	Crisis Intervention
ADJ 303	Criminal Law & Procedures	ADJ 363	Report Writing & Courtroom Testimony
ADJ 306	Academic Writing in Criminal Justice	ADJ 416	Constitutional Law
ADJ 313	Criminology	ADJ 426	Domestic Terrorism & Homeland Security
ADJ 323	Juvenile Delinquency	ADJ 436	Family Violence
ADJ 326	Ethical Decision-Making for the CJ Professional	ADJ 446	International Terrorism & Homeland Security
ADJ 336	Policing in America	ORM 353	The Bible & the Christian Worldview in Pluralistic America

Major in Organizational Management: 49 hours

ORM 303	Group & Organizational Dynamics	ORM 404	International Business
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 353	The Bible & the Christian Worldview in Pluralistic America	ORM 453	Strategic Planning
ORM 363	Intro to Research & Analysis Using Statistics	ORM 463	Organizational Ethics
ORM 373	Social Issues & Their Impact on the Workplace	ORM 473	Managerial Accounting
		ORM 483	Managerial Finance
		ORM 494	Applied Business Law

Course Offerings

CHILD DEVELOPMENT

CHD 243 Administration of Early Childhood Programs 3 hours
 Focuses on the organization and management of a childcare facility, including licensing procedures, recruitment, training, and implementing the regulations of the Department of Health, OSHA, IDEA, and ADA. Emphasis on the roles and responsibilities of the director.

CHD 303 Introduction to Early Childhood 3 hours
 Introduces students to the early childhood education profession; emphasizes the history, philosophies, ethics, legal aspects, and trends associated with the early childhood field.

CHD 312 Emergent Language 3 hours
 Focuses on the various factors involved in children’s acquisition and development of oral and written language, from birth to age five; explores the use of literature as a major component of this development.

CHD 313 Implementing and Evaluating Interventions 3 hours
 Addresses the intervention needs of infants, toddlers, and young children who have disabilities or who are at high risk for developing disabilities. Compares and contrasts models of intervention and accompanying research for specific educational needs. Demonstrates the use of assessment results to plan and evaluate specific interventions and strategies for achieving results.

CHD 323 Communication Disorders 3 hours
 Deals with language and subsequent literacy issues experienced by young children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems. Emphasizes the assessment of and the teaching of early literacy skills necessary for reading.

CHD 343 Multicultural Study of Children and Families 3 hours
 Studies the different relationship styles and cultures of children and families through case studies and research projects.

CHD 356 Curriculum and Methods for Early Childhood 6 hours
 Develops competency in the curriculum and methods for facilitation of young children, including infants through toddlers and ages three through five. A practicum, with qualified supervision, is scheduled concurrently for work with these age groups. The student will develop a curriculum, implement it with young children, and evaluate its effectiveness.

CHD 362 Family and Community Resources 3 hours
 Explores family and community resources available to those working with young children, birth through age five.

CHD 382 Assessing Young Children 3 hours
 Focuses on appropriate factors in screening, diagnosing, and prescribing instruction; emphasis on authentic assessment for children, birth through age five, including children with special needs.

CHD 413 Early Literacy 3 hours
 Explores the early literacy development of children, birth to age five, with emphasis on developmentally appropriate practice in literacy. Includes experiences with young children.

CHD 463 Ethics in Early Childhood Organizations 3 hours
 Helps learners better understand their personal values and ethical principles and how such values and ethical principles relate to the "business world" in which they function.

CHD 473 Portfolio Development and Grant Writing 3 hours
 Requires students to develop a portfolio following professional guidelines. An in-depth study of basic grant writing. Emphasis on actually writing a proposed government grant.

CHD 486 Internship in Child Development 6 hours
 Places students in supervised internships with early childhood professionals in field settings; half of the internship will be spent working with infants/toddlers, the other half with children ages three through five.

COMPUTER TECHNOLOGY

CTE 303 Linux+ 3 hours
 Prepares students for the Linux+ certification exam. Covers basic installation, operation, security, troubleshooting for the Linux operating system and Linux hardware services on workstations and servers. **Lab fee.**

CTE 313 A+ 3 hours
 Prepares students for the A+ certification exam. Covers installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware and operating systems. **Lab fee.**

