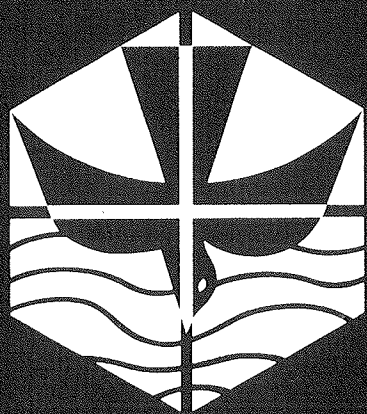


**GOLDEN  
VALLEY  
LUTHERAN  
COLLEGE**



**CATALOG 85-86**



**GOLDEN VALLEY LUTHERAN  
COLLEGE CATALOG**

Published Annually by  
Golden Valley Lutheran College  
6125 Olson Highway  
Minneapolis, Minnesota 55422  
(612) 542-1216

# Accreditation

Golden Valley Lutheran College is accredited by the North Central Association of Colleges and Schools.

# Directions for Correspondence

- General College Policy . . . . . Bernt C. Opsal, President of the College
- Academic Information . . . . . J. Philip Worthington, Academic Dean
- Admissions . . . . . Thomas R. Hanson, Director of Admissions
- Business and Financial Affairs . . . . . Vivian Wiemerslage, Business Office
- Development . . . . . Russell B. Helgeson, Director of Development
- Financial Aid . . . . . Thomas R. Hanson, Director of Financial Aid
- Records and Transcripts . . . . . Marilyn J. Adams, Registrar
- Student Affairs . . . . . Harold Moore, Dean of Students

## Golden Valley College Reserves the Right to Modify

The provisions of this catalog are to be considered informative and directive in character and not as an irrevocable contract between the student and the college. The college reserves the right to make any changes that may to the college seem to be necessary or desirable.

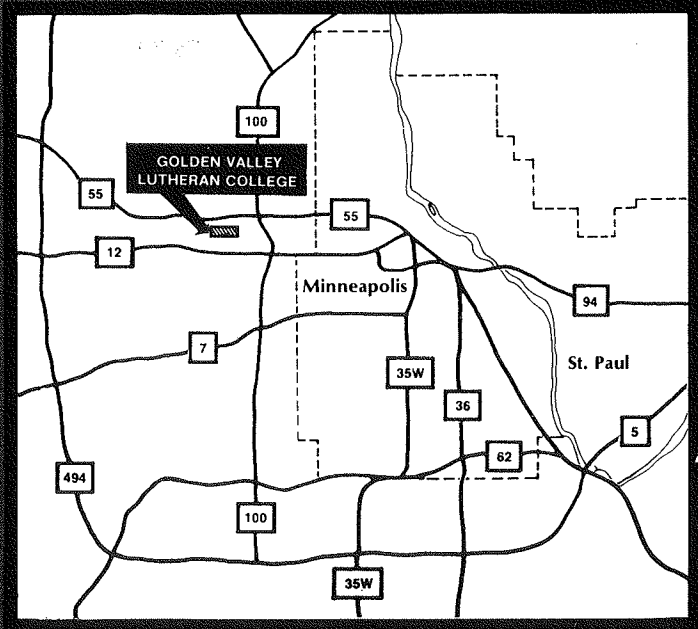
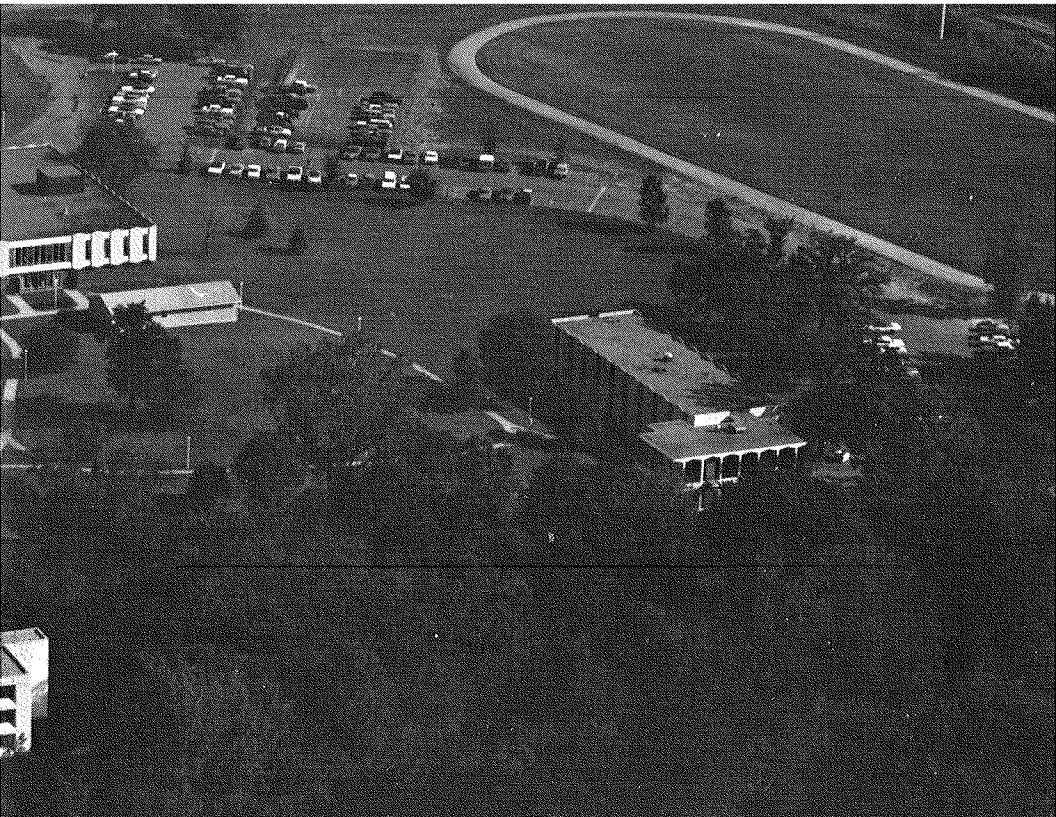
Golden Valley Lutheran College in compliance with State and Federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, marital status, handicap, or status as a veteran in the administration of its admissions policies, scholarship and loan programs, educational programs, activities and employment policies. Inquiries regarding compliance and grievance procedures may be directed to the college office manager, Vivian Wiemerslage.

This catalog supersedes The Golden Valley Lutheran College 1984-85 Catalog.

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# CALENDAR 1985-86

## Fall Quarter

September 2-6	Student orientation and registration for all students
September 7	President's Reception—6:00 p.m.—Gymnasium
September 8	All college worship
September 9	Classes begin
September 9	Opening convocation—9:50 a.m.
September 20	Final day to add a class or change a class section
September 27	Final day to withdraw from a course with a grade of W
October 4	Final day to submit work for incomplete courses
October 7-11	Midquarter examinations
November 2	Homecoming
November 4-7	Registration for winter quarter
November 18-21	Final examinations
November 21	Quarter ends after completion of final examinations

## Winter Quarter

December 2	Classes begin
December 13	Final day to add a class or change a class section
December 15	Festival of the Christ Child
December 20	Final day to withdraw from a course with a grade of W
December 20	Christmas vacation begins after the traditional observance at 11:30 a.m.
January 6	Classes resume
January 10	Final day to submit work for incomplete courses
January 13-17	Midquarter examinations
January 21-23	Days of Prayer and Praise
February 3-6	Registration for spring quarter
February 24-27	Final examinations
February 27	Quarter ends after completion of final examinations

## Spring Quarter

March 10	Classes begin
March 21	Final day to add a class or change a class section
March 27	Final day to withdraw from a course with a grade of W
March 28-30	Easter vacation
March 31	Classes resume
April 4	Final day to submit work for incomplete courses
April 7-11	Midquarter examinations
April 22-24	Pre-registration for fall quarter
May 2	Spring banquet
May 6	Honors Day
May 19-22	Final examinations
May 23	Commencement

Calendar Subject to Change



## President's Greeting



Experiences during the first year after high school play a major role in one's development of a philosophy of life. This consequently determines how one lives his or her life.

Golden Valley Lutheran College was established with the main purpose of providing an opportunity for the student to develop a philosophy of life founded on Christian convictions.

We strive to provide this foundation for life by emphasizing a personalized education which includes the opportunity for the study of both liberal arts and the Scriptures. This is a curriculum we believe will best help the student understand the world in which he or she will be living and working.

We ask that those who come have an open mind, a grateful heart and a desire to learn. Preparation for "making a living" is not sufficient for the Christian today. Golden Valley Lutheran College is also designed to provide an education which will serve as preparation for "making a life."

*Bernt C. Opsal*

Bernt C. Opsal, President



# **GENERAL INFORMATION**

## **History**

Golden Valley Lutheran College is a two-year coeducational liberal arts college established in 1967 by The Lutheran Bible Institute of Minneapolis. Beginning as a Bible institute in 1919, The Lutheran Bible Institute moved from St. Paul to Minneapolis in 1929. In 1961 it moved to Golden Valley, a suburb four miles west of downtown Minneapolis. Through the years this educational institution has addressed itself to the needs of people and has sought to meet those needs by establishing programs appropriate to the times. The College is inter-Lutheran and is not directly affiliated with any particular Lutheran synod. It cooperates with and seeks to serve all synods and society as a whole. The College admits qualified men and women from various geographic, cultural, economic, racial, and religious backgrounds.

## **The Campus and Its Location**

Golden Valley Lutheran College is located on a beautiful 30-acre campus in Golden Valley, a western suburb of Minneapolis. The greater Twin City area is a cultural, recreational, and sports center of the Upper Midwest.

The academic life of the students is centered in a large two-level complex. Classrooms, library, faculty and administrative offices, a prayer chapel, the College auditorium-gymnasium, cafeteria and lounges are located in this building.

Four residence halls on campus, Alpha, Beta, Gamma, and Delta dormitories, house approximately 400 students. The facilities include fireplace lounges, laundry facilities, rooms for prayer and meditation, and apartments for residence hall directors. Adjacent to Gamma dormitory is the Commons, a student lounge and recreation area. A student center is located in Delta dormitory.

## **Philosophy and Objectives**

Golden Valley Lutheran College is a liberal arts institution with programs of study in general education, Biblical literature, music, physical development, and semi-professional training. It seeks to provide two years of higher education for students interested in the arts and sciences, and also to give opportunity for a study of the sources of the Christian faith. Through special activities the College provides the basis for personal growth and cultural enrichment. Students are encouraged to participate in community and church activities.

In order to reach these goals, Golden Valley Lutheran College offers students a choice of one of the following curricula:

1. Completion of a two-year liberal arts education that functions according to the standards common to the academic enterprise and that prepares the student to transfer to a four-year college or university.
2. Completion of a two-year program that provides the basis for semi-professional employment in the fields of church staff work, mission, administrative assistant, law enforcement, and a cooperative computer training program.
3. Study of the Bible and liberal arts in a collegiate setting for individuals who do not intend to pursue a degree or a semi-professional program.

Golden Valley Lutheran College strives to supplement these curricular programs by emphasizing the following objectives with opportunities ...

- ... to develop knowledge of the Judeo-Christian world view as set forth in the literature of the Old and New Testaments and an analysis on the part of each student concerning his or her basic beliefs and spiritual commitments.
- ... to develop service motivated standards of conduct for young adults as they move into the many areas of national life, including social improvement, community involvement and active membership in Christian congregations.
- ... to appreciate the great works of art, music and the theatre through courses and cultural events which take place on the campus and in the metropolitan area.
- ... to attain physical well-being through the application of standards conducive to good health and through participation in physical education and sports activities.
- ... to develop personal self-confidence through the determination of individual goals, the building of relationships with other people, and the experience of companionship in a Christian setting.

## Accreditation and Transfer of Credit

Golden Valley Lutheran College received regional accreditation through the North Central Association of Colleges and Schools in 1978. Thus, entering students can be confident that if they make a creditable record at Golden Valley Lutheran College, their credits will normally transfer to other colleges and universities. A student with a satisfactory academic record can normally complete a bachelor's degree two full academic years after receiving the Associate in Arts degree from Golden Valley Lutheran College.

## Affiliations

North Central Association of Colleges and Schools  
Registered with the Minnesota Higher Education Coordinating Board  
Lutheran Educational Conference of North America  
National Association of Independent Colleges and Universities  
American Association of Community and Junior Colleges  
Minnesota Association of Community and Junior Colleges  
National Junior College Athletic Association — Region XIII  
Minnesota Community College Conference

## General Guidelines

Golden Valley Lutheran College is oriented to the Christian Gospel and expects its students to live accordingly. Each student is expected to be familiar with the regulations and standards pertaining to student conduct as described in the Student Life Handbook.

The College reserves the right not to accept an applicant or to withdraw the privilege of a student to return after any quarter and to discipline those who conduct themselves in a manner which is not in the best interest of the individual, other students, or the College.



# **STUDENT LIFE**

Campus life at Golden Valley Lutheran College provides activities and experiences which help develop the whole person. The programs of the College provide wholesome recreation designed to stimulate spiritual and intellectual growth. Students are involved in the planning of social activities which can enrich college life and foster friendships.

## **New Student Pre-Registration**

Prior to the start of the fall quarter, new students are invited to the campus to participate in pre-registration activities. During this time the student will have an opportunity to learn more about the College and meet staff and faculty personnel who will assist in course planning for the coming year.

Selected sophomores are available to help the new students become familiar with and adjust to college life.

## **Counseling Services**

The major decisions which students have to make during their early college years are often difficult and perplexing. Counseling provides a service which helps students learn ways of solving their academic, vocational, social, emotional and spiritual problems.

Each student is assigned to a faculty advisor who will assist him or her in planning an appropriate schedule of classes for each academic term. In addition to individual counseling, several counseling groups, concerned with matters such as personal growth, chemical dependency and other problems, meet regularly. Each student also may make appointments to visit with instructors, residence hall directors, the deans, the College nurse or others on the staff who can give assistance.

Study skills assistance is provided for students who need to improve their reading rate, reading comprehension, spelling, mathematics skills, study skills, or writing skills.

## **Health Services**

The College has a full-time registered nurse on the staff to provide basic medical services. Students requiring additional treatment are usually referred to the Golden Valley Clinic which is located less than a mile from the campus. Major Twin City hospitals also are readily accessible.

## **Library**

The library, located on the ground floor of the Main building, provides a variety of materials and services to support the college curricula. There are over 32,000 volumes, 245 periodicals, local and national newspapers, and a substantial vertical file in the collection. Through the Minnesota Interlibrary Telecommunications Exchange (MINITEX) the student has access to a vast network of more than ten million volumes in a five state area. In addition, there is a sizeable audiovisual collection including phonograph records and cassettes, as well as filmstrips with necessary listening and viewing equipment available to the students.

## **Insurance**

The College does not assume any responsibility for the loss of or damage to personal property. Many families have homeowners policies that will cover losses of family members at college.

## **Housing Services**

Golden Valley Lutheran College is primarily a residential college. If space is available, full-time students live in the College residence halls. Exceptions are those who are married, commute from their homes, or who work for their board and room. Students living on campus participate in the cafeteria program which provides three meals a day, seven days a week. The price fixed for the weekly 21-meal plan is set with the knowledge that a certain percentage of the meals will be missed during a week. Students who are commuting may purchase individual meals in the College cafeteria.

## **Student Government and Social Life**

A forum for student expression and student-initiated improvements in campus life is provided by a Student Senate chosen from the student body. This representative group serves as a coordinator of student-faculty relations. It seeks continually to improve and make student life more enjoyable.

The social program of the College is under the supervision of the Student Activities Commission (SAC). Homecoming, Sno-Daze and the Spring Banquet are examples of the many social activities available. Guidance regarding student life on campus is provided by the Student Life Handbook.



## **Religious Life**

As an institution of Christian higher education, Golden Valley Lutheran College believes that religious life activities are an integral part of its program. Therefore the College provides regularly scheduled chapel services, campus worship services, transportation to local church services, all-campus devotions, dormitory devotions and Christian student organizations. Special programs include the Days of Prayer & Praise and the Christmas Festival of the Christ Child. Religious activities are coordinated by the faculty Chapel & Special Events Committee and by a student Faith & Life Commission.

Many students also participate in Christian Service activities in the community and in world mission activities. The College has a fellowship of Christian Athletes chapter in which many students take an active part. There also is an opportunity to serve on outreach teams which travel to present the Gospel in word and song.

## **Chapel**

All classes are dismissed each morning for a 25-minute chapel program. These programs are varied in content. Some are worship services conducted by students, faculty, or guest speakers, while others include films, lectures, drama, music or other special convocation programs.

Chapel is the heart and center of our collegiate program. It is here that messages are shared from the Scriptures, and opportunity is given for worship, intellectual stimulation and the development of a sense of community.

Each student is encouraged to participate in chapel programs of the college community and to attend public worship every Sunday.

## **Student Use of Automobiles**

Parking space is limited on campus. Those students who do not need an automobile for commuting or transportation to or from work are urged not to bring a vehicle to college. Those who do need an automobile or motorcycle must secure a parking permit through the Business Office. The Dean of Students has the right to terminate a permit at any time if circumstances warrant such action. The College assumes no responsibility for damage, theft, or vandalism involving student vehicles.

## **Alcohol and Drug Abuse**

Golden Valley Lutheran College strongly discourages all students from using alcohol and/or mood altering drugs. Students possessing, using, or under the influence of alcohol or drugs on campus, in college-approved housing, or at college-sponsored events both on and off campus will be subject to disciplinary action. In instances where college officials are informed that Golden Valley Lutheran College students have caused a disturbance off campus in connection with the use of alcohol or drugs the College reserves the right to take disciplinary action.

Golden Valley Lutheran College upholds all federal and state statutes pertaining to the illegal use of alcohol or drugs. A student who uses, possesses, or persuades someone else to use alcohol or drugs in violation of the law will be subject to disciplinary action. The College's action will be determined by the circumstances surrounding each individual case.

The College provides counseling services and support groups for those with chemical dependency problems.

## **Athletics**

Through the physical education and athletic programs the College seeks to teach the value of good health and physical fitness, to cultivate interest in the proper use of leisure time, to develop character and good sportsmanship and to give instruction in various sports and games used in recreational activities. Intercollegiate athletic competition for men is available in football, baseball, basketball, soccer, track, marathon, and cross country. Women may participate in intercollegiate basketball, cross country, softball, volleyball, marathon and track competition. The College is a member of the Minnesota Community College Conference, and the National Junior College Athletic Association.

Intramural programs are available for both men and women. These include activities such as volleyball, basketball, broomball and softball.

## **Music**

Golden Valley Lutheran College is sensitive to the cultural and spiritual values that music contributes to our society. It desires, therefore, to cultivate and nurture student interest and participation in music by giving opportunity for self-expression as a member of a performing group. These groups include the Golden Valley Lutheran College Choir, a selected group of 65 voices; the Madrigal Singers, a smaller ensemble which specializes in certain types of music literature; the Golden Valley Singers, a women's chorus; a pep band and concert band; the Golden Valley Orchestra, a community and college organization; and various vocal and instrumental ensembles. In addition to specific courses in the field of music, the College offers private voice and instrumental instruction.

The location of the College in the Twin City area provides opportunity for students to gain a new appreciation of the fine arts. Community concerts, the Minnesota Orchestra, the Minneapolis Civic Orchestra, the St. Paul Chamber Orchestra, and programs given by other colleges including the University of Minnesota, offer continuing opportunities for cultural enrichment.

## **Drama**

The drama program at Golden Valley Lutheran College is two-fold in its purpose. It attempts to expose the student to the inner workings of the College theatre, and it seeks to foster a sense of appreciation for drama by encouraging active participation in the field.

## **Phi Theta Kappa Honor Society**

A chapter of Phi Theta Kappa, a national honor society for two-year colleges, was established in 1981 at Golden Valley Lutheran College. The purpose of the honor society is to recognize and encourage scholarship.

## **Alumni Association**

The Golden Valley Lutheran College Alumni Association works with former students to maintain an on-going relationship with the College and with each other. It seeks to develop a well-informed and supportive group of alumni through social events and programs planned each year. All former students are considered alumni of the College.





# ADMISSIONS INFORMATION

Golden Valley Lutheran College seeks students who are interested in a quality education with a Christian orientation. All applicants for admission must have earned a high school diploma or its equivalent. In addition, each applicant must furnish required references, satisfactory test scores, and complete a personal interview with an admissions counselor.

Perhaps the best way to determine if Golden Valley Lutheran College can meet your needs is to visit our campus. Accordingly, we invite you and your parents to the campus so that you can become acquainted with our faculty, students, and administration. For an appointment please write or call the Office of Admissions.

The admissions office is located in the main classroom building and is open Monday through Friday from 8:15 a.m. to 4:30 p.m., Saturdays from 9:00 a.m. to 1:00 p.m. and at other times by appointment.

## Application Procedure

Application materials are available from the Office of Admissions. Applicants are advised to follow these steps in applying:

1. Complete and return the Application for Admission together with the non-refundable \$10 application fee to: Office of Admissions, Golden Valley Lutheran College, 6125 Olson Highway, Minneapolis, Minnesota 55422.
2. Request your high school and all colleges you have attended to forward your academic transcript(s) to the Office of Admissions.
3. Submit test results from the American College Test (ACT), the Preliminary Scholastic Aptitude Test (PSAT), or the Scholastic Aptitude Test (SAT).
4. Applications are considered in the order they are received. The student is generally notified of the admissions decision within two weeks of the time the application file is complete. Although there is no absolute deadline for applying, high school students are advised to apply for admission as early in their senior year as possible. This is particularly true for those who desire financial aid.
5. A student who is offered admission must notify the Office of Admissions if he or she accepts the offer. A \$100.00 tuition deposit is required within three weeks after notification of acceptance has been made. The deposit is refundable until May 1st. The date the College receives this deposit determines the order in which a student will register for the fall quarter. This tuition deposit is applied to the first quarter tuition when the student enrolls.
6. Priority for dormitory room assignment is given on the basis of the date the tuition deposit is received. A student contracts for a room for the entire school year, beginning with fall term.

7. After the student has accepted the offer of admission, the College will provide the medical history form to be completed and returned.
8. Room assignments and matriculation information will be mailed during the summer.

## **Transfer Students**

College work completed at other accredited institutions may be applied toward a degree at Golden Valley Lutheran College. Transfer students are required to follow regular admission procedures and submit an official transcript of their record from each college attended. Credit for college work will be accepted toward an Associate in Arts Degree providing the work is satisfactory in quality and is applicable toward the divisional requirements of the College. Transfer credit will not be granted for courses in which a grade below C- was received.

## **Adult Students**

An admissions counselor provides guidance for adult students

—who are deciding to attend college for the first time or

—who are now planning to return after their college education has been interrupted.

Counseling is available for adult students concerning entrance requirements, transfer of credits, financial aid and course planning. For those who apply and are eligible, scholarship funds are available. Both full-time and part-time students may apply.

## **International Students**

All international students seeking admission to Golden Valley Lutheran College must submit an International Student Application for Admission, a declaration of finances and appropriate school transcripts. International students are strongly encouraged to submit results of writing the Test of English as a Foreign Language (TOEFL).

# **COSTS**

## **Student Costs 1985-86**

The following sections explain the basic costs to the student and the financial aids that are available to assist the student in meeting these costs. The College reserves the right to change the costs of tuition, board, room or fees at any time.

The charges that are made to students for tuition, room and board do not adequately cover the costs of operating the College. Approximately 35% of the cost of operation must come from gifts and grants. In the present budget, this amounts to over one million dollars a year. Therefore, over and above any financial aid given, each student receives the equivalent of a \$2,000 scholarship per year in order to cover the total expenses of the operation.

The College does not receive direct financial support from any denomination or Lutheran synod. Gift income is received from congregations, organizations and foundations, and by matching funds from corporations.

Most of the funds, however, come as individual gifts from alumni, parents and friends of the College. Over 600 people are supporting the College through the INASMUCH program whereby they have pledged and/or paid from \$1,000 to \$25,000 over a three-year period. As we make our needs known, the Lord answers our prayers through the gifts of these many friends.

## **SUMMARY OF EXPENSES**

	<b>Resident</b>
Tuition	\$5,580.00
Board, Room, and Telephone	\$2,414.00
<b>Total</b>	<b>\$7,994.00</b>

## Charges by Quarter

The College operates on a quarter system with three quarters per academic year. A student who registers for 12 credits or more is considered a full-time student; one who registers for less than 12 credits is considered a part-time student.

Tuition for full-time student . . . . .	\$1,860.00
Tuition per credit for part-time student . . . . .	155.00
Board, room, and telephone (average) . . . . .	805.00
Laboratory fees per course . . . . .	15.00
Physical education fees per course	
Varsity courses . . . . .	15.00
Fee for swimming, bowling, and tennis . . . . .	10.00–20.00
Fee for all other P.E. activity courses . . . . .	5.00
Humanities 200 fee per credit	
For GVLC students currently enrolled . . . . .	15.00
For students not currently enrolled at GVLC . . . . .	30.00
Music fees	
Private voice and instrument lessons . . . . .	90.00
Classes for voice and piano lessons—per student . . . . .	45.00
Organ rental . . . . .	14.00
Practice room fee . . . . .	10.00
Late registration fee . . . . .	20.00
This fee is charged if a student fails to register during the registration period for any quarter. It is waived only in cases of illness or family emergencies.	
Special fees not refundable after 10th day of classes include:	
laboratory, personal orientation, physical education, organ rental, practice room, and music fees for voice and instrument lessons.	
Miscellaneous fees	
Car registration and parking permit per quarter . . . . .	5.00
Damage deposit . . . . .	50.00
Special examinations . . . . .	5.00
Academic Transcript fee (first two copies free) . . . . .	2.00
Transcripts will be withheld if the student owes the College money.	
Advance tuition deposit for second year students . . . . .	100.00
Reservations for fall registration and dormitory room are based upon the order in which the above payment is received. (Non-refundable).	



## Payment Schedule

Student accounts are payable in accordance with the schedule listed below.

**Students will receive credit on payments each quarter equal to one-third of the amount of grants and scholarships in their financial aid awards.**

Students in need of credit or another payment plan must make arrangements with the Student Accounts Manager.

No student is permitted to register or participate in College activities if the account for a preceding quarter has not been paid in full. Grades cannot be released, transcripts cannot be forwarded, and degrees cannot be granted until all financial obligations have been met.

When credit is extended after registration, a finance charge of one and one-half percent a month (18% APR) is added.

### Payment Schedule for 1985-86

Fall Quarter	On Campus		Off Campus	
June 19	678.00		465.00	
July 19	678.00		465.00	
August 19	678.00		465.00	
Registration Day	<u>678.00</u>	+ Sp. Fees	<u>465.00</u>	+ Sp. Fees
	\$2,712.00		\$1,860.00	

Winter Quarter	On Campus		Off Campus	
September 28	880.00		620.00	
October 15	880.00		620.00	
November 1	<u>881.00</u>	+ Sp. Fees	<u>620.00</u>	+ Sp. Fees
	\$2,641.00		\$1,860.00	

Spring Quarter	On Campus		Off Campus	
December 9	880.00		620.00	
January 6	880.00		620.00	
January 31	<u>881.00</u>	+ Sp. Fees	<u>620.00</u>	+ Sp. Fees
	\$2,641.00		\$1,860.00	

## Refund Schedule

Students who decide to withdraw from college after they have registered and paid their tuition will receive a **tuition refund** computed from the date the withdrawal form was signed and returned to the Registrar. Also see information under Financial Aid concerning withdrawals.

During first week	90%
During second week	75%
During the third through the fifth week	50%
During sixth week	25%
After sixth week	No refund

**Room and Board Refunds.** If the student leaves school after the sixth week, there will be no room refund. Through the sixth week, the student will be charged for the time spent on campus plus a two-week room charge. Students will be charged for board through the end of the week in which they leave the campus. If a refund is due the student, a check will be sent within a reasonable time.

## **Books and Supplies**

Textbooks, art, and college supplies may be purchased at the college bookstore. Stationery, college seals, banners, and other items also are available for the convenience of students. All purchases must be paid for in cash. Students should have \$125.00 to \$150.00 available at the beginning of the school year for books. Estimated book costs for the entire year are \$250.00 to \$350.00.



# FINANCIAL AID

Golden Valley Lutheran College recognizes the close relationship between students, parents, and the College in meeting the costs of a quality education. Our program of financial assistance is designed to help qualified students who desire a Golden Valley Lutheran College education.

## Golden Valley Lutheran College Aid

The **Presidential Scholarship** is our most prestigious award. Selection is highly competitive and is based on superior academic ability, excellent character, and demonstrated leadership and service to the church and community. The amount of this scholarship is \$5,000 and it is renewable each year provided the student maintains a 3.5 grade point average at Golden Valley Lutheran College. Students must rank in the top 10% of their high school class and submit two recommendations that evidence their service and leadership in their church and community to be considered for the award.

**Academic Honor Scholarships** are awarded to those students who graduate in the top 30% of their high school class or to transfer students who have a 3.00 grade point average with a minimum of 12 transfer credit hours completed. Scholarships vary in amount up to \$2,500 and are renewed each year, provided the recipient maintains a 3.00 grade point average in academic work at Golden Valley Lutheran College.

**Christian Service Awards** are available to students who have been active in their church and community. Awards vary in amount up to \$2,000.

**Music, Drama and Athletic Awards** each vary in amount up to \$1,500. These awards are based on recommendations from professors and coaches with respect to talent and ability to perform. Athletic recipients must abide by the rules and regulations of the Minnesota Community College Conference, the National Junior College Athletic Association, and the rules and regulations of the College.

**Special Grants and Scholarships** have been established by alumni and other friends of the College. These funds are for students whose qualifications meet the conditions and requirements of the specified award.

## Minnesota State Aid

**Minnesota State Scholarships and Grants** are available to Minnesota residents planning to attend Golden Valley Lutheran College. Awards are based on financial need and educational costs and may range up to \$3,500 per year.

Students can apply for a grant by completing an ACT Family Financial Statement (FFS), including the section for Minnesota State Scholarship and Grant-In-Aid applicants.

## Federal Government Aid

**Pell Grants** are available from the federal government for students meeting certain financial need qualifications. Such grants may total up to \$2,100 per year and do not have to be repaid. Students may apply for this grant by checking the appropriate box on either the ACT Family Financial Statement or CSS Financial Aid Form.

**National Direct Student Loans** are funded by the federal government and administered by the College. Loans are granted on the basis of validated financial need. The loans are made at an interest rate of 5% with the student paying neither interest nor principal until six months after graduation or leaving college. Repayment must be completed within 10 years.

**Guaranteed Student Loans** enable eligible students to borrow directly up to \$2,500 annually from participating banks or other lenders at an interest rate of 8%. Repayment of loan principal and interest begins six months after graduation or leaving college.

The **Minnesota Student Loan Program** provides Guaranteed Student Loans to eligible students who are unable to find a participating lender to fund them.

**Parent Loans for Undergraduate Student (PLUS)**. Parents of undergraduate students may borrow \$3,000 per year for each dependent, undergraduate student to a maximum of \$15,000 per student. Repayment is made over a five- to ten-year period at an interest rate of 12%. PLUS loans do not require a needs test.

## Work Opportunities

**College Work-Study** enables students who demonstrate financial need an opportunity to help defray college expenses through part-time employment. Work-Study students may be employed as cafeteria or maintenance workers, as clerical assistants to professors or as library and audio-visual assistants, as resident assistants, or in any of the numerous available positions.

**Student Employment.** There are numerous part-time employment positions available in the Golden Valley community and the surrounding area. Our College bulletin board carries notices of available employment.

## Other Assistance Programs

**College Payment Schedule:** Because many people prefer to pay educational expenses in installments, Golden Valley Lutheran College has set up a tuition payment plan. This plan is a convenient payment program beginning in June and ending in February.

**Hidden Subsidy:** Golden Valley Lutheran College gives a "hidden subsidy" each year to every student who attends the College as a full-time student. This "hidden subsidy" reflects the fact that the total instruc-

tional program at the College costs more than the total amount received from tuition and fees. Such a "hidden subsidy" is made possible by many gifts from many sources, especially church congregations, alumni, and friends of the College. The College also receives income from endowment funds.

**Lutheran Brotherhood Loan:** If a member of the student's family holds a Lutheran Brotherhood Insurance policy, a student may borrow up to \$2,500 per year from the Lutheran Brotherhood Insurance Society at the same rates described under Federal Insured Student Loans.