CTE 323 CCNA I	3 hours
Prepares students for the CCENT/CCNA INCD Exam #640-802 / 640-821 & 640-816. Includes introduction to networking, OS networking models, ethernet LANs, WANs, IP, Cisco routers, LAN switches. This is class 1 of 3. It is intended that this course be followed by CCNA II and III. Lab fee.	
CTE 333 CCNA II	3 hours
Continuation of CTE 323 (CCNA I). It is intended to be followed by CCNA III. Lab fee. Prerequisite: CCNA I.	
CTE 343 CCNA III	3 hours
Continuation of CTE 333 (CCNA II). It is intended that following this course the student should be able to take the CCENT/CCNA exam from Cisco. Lab fee. Prerequisite: CCNA II.	
CTE 353 MCSA I	3 hours
Prepares students for the MCSA exam. This is class 1 of 3. It is intended that this course will be followed by MCSA II and III. Lab fee.	
CTE 363 MCSA II	3 hours
Continuation of CTE 353 (MCSA I). It is intended to be followed by MCSA III. Lab fee. Prerequisite: MCSA I.	
CTE 373 MCSA III	3 hours
Continuation of CTE 363 (MCSA II). Lab fee. Prerequisite: MCSA II.	
CTE 413 Security+	3 hours
Prepares students for the Security+ certification exam. Covers a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational/ Organizational Security. Lab fee.	
CTE 423 Convergence+	3 hours
Prepares students for the Convergence+ certification exam. Covers basic requirements to analyze, specify, implement, and manage basic components of data, voice, and multimedia convergence applications and to understand basic problem analysis and resolution for converged technologies. Lab fee.	
CTE 433 CIW Professional	3 hours
Prepares students for the CIW Professional exam. Covers basic knowledge of Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management. Lab fee.	
CTE 473 Internship I	3 hours
Requires students to design solutions for an IT industry-related project, either on campus or off campus. The project must be secured by the student and approved by the computer department faculty. The student will also be required to present a summation to a panel of knowledgeable persons. Requires 120 hours of work.	
CTE 483 Internship II	3 hours
Requires students to design solutions for an IT industry-related project, off campus. The project must be secured by the student and approved by the computer department faculty. The student will also be required to present a summation to a panel of knowledgeable persons. Requires 120 hours of work.	

CRIMINAL JUSTICE

ADJ 203 Scientific Criminal Investigation (same as CRJ 203)	3 hours
Gives particular attention to the techniques of crime-scene investigation; includes information gathering, interrogation, and instrumentation in solutions and in preparation of criminal cases for trial.	
ADJ 223 Probation, Parole, and Community Corrections (same as CRJ 223 and SOC 223)	3 hours
Examines the functioning of the probation and parole system on the national, state, and local levels.	
ADJ 303 Criminal Law and Procedures (same as CRJ 303)	3 hours
Examines 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
Analyzes 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
Investigates the nature and extent of delinquency; competing models and theories; and evaluation of prevention, control, treatment, and research programs.	
ADJ 326 Ethical Decision-Making for the CJ Professional (same as CRJ 326)	3 hours
Focuses on ethical decision-making by criminal justice practitioners. Distinctions are made between Christian and non-Christian perspectives.	
ADJ 336 Policing in America (same as CRJ 336)	3 hours
Explores local, state, and federal enforcement systems and their relationship to one another and to areas of jurisdiction.	
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 356 Crisis Intervention (same as CRJ 356 and SOC 356)	3 hours
Examines the nature of crises in personal, group, and community settings, particularly as it relates to the first responder. Includes information about the physical, emotional, and behavioral effects of the response to crisis; tactical considerations in responding to and in managing the crisis; and patterns of after-care for victims and communities.	
ADJ 363 Report Writing and Courtroom Testimony	3 hours
Emphasizes writing improvement with special attention to reports used in the criminal justice system. Includes an opportunity for students to provide report-based testimony in mock courtroom trials.	
ADJ 416 Constitutional Law (same as CRJ 416)	3 hours
Examines the core aspects of the first, fourth, fifth, sixth, and eighth Amendments to the U.S. Constitution and	

their application to the criminal justice system.

ADJ 426 Domestic Terrorism and Homeland Security (same as CRJ 426) **3 hours**
 Focuses on domestic terrorism. Includes an examination of law enforcement techniques and strategies for dealing with various hate groups, as well as the impact of these groups on the U.S. criminal justice system, national security, and quality of life.

CRJ 446 International Terrorism and Homeland Security (same as CRJ 446) **3 hours**
 Focuses on international terrorism. Includes an examination of the history, culture, motivations, goals, and threats of terrorism originating outside the United States, as well as terrorism's impact on the U.S. and other nations.

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 university 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. Can fulfill the General Education speech requirement.

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. Introduces students to methods for defining, researching, analyzing, and evaluating a problem in the work or avocational environment that they have selected for an independent study project. Covers identification and measuring of objectives, data collection, working with levels of significance, analyzing variance, and construction of 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. Emphasizes 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 404 International Business **4 hours**
 Gives students an overview of the international business environment, the forces that influence the international marketplace, and the strategies that can be implemented to succeed in international business.

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**
 Introduces managerial finance, emphasizing the role of the financial manager as a decision-maker. 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.