**Other Grants:** There are a number of grants and scholarships available from other sources. The student is encouraged to consult his or her high school counselor and the Director of Financial Aid at Golden Valley Lutheran College for other federal, state, and community-sponsored scholarships and grants.

## Procedure for Applying for Financial Aid

1. Apply and be accepted for admission to Golden Valley Lutheran College. Request an application form from the Office of Admissions, Golden Valley Lutheran College, 6125 Olson Highway, Golden Valley, MN 55422.
2. If you are applying only for Golden Valley Lutheran College scholarships and grants, and not for state or federal grants, indicate this on the Golden Valley Lutheran College Financial Aid Application.
3. To apply for federal or Minnesota aid you must complete a Family Financial Statement (FFS) and a Student Data Form using income information for the 1984 tax year and submit it to ACT. Forms are available from your high school guidance counselor or by writing the Office of Admissions at Golden Valley Lutheran College. Although the FFS is preferred, non-Minnesota residents may submit the CSS Financial Aid Form. Allow six to eight weeks for processing of the ACT Family Financial Statement.
4. Since all financial aid programs have limited funds, within ten days of our notifying you that you will receive financial aid you must let us know that you accept the offer. Funds that are not accepted are given to other students who need them.

All types of financial assistance are made for only one academic year. Students, however, may expect to receive financial assistance for the second year if they remain in good academic and personal standing and if their financial need continues. If a student withdraws during any quarter, he or she forfeits the entire amount of gift aid that has been awarded from College funds for the quarter. He or she also forfeits proportionate amounts of aid awarded from state or federal funds for that quarter.

Golden Valley Lutheran College makes every effort to enable all accepted students to attend regardless of financial resources. Your financial need may be met through a combination of federal, state, and institutional financial aid programs. We encourage students and parents to visit campus to discuss financial planning.

## Scholarships

The **AAL Lutheran American Minority Scholarship Program** is available for any Lutheran American minority person who is a member of a Lutheran church, or is an immigrant who has been sponsored by a Lutheran organization and is attending Golden Valley Lutheran College. In any case, the recipient must be a member of a Lutheran church. Scholarships range from \$200 to \$1,000 and can be renewed each year.

The **AAL Lutheran Campus Scholarship Program** is for students who hold a certificate of membership and insurance from the Aid Association for Lutherans. The awards are based on academic achievement, Christian character, professional promise and financial need.

The **Berean Scholarship** is given annually by the Bereans, an organization of wives of the faculty and staff members of the College.

The **David Bjelland Memorial Scholarship** is given by Mrs. David Bjelland because of her late husband's keen interest in Bible study and the training of lay people for service to the Lord.

The **Ethel Borge Memorial Scholarship** has been established by Pastor and Mrs. Alton C.O. Halverson in memory of her aunt, Ethel Borge.

The **Ronald Chagnon II Memorial Scholarship** has been established by Mr. and Mrs. Ronald Chagnon, Sr. in memory of their son Ron who was a student at Golden Valley Lutheran College.

The **Wilson Fagerberg Memorial Scholarship** has been established in memory of Pastor Wilson Fagerberg, a long time faculty member in the Department of Biblical Studies at Golden Valley Lutheran College.

The **Gjernes Scholarship** is provided annually through the Martha Gjernes Estate.

The **James Robert and John William Gustafson Scholarship** has been established by Mrs. Thora Tofte in memory of her husband and son. It is awarded to a student interested in Christian service, ministry, missionary work or Bible study.

The **Haaland Scholarship** has been established by Mrs. O. T. Haaland to be awarded to a student interested in a career of Christian service.

The **Ruth Homdrom Scholarship** has been established by Alton Homdrom in memory of his wife, Ruth Homdrom.

The **Jackson Scholarship** is given by Mrs. Eddie Jackson and the late Mr. Jackson in recognition of their keen interest in Bible study and the training of lay people for service to the Lord.

The **Gunnar I. Johnson Memorial Scholarship** has been established by the Johnson family in memory of Mr. Johnson who was the contractor for the construction of the Golden Valley Lutheran College Campus, 1961-1977.

The **William A. Johnson Scholarship** has been established by William A. Johnson to be awarded each year to a worthy student of strong Christian character who is interested in a business career.

The **M. T. Lillehaugen Memorial Scholarship** is in memory of the late Mr. Lillehaugen who was a good friend and supporter of the College. It is to be used to "help defray the expenses for some good student going into church work, a person with a Christian commitment and one who indicates a good Christian example."

The **Logefeil Memorial Scholarship** is given by Mrs. Logefeil and the late Dr. R. C. Logefeil who was the school doctor at one time. The scholarship is to be used to aid a worthy student preparing for the ministry, missionary or some full-time service in the Lord's work.

The **Lovaas Scholarship** has been established by the late Samuel Lovaas to be used for the training of a missionary student who intends to enter missionary work.

The **Lutheran Brotherhood Junior College Scholarship** is awarded on the basis of scholastic achievement, religious leadership and financial need.

The **Lutheran Brotherhood Graduate Award** for junior and senior years at a Lutheran College is awarded to a sophomore student planning to transfer to a four-year Lutheran college.

The **Mai Scholarship** is an annual scholarship from Mr. and Mrs. Arthur Mai, former students, as an expression of appreciation for what this school has meant to them.

The **Richard Melvig Memorial Scholarship** has been established in memory of Ricky Melvig who had wanted to become a doctor but didn't live to realize his dream. It is given to a returning student who exhibits faith, character, and an interest in the sciences.

The **Nelson Mission Scholarship** has been established by Dr. and Mrs. Russell E. Nelson to be awarded each year to a worthy student who has chosen to prepare for full-time work in the area of mission. Dr. Nelson was a faculty member and director of mission at the College.

The **Olga A. Monson Memorial Scholarship** has been established by Richard and Carol Halverson in memory of her aunt, Olga A. Monson.

The **Edith B. Norberg Scholarship** has been established in memory of Edith and Edwin Norberg to provide scholarships for students pursuing a career in church music.

The **Pihl Scholarship** has been established by Mr. and Mrs. Charles R. Pihl. Mr. Pihl served as chairman and member of the Board of Regents of the College.

The **Ponwith Scholarship** has been provided by Miss Sadie Ponwith, a former student, teacher, and librarian, and her sister, the late Miss Alice Ponwith, also a former student and staff member. It is awarded to students showing evidence of Christian character, leadership, and scholarship.

The **Jessie Roseland Memorial Scholarship** has been established by Richard and Lois Bellows in memory of his mother, to be used for an appreciative student who shows a sincere interest in Christian service to others.

The **Golden Valley Rotary Scholarship** provided by the Golden Valley Rotary Club awards two scholarships annually to two worthy students.

The **Sampson Memorial Scholarship** is given in memory of August and Mabel Sampson, parents of Mrs. Russell B. Helgesen, the wife of our Development Director.

The **Savik Memorial Scholarship** has been established by the family of the late Oscar Savik, who was a member of the Board of Regents of the College and advisor to the President.

The **Tang Scholarship** is provided by Dr. Christopher Tang, a former faculty member, and Mrs. Tang in memory of their parents, Mr. and Mrs. Han Ching Tang and Mr. and Mrs. Zi Hui Chang.

The **Tang Church History Scholarship** is given by Dr. and Mrs. Christopher Tang in honor of Anna C. Tang and is intended for a student who has shown excellence in church history courses.

The **Manda Twete Scholarship** has been provided by Miss Manda Twete, a friend of the College. It is awarded to a student on the basis of Christian character and demonstrated need.

The **Mary D. Wagner Scholarship Fund** has been established by Mrs. Wagner for needy and worthy students who are particularly interested in the study of the Bible.





# **ACADEMIC PROGRAM**

Golden Valley Lutheran College grants three types of two-year completion awards: the Associate in Arts Degree (Liberal Arts and Transfer Program), the Associate in Arts Degree (Specialized Program), and the Junior College Certificate.

Golden Valley Lutheran College is a liberal arts institution which allows a student to concentrate in the areas of general education, Biblical and theological studies, or a specific vocation.

Students who plan to earn a four-year degree are encouraged to satisfy general education requirements while attending Golden Valley Lutheran College. When this suggestion is followed, students may concentrate on their major and other requirements during the last two years of college.

General education courses invite the student to learn about the world, the scientific method, the society in which he or she lives, the fine arts and humanities, and the eternal values perceived in Biblical and theological studies.

## **General Academic Information**

### **Credit Load and Student Classification**

A normal credit load consists of 16 credits per quarter. Exceptions to this credit load will be considered in consultation with a student's academic advisor. Permission to take more than 18 credits must be granted by the Academic Dean. Individuals enrolled for 12 or more credits per quarter are considered full-time students. Individuals with less than 12 credits are considered part-time students. A student who has earned less than 45 cumulative credits is classified as a freshman. A student who has earned 45 or more cumulative credits is classified as a sophomore.

The auditing of courses is not encouraged since classroom capacities are needed by students interested in earning college credit. Auditors are required to do all work assigned by the instructor and tuition costs are the same as costs for credit.

## Grading and Honor Point System

A student's grade point average is computed at the end of each quarter. The grade point average is determined by dividing the number of earned honor points by the number of credits attempted. Honor points are computed by the following scale:

Grade		Honor Points Per Credit	
A	Superior	4	
B	Above Average	3	
C	Average	2	
D	Below Average	1	
F	Failure	0	
I	Incomplete*		
V	Audit		
W	Withdrawn**		
WF	Withdrawn, failing**		
S	Satisfactory***	2	for J.C.C. only
U	Unsatisfactory***		

\*A grade of I will be granted to a student for reasons beyond the student's control if the student has done satisfactory work prior to the emergency and after consultation by the student with the course instructor. Incomplete work must be made up satisfactorily by the end of the fourth week of the next term the student attends or within one year if the student does not return to Golden Valley Lutheran College. If a student desires an extension beyond four weeks, he or she must secure approval of the instructor involved and must petition the Scholastic Standing Committee for the extension. If the work is not completed in the allotted time, the grade becomes an F.

\*\*Withdrawals after the third week of classes and through mid-term are indicated by W or WF (to be determined by the instructor); and after the mid-term and until the last regularly scheduled class day of each quarter by a W, WF, or F as determined by the instructor. A student may not withdraw from a course after final examinations begin.

\*\*\*The grading system of S and U is used only for those courses which are taken to meet the requirements of the Junior College Certificate. An S counts as two honor points per credit for the Junior College Certificate only and will not be credited toward an Associate in Arts Degree. The U grade yields no honor points or credits.

## Academic Honors

An Honors List composed of those students who have earned a grade point average of 3.00–3.49 is compiled at the end of each term. Those students who achieve a grade point average of 3.50 or better are included on the Dean's List.

## **Academic Progress**

In accordance with policies established by the administration and faculty, a student will be counseled in relation to academic progress toward the Associate in Arts degree: (a) when a student's grade point average is less than 2.00; (b) when his or her transcript shows two or more grades of I (Incomplete) in one quarter. If a student's grade point average falls below 1.50 he or she will be placed on academic probation. The College reserves the right to dismiss a student if his or her academic performance is regarded as unsatisfactory.

A student who earns a grade point average of less than 1.5 for a quarter may have co-curricular activities curtailed or programs of study reduced at the discretion of the Scholastic Standing Committee.

## **Unsatisfactory Academic Progress**

For purposes of reporting, a full-time student shall be considered as making unsatisfactory progress if the student fails to earn 31 credits within each academic year.

## **Eligibility for Varsity Sports**

Eligibility rules for participation in varsity sports at Golden Valley Lutheran College conform to the National Junior College Athletic Association eligibility rules. In general, in order to participate in a varsity sport, a student must be a full-time (12 credits) student during the qualifying and competing quarter. A student's eligibility is reviewed each quarter. (See NJCAA Eligibility Rules.)

No student shall be certified on an eligibility list until the College has received the final transcript indicating the high school graduation date and any college transcript(s), if another college has been attended. The responsibility to obtain any such transcripts rests upon the individual student.

## **Credit by Special Examination**

Under special circumstances, a student may seek to gain credits or exemption by special examination, in accordance with specific departmental policies.

## **Transfer Students**

The actual number of credits accepted in transfer from other institutions are entered on the student's record, but transferred credits and grade points are not included in the computation of the grade point average.

Transfer credit will not be granted for courses in which a grade below C- was received.

## **Class Attendance**

Each student is responsible for regular class attendance and for completing work as required in each class. With respect to absences or make-up work, it is the student's responsibility to learn the policy of each instructor. The instructor's policy is usually stated in the course outline. At the discretion of the instructor, a student may be withdrawn from a course for an excessive number of absences or uncompleted assignments.

## **Independent Study**

A maximum of six credits in Independent Study may be applied toward the Associate in Arts Degree. The student must meet the criteria established by the department and have the approval of the chairperson of the department in which he or she plans to do the study. Standards require a 3.0 average in the department in which the Independent Study is taken, a limit of four credits per term in Independent Study, and a demonstration of relevance to the student's academic objectives. Independent Study applications are available in the Registrar's Office.

## **Bible and English Requirements**

All students enrolled for eight credits or more are required to take at least one Bible course each quarter that they attend classes at the College. A student who transfers from another college is not required to complete the full 18 credits in Bible but is required to take one course each quarter while enrolled at the College. All Bible core courses listed in the Department of Biblical Studies will satisfy this requirement.

All degree seeking students are required to register for English until the sequence, English 111 and 112—College Composition, and English 113—Introduction to Literature, has been completed. Placement in English as a Second Language and English 100 or 110, or 111 will be determined by specific English Placement tests administered to all new students during student orientation in the fall, or at the time of their registration for winter or for spring quarters.

## **Co-Curricular Activity Credits**

A total of nine credits in co-curricular activities may be applied toward an Associate in Arts Degree. Co-curricular activities include all music ensembles, theatre practice, Christian service, additional physical education activity courses after the three required courses are completed, and activity credits that a transfer student might bring to the College.

## **Orientation and Registration**

All students must report to the College for Orientation Days as indicated in the calendar in this catalog.

The orientation period includes a series of placement and personality tests which are used to provide a more effective placement and counseling service for students. Both new and returning students are required to register on the days indicated in the calendar.

Registration is not completed until the student has made settlement for the quarter charges at the Bookkeeping Office.

All students have at their disposal the advice and counsel of faculty advisors. Before registering for any term, the student must consult with his or her advisor concerning the schedule of study. The selection of the proper courses is the individual student's responsibility.

## **Changes in Registration**

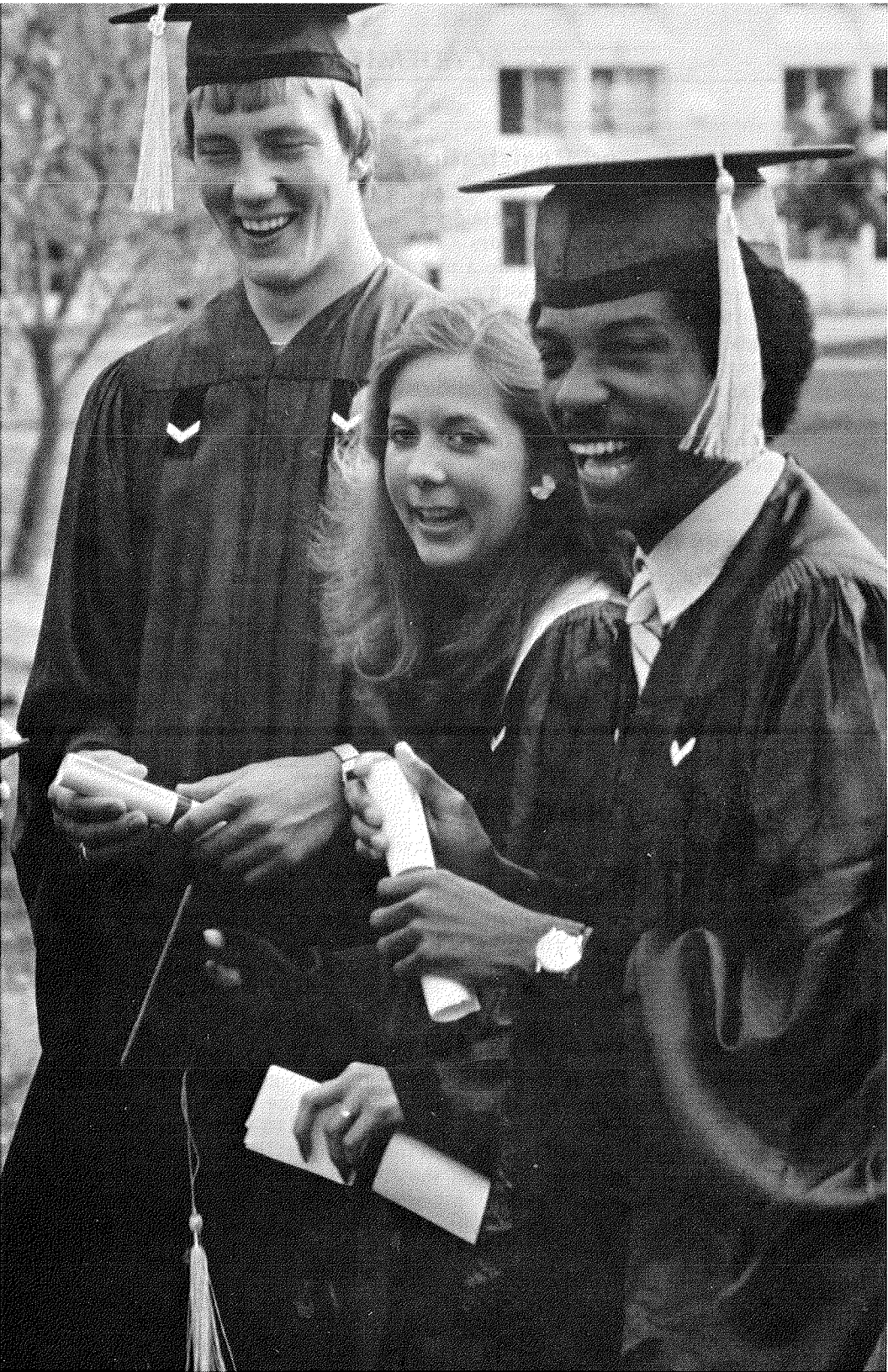
Necessary changes to eliminate conflicts and to correct evident mistakes in registration may be permitted during the first ten days of classes with the written approval of the academic advisor. A Change of Course Permit for this purpose may be obtained in the Registrar's Office. After the tenth day, no regularly scheduled classes may be added except by special permission. A student may not withdraw from a course after final examinations begin.

## **Repeating a Course**

A student may repeat only courses in which a grade of D or F has been received. The intention to repeat a course must be certified at the time of registration for the course. If a student repeats a course in which a D or F grade has been received, only the more recent grade and credit earned will be included in the computation of the grade point average. Both grades, however, will remain on the student's permanent record.

## **Withdrawals from the College**

A student who wishes to withdraw from the College during any term must make application for this action in the Office of the Registrar. When the application has been signed and returned to the Office of the Registrar, grades of W will be recorded for all courses. Partial refunds on fees already paid will be based on the date that the application is returned to the Registrar. Failure to comply with this regulation may deprive a student of refund privileges and result in an F grade in all classes.



# GRADUATION REQUIREMENTS

The responsibility rests with the student for seeing that his or her program includes all requirements for graduation.

Applicants for admission should study the requirements for graduation outlined in this section of the catalog and plan their college program as a whole as early as possible. A student who is in doubt about how certain requirements are interpreted should consult with his or her academic advisor, the Registrar, or the Academic Dean. When circumstances might warrant a justifiable modification in a requirement, a petition (obtained from the Registrar) should be submitted to the Committee on Academic Affairs.

## **Associate in Arts Degree: Liberal Arts and Transfer Program**

This program is designed for students who intend to gain a general knowledge of the arts and sciences and who intend to transfer to a four-year college or university for completion of a Bachelor's Degree. A student receiving this degree must be in residence three terms, one of which must be the term in which the student graduates. The requirements for this degree are:

1. Completion of the divisional requirements as outlined below. The further requirements in a selected curriculum are recommended and the student should attempt to fulfill them.
2. Completion of 92 credits with a minimum cumulative grade point average of 2.00 (C average).
3. The approval of the faculty.
4. Fulfillment of all financial obligations to the College.

DIVISIONAL REQUIREMENTS	CREDIT HOURS	COURSES
Biblical and Theological Studies	18	Bible Core
Communications	9	English 111, 112, 113
Social Science	12	Business 200 or 210 or any Social Science courses except History 102, Humanities 200, Personal Orientation and Social Service courses
Mathematics and Natural Sciences	8-12	Any Mathematics or Natural Science courses except Biology 130, Mathematics 100, 101
Creative Arts	6	Any Creative Arts courses except Applied Music, Ensembles, Theatre 120
Physical Education	3	Any three different one credit activity courses



## **Associate in Arts Degree: Specialized Program**

This program is designed for students who intend to seek employment after two years of college or for those who intend to pursue an education of a specialized nature. A student receiving this degree must be in residence three terms, one of which must be the term in which the student graduates. The requirements for this degree are:

1. Completion of the divisional requirements as outlined below plus the additional requirements of a selected curriculum.
2. Completion of 92 credits with a minimum cumulative grade point average of 2.00 (C average).
3. The approval of the faculty.
4. Fulfillment of all financial obligations to the College.

DIVISIONAL REQUIREMENTS	CREDIT HOURS	COURSES
Biblical and Theological Studies	18	Bible Core
Communications	9	English 111, 112, 113
Social Science	6	Any Social Science courses except History 102, Humanities 200, Personal Orientation and Social Service courses
Mathematics and Natural Sciences	4	Any Mathematics or Natural Science courses except Biology 130, Mathematics 100, 101
Creative Arts	3	Any Creative Arts courses except Applied Music, Ensembles, Theatre 120
Physical Education	3	Any three different one credit activity courses

## **The Junior College Certificate**

This certificate will be awarded to those students who complete two years of work on a curriculum but do not satisfy the requirements for an Associate in Arts Degree. A student receiving this certificate must be in residence three terms, one of which must be the term in which the student graduates. The requirements for the Junior College Certificate are:

1. Completion of a minimum of 88 credits including one Bible course per term.
2. A minimum cumulative grade point average of 1.00.
3. The approval of the faculty.
4. Fulfillment of all financial obligations to the College.



# PROGRAMS OF STUDY

Details of the curricula listed below are outlined on the pages which follow. The student should select a curriculum and be familiar with its requirements before registration. The College reserves the right to change curriculum requirements when the necessity arises.

## A. Curricula leading to the **Associate in Arts Degree: Liberal Arts and Transfer Program**

1. Basic Liberal Arts
2. Liberal Arts with concentration in Basic Science
3. Liberal Arts with concentration in courses for Specific Professions
  - a. Agriculture
  - b. Biblical and Theological Studies
  - c. Business Administration
  - d. Classics
  - e. Computer Science
  - f. Corrective Therapy
  - g. Dentistry
  - h. Education—Elementary
  - i. Education—Secondary
  - j. Education—Special
  - k. Engineering
  - l. Forestry
  - m. Law
  - n. Medicine
  - o. Music (Pre-Bachelor of Arts)
  - p. Music (Pre-Bachelor of Music)
  - q. Nursing
  - r. Occupational Therapy
  - s. Pharmacy
  - t. Physical Education
  - u. Physical Therapy
  - v. Recreation Leadership
  - w. Social Work

## B. Curricula leading to the **Associate in Arts Degree: Specialized Program**

1. Administrative Assistant
2. Administrative Assistant: Legal Office
3. Church Staff Work
4. Computer Training and Electronics Assistant
5. Law Enforcement
6. World Mission

**A. Curricula Leading to The Associate in Arts Degree: Liberal Arts and Transfer Program**

**1. BASIC LIBERAL ARTS**

**Required Courses and Credits**

Biblical Studies	18	Bible Core
English	9	English 111, 112, 113
Social Science	12	Business 200 or 210 or any Social Science courses except History 102, Humanities 200, Personal Orientation and Social Service courses
Mathematics and Natural Sciences	8-12	Any Mathematics except Mathematics 100, 101 or any Natural Science except Biology 130
Creative Arts	6	Any Creative Art courses except Applied Music, Music Ensembles, Theatre 120
Physical Education	3	Any three different one credit activity courses
Electives—minimum of	36	Speech 100 or 120, Computer Science 160, Foreign Language recommended

**2. LIBERAL ARTS WITH CONCENTRATION IN BASIC SCIENCE**

**Required Courses and Credits**

Biblical Studies	18	Bible Core
English	9	English 111, 112, 113
Social Science	12	Business 200 or 210 or any Social Science courses except History 102, Humanities 200, Personal Orientation and Social Service courses
Mathematics and Natural Sciences	24	Courses which will complete sequences in Biology (except Biology 130) and/or Chemistry and/or Physics and/or Mathematics (except Mathematics 100, 101)
Creative Arts	6	Any Creative Art courses except Applied Music, Music Ensembles, Theatre 120
Physical Education	3	Any three different one credit activity courses
Electives—minimum of	20	A complete year of sophomore level courses in Mathematics or Natural Science recommended

**3. LIBERAL ARTS CURRICULA FOR STUDENTS INTERESTED IN SPECIFIC PROFESSIONS** The College has established specific preliminary training for students desiring entrance into certain professions. **Students interested in these professions should consult the appropriate college catalogs, discuss plans with their faculty advisor, and check with the Registrar to insure proper course selection.** Completion of one of the following curricula leads to an Associate in Arts Degree and satisfies the basic requirements for the first two years of the particular professional program.

**a. Agriculture**

The Basic Science

Curriculum and including:

Biology 111, 112, 113, 121, 231, 242

Chemistry 101, 102, 103

Recommended courses—selections from:

Mathematics 102, 103

Business 200, 210

**b. Biblical and Theological Studies**

The Basic Liberal Arts

Curriculum and including:

21-30 credits of Bible Core Courses

Theology 121, 122, 123

Recommended courses—selections from:

New Testament courses

Greek 101, 102, 103

**c. Business Administration**

The Basic Liberal Arts

Curriculum and including:

Speech 100

Computer Science 160

Business 101, 102, 103, 120, 150, 200, 210

Business 100 if needed

Recommended courses—selections from:

Sociology 100

Psychology 202, 203

Business courses

Computer Science courses

**d. Classics**

The Basic Liberal Arts

Curriculum and including:

English 221

History 111, 112

Anthropology 100

Greek 101, 102, 103, 300

Recommended courses—selections from:

German 101, 102, 103

**e. Computer Science**

The Basic Liberal Arts

Curriculum and including:

Mathematics 102

Computer Science 160, 170, 210, 220

Recommended courses—selections from:

Business 200, 210

Mathematics 103, 110, 120

German 101, 102, 103

**f. Corrective Therapy**

The Basic Science

Curriculum and including:

Speech 100 or 120

Psychology 202, 203

Biology 111, 112, 232, 233

Physical Education 120, 130, 200, 210

**g. Dentistry**

The Basic Science

Curriculum and including:

Biology 111, 112, 113, 231, 232, 233

Chemistry 101, 102, 103, 200

Recommended courses—selections from:

Mathematics 102 and 103 or 200

Psychology 202, 203, 210

**Education** Students planning to teach on the elementary or secondary level will need a four-year program in the Liberal Arts or Sciences and the teacher education courses required for a certificate. The curricula outlined below fulfill requirements for a Minnesota certificate for the first two years. Completion of any one of these curricula leads to the Associate in Arts Degree.

**h. Education—Elementary**

The Basic Liberal Arts

Curriculum and including:

Geography 100

History 201, 202, 203

Psychology 202, 203, 210

Biology 113

Physical Education 120, 130

Recommended courses—selections from:

Private lessons in piano and voice

**i. Education—Secondary**

The Basic Liberal Arts

Curriculum and including:

Psychology 202, 203, 210

Sociology 110, 210, 212

Physical Education 120, 130

Recommended courses—selections from:

Special fields of interest

**j. Education—Special**

The Basic Liberal Arts

Curriculum and including:

Psychology 202, 203, 210

Sociology 110, 210, 212

Physical Education 120, 130

**k. Engineering**

The Basic Science

Curriculum and including:

Physics 102, 103

Mathematics 102, 103, and 200 or 201

Business 200, 210

Recommended courses—selections from:

Mathematics 202, 203

Chemistry 101, 102, 103

**l. Forestry**

The Basic Science

Curriculum and including:

Biology 111, 112, 113, 121, 231, 242

Chemistry 101, 102, 103

Recommended courses—selections from:

Mathematics 102, 103

Business 200, 210

**m. Law**

The Basic Liberal Arts

Curriculum and including:

Speech 100 or 120

History 201, 202, 203

Political Science 100, 200

Psychology 202, 203

Sociology 110, 210, 212

Business 200, 210

**n. Medicine**

The Basic Science

Curriculum and including:

Biology 111, 112, 231, 232, 233  
 Chemistry 101, 102, 103, 200  
 Recommended courses—selections from:  
     Psychology 202, 203, 210  
     Mathematics 102 and 103 or 200  
     Biology 243  
     Physics 102, 103

**o. Music (Pre-Bachelor of Arts)**

The Basic Liberal Arts

Curriculum and including:

Music 111, 112, 113, 211, 212, 213  
 6 credits Applied Music  
 6 credits Music Ensembles  
 Recommended courses—selections from:  
     History 121, 122, 123

**p. Music (Pre-Bachelor of Music)**

The Basic Liberal Arts

Curriculum and including:

6-9 credits Social Science Courses  
 4 credits Mathematics or Natural Science courses  
 Music 111, 112, 113, 121, 122, 123, 131, 132, 133, 211, 212, 213  
 6 credits Applied Music  
 6 credits Music Ensembles  
 Recommended courses—selections from:  
     History 121, 122, 123  
     Biology 113

**q. Nursing**

The Basic Science

Curriculum and including:

Psychology 202, 203, 210  
 Biology 111, 112, 231, 232, 233  
 Chemistry 101, 102, 103, 200  
 Recommended courses—selections from:  
     Sociology 100, 110, 120  
     Biology 243  
     Physics 102  
     Physical Education 120, 130

**r. Occupational Therapy**

The Basic Science

Curriculum and including:

Psychology 202, 203, 210  
 Biology 111, 112, 231, 232, 233  
 Chemistry 101, 102, 103  
 Physical Education 120, 130  
 Recommended courses—selections from:  
     Sociology 100, 110, 120  
     Biology 243

**s. Pharmacy**

The Basic Science

Curriculum and including:

Biology 111, 112, 231, 232, 233  
 Chemistry 101, 102, 103, 200  
 Recommended courses—selections from:  
     Psychology 202, 203, 210  
     Biology 243  
     Mathematics 102 and 103 or 200

**t. Physical Education**

The curriculum outlined below will promote the necessary prerequisites leading to the Minnesota teaching certificate.

The Basic Liberal Arts

Curriculum and including:

Biology 111, 112, 232, 233

Physical Education 110, 120, 130, 200, 210

Recommended courses—selections from:

History 121, 122, 123, 201, 202, 203

Sociology 100, 110, 210

Psychology 202-203

**u. Physical Therapy**

The Basic Science

Curriculum and including:

Psychology 202, 203, 210

Biology 111, 112, 231, 232, 233

Chemistry 101, 102, 103

Physical Education 120, 130

Recommended courses—selections from:

Sociology 100, 110, 120

Biology 243

Physics 102, 103

**v. Recreation Leadership**

The Basic Liberal Arts

Curriculum and including:

Speech 100 or 130

Physical Education 110, 120, 200, 210

Recreation Leadership 110, 120, 210, 220, 230

Recommended courses—selections from:

Sociology 100, 110, 212

Psychology 202, 203

**w. Social Work**

The Basic Liberal Arts

Curriculum and including:

Sociology 100

Psychology 202, 203

Biology 111, 112

Recommended courses—selections from:

Anthropology 100

Political Science 100

Sociology 100, 210, 212

Social Service Internship

Biology 232, 233

Mathematics 110

Business 200

Secretarial Science 220





**6. WORLD MISSION**

The Specialized Program

Curriculum and including:

Theology 121, 122, 123

Speech 100 or 120

12 credits Social Science courses

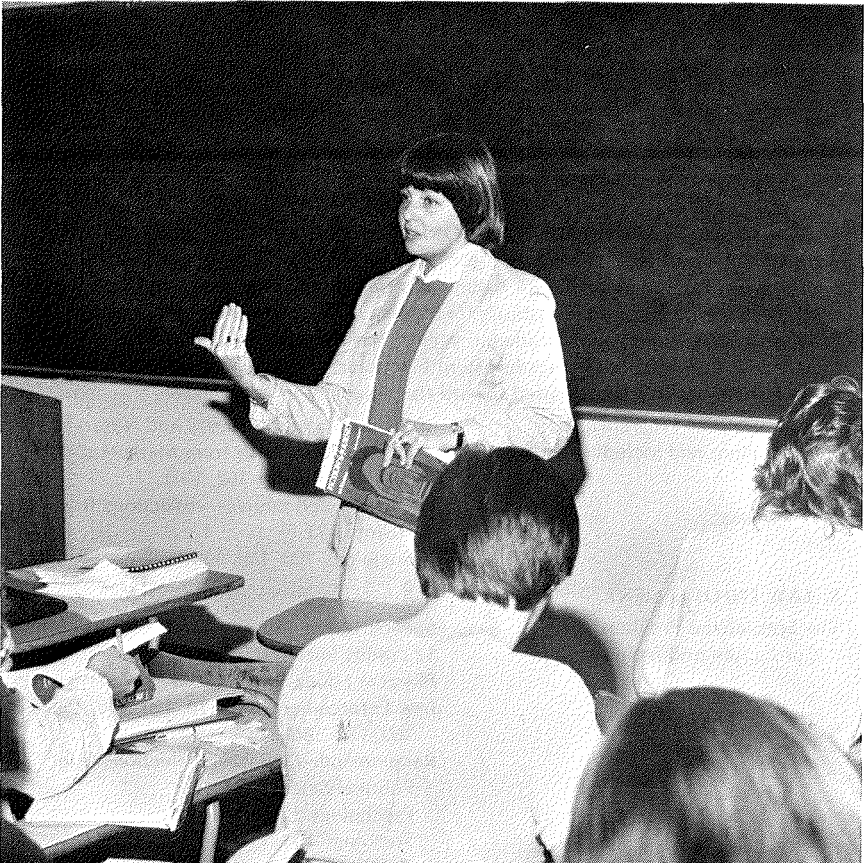
8 credits Mathematics or Natural Science  
courses

Christian Service 110

9 credits Applied Christianity courses

Mission 100, 110, 120

Biology 113 recommended



# COURSE DESCRIPTIONS

The descriptions of courses are arranged according to divisions. The course numbering system is as follows: The first digit of the course number indicates (1) freshman course, (2) sophomore course, or (3) special course for advanced students. The second digit indicates the standing of the course within the Department. The third digit indicates the term in which the course is offered — (1) fall quarter, (2) winter quarter, (3) spring quarter, and (0) flexible scheduling.

The College reserves the right to cancel classes with inadequate enrollment or to change course offerings when the necessity arises.

## I. DIVISION OF BIBLICAL AND THEOLOGICAL STUDIES

A sequence of Biblical courses has been established to provide maximum coverage of Biblical concepts by students taking the minimum Bible requirement.

**The Bible Core courses are:**

- N.T. 101, 103, 110, 120, 130, 140, 202, 203
- O.T. 102, 201
- Greek 101, 102, 103
- History 102
- English 230

A student may substitute Greek 101, 102, 103 for 9 credits of required Bible Core courses.

### DEPARTMENT OF BIBLICAL STUDIES

**O.T. 102 Covenant History of the Old Testament** *3 credits*

The covenant purposes and acts of God as they appear in the historical record of God's people in the Old Testament, with some reference to the continuation and fulfillment of the covenant promise in the New Testament, especially the Gospel of John. Student may not receive credit for both O.T. 102 and History 102.

**O.T. 201 Isaiah-Jeremiah** *3 credits*

An historical survey of the last two centuries of the Kingdom of Judah and a study of the prophecies of Isaiah and Jeremiah. Special attention is given to the new covenant and the suffering servant passages.

**N.T. 101 Historical Foundations of the Christian Faith** *3 credits*

A study of the origins of Christianity with particular reference to the primary sources, The Gospel of Luke and The Book of Acts. Particular reference is made to the life and teachings of Christ.

**N.T. 103 Historical Development of First Century Christianity** *3 credits*

A study of the structure and historical setting of the early Christian Church with particular reference to Paul's Epistles to the Galatians, Corinthians and the Prison Epistles.

**N.T. 110 The Gospel According to Matthew** *3 credits*

A brief survey of the Jewish, Greek and Roman backgrounds, a short introduction to the Gospels, and an intensive study of the life and work of Christ in the light of Old Testament prophecy. Offered alternate years.

**N.T. 120 Epistle to the Hebrews** *3 credits*

A study of the fulfillment of Old Testament prophecy in Jesus Christ and His supremacy and finality. The student is involved with the inductive method of studying the Bible. Offered alternate years.

**N.T. 130 General Epistles** *3 credits*

An inductive study of the Epistles of James, Peter, John and Jude with special attention paid to their unique features as compared to other New Testament epistles. Offered alternate years.

**N.T. 140 The Gospel of John** *3 credits*

An inductive study concentrating upon the Person and work of Jesus Christ as seen uniquely in the theology of John.

**N.T. 202 Romans** *3 credits*

An intensive study of the Epistle to the Romans, considering its background, doctrinal content and inspirational message, and emphasizing the doctrine of justification by faith with its implications for the Christian life.

**N.T. 203 Apocalyptic Literature** *3 credits*

A survey of the struggle of the Church against Rome, 70-100 A.D. and the central Christology of the Book of Revelation with student interpretation and evaluation of study results.

**Bible 300 Independent Study** *1 to 3 elective credits per term*

Study of special Biblical problems or areas suited to students' needs and interests.

**DEPARTMENT OF THEOLOGY AND CHURCH HISTORY**

Courses in this department cannot be substituted for the Bible core courses.

**Theology 121 God's Way of Salvation** *2 credits*

A study of justification, sanctification and the Christian hope of eternal life as set forth by the Scriptures. The course utilizes the inductive method.

**Theology 122 The God of Redemption** *2 credits*

A study of the Scriptures and other sources utilizing the inductive technique and with concentration on the attributes of God, the incarnation, the Person and redemptive work of Christ, the sanctifying work of the Holy Spirit, and the relevance of faith in the Triune God in relation to the great fact of redemption.

**Theology 123 The Church and the Means of Grace** *2 credits*

A study of Scripture and collateral readings using the inductive technique with respect to the means of grace and the role of the Church as custodian thereof.

**Theology 300 Independent Study** *1 to 2 elective credits per term*

Study of special theological problems or areas suited to students' needs and interests. Department approval necessary.

**Church History 200 Religion in Modern America** *3 credits*

Survey of the role and importance of religion in the United States with emphasis upon changing conditions and practices among the various religious groups and upon the Lutheran heritage. Especially for the Church Staff Work Curriculum.

**Church History 300 Independent Study** *1 to 3 elective credits per term*

Special problems and areas of study in Church History. Department approval necessary.

## II. DIVISION OF COMMUNICATIONS

### DEPARTMENT OF ENGLISH

Placement in ESL, English 100 or 110, or 111 is determined by specific English Placement tests administered to all new students during student orientation in the fall, or at the time of their registration for winter or for spring quarters.

#### **English ESL English as a Second Language** *2 elective credits per term*

ESL is a course in English for international students. Emphasis is placed on the spoken English and on students' development of their communication skills. By repeating pronunciation drills, memorizing dialogues, reviewing basic grammar and practicing American idioms and sentence patterns, students increase their fluency in English. Students in ESL must be enrolled concurrently in an English composition course. ESL requires three scheduled hours per week and normally is required of all international students each quarter they are in attendance.

#### **English 100 Basic Composition I** *1 credit for Junior College Certificate only*

Designed for the student needing individualized instruction in basic sentence and paragraph construction. Successful completion of the course (passing grade) is necessary before the student can enter English 110 and then the required English sequence (English 111, 112, 113). This course meets three hours each week.

#### **English 110 Basic Composition II** *3 elective credits*

For students entering college who need intensive work in mastering basic academic skills in English Composition. Successful completion of this course (passing grade) is necessary before these students can enter the required sequence of English courses (English 111, 112, 113). Students are granted elective credit toward the AA Degree, but since this course may not transfer to four-year colleges, students are advised to take more than the normal 92 credits. Students in this course are required to attend four hours of class and/or additional sessions each week.

#### **English 111, 112, 113 (A, B, C, D, E or F) College Composition and Introduction to Literature** *3 credits per course*

The regular series of courses in freshman College Composition English 111 and 112 place emphasis on the students' development and competence in English writing skills and their ability to understand and respond to selected readings. English 113 offers study of specific genre, themes and/or topics in literature. Course titles may vary and may include studies in the Immigrant Experiences, Satire, Social Concerns in Literature, Poetry, the Contemporary Short Novel and the Experience of Fiction. Nine credits of College English are required of all students. Normally, College English courses must be taken in sequence.

#### **English 120 Directed Study in Journalism** *1 elective credit per term (maximum of 3 credits)*

Students are involved in the production of a major publication, including exercise in layout and design, copywriting, photography, and editing.

#### **English 130 Creative Writing** *3 credits*

Students are given the opportunity to write poetry, short stories, essays and other literary forms. Topics such as literary criticism and marketing are discussed. Students read and evaluate each other's work.

#### **English 210 Topics in Literature** *3 credits*

Study of specific genre, themes and/or topics in literature. Course titles may vary and may include studies in the Immigrant Experiences, Satire, Social Concerns in Literature, Poetry, the Contemporary Short Novel and the Experience of Fiction.

**English 211, 212, 213 American Literature***3 credits per course*

211: The New Garden of Eden: The 17th &amp; 18th Centuries

212: The Snake in the Garden: The 19th Century

213: The Garden Becomes a Wasteland: The 20th Century

**English 221, 222, 223 World Literature***3 credits per course*

Chronological survey of major writers, works, genres, themes and movements in world thought and literature from ancient to modern times. Fall Term: Ancient East, Greece, Rome and the Middle Ages. Winter Term: Renaissance, Neo-Classical and Romantic Literature. Spring Term: The Modern Age (1850 to the present).

**English 230 Literature of the Bible***3 credits*

Students do extensive reading of the narratives, poems, and apocalyptic writings primarily from the Old Testament. Emphasis is placed on reading the selections as pieces of literature.

**English 300 Independent Study***1 to 3 elective credits per term*

Special study programs to fit student needs and interest. May be taken any term. Department approval necessary.

**DEPARTMENT OF SPEECH****Speech 100 Fundamentals of Public Speaking***3 credits*

A study of the basic concepts used in organizing and delivering speeches. Emphasis on preparing and giving informative speeches.

**Speech 120 Interpersonal Communication***3 credits*

Study of the concepts of interpersonal communication patterns and the characteristics of ineffective and effective communication behavior.

**Speech 130 Oral Interpretation***3 credits*

Theory and practice of the techniques of selecting and performing literature orally. Students will study methods of analyzing literature, and will develop techniques for reading prose, poetry and other literary selections. Offered alternate years.

**Speech 150 Small Group Communications***3 credits*

Participation in and analysis of behavioral and work norms in small groups. Includes a study of leadership roles, conflict resolution patterns, informal counseling, and the decision-making process.

**Speech 210 Public Speaking***3 credits*

A study of theories and ethics of persuasion. Practice in the art of speaking to persuade or actuate. Prerequisite: Speech 100 or instructor's approval.

**Speech 300 Independent Study***1 to 3 elective credits per term*

Research or other creative projects within a speech communication discipline. Department approval necessary.

**DEPARTMENT OF FOREIGN LANGUAGES**

**German 101, 102, 103 Elementary German** *4 credits per course*  
 Fundamentals of grammar, vocabulary, pronunciation, writing, reading and speaking; reading of some simple German prose and poetry. Prerequisite: completion of or concurrent registration in English 111.

**German 201, 202, 203 Intermediate German** *3 credits per course*  
 Review of Elementary German and further study of literary selections; emphasis is on speaking, reading and writing German during the winter and spring terms. Prerequisite: German 101, 102, 103 or two years of high school German or instructor's approval.

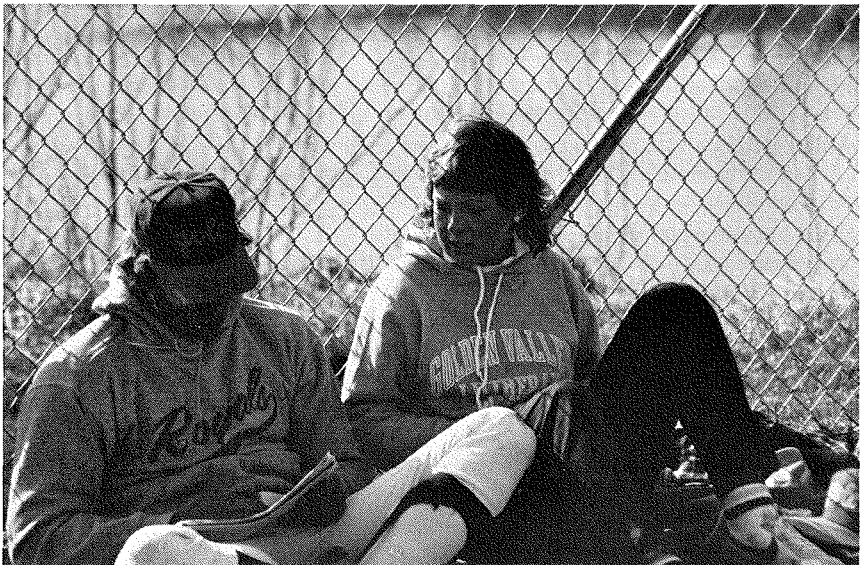
**German 210 Directed Readings in German** *2 credits per term (maximum 6 credits)*  
 Students become familiar with selected works of German literature, and increase their reading speed and comprehension of German. Department approval necessary.

**German 300 Independent Study** *1 to 3 elective credits per term*  
 Special study programs to fit students' needs and interests. May be taken any term. Department approval necessary.

**Greek 101, 102, 103 Elementary Greek** *5 credits per course*  
 Theoretical and practical study of elementary Greek grammar; readings and parsing of selections from the Book of Acts and other selections. Instructor's approval necessary for first year students.

**Greek 300 Independent Study** *1 to 3 elective credits per term*  
 Special study programs to fit students' needs and interests. Department approval necessary.

**Additional Languages**—Arrangements can be made for the study of other languages, such as Spanish, French, and Russian if students can provide their own transportation. Interested students should contact the Academic Dean.



### III. DIVISION OF SOCIAL SCIENCE

#### DEPARTMENT OF HISTORY, POLITICAL SCIENCE AND GEOGRAPHY

**History 102 History of Ancient Israel** *3 credits*  
 Survey of the history of Ancient Israel and the development of the religious insight of the Hebrew people. Attention also is given to the importance of Mesopotamia and Egyptian contributions to the literature of the Bible. Student may not receive credit for both O.T. 102 and History 102.

**History 111 History of Ancient Greece** *3 credits*  
 Survey of Greek history and culture from the Minoan period through Hellenistic times.

**History 112 History of Ancient Rome** *3 credits*  
 Survey of Roman history and culture from prehistoric times through the late Roman Empire.

**History 113 History of Medieval Europe** *3 credits*  
 Survey of European civilization from the transformation of the Roman Empire through the fifteenth century.

**History 121, 122, 123 History of Western Civilization** *3 credits per course*  
 Survey of the development and accomplishments of Western Civilization with emphasis on institutional, intellectual and spiritual aspects. Fall term: Late Medieval, Renaissance and Reformation. Winter term: Early Modern Europe. Spring term: Modern Europe in a World Setting.

**History 201, 202, 203 History of the United States** *3 credits per course*  
 Survey of the history of the American people with primary emphasis on their social, intellectual, political, and economic growth. Fall: Pre-Colonial through Early National Period; Winter: War of 1812 through Reconstruction; Spring: 1877 to the present.

**History 230 Topics in History** *3 credits*  
 Topics in history of special interest to students and instructors, such as the history of women, ethnic histories, period histories, movement studies or institutional histories. Prerequisite: Relevant survey course or consent of instructor.

**History 300 Independent Study** *1 to 3 elective credits per term*  
 Special historical periods and problems; research into particular areas of student interest. May be taken any term. Department approval necessary.

**Political Science 100 American Government and Politics** *3 credits*  
 Study of the principles and structure of Federal Government in the United States and of political issues of the current scene.

**Political Science 200 Modern Political Thought** *3 credits*  
 Comparative study of Communism, Fascism and Modern Capitalism in the light of the contemporary Christian thought.

**Political Science 210 Topics in Political Science** *3 credits*  
 Topics in political science of special interest to students and instructors, such as comparative political thought, practical politics, foundations of democratic thought or study of political institutions. Prerequisite: Relevant survey course or instructor's approval.

**Political Science 300 Independent Study** *1 to 3 elective credits per term*  
 Research into special areas of student interest. May be taken any term. Department approval necessary.



**Geography 100 Human Geography***3 credits*

Survey of the basic tools and concepts of geography and the distribution patterns of physical and human environment, plus emphasis on selected areas.

**Geography 300 Independent Study***1 to 3 elective credits per term*

Special interests and area studies. May be taken any term. Department approval necessary.

**DEPARTMENT OF PHILOSOPHY AND HUMANITIES****Philosophy 101 Introduction to Philosophy***3 credits*

Introduction to the functions and problems of philosophy with more detailed consideration of the problems of knowledge, existence, freedom, good and evil.

**Philosophy 103 Logic***3 credits*

A study of the principles of correct reasoning with emphasis on the recognition and assessment of arguments. Equal consideration is given to informal and formal logic.

**Philosophy 130 Biological Ethics***3 credits*

Theological and philosophical approach to the ethical concerns arising in biology and technology of the late 20th century. Same as Biology 130.

**Philosophy 200 Topics in Philosophy***3 credits*

Philosophical problems and topics of special interest to particular students.

**Philosophy 201, 202, 203 History of Western Philosophy***3 credits per course*

Survey of the important men and movements in the development of philosophical thought from the Greeks to the present. Fall term: Ancient philosophy. Winter term: Medieval philosophy. Spring term: Modern philosophy. Offered alternate years.

**Philosophy 211 Philosophy of Basic Religions and Islam***3 credits*

A study of the philosophical systems, theology and practice of African and other traditional religions, and the philosophy, culture and history of Islam. Course includes guest speakers and field trips.

**Philosophy 212 Philosophy of Judaism***3 credits*

A study of the philosophical system, theology, culture, practice and history of Judaism. Course includes guest speakers and field trips to synagogues.

**Philosophy 213 Philosophy of Eastern Religions***3 credits*

A study of the philosophical systems, theology, practice and culture of Eastern religions (Hinduism, Taoism, Confucianism, Shinto) with special emphasis on Buddhism. Course includes guest speakers and field trips.

**Philosophy 300 Independent Study***1 to 3 elective credits per term*

Study of special philosophical problems or areas appropriate to the students' needs and interests. Department approval necessary.

**Humanities 200 Travel and Study***1 to 3 elective credits*

Cultural enrichment through travel. Tours guided or arranged by faculty members. Substantial papers and reports required. Normally this course counts as elective credit. Credits may be used to fulfill divisional requirements upon divisional approval.

**DEPARTMENT OF PSYCHOLOGY AND PERSONAL ORIENTATION****Psychology 120 Psychology of Adjustment***3 credits*

Development of a knowledge of psychology that will be useful in attaining more effective personal living and relationships with other people.

**Psychology 202, 203 General Psychology***3 credits per course*

Study of the more significant facts and principles in the field of human behavior; provides a basic introduction to several areas of specialization in psychology. Prerequisite for Psychology 203: Psychology 202.

**Psychology 210 Child Development***3 credits*

Study of human growth and development from conception through pre-adolescence. Review of research and theories. Prerequisite: Two or more terms of college work completed or instructor's approval.

**Psychology 300 Independent Study***1 to 3 elective credits per term*

Designed for students who wish to investigate special interests. May be taken any term. Department approval necessary.

**Personal Orientation 100 Individual Work in College Study Skills***one credit per term for Junior College Certificate only.*

Arranged on an individual basis for students desiring to work on a single aspect of study skills, mathematics, reading, spelling or vocabulary development. Laboratory sessions in the skills center.

**Personal Orientation 110 Efficient Reading***1 elective credit*

Arranged on an individual basis to enable students to develop skills in vocabulary, reading comprehension, and reading rate for success in college and later life. Laboratory sessions in the skills center.

**Personal Orientation 120 College Vocabulary Development***2 elective credits*

Designed to introduce students to basic principles of vocabulary development. Aimed at general vocabulary as well as the specific vocabularies of various academic disciplines.

**Personal Orientation 130 How to Study in College***1 elective credit*

Practice of methods of study developed from information based on research and student experience. Concerned with efficient and effective methods of concentration, use of time, taking lecture notes, textbook reading, organizing material, preparing for and taking examinations.

**Personal Orientation 160 Fundamentals of Spelling***1 elective credit*

Designed to provide the student with a systematic approach to spelling; the course will utilize a self-paced, audio-tutorial format.

**Personal Orientation 170 The Research Paper***1 or 2 elective credits*

Designed to provide the student with the skills necessary to create a research paper; the course will utilize the self-paced, audio-tutorial format. The end result of the course will be the production of a research paper for another class. Prerequisite: English 111 or instructor's permission. Laboratory sessions in the skills center.

**Personal Orientation 200 Career and Life Planning***2 elective credits*

Designed to teach skills for making career decisions appropriate to the student's values, needs, aptitudes, skills or talents, interests and goals. Laboratory sessions in the library.

**DEPARTMENT OF SOCIOLOGY, SOCIAL SERVICE AND ANTHROPOLOGY**

**Sociology 100 Introduction to Sociology** *3 credits*

Study of the structures and functions of society and culture as seen through sociological perspectives; focus is on selected problems, social organizations and socialization in the context of change.

**Sociology 110 Social Problems** *3 credits*

Survey of contemporary social problems with development of the students' understanding of the processes involved in historical, social and cultural change.

**Sociology 120 Marriage and Family** *3 credits*

Study of the life cycle, mate selection, marital adjustment and parent-child relationships; to provide practical help for those interested in preparing for marriage from a Christian point of view.

**Sociology 130 Urban Field Experience** *1 elective credit per course  
(maximum 3 credits)*

Combines theoretical and practical knowledge and experience designed to orient students to the urban setting. Different offerings of the course will focus on different topics. Hours arranged for lectures and laboratory periods.

**Sociology 210 The Urban Center** *3 credits*

Introduction to the problems of modern cities, urban ecology, urban institutions and the urban way of life. Prerequisite: Sociology 100 or instructor's approval. Offered alternate years.

**Sociology 212 Minority Group Relations** *3 credits*

Study of minority groups, especially Native and Black Americans, and the problems of the contemporary scene. Prerequisite: Sociology 100 or instructor's approval. Offered alternate years.

**Sociology 300 Independent Study** *1 to 3 elective credits per term*

Special sociological problems and areas of study to fit the students' interests. May be taken any term. Department approval necessary.

**Social Service 101, 102, 103, 104, 201, 202, 203, 204 Internship** *1-3 credits per term*

Practical experience and observation in working with social service agencies; orientation and help in choosing vocational goals in different areas of social service. For students entering Social Work.

**Anthropology 100 Introduction to Physical Anthropology and Archaeology** *3 credits*

Survey of the field of physical anthropology and the archaeological methods used in the study of prehistory. Offered alternate years.

**Anthropology 110 Introduction to Cultural Anthropology** *3 credits*

Survey of the field of cultural anthropology with the study of the varieties of the human race, their origins, cultural characteristics, and spiritual orientation. Offered alternate years.

**Anthropology 300 Independent Study** *1 to 3 elective credits per term*

Special anthropological problems and areas of study to fit the students' interests. Department approval necessary.

## IV. DIVISION OF MATHEMATICS, NATURAL SCIENCES, AND COMPUTER SCIENCE

### DEPARTMENT OF MATHEMATICS

#### **Mathematics 100 Basic Algebra**

*1 credit for*

*Junior College Certificate only*

Review of arithmetic of whole numbers, fractions and signed numbers, fundamental operations of algebra, factoring, linear equations and rational expressions. Three class periods per week.

#### **Mathematics 101 Intermediate Algebra**

*3 elective credits*

Introduction to basic mathematical concepts, sets, the number system, factoring, fractions, inequalities, linear, and quadratic equations. Students are required to attend three hours of class and an additional fourth hour each week in the skills center. Prerequisite: one year of high school algebra.

#### **Mathematics 102 College Algebra**

*5 credits*

Algebraic operations with real numbers, linear and quadratic functions, polynomials, combinations, binomial theorem, probability, mathematical induction, analytic geometry, matrices and determinants. Prerequisite: Mathematics 101 or instructor's approval.

#### **Mathematics 103 Pre-Calculus**

*4 credits*

Functions and inverse functions, exponential and logarithmic functions, trigonometric functions and trigonometric identities, solution of triangles, complex numbers, polar coordinates and analytic geometry. Prerequisite: Mathematics 102 or instructor's approval.

#### **Mathematics 110 Introductory Statistics**

*4 credits*

Study of basic statistical concepts: probability, sampling, normal distribution, statistical estimation, and hypothesis testing. Problems are applied in the fields of business, social and physical sciences. Prerequisite: Mathematics 101 or instructor's approval.

#### **Mathematics 120 Finite Mathematics**

*5 credits*

Computing with BASIC computer language. Principles of counting and probability, business mathematics, matrices and inverse matrices, Markov chains, linear programming including simplex method. Prerequisite: Mathematics 101 or instructor's approval.

#### **Mathematics 200 Elements of Calculus**

*5 credits*

A short course with applications in biology, business and social sciences. Short review of algebra. Continuity and the limit of a function. Derivative and its interpretation, maximum and minimum problems, antiderivative, the definite integral, exponential and logarithmic functions, functions of several variables. Prerequisite: Mathematics 102 or instructor's approval.

#### **Mathematics 201 Calculus I**

*5 credits*

Short review of algebra, introduction to plane analytic geometry. The derivatives of functions and their applications. The integration of simpler functions and the applications. Prerequisite: Mathematics 103 or instructor's approval.

#### **Mathematics 202 Calculus II**

*5 credits*

Differentiation and integration of trigonometric and logarithmic functions. Techniques of integration: by parts, by change, of variable, by approximation methods, etc. Parametric equations and polar coordinates. Applications to geometrical and physical problems. Prerequisite: Mathematics 201 or instructor's approval.

**Mathematics 203 Calculus III** *5 credits*  
 Vector treatment of three-dimensional analytic geometry, functions of two or more variables, multiple integrals, indeterminate forms, infinite series, and differential equations. Applications. Prerequisite: Mathematics 202 or instructor's approval.

**Mathematics 300 Independent Study** *1 to 3 elective credits per term*  
 Special projects and problems for advanced students. Department approval necessary.

**DEPARTMENT OF PHYSICS**

**Physics 100 Environmental Physics** *4 credits*  
 Survey of physics as related to the environment and everyday experiences of the physical world. The concepts in mechanics, heat, sound, light and atomic physics are developed non-mathematically. One double laboratory per week is devoted to student projects or to experiments in the laboratory. Primarily for non-science majors. No prerequisite.

**Physics 102 General Physics I** *5 credits*  
 Study of physical principles in mechanics, fluids, wave motion, and heat, with applications to practical situations. Demonstration lectures and problem sessions. One double laboratory period per week. Primarily for students in science or in various technical areas. Prerequisite: Mathematics 101 or instructor's approval.

**Physics 103 General Physics II** *5 credits*  
 The fundamental physical concepts in electricity, magnetism, optics, and nuclear physics will be studied using practical applications. Demonstration lectures and problem sessions. One double laboratory period per week. Primarily for students in science or in technical areas. Prerequisite: Physics 102 or instructor's approval.

**Physics 120 Field Experience in Physics** *1 credit per course (maximum 4 credits)*  
 Hours arranged for lecture and laboratory periods.

**Physics 300 Independent Study** *1 to 3 elective credits per term*  
 Special projects and problems for advanced students. Department approval necessary.

**DEPARTMENT OF BIOLOGY**

**Biology 111 Life Studies I** *4 credits*  
 Introduction to biology—life versus non-life, cellular design and process, organism types (unity amidst complexity), energy sources, yields, and efficiencies in life systems. One lecture period, two discussions and one two-hour research laboratory weekly.

**Biology 112 Life Studies II** *4 credits*  
 The individual life pattern: cell regulation and division, sex cell formation and fertilization, genetics and embryology. Survey of the plant and animal kingdoms. One lecture period, two discussions and one two-hour research laboratory weekly. Prerequisite: Biology 111 or instructor's approval.

**Biology 113 Environmental Biology** *4 credits*  
 Traces exploration—conservation—ecology—consciousness through perspectives of behavior, populations, ecosystems and biosphere understanding and application. One lecture period, two discussions and one two-hour research laboratory weekly.

**Biology 114 Field Ecology***4 credits*

An ecosystem approach to the local flora and fauna of selected geographic areas. Hours arranged for lecture and laboratory periods.

**Biology 120 Field Experience in Biology**      *1 credit per course (maximum 4 credits)*

Combines theoretical and practical knowledge and experience designed to provide career guidance and development to better direct educational and occupational planning. Hours arranged for lecture and laboratory periods.

**Biology 121 Plant Studies***4 credits*

The study of plant cells and tissues with a survey of the major phyla of the non-vascular plants and their adaptations to the environment. Some field studies and taxonomy of the local trees and fall flowers. Two lectures and two double laboratory periods per week.

**Biology 130 Biological Ethics***3 elective credits*

Theological and philosophical approach to the ethical concerns arising in biology and technology of the late 20th century. No laboratory hours. Same as Philosophy 130.

**Biology 213 Introduction to Botany***4 credits*

The study of major phyla to vascular plants and plant growth, regulations, reproduction and photosynthesis. This course will give experience in the greenhouse environment. Two lectures and two double laboratory periods per week. Prerequisite: Biology 111 and 112 or instructor's approval.

**Biology 223 Introduction to Ecology***4 credits*

The study of the structure and function of an ecosystem with field studies of at least two major ecosystems. Two lectures and two double laboratory periods per week. Prerequisite: Biology 111 and 112 or instructor's approval.

**Biology 231 Microbiology***4 credits*

Fundamentals of microbial life. Laboratory techniques include the preparation of media, culturing of microorganisms and analysis of results. Two lectures and two double laboratory periods per week. Prerequisite: Biology 111 and 112 or instructor's approval.

**Biology 232 Anatomy***4 credits*

Gross and microscopic structure of the human body from a functional standpoint utilizing charts, models, skeletons and manikins. Cat dissection to demonstrate mammalian anatomy. Two lectures and two double laboratory periods per week. Prerequisite: Biology 111 and 112 or instructor's approval.

**Biology 233 Physiology***4 credits*

Organ systems of the human body. Laboratory exercises include blood typing, recording of the heartbeat, respiration, muscle contraction, experiments on digestion, urinalysis, coordinated with a brief study of the anatomy of each system. Two lectures and two double laboratory periods per week. Prerequisite: Biology 232 or instructor's approval.

**Biology 242 Animal Studies***4 credits*

A study of the diversity and heterotrophic way of life of animals common to this area. Two lectures and two double laboratory periods per week. Prerequisite: Biology 111 and 112 or instructor's approval.

**Biology 243 Genetics***4 credits*

An introductory course in the principles of heredity will begin with Mendelian genetics, and then progress to cell division and reproduction, molecular structure, DNA, protein synthesis, gene expression, mutagenesis, and conclude with popula-

tion genetics, genetic engineering, and variabilities. Emphasis will be on human inheritance. Three lectures and one double laboratory period per week. Prerequisite: Biology 111 and 112 or instructor's approval.

**Biology 300 Independent Study** *1 to 3 elective credits per term*  
 Special projects for advanced students. Department approval necessary.

**DEPARTMENT OF CHEMISTRY**

**Chemistry 100 Environmental Chemistry** *4 credits*

Study of the environment and the role chemistry plays in life. Topics of current interest such as storage of atomic wastes, food additives, air pollution, solid wastes and the development of the environment are discussed, along with the chemical principles required for a more thorough understanding of them. Three lectures and one double laboratory period per week. Primarily for non-science majors. No prerequisite.

**Chemistry 101, 102, 103 General Chemistry** *4 credits per course*

Chemistry 101 is introductory, including measurement, metric system, names and symbols of the elements, naming chemical compounds, reactions, stio-chiometry, the Periodic Table, and properties of the elements. Chemistry 102 topics include atomic structure, electron configurations, molecular and ionic bonding, states of matter, gas laws, properties of solutions, acids and bases. Topics in Chemistry 103 include redox-reactions, thermochemistry, thermodynamics, equilibria and electro-chemistry. Chemistry 101, 102, 103 must be taken in sequence. Three lectures and one double laboratory period per week. One year of high school algebra or chemistry is recommended for Chemistry 101.

**Chemistry 200 Introduction to Organic Chemistry** *4 credits*

This course is for students interested in health-science fields, biology, or medicine. Course content will include the structure, nomenclature, and reactivity patterns of organic molecules with special emphasis on compounds of biological importance. Three lectures and one double laboratory per week. Prerequisite: Chemistry 103 or concurrent registration in Chemistry 103 or instructor's approval.

**Chemistry 300 Independent Study** *1 to 3 elective credits per term*  
 Special projects for advanced students. Department approval necessary.

**DEPARTMENT OF COMPUTER SCIENCE**

**Computer Science 160 Introduction to Computer Science** *3 credits*

An introduction to computers, the role of computers, current uses in business and education, and functions in terms of hardware and software.

**Computer Science 170 Introduction to Programming-Basic** *3 credits*

Fundamentals of programming with emphasis on the logical processes necessary for the use of computers. Students work with computers, programs and the construction of algorithms. Basic language. Laboratory sessions. Prerequisite: Math 102 or concurrent registration in Math 102 or instructor's approval.

**Computer Science 210 Structured Programming Techniques-Pascal** *3 credits*

Structured programming, file management, variable types, and algorithm realizations. Laboratory sessions. Prerequisite: Computer Science 160 or 170 or instructor's approval.

**Computer Science 220 Advanced Programming** *3 credits*

Topics include data base management, real time systems, engineering and business applications. Pascal and Fortran. Laboratory sessions. Prerequisite: Computer Science 210 or instructor's approval.

**V. DIVISION OF PHYSICAL EDUCATION AND RECREATION LEADERSHIP**

**DEPARTMENT OF PHYSICAL EDUCATION**

**Physical Education 101, 102, 103 (Activity Courses)** *1 credit per course*

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
101E Bowling	102R Badminton	103L Baseball
101I Conditioning	102B Basketball	103E Bowling
101J Cross Country	102E Bowling	103I Conditioning
101A Football	102I Conditioning	103X Softball
101S Soccer	102Q Cross Country Skiing	103D Swimming
101D Swimming	102V Volleyball	103T Tennis
101T Tennis		103U Track
101V Volleyball		

**Physical Education 110 Introduction to Physical Education** *3 credits*  
 Study of physical education and athletics in the schools, and the philosophy and basic principles of physical education and recreation leadership.

**Physical Education 120 Health and First Aid** *3 credits*  
 Study of modern concepts and practices of health applied to the individual and community. Also includes the American Red Cross First Aid Course.

**Physical Education 130 Drugs and Chemical Dependency** *2 credits*  
 Study of the personal use and misuse of dependency on tobacco, alcohol, drugs and other chemicals. Identification of users and information regarding the resources and help available to people. Designed to meet certification requirements.

**Physical Education 150 Advanced First Aid** *3 credits*  
 Offered for Law Enforcement students as a part of the curriculum required by the Minnesota Board of Peace Officers Standards and Training. Includes the practices and procedures for advanced first aid, CPR, and rescue methods and techniques. Class meets 40-50 hours per term.

**Physical Education 160 Football Officiating** *1 elective credit*  
 Philosophy, principles and problems of officiating at football games. Interpretations of game rules and officiating procedures. One lecture period per week. Additional hours arranged by the instructor.

**Physical Education 170 Basketball Officiating** *1 elective credit*  
 Philosophy, principles and problems of officiating at basketball games. Interpretations of game rules and officiating procedures. One lecture period per week. Additional hours arranged by the instructor.

**Physical Education 180 Baseball and Softball Officiating** *1 elective credit*  
 Philosophy, principles and problems of officiating at baseball and softball games. Interpretations of game rules and officiating procedures. One lecture period per week. Additional hours arranged by the instructor.

**Physical Education 200 Individual and Dual Sports** *3 credits*  
 Study of theory and practice in teaching and officiating individual and dual sports.

**Physical Education 210 Team Sports** *3 credits*  
 Study of theory and practice in teaching and officiating team sports.

**Physical Education 300 Independent Study** *1 to 3 elective credits per term*  
 Special projects for advanced students. Department approval necessary.



## DEPARTMENT OF RECREATION LEADERSHIP

### Recreation Leadership 110 Introduction to Recreation and Park Leadership

3 credits

Examination of the history and development of park and recreation movement; professional and service organizations; orientation to the professional field.

### Recreation Leadership 120 Introduction to Recreation Programming

3 credits

Introduction to the directing and leading of recreation work and the writing of recreation programs (YMCA, YWCA, Boy Scouts, Girl Scouts, churches, community centers, etc.).

### Recreation Leadership 210 Camp Craft

3 credits

Basic skills and practical experience in various phases of camping and outdoor education.

### Recreation Leadership 220 Leadership in Social Activities

3 credits

Techniques of leadership in social games, parties and outings.

### Recreation Leadership 230 Internship

1 to 3 elective credits per course

Practical experience under the direction of full-time workers in the fields of parks, recreation management and YMCA-YWCA.



## VI. DIVISION OF CREATIVE ARTS

### DEPARTMENT OF ART

**Art 100 Introduction to Visual Arts** *3 credits*

Introduction to visual art through the study of aesthetics, philosophy, techniques and history of art. Includes attending art exhibits and other cultural events and researching personal ideas as they relate to the world of art.

**Art 101, 102, 103 Art History of the Western World** *3 credits per course*

Survey of painting, sculpture and architecture as they relate to history and culture in the Western world. Fall Term: Pre-history to Early Christian. Winter Term: Middle Ages to Baroque. Spring Term: Nineteenth Century to Present. Offered alternate years.

**Art 110 Two Dimensional Design** *3 credits*

A basic study of the principles of design together with the discovery of design sources in nature.

**Art 121 Basic Drawing** *3 credits*

Exploration and use of various drawing materials and methods. Emphasis on the development of visual perception and personal aesthetics.

**Art 122 Drawing** *3 credits*

An extension of Art 121 with more extensive experiences in the manipulation of visual elements and pictorial structure. Prerequisite: Art 121 or instructor's approval.

**Art 123 Drawing** *3 credits*

Continuation of Art 121 and 122. Students learn to see design and form relationships and experiment with a variety of drawing media. Subject matter includes still life and the figure. Prerequisite Art 122 or instructor's approval.

**Art 130 Printmaking** *3 credits*

An exploration and study of wood and other materials for making prints in monochrome and color.

**Art 140 Watercolor** *3 credits*

An introduction to the watercolor medium with emphasis on compositional and technical problems. Subject matter includes still life and landscape.

**Art 202, 203 Painting** *3 credits per course*

Basic experiences in the use of oil and acrylic to acquaint the student with the mediums and to encourage the development of personal imagery and technique. Prerequisite: Art 121 or instructor's approval.

**Art 300 Independent Study** *1 to 3 elective credits per term*

Special study for advanced students based upon the proposal of the student in consultation with the instructor. Department approval required.

### DEPARTMENT OF MUSIC

**Music 100 Introduction to Music** *3 credits*

The development of the perceptive listening through the study of representative musical works, their styles, structure and relationship to cultural history. Primarily for non-music majors.

**Music 111, 112, 113 Theory** *4 credits per course*

Course sequence in music theory developing the student's knowledge and skills in part writing, keyboard sight-singing and ear-training. Includes studies of the science of sound, the rudiments of music, intervals, triads and inversions, survey of non-harmonic tones and seventh chords. Music 111, 112, 113 must be taken in sequence.

**Music 121, 122, 123 History of Music** *3 credits per course*  
 Survey of musical thought and achievement from primitive origins to the twentieth century. Intended for music majors but may be taken by any student upon approval of the instructor. Offered alternate years.

**Music 131, 132 Choral Conducting** *2 credits per course*  
 Study of the fundamentals of conducting with practical experience in conducting student ensembles. Includes studies of vocal problems, score and clef reading, baton technique and transpositions. Meets three periods per week. Offered alternate years.

**Music 133 Instrumental Conducting** *2 credits*  
 Study of the fundamentals of conducting with practical experience in conducting student ensembles. Includes studies of instrumental problems, score and clef reading, baton technique and transpositions. Meets three periods per week. Offered alternate years.

**Music 211, 212, 213 Advanced Theory** *4 credits per course*  
 Study of Baroque composition including detailed study of non-harmonic tones, seventh chords, altered chords, modal harmony and two-, three-, four-part counterpoint. Also includes a survey of music styles from the Baroque to the present with a concentration on twentieth century techniques of music composition. Prerequisite: Music 111, 112, 113 or instructor's approval. Music 211, 212, 213 must be taken in sequence.

**Music 300 Independent Study** *1 to 3 elective credits per term*  
 Special projects for advanced students. May be taken any term. Department approval necessary.

**APPLIED MUSIC**

**Applied Music 110A Voice Lessons** *1 credit per term*  
 Study of vocal technique and literature. Emphasis on sacred literature including oratorio, with time devoted to Italian and German art songs. One half class period lesson per week.

**Applied Music 110B Piano Lessons** *1 credit per term*  
 Instruction in piano performance, including study of techniques through scales, arpeggios and other exercises. One half class period lesson per week.

**Applied Music 110C Organ Lessons** *1 credit per term*  
 Graded course in organ playing beginning with study of manual and pedal techniques. Literature studies include examples from all periods of music. Renaissance to Neo-Classic. Service playing problems also are studied. One half class period lesson per week.

**Applied Music 110D Brass Lessons** *1 credit per term*  
 Graded instruction on a brass instrument. One half class period lesson per week.

**Applied Music 110E Percussion Lessons** *1 credit per term*  
 Graded instruction on a percussion instrument or instruments. One half class period lesson per week.

**Applied Music 110F String Lesson** *1 credit per term*  
 Graded instruction on a string instrument. One half class period lesson per week.

**Applied Music 110G Woodwind Lessons** *1 credit per term*  
 Graded instruction on a woodwind instrument. One half class period lesson per week.

**Applied Music 110H Guitar Lessons** *1 credit per term*  
Graded instruction on guitar. One half class period lesson per week.

**Applied Music 110P Piano Class Lessons** *1 credit per term*  
Basic keyboard skills and music reading, designed for the adult beginner with little or no background. Meets 2 periods per week.

**Applied Music 110V Voice Class Lessons** *1 credit per term*  
A study of basic vocal techniques of singing. Songs and other materials used will be suited to the individual student. This class is intended for the beginner as well as students preparing for private study. It is open to music majors and anyone interested in developing their vocal abilities. Meets 2 periods per week.

### **ENSEMBLES**

**Music Ensemble 110A Golden Valley Lutheran College Choir** *1 credit per term*  
Open to all students by audition, but limited to 65 members. Examples from all periods of music literature are selected for performance. Besides numerous concerts in and around the Twin City area, an extended tour is made each spring. The choir meets four periods per week.

**Music Ensemble 110B Golden Valley Singers** *1 credit per term*  
Open to all women students of the College. Study and presentation of treble choral music, both accompanied and a cappella. The chorus meets four periods per week.

**Music Ensemble 110C The Madrigal Singers** *1 credit per term*  
Students are selected from the Golden Valley Lutheran College Choir. Literature used includes Madrigal and Carol. Numerous concerts are given through the year.

**Music Ensemble 110D Symphonic Choir** *½ credit per term*  
Open to all members of the student body and the community.

**Music Ensemble 110H Band** *1 credit per term*  
Open to all college students by audition. The group performs literature from all eras and styles. A tour is organized each year. The band performs regularly for College convocations and presents formal concerts each quarter. The stage band is formed from this group. The band meets four periods per week.

**Music Ensemble 110I College-Community Orchestra** *1 credit per term*  
Open to all qualified students and community members by audition. The orchestra performs standard orchestral literature each quarter in addition to accompanying the College choirs at Christmas.

**Small Ensembles** *1 credit per term*  
Students are given the opportunity to participate in small instrumental ensembles. The ensembles perform regularly for convocations, concerts and at local church services. Membership is by audition or consent of director.

**Music Ensemble 110J Brass Ensemble**

**Music Ensemble 110K Percussion Ensemble**

**Music Ensemble 110L Stage Band**

**Music Ensemble 110M String Ensemble**

**Music Ensemble 110N Woodwind Ensemble**

**DEPARTMENT OF THEATRE**

**Theatre 100 Introduction to Theatre**

*3 credits*

Study of Theatre as a performing art. The aesthetic function of theatre and its role in Western culture will be discussed, as well as the role and function of the various theatre artists such as actor, director, and designer.

**Theatre 110 Beginning Acting**

*3 credits*

An experiential course which focuses on honesty in characterization through various means including theatre games, improvisation, and the development of scenes.

**Theatre 120 Theatre Practice**

*1 elective credit per term (maximum: 3 credits)*

Participation in College-sponsored theatre productions. Open to students assigned performing or technical roles. Instructor's approval required.

**Theatre 130 Elements of Technical Theatre**

*4 credits*

A basic introduction to both design theory and design execution in the theatre. Emphasis placed on the technical aspects of scene design, lighting, costuming and sound. Prerequisite: Theatre 100 or instructor's approval.

**Theatre 200 History of Theatre**

*3 credits*

An examination of the phenomenon of Theatre Arts from a historical perspective. Emphasis will be placed on a particular period. The historical development of both dramatic literature and staging techniques will be examined, as well as the influence of other historical events upon them. Prerequisite: Theatre 100 or instructor's approval.

**Theatre 210 Advanced Acting**

*3 credits*

Intense scene study directed toward the development of a personal technique of honest characterization through various periods and styles of plays. Prerequisite: Theatre 110 or instructor's approval.

**Theatre 220 Directing for the Theatre**

*4 credits*

An introduction to the role and function of the director in modern theatre. Emphasis will be placed on the elements of the director's craft as well as his relationship to the other theatre artists. Preparation of scenes and exercises will culminate in a final scene or a short one-act play. Prerequisite: Theatre 100 and Theatre 110 or instructor's approval.

**Theatre 300 Independent Study**

*1 to 3 elective credits per term*

Special projects for advanced students of research projects within selected theatre disciplines. Department approval necessary.

## VII. DIVISION OF BUSINESS AND SPECIALIZED PROGRAMS

### DEPARTMENT OF BUSINESS

**Business 100 Accounting Fundamentals** *4 credits*

General accounting principles of debits and credits, journal entries, and general financial statements. A practice set will be used to cover the basic accounting cycle. General education course open to all students.

**Business 101 Accounting I** *4 credits*

Study of fundamental principles and procedures of accounting; classifying and reporting data on balance sheets and income statements.

**Business 102 Accounting II** *4 credits*

Continuation of Accounting I; analyzing financial statements and analytical functions of accounting; partnership and corporate accounting. Prerequisite: Business 101 or instructor's approval.

**Business 103 Accounting III** *4 credits*

Accounting as a planning and controlling tool in the decision-making process of management; funds statements; cost accounting; job order and process cost. Prerequisite: Business 102 or instructor's approval.

**Business 110 Personal Finance** *3 credits*

Fundamental concepts of personal financial management: insurance, budgeting, credit, savings, investments, retirement and estate problems and consumer concerns. General Education course open to all students.

**Business 120 Introduction to Business** *3 credits*

A survey of the ownership, organization, management, major functions, environment, and ethics of American business. Aimed at assisting students to establish more specific career goals in the field of business. General Education course open to all students.

**Business 140 Business Computations** *3 credits*

Application of mathematical skills to business/accounting functions, ratios, percentages, present value, amortization, bank discount, payment of promissory notes, annuities, sinking funds, and investment in stocks and bonds.

**Business 150 Business Communications** *3 credits*

General principles of effective communication in business; writing of various types of business letters and reports; stress on vocabulary and the mechanics of language as applied to writing business reports and letters.

**Business 180 Basic Law** *3 credits*

This course provides a general understanding and practical knowledge of the following areas of the law: the court system, criminal law, torts, negligence, real estate, wills, trusts, probate law, insurance and selected consumer protection laws. General education course open to all students.

**Business 200 Principles of Economics—Macroeconomics** *4 credits*

National income economics, gross national product, indicators of economic activity, the money and banking system, monetary and fiscal policies to fight inflation and unemployment, principles of world economics, international trade, and the balance of payments.

**Business 210 Principles of Economics—Microeconomics** *4 credits*

Supply, demand and price, competition, monopoly, oligopoly, and anti-trust policy. Pricing of the factors of production and distribution of income. Prerequisite: Business 200 or instructor's approval.

**Business 300 Independent Study** *1 to 3 elective credits per term*

Special projects for advanced students. Department approval necessary.

**DEPARTMENT OF OFFICE INFORMATION SYSTEMS****Office Information Systems 101 Typewriting I/Keyboarding** *3 credits*

Keyboarding skills for the typewriter and computer terminal. Introduction to type-written letters, tables, and reports. Not open to students with one year of high school typing except by instructor's approval.

**Office Information Systems 102 Typewriting II** *4 credits*

Students build speed and accuracy in straight-copy typing, and increase their skills in composition, rough-draft typing, editing production and analysis of the following components of typewriting communication: business letters, memos, manuscripts, business reports, business forms and tables. Prerequisite: OIS 101 or instructor's approval.

**Office Information Systems 103 Executive Typewriting** *4 credits*

This course emphasizes performance at the executive level requiring sustained high-level production speed with the ability to edit, organize and solve problems and produce high-quality work. Speed and accuracy in straight-copy and production work are stressed. Prerequisite: OIS 102 or instructor's approval.

**Office Information Systems 130 References for Transcript** *3 credits*

Correct application of reference materials for transcription tasks. Review of basic grammar, mechanics, and usage.

**Office Information Systems 140 Editing/Proofreading** *3 credits*

A study of editing and proofreading techniques designed to improve the organization, style, and clarity of office documents and general business writing. Offered alternate years.

**Office Information Systems 150 Machine Calculation** *3 credits*

Instruction in the use of electronic printing calculators, electronic display calculators, plus study of practical business computations.

**Office Information Systems 200 Word Processing I** *3 credits*

Word processing concepts and instruction in the basic operations of a word processor. Prerequisite: OIS 101 or instructor's approval.

**Office Information Systems 210 Word Processing II** *3 credits*

Producing high-quality work using the expanded functions of a word processor. Prerequisite: OIS 200 or instructor's approval.

**Office Information Systems 220 Professional Office Projects** *1 credit per term*

Credit for work experience in an office-type environment. Students must register during the quarter in which they receive credit. Applications must be approved by Office Information Systems Department in advance.

**Office Information Systems 221 Legal Studies I** *3 credits*

Basic legal procedures in preparing legal documents and court papers; legal typing and terminology. Offered alternate years. Prerequisite: OIS 102 or instructor's approval.

**Office Information Systems 222 Legal Studies II** *3 credits*

Basic legal procedures in legal branches: probate, criminal law, domestic relations, real estate, and corporations; includes legal typing and terminology. Offered alternate years. Prerequisite: OIS 221 or instructor's approval.

**Office Information Systems 230 Information Resource Management** *3 credits*

A study of the role of resource management and information processing defining the relationship to business as well as social implications, types of data and data collection systems, analysis and reports, information storage and retrieval, staffing and equipment, problem solving and evaluation.

**Office Information Systems 240 Administrative Office Procedures**      *4 credits*

A study of the profile of the administrative assistant: public and personal relations, organization of time and work flow, supervision, reprographics, equipment and procedures, available services, sources of information, study of communications, preparation of communications, financial accountability activities, and types of dictation.

**Office Information Systems 250 Specialized Machine Transcription**      *4 credits*

Individualized machine transcription for general and legal specialties.

**Office Information Systems 300 Independent Study**      *3 elective credits per term*

Special projects for advanced students. Department approval necessary.

**DEPARTMENT OF LAW ENFORCEMENT****Law Enforcement 100 Introduction to Criminal Justice**      *3 credits*

Survey of the history and principles of law enforcement in American society, the criminal justice system, courts, state and federal agencies.

**Law Enforcement 110 Law Enforcement Operations and Procedures**      *3 credits*

An overview of the relationships between the police and community and the era of crime prevention, the elements of verbal and non-verbal communication, and their role in effective law enforcement procedure.

**Law Enforcement 120 Juvenile Problems and Justice**      *3 credits*

An overview of the principles of the juvenile justice system, its laws, problems, and procedures.

**Law Enforcement 130 Criminal Evidence and Procedure**      *3 credits*

Criminal evidence for police, types of evidence, criminal procedures in various courts, arrest, search and seizure, collection of evidence, interviews and line-up procedure.

**Law Enforcement 150 Criminal Law**      *3 credits*

The development, application and enforcement of local, state and federal laws that deal with criminal behavior, including a study of the Minnesota Criminal Code.

**Law Enforcement 160 Constitutional Law**      *3 credits*

Study and analysis of the United States Constitution and its amendments that pertain to law enforcement. Also studied are Federal and State legal decisions that apply to law enforcement problems.

**Law Enforcement 170 Psychology for Law Enforcement**      *3 credits*

An introduction to the psychological aspects of the law enforcement profession with particular attention to the personal and professional adjustments demanded by this career.

**Law Enforcement 180 Report Writing—Interviews and Interrogation**      *2 credits*

Designed for law enforcement students. The course will have intensive work in the techniques of interviewing and interrogations, field note taking, criminal investigative and follow-up report writing.

**Law Enforcement 300 Independent Study**      *1 to 3 elective credits per term*

Special projects and research into areas of student interest in the fields of law enforcement. Department approval necessary.



**DEPARTMENT OF APPLIED CHRISTIANITY**

**Christian Service 110A, 110B, 110C Christian Service Projects**

*1 credit per course per term*

Student assignments to various projects provide in-service training in various phases of Christian work. Regular reports to the department are required.

**Applied Christianity 122, 123 Christian Education**

*3 credits per course*

Winter term: Study of the human relations of the teaching-learning process, acquaintance with the age of ability differences, and individual potential of children. An in-depth child study will be made by each student. Spring term: Study of the objectives of Christian Education and practice of teaching methods.

**Applied Christianity 130 Youth Leadership**

*3 credits*

Study of the needs and goals of youth leadership in the church, and of the philosophies, organizational structures, resources and materials of the youth organizations and departments of the major Lutheran synods.

**Applied Christianity 150 Evangelism**

*3 credits*

The evangelical task of the church is recognized as of prime importance, and the responsibility of the individual Christian to personalize the Gospel within the parish and community is stressed.

**Applied Christianity 201, 202, 203 Christian Education Project**

*½ to 1½ credits per term (3 credits required)*

Classroom orientation and practical teaching experience under supervision.

**Applied Christianity 211 Christian Education Seminar**

*3 credits*

Study of materials available in the field of Christian Education; discussion of teaching experiences (Applied Christianity 201); acquaintance with methods and materials in adult Christian education.

**Applied Christianity 221 Church Staff Work I**

*3 credits*

Study of basic principles and their relationship to professional ethics, professional relationships, the ministry of the laity, the organization and functioning of the parish, techniques of visitation and public relations. For parish workers, parish secretaries, and lay assistants.

**Applied Christianity 223 Church Staff Work II**

*3 credits*

Study of strategies and models for the development of programs designed to meet a congregation's particular needs.

**Applied Christianity 230 Church Staff Field Work**

*1 to 3 credits*

Practical experience in the various aspects of parish work through personal supervised field work with the cooperation of local congregations. Twenty-four hours of work are required for one credit.

**Applied Christianity 300 Independent Study**

*1 to 3 elective credits per term*

Designed for students who wish to investigate special interests. May be taken any term. Department approval necessary.

**Mission 100 Introduction to Mission**

*2 credits*

Study of the theology of mission, some basic principles of communicating the Gospel to non-Christian people, and some current practices in the work of the Church in various countries of the world.

**Mission 110 History of World Mission I**

*2 credits*

Study of the major leaders and developments in the missionary effort of the nineteenth century.

**Mission 120 History of World Mission II**

*2 credits*

Study of the major leaders and developments in the missionary effort of the twentieth century.

**Mission 200 Mission Internship**

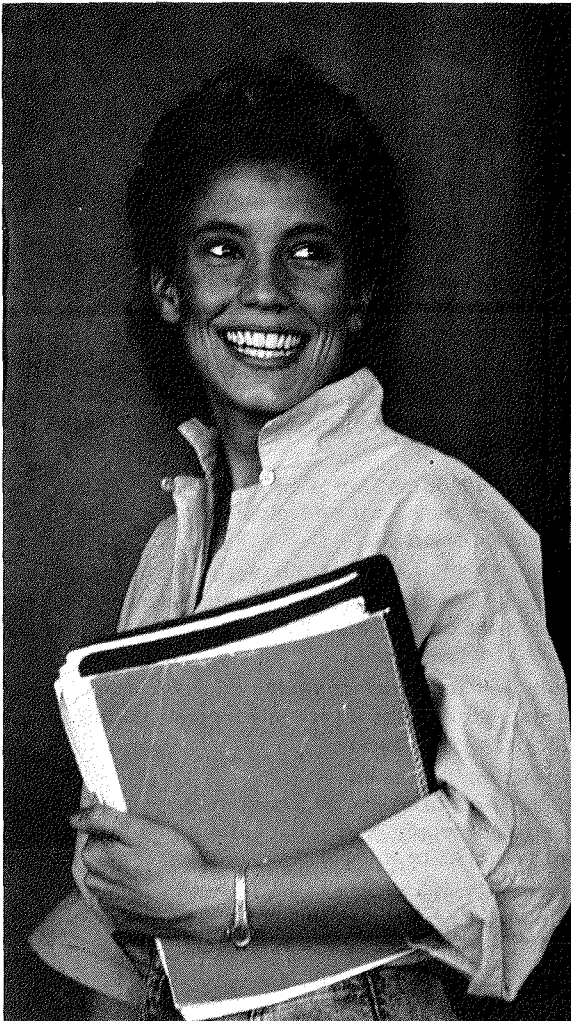
*1 to 6 credits*

A flexible program of study designed to provide the student opportunities for contact with people directly involved in church work in various countries of the world. Students may study and serve under the supervision of experienced missionaries at times to be arranged.

**Mission 300 Independent Study**

*1 to 3 elective credits per term*

Special projects for the student who has a serious interest in the world mission of the Christian Church. Department approval necessary.



# DIRECTORY

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Minnesota Interreligious Committee

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Jewish-Christian Relations, ALC;

Consultant, The National Hospice

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ALC, Vice Chairman of the Board

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Minneapolis, Minnesota

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Burnsville, Minnesota

RAYBURN E. NORLING

ALC, Executive Vice President

Willmar Poultry Company

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LCA, Lutheran Brotherhood

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HAROLD E. MOORE, JR/  
Dean of Students

RUSSELL B. HELGESEN/  
Director of Development

MARILYN J. ADAMS/Registrar

JOHAN HINDERLIE/Director of  
Mount Carmel, Radio and  
Church Relations

THOMAS R. HANSON/Director of  
Admissions and Financial Aid

VIVIAN WIEMERSLAGE/  
Business Office Manager

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Recreation, Counselor  
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Kalamazoo, MI; M.A. (Physical Educa-  
tion), St. Thomas College, St. Paul, MN;  
M.A. (Counseling), St. Thomas College,  
St. Paul, MN. 1971-

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B.A., University of Minnesota, Minne-  
apolis, MN; graduate study, Mankato  
State University, Mankato, MN. 1979-

DOUGLAS CAREY/Voice, Band,  
Orchestra

B.S. and M.Ed., University of North  
Dakota, Grand Forks, ND. 1978-

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B.A., St. Olaf College, Northfield, MN;  
graduate study, University of Minne-  
sota, Minneapolis, MN. 1979-

PAUL E. DRANGEID/Biology  
B.A., St. Olaf College, Northfield, MN;  
M.S. South Dakota State University,  
Brookings, SD; graduate work at Colo-  
rado School Mines, Golden, CO; Uni-  
versity of Chattanooga, TN; University  
of West Virginia, Morgantown, WV;  
University of Vermont, Burlington, VT;  
Philadelphia College of Pharmacy and  
Science, PA; Boyce Thompson Plant  
Research Institute, Yonkers, NY; Ripon  
College, WI; Knox College, Galesburg,  
IL. 1979-

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B.B.A., University of Minnesota, Minne-  
apolis, MN; advanced study, FBI  
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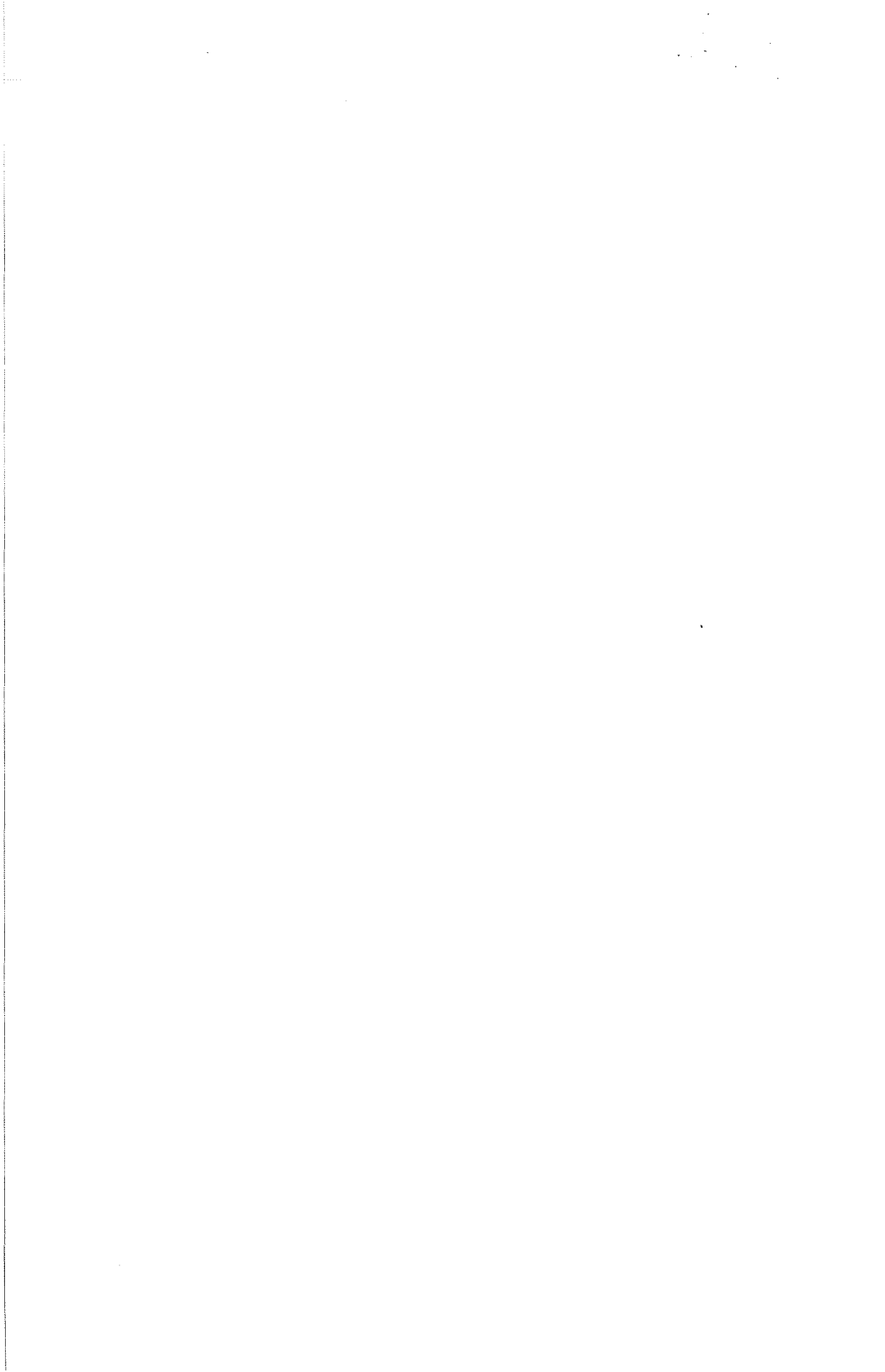
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